

2012 Action Plan for Housing & Community Development  
City of Burlington, Vermont

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## Executive Summary

*Federal Requirements: The action plan must include a concise executive summary that includes the objectives and outcomes identified in the plan as well as an evaluation of past performance, a summary of the citizen participation and consultation process (including efforts to broaden public participation), a summary of comments or views, and a summary of comments or views not accepted and the reasons therefore.*

This document 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, 2012. The national CDBG program is a principal revenue source for local communities to address the roots and consequences of poverty. 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.

With this year's estimated CDBG and HOME formula funding of \$ 967,399 – together with resources obtained through the Burlington Housing Trust fund, the Lead-Based Paint Hazard Control grant and other leveraged resources – the city and its subgrantees plan to:

- o Work to complete the Thayer School (DMV) project, anticipated to produce 96 new mixed-income rental units, 1,195 construction jobs and \$100,000 in increased annual property tax collections.
- o Work to preserve 236 housing units with expiring subsidies at South Meadow, Wharf Lane and Bobbin Mill.
- o Begin predevelopment work at the Brown's Court site, anticipated to produce 30 new housing units, and at the Bright Street / 114 Archibald site, with refinancing / renovation of 30 housing units.

- o Complete the renovation of 56 other housing units in the city (principally in the Old North End), with an estimated 89 associated construction jobs, and reduce lead hazards in 45 housing units, estimated to produce 22 construction jobs.
- o Help 2,543 residents to remain housed and living independently through utility assistance, homesharing, home-based and center-based services for seniors, access modifications and other housing retention services.
- o Provide 1,226 homeless residents with emergency shelter, case management and housing placement services.
- o Support the creation of 34 new businesses and the retention / expansion of 19 businesses, with 80 associated permanent jobs, through technical assistance, business loans and entrepreneurial training.
- o Support the renovation of 44,000 sq. ft. of commercial space (with an associated annual increase of \$25,000 in new nonresidential property taxes and 150 construction jobs) through grants, loans, technical and permitting assistance.
- o Provide families with high-quality, affordable childcare and early education for 120 children.
- o Provide credit education, free tax preparation, and community integration services to help 834 low-income residents (including many with limited English proficiency) increase their self-sufficiency.
- o Provide food to 5,601 residents; summer and after school programming to 645 youth; and public safety services to 300 residents.
- o Continue work on waterfront street improvements and Scenic Byways, with an estimated 100 associated construction jobs.
- o Support the assessment, remediation and redevelopment of 9 brownfields sites, including the Moran Plant.

These activities are intended to further the city’s five-year goals, strategies, objectives and outcomes<sup>1</sup>, which are identified in the 2008 Consolidated Plan for Housing & Community Development and on the following pages:

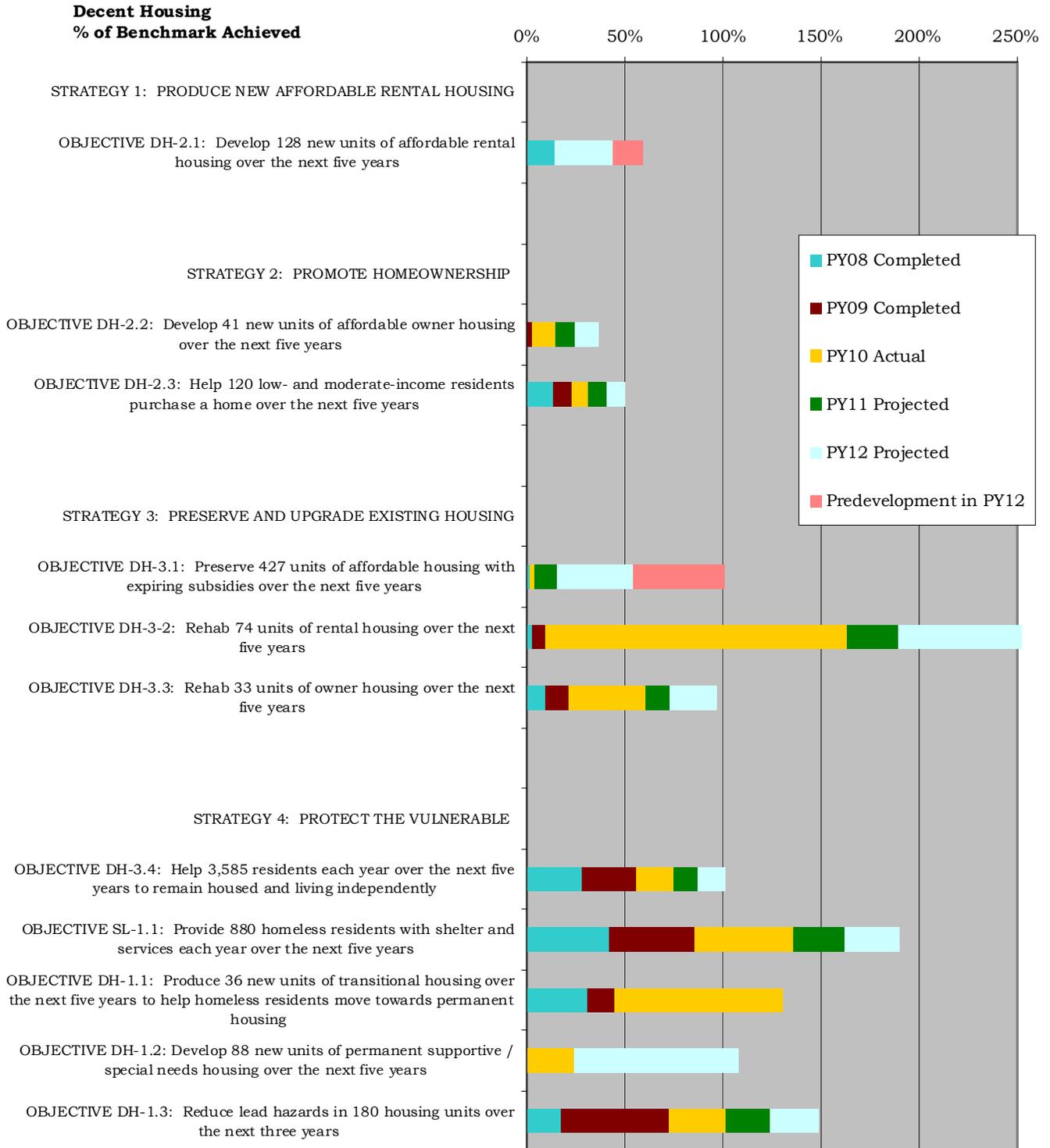
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<sup>1</sup> Outcome measures are prescribed by the U.S. Department of Housing & Urban Development (HUD), and are abbreviated above according to the following:

	Availability / Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunity	EO-1	EO-2	EO-3

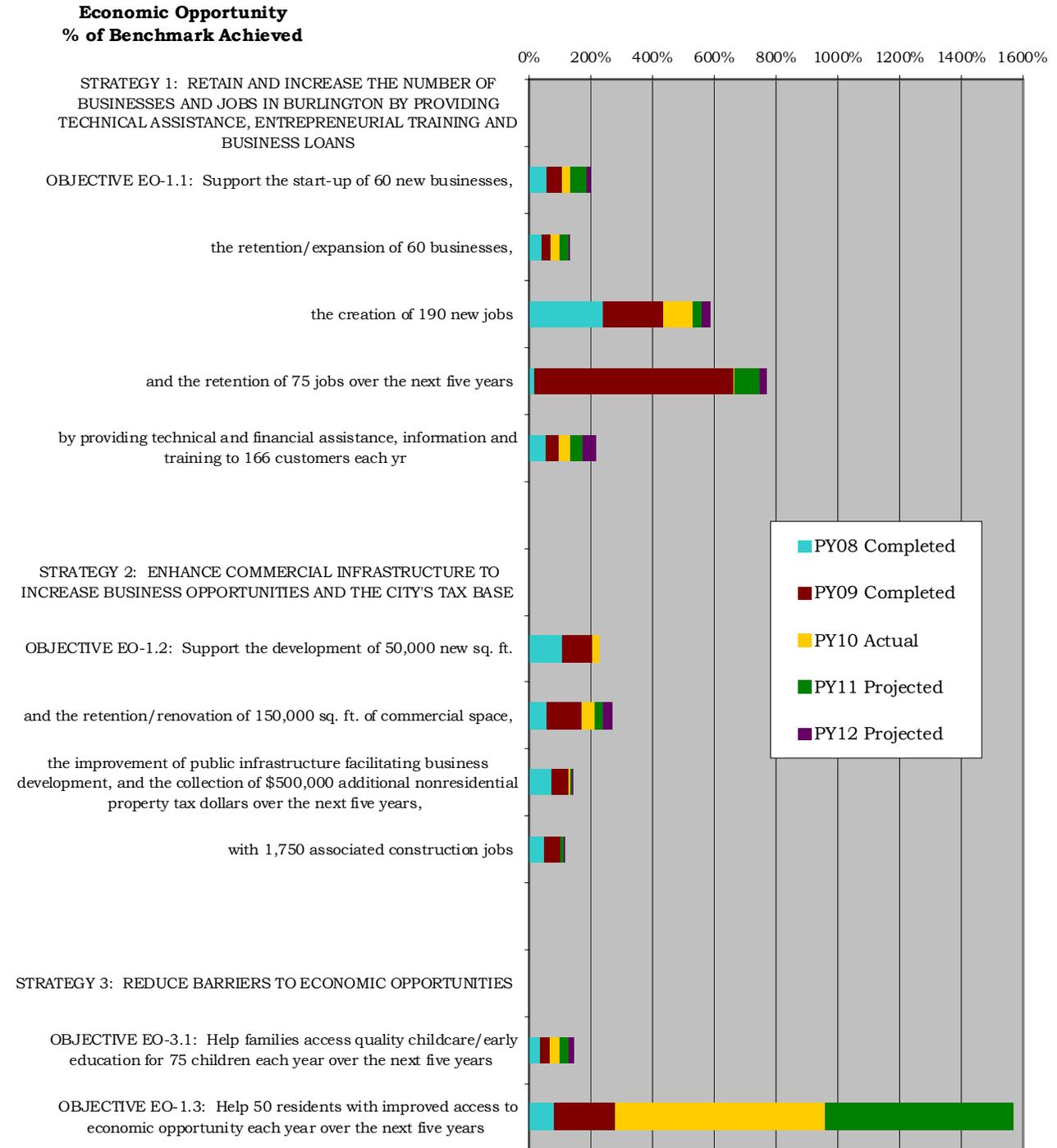
## DECENT HOUSING

**GOAL:** All Burlington residents have a range of housing options that offer them safe, decent, appropriate, secure and affordable housing.



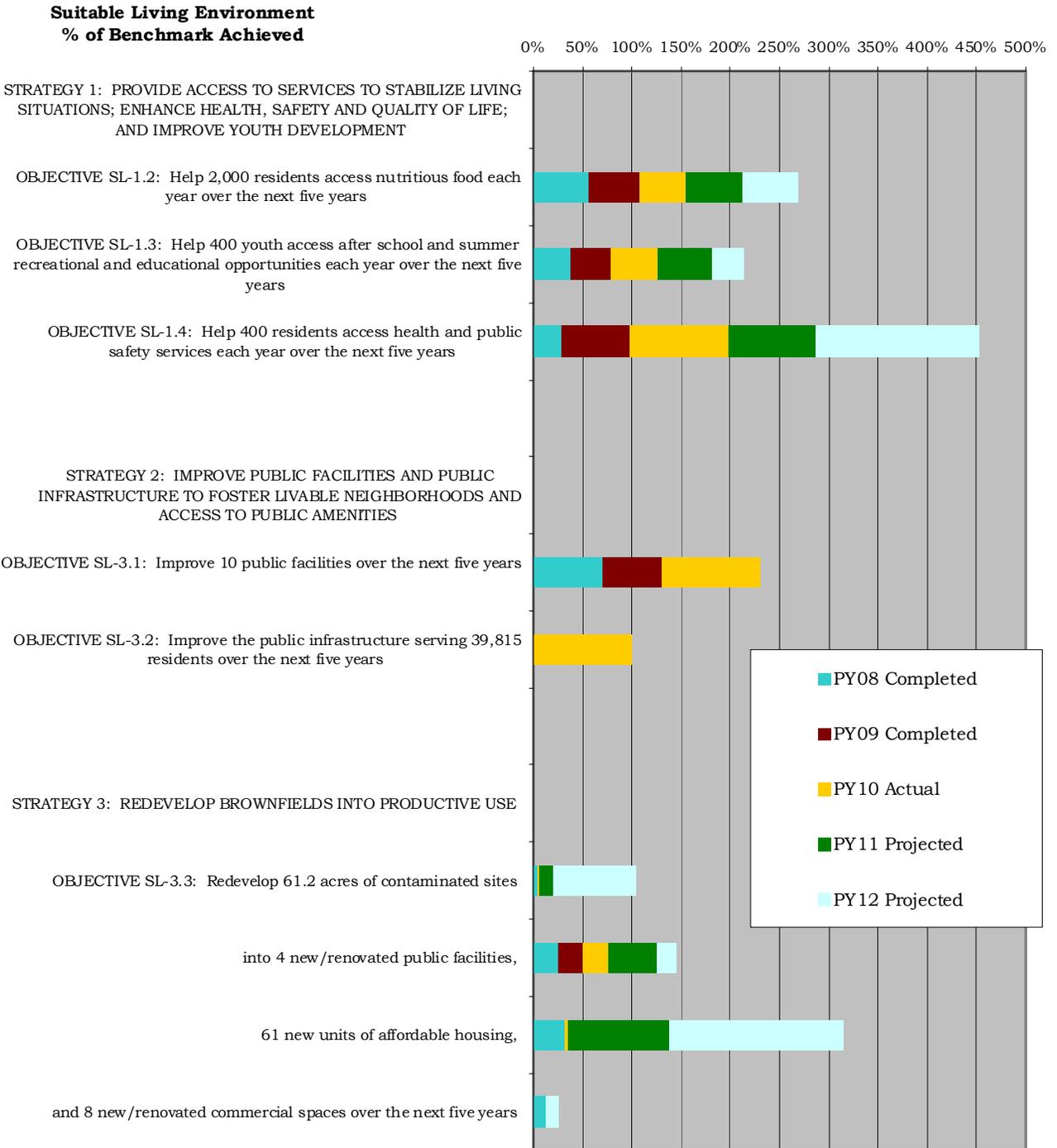
## ECONOMIC OPPORTUNITY

**GOAL:** A prosperous Burlington economy provides all Burlington residents with access to livable wage jobs, to the education and training that qualify them for those jobs, to business ownership opportunities, and to the supports necessary to access those opportunities.



## SUITABLE LIVING ENVIRONMENT

**GOAL:** All Burlington residents enjoy livable, attractive neighborhoods, are assured of safety and quality of life in their neighborhoods and in their homes, and have the necessary community supports to thrive.



Progress under the 2008 Consolidated Plan has been steady except in the area of promoting homeownership (reflecting the housing side of the recession), in the area of small owner rehab projects (which have been affected by funding cuts), and in the area of creating new rental housing (which has likewise been affected by funding cuts). The development of new transitional and permanent supportive housing for veterans took place in Winooski rather than in Burlington. A full review of progress is available in the 2010 Consolidated Annual Performance & Evaluation Report.

### **Citizen Participation**

The citizen participation and consultation process for this Action Plan included:

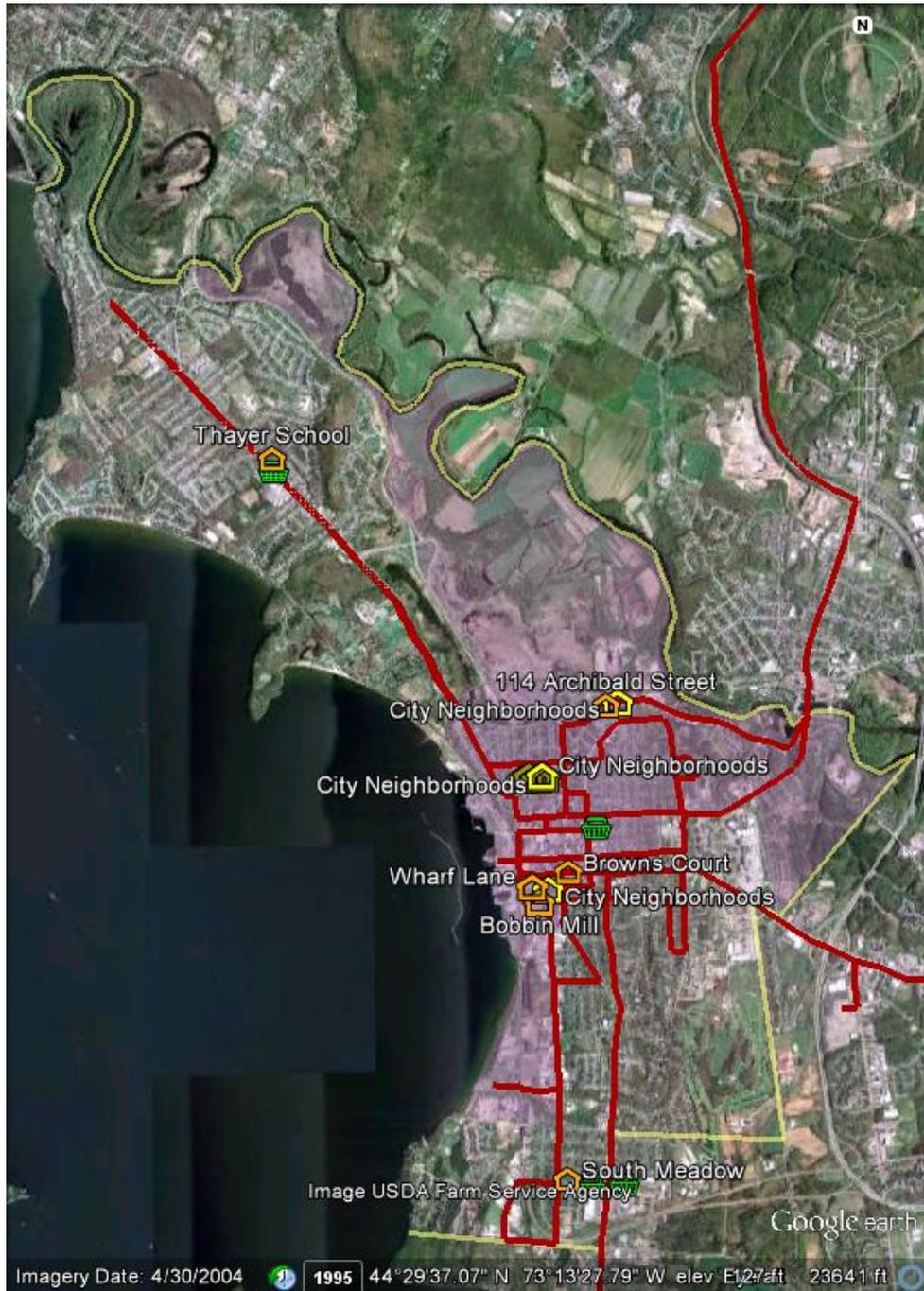
- o Notice about the availability of funds published online and in Seven Days;
- o Direct notice to over one hundred nonprofits, city departments and residents about the availability of funds;
- o Outreach to the Neighborhood Planning Assemblies and in low-income neighborhoods about the opportunity to submit resident-generated neighborhood improvement applications for funding;
- o Two workshops for nonprofit applicants;
- o Seats at the CDBG Advisory Board for representatives from each of the city's seven wards and a resident living in assisted housing;
- o Six public meetings of the CDBG Advisory Board, which develops the funding recommendations for the Action Plan;
- o Publication of the Advisory Board recommendations and the draft Action Plan online; and
- o A Public Hearing before City Council on housing and community development needs in the city, the Advisory Board recommendations and the draft Action Plan.

### **Public Comment**

Alison Calderara of the Community Health Center of Burlington (an unsuccessful applicant for CDBG funding this year) spoke about the impact that the Health Center has on the lives of low-income residents and hopes that the Center will be funded with CDBG in the future. Michael Monte of the Champlain Housing Trust thanked the city for its continued funding of the organization and spoke about the continued need for more affordable housing in the city. A member of the public also spoke about the need for affordable housing, especially in the downtown core. Solveig Overby, a member of the CDBG Advisory Board, recommends that the city look at putting municipal funds towards the activities of the Community & Economic Development Office, and free up CDBG dollars for other activities. All comments were accepted.

### **Map of Housing Projects**

The map below shows housing projects anticipated to be underway during PY2012. The city boundary is outlined in yellow. The city's Neighborhood Revitalization Strategy Area is shaded in purple. Bus routes appear in red, and supermarkets in green.



## Resources

*Federal Requirements: Identify the federal, state, and local resources (including program income) the jurisdiction expects to receive to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan. Identify whether Neighborhood Stabilization Program funding is being used to address priority needs.*

*Identify:*

- *Program income expected to be received during the program year, including:*
  - *The amount expected to be generated by and deposited to revolving loan funds;*
  - *The total amount expected to be received from each new float funded activity included in this plan; and*
  - *The amount expected to be received during the current program year from a float funded activity described in a prior statement or plan.*
- *Program income received in the preceding program year that has not been included in a statement or plan.*
- *Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan.*
- *Surplus funds from any urban renewal settlement for community development and housing activities.*
- *Any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.*
- *Income from float-funded activities.*

*Explain how federal funds will leverage resources from private and non-federal public sources.*

*Identify whether CPD funding will be coordinated with Department of Energy's Energy Efficiency and Conservation Block Grants, and the Department of Labor's Workforce Investment Act programs to provide opportunities for unemployed, lower-skilled, and low-income women and men to advance along a middle class career track of increasing skills and wages.*

The city expects that the following federal and local resources will be available to the city this year to address Consolidated Plan needs:

Community Development Block Grant	\$ 3,209,700
Entitlement Allocation	626,689
Program Income	36,000
Prior Year Funds	289,000
Section 108 Moran	2,091,000
Section 108 Landlord Rehab Revolving Loans	167,011

HOME Investment Partnership Act	\$ 345,710
Entitlement Allocation	340,710
Prior Year Funds	0
Program Income	5,000
Healthy Homes & Lead Hazard Control	\$ 825,000
Burlington Housing Trust Fund	\$ 150,000
Brownfields Economic Development Initiative	\$ 1,040,000
<b>Total Funds for Housing and Community Development</b>	<b>\$ 5,570,410</b>

The city anticipates that approximately \$7 to \$8 million in Low Income Housing Tax Credits, \$8 to \$9 million in Section 8 resources, and \$934,048 in McKinney-Vento Homeless Assistance Act will be available to address needs and objectives identified in the Action Plan. (These are not resources that the city receives or controls.)

Overall, the city expects to leverage \$40,418,377 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.

Each funded activity identifies the budgeted amount of leveraged funding for that program or project in Table 3C on pages 21-25. In addition, the city-owned land at Browns Court will be made available for the anticipated development of 30 new rental housing units.

The city will meet or exceed the requirement that “contributions must total not less than 25% of funds drawn from the jurisdiction’s HOME Investment Trust Fund Treasury account in that fiscal year,” excluding funds drawn for administrative and planning costs pursuant to 24 CFR 92.207. Sources of matching funds include, but are not limited to, the Vermont Housing and Conservation Trust Fund, the Burlington Housing Trust Fund, waiver of impact fees, and private debt financing secured by property owners and nonprofit organizations.

The CDBG Float Loan Program provides short-term financial assistance for community development, housing development and economic development projects in Burlington. Funding for the program will come from allocations to other CDBG activities which are not anticipated to be expended during the term of the float loan. An absolute pre-condition for any float loan will be an unconditional, irrevocable Letter of Credit from a lending institution in order to assure the availability of funding. One specific project has been targeted for the Float Loan Program:

### Burlington Revolving Loan Program

- o Benefits businesses, city departments and private nonprofit organizations
- o Short-term financing of business expansion; public infrastructure and facilities, including the Moran Plant; and housing and development projects in Burlington
- o Projects must meet the underwriting criteria of the Burlington Revolving Loan Program

### Float Loan Allocation:

- o Not to exceed \$300,000
- o Secured by an irrevocable Letter of Credit
- o Repayments scheduled to ensure no delay of funding to other subrecipients

The city does not receive or control Workforce Investment Act funds, but does work with employers and training agencies to coordinate the employment needs of businesses and skills acquisition for residents. The city has expended its Energy Efficiency and Conservation Block Grants and Neighborhood Stabilization Program funding.

## Summary of Annual Objectives and Annual Affordable Housing Objectives

*Federal Requirements: Provide a summary of specific objectives that will be addressed during the program year. Describe the one-year goals for the number of homeless, non-homeless, and special-needs households to be provided affordable housing using funds made available to the jurisdiction and one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction. The term affordable housing shall be defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.*

Annual objectives for Program Year 2012 funding are summarized below. Activities listed in this Table include those funded with CDBG and HOME dollars as well as those funded through other sources. Each CDBG- and HOME-funded activity listed in the Summary of Annual Objectives is described in detail in Table 3C on pages 21-25. Housing which meets the Section 215 affordable criteria is designated with an “\*.”

SUMMARY OF ANNUAL OBJECTIVES PROGRAM YEAR 2012	Projected Performance Indicators											Projected Completion	Funding Sources							
	HUD Deliverables							Local Indicators					CDBG	HOME	Section 108	BEDI / EDI	Housing Trust Fund	General / Capital Fund	Other	
	Housing Units	People Served	Jobs Created	Jobs Retained	New Public Facilities	Renovated Public Facilities	Acres Remediated	New Businesses	Businesses Retained / Expanded	New Commercial Space (sq. ft.)	Renovated Commercial Space (sq. ft.)	Estimated Construction Jobs	New Property Tax Collected							
<b>GOAL: DECENT HOUSING</b>																				
<b>STRATEGY: PRODUCE NEW AFFORDABLE RENTAL HOUSING</b>																				
<b>Objective DH-2.1: Develop 128 new units of affordable rental housing over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>38*</b>						<b>6</b>						<b>543</b>	<b>\$52,500</b>						
Activity / Entity:																				
Inclusionary Zoning / CEDO	5*						0					95	\$15,000	PY2012					X	X
Thayer School (DMV site) / CSC, CHT & CEDO	33*						6					448	\$37,500	PY2012	X	X			X	X
Browns Court / CHT & CEDO	30*						0.35							PY2013	X					X
<b>STRATEGY: PROMOTE HOMEOWNERSHIP</b>																				
<b>Objective DH-2.2: Develop 41 new units of affordable owner housing over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>5*</b>												<b>77</b>	<b>\$15,000</b>						
Activity / Entity:																				
Inclusionary Zoning / CEDO	5*												77	\$15,000	PY2012				X	X
<b>Objective DH-2.3: Help 120 low- and moderate-income residents purchase a home over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>		<b>11*</b>																		
Activity / Entity:																				
Duplex Down Payment Assistance / CEDO		4*												PY2012				X		X
HomeOwnership Center / CHT		5*												PY2012						X
Section 8 Homeownership / BHA		2*												PY2012						X

SUMMARY OF ANNUAL OBJECTIVES PROGRAM YEAR 2012	Projected Performance Indicators											Projected Completion	Funding Sources							
	HUD Deliverables						Local Indicators						CDBG	HOME	Section 108	BEDI / EDI	Housing Trust Fund	General / Capital Fund	Other	
	Housing Units	People Served	Jobs Created	Jobs Retained	New Public Facilities	Renovated Public Facilities	Acres Remediated	New Businesses	Businesses Retained / Expanded	New Commercial Space (sq. ft.)	Renovated Commercial Space (sq. ft.)	Estimated Construction Jobs								New Property Tax Collected
<b>GOAL: DECENT HOUSING</b>																				
<b>STRATEGY: PRESERVE AND UPGRADE EXISTING HOUSING</b>																				
<b>Objective DH-3.1: Preserve the affordability of 427 housing units over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>37</b>						<b>0.75</b>						<b>77</b>							
Activity / Entity:																				
Wharf Lane / CEDO & BHA	37*						0.75						77		PY2012		X		X	X
Bobbin Mill / CEDO & BHA	51*						TBD						140		PY2013		X		X	X
South Meadow / CHT	148 (40*)						TBD						77		PY2016	X				X
<b>Objective DH-3-2: Rehab 74 units of rental housing over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>48 (33*)</b>						<b>2.18</b>						<b>80</b>							
Activity / Entity:																				
City Neighborhoods / CHT and CEDO	40 (33*)						2.18						80		PY2012	X	X			X
Housing Initiatives Program / CEDO	8						0						0		PY2012	X				
114 Archibald & Bright St. / CHT	30 (27*)						TBD						TBD		PY2014	X				
<b>Objective DH-3.3: Rehab 33 units of owner housing over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>8</b>						<b>0</b>						<b>9</b>							
Activity / Entity:																				
Housing Initiatives Program / CEDO	2						0						0		PY2012	X				
YouthBuild Weatherization / ReSOURCE	6						0						9		PY2012	X				X
<b>STRATEGY: PROTECT THE VULNERABLE</b>																				
<b>OBJECTIVE DH-3.4: Help 3,585 residents each year over the next five years to remain housed and living independently</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>3</b>	<b>2,543</b>																		
Activity / Entity:																				
WARMTH Program / CVOEO		1,075													PY2012	X				X
Housing Assistance Program / CVOEO		575													PY2012	X				X
Homesharing and Caregiving / HomeShare Vermont		110													PY2012	X			X	X
Access Modifications / CEDO	3	3													PY2012	X				X
Heineberg Senior Center Services / CCSCA		230													PY2012	X				X X
Case Management for Seniors / CVAA		150													PY2012	X				X
MultiGenerational Ctr. / Champlain Senior Ctr.		400													PY2012					X X

SUMMARY OF ANNUAL OBJECTIVES PROGRAM YEAR 2012	Projected Performance Indicators											Projected Completion	Funding Sources							
	HUD Deliverables						Local Indicators						CDBG	HOME	Section 108	BEDI / EDI	Housing Trust Fund	General / Capital Fund	Other	
GOAL: DECENT HOUSING	Housing Units	People Served	Jobs Created	Jobs Retained	New Public Facilities	Renovated Public Facilities	Acres Remediated	New Businesses	Businesses Retained / Expanded	New Commercial Space (sq. ft.)	Renovated Commercial Space (sq. ft.)	Estimated Construction Jobs								New Property Tax Collected
<b>STRATEGY: PROTECT THE VULNERABLE, CONT'D</b>																				
<b>OBJECTIVE SL-1.1: Provide 880 homeless residents with shelter and services each year over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>		<b>1,226</b>																		
Activity / Entity:																				
Homeless Single Adults																				
Waystation / COTS		282**												PY2012	X			X	X	
Daystation / COTS		600**												PY2012	X				X	
Housing Resource Center / COTS		TBD												PY2012				X	X	
# provided with services		600																		
# provided with transitional or permanent housing		60																		
Homeless Families																				
Families in Transition / COTS		62												PY2012	X				X	
Housing Resource Center / COTS		TBD												PY2012				X	X	
# provided with services		62																		
# provided with transitional or permanent housing		31																		
Victims of Domestic Violence																				
Safe Tonight / WHBW		564												PY2012	X				X	X
# provided with services		564																		
# provided with transitional or permanent housing		159																		
<b>OBJECTIVE DH-1.1: Produce 36 new units of transitional housing over the next five years to help homeless residents move towards permanent housing</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>0</b>						<b>0</b>						<b>0</b>	<b>\$0</b>						
<b>OBJECTIVE DH-1.2: Develop 88 new units of permanent supportive / special needs housing over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>74 (54*)</b>						<b>6</b>						<b>747</b>	<b>\$62,500</b>						
Activity / Entity:																				
Thayer School (DMV site) / CSC and CEDO	60 (40*)						6						747	\$62,500	PY2012	X	X		X	X
30-42 King Street / BHA	14*						TBD						TBD	\$0	PY2012					X
<b>OBJECTIVE DH-3.5: Reduce lead hazards in 180 housing units over the next three years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>45</b>												<b>22</b>							
Activity / Entity:																				
Burlington Lead Program / CEDO	45												22		PY2012					X

\*\*Clients may be duplicated, so total counted is 600

SUMMARY OF ANNUAL OBJECTIVES PROGRAM YEAR 2012	Projected Performance Indicators											Projected Completion	Funding Sources								
	HUD Deliverables						Local Indicators						CDBG	HOME	Section 108	BEDI / EDI	Housing Trust Fund	General / Capital Fund	Other		
	Housing Units	People Served	Jobs Created	Jobs Retained	New Public Facilities	Renovated Public Facilities	Acres Remediated	New Businesses	Businesses Retained / Expanded	New Commercial Space (sq. ft.)	Renovated Commercial Space (sq. ft.)	Estimated Construction Jobs								New Property Tax Collected	
<b>GOAL: ECONOMIC OPPORTUNITY</b>																					
<b>STRATEGY: RETAIN AND INCREASE THE NUMBER OF BUSINESSES AND JOBS IN BURLINGTON BY PROVIDING TECHNICAL ASSISTANCE, ENTREPRENEURIAL TRAINING AND BUSINESS LOANS</b>																					
<b>Objective EO-1.1: Support the start-up of 60 new businesses, the retention/expansion of 60 businesses, the creation of 190 new jobs and the retention of 75 jobs over the next five years by providing technical and financial assistance, information and training to 166 customers each year</b>																					
<b>TOTAL TO BE COMPLETED IN PY2012</b>		<b>267</b>	<b>65</b>	<b>15</b>				<b>34</b>	<b>19</b>												
Activity / Entity:																					
Entrepreneurial Training		46						16	TBD												
Women's Small Business Prm / Mercy Connections		46						16	TBD					PY2012	X					X	
Technical Assistance		220	62	15				17	19												
Business Financing & Technical Assistance / CEDO		100	35	15				10	3					PY2012	X					X	
Farms Program / Intervale Center		20	2	0				2	11					PY2012	X					X	
Sustainable Economic Development / CEDO		100	25	0				5	5					PY2012	X					X	
Loans		1	3	0				1	0												
Business Financing & Technical Assistance / CEDO		1	3	0				1	0					PY2012	X					X	
<b>STRATEGY: ENHANCE COMMERCIAL INFRASTRUCTURE TO INCREASE BUSINESS OPPORTUNITIES AND THE CITY'S TAX BASE</b>																					
<b>Objective EO-1.2: Support the development of 50,000 new sq. ft. and the retention/renovation of 150,000 sq. ft. of commercial space, the improvement of public infrastructure facilitating business development, and the collection of \$500,000 additional nonresidential property tax dollars over the next five years, with 1,750 associated construction jobs</b>																					
<b>TOTAL TO BE COMPLETED IN PY2012</b>												<b>44,000</b>	<b>150</b>	<b>\$25,000</b>							
Activity / Entity:																					
Sustainable Economic Development / CEDO			*	*								40,000	150	\$25,000	PY2012	X				X	
Business Financing & Technical Assistance / CEDO			*	*								4,000			PY2012	X				X	
			* Reported above																		
<b>STRATEGY: REDUCE BARRIERS TO ECONOMIC OPPORTUNITIES</b>																					
<b>Objective EO-3.1: Help families access quality childcare/early education for 75 children each year over the next five years</b>																					
<b>TOTAL TO BE COMPLETED IN PY2012</b>		<b>120</b>																			
Activity / Entity:																					
Parent Sliding Tuition Scale / Burlington Children's Space		43												PY2012	X					X	
Preschool Program / King Street Youth Center		25												PY2012	X					X	
Early Care Program / Lund Family Center		38												PY2012	X					X	
Preschool Program / Sara Holbrook		14												PY2012	X					X	

SUMMARY OF ANNUAL OBJECTIVES PROGRAM YEAR 2012	Projected Performance Indicators												Projected Completion	Funding Sources						
	HUD Deliverables							Local Indicators						CDBG	HOME	Section 108	BEDI / EDI	Housing Trust Fund	General / Capital Fund	Other
	Housing Units	People Served	Jobs Created	Jobs Retained	New Public Facilities	Renovated Public Facilities	Acres Remediated	New Businesses	Businesses Retained / Expanded	New Commercial Space (sq. ft.)	Renovated Commercial Space (sq. ft.)	Estimated Construction Jobs	New Property Tax Collected							
<b>GOAL: ECONOMIC OPPORTUNITY</b>																				
<b>Objective EO-1.3: Help 50 residents with improved access to economic opportunity each year over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>			<b>834</b>																	
Activity / Entity:																				
Volunteer Income Tax Assistance / CVOEO			700											PY2012	X					X
Credit Action Project / CVOEO			62											PY2012	X					X
Project Integration / Assn. of Africans Living in VT			72											PY2012	X					X
<b>GOAL: SUITABLE LIVING ENVIRONMENT</b>																				
<b>STRATEGY: PROVIDE ACCESS TO SERVICES TO STABILIZE LIVING SITUATIONS; ENHANCE HEALTH, SAFETY AND QUALITY OF LIFE; AND IMPROVE YOUTH DEVELOPMENT</b>																				
<b>Objective SL-1.2: Help 2,000 residents access nutritious food each year over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>			<b>5,601</b>																	
Activity / Entity:																				
Chittenden Emergency Food Shelf / CVOEO			5,601											PY2012	X					X
<b>Objective SL-1.3: Help 400 youth access after school and summer recreational and educational opportunities each year over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>			<b>645</b>																	
Activity / Entity:																				
Teen Program / Sara Holbrook Community Center			600											PY2012	X					X
Summer English Language Learners / Sara Holbrook			45											PY2012	X					X
<b>Objective SL-1.4: Help 400 residents access health and public safety services each year over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>			<b>300</b>																	
Activity / Entity:																				
Support Srvcs for Survivors of Sexual Assault & Community Education / WRCC			300											PY2012	X					X

SUMMARY OF ANNUAL OBJECTIVES PROGRAM YEAR 2012	Projected Performance Indicators													Projected Completion	Funding Sources					
	HUD Deliverables							Local Indicators							CDBG	HOME	Section 108	BEDI / EDI	Housing Trust Fund	General / Capital Fund
GOAL: SUITABLE LIVING ENVIRONMENT	Housing Units	People Served	Jobs Created	Jobs Retained	New Public Facilities	Renovated Public Facilities	Acres Remediated	New Businesses	Businesses Retained / Expanded	New Commercial Space (sq. ft.)	Renovated Commercial Space (sq. ft.)	Estimated Construction Jobs	New Property Tax Collected							
<b>STRATEGY: IMPROVE PUBLIC FACILITIES AND PUBLIC INFRASTRUCTURE TO FOSTER LIVABLE NEIGHBORHOODS AND ACCESS TO PUBLIC AMENITIES</b>																				
<b>Objective SL-3.1: Improve 10 public facilities over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>		<b>39,815</b>			<b>1</b>	<b>1</b>														
Activity / Entity:																				
Champlain Senior Center / Ward 3 NPA		400				1								PY2012	X					
Neighborhood Revitalization / CEDO (War of 1812 Memorial)		39,815			1									PY2012	X					
<b>Objective SL-3.2: Improve the public infrastructure serving 39,815 residents over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>		<b>39,815</b>										<b>100</b>								
Activity / Entity:																				
Neighborhood Revitalization / CEDO (Waterfront North Access Improvements & Scenic Byways)		39,815										100		PY2012	X			X		
<b>STRATEGY: REDEVELOP BROWNFIELDS INTO PRODUCTIVE USE</b>																				
<b>Objective SL-3.3: Redevelop 61.2 acres of contaminated sites into 4 new/renovated public facilities, 61 new units of affordable housing and 8 new/renovated commercial spaces over the next five years</b>																				
<b>TOTAL TO BE COMPLETED IN PY2012</b>	<b>62</b>	<b>39,815</b>	<b>283</b>	<b>8</b>	<b>3</b>	<b>0</b>	<b>58.6</b>	<b>4</b>	<b>1</b>	<b>43000</b>	<b>6500</b>	<b>985</b>	<b>\$127,200</b>							
Activity / Entity:																				
Neighborhood Revitalization / CEDO															X		X	X		
Brownfields Program / CEDO															X			X		
Project:																				
134 Archibald Street (Bannister Roofing)	3			8			0.05		1		4,000	20	\$6,000	PY2012	X			X		
Moran Plant		39,815	40		1		2.5	2		23,000		500	\$31,200*	PY2012	X		X	X		
237 North Avenue (Cornell Trading Warehouse)	27		3				0.5	1			2,500	200	\$54,000	PY2012	X			X		
South End Transit Center		39,815			1		2.5					20		PY2013	X			X		
Browns Court	30						0.35					240	\$30,000	PY2013	X			X		
Urban Reserve (new park space)		39,815			1		40					5		PY2012	X			X		
453/501 Pine Street			200				8							PY2012	X			X		
Food Enterprise Center			40				3.4	1		20,000				PY2013	X			X		
150 Shelburne Road	2						1.25						\$6,000	PY2012	X			X		

\* Gross receipts tax increase

## Description of Activities

*Federal Requirements: Provide a summary of the eligible programs or activities that will take place during the program year to address the priority needs and specific objectives identified in the strategic plan.*

*Describe the outcome measures for activities in accordance with Federal Register Notice dated March 7, 2006, i.e., general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability / accessibility, affordability, sustainability).*

The activities that the city and its subgrantees will undertake during Program Year 2011 are described in the HUD-prescribed Table 3C on pages 21-25. Table 3C includes the city's CDBG and HOME resources as well as other resources budgeted for these activities. It also includes the HUD-prescribed outcome measures, abbreviated as follows:

Decent Housing:	DH
Suitable Living Environment:	SL
Economic Opportunity:	EO
Availability/Accessibility:	AVL/ACC
Affordability:	AFF
Sustainability:	SUST

In some cases, while the total amount of funding for a project or program is known, the amounts per activity will be determined throughout the year. In those cases, activity funding is reflected as "TBD" out of the total amount awarded.

The location of each activity is identified in Table 3C, to the extent it is known at this point. There are some programs that are specifically designed to respond to requests for assistance as they arise throughout the year, and whose location is therefore not known in advance. Those programs are described below.

### Burlington Housing Initiatives Program (funded with CDBG)

**Emergency Loan Program:** Sliding scale loans (50% amortizing, 50% deferred payment) to low- and very-low income homeowners in the Renewal Community and other CDBG-eligible neighborhoods. Loans are typically \$5,000 or less.

**Accessibility Program:** Grants are available to low-income elderly or disabled Burlington residents. Grants are typically \$5,000 or less.

**Paint Grants:** Free paint for low-income households in the Renewal Community and other CDBG-eligible neighborhoods. Grants are generally limited to covering the cost of paint.

**Special Projects:** Funds are available for special projects to homeless shelters, and seed grants for high impact projects such as permanent housing for homeless and disabled in Burlington. Maximum grant amount is \$10,000.

**RePAIR (Rehabilitation Program Assisting Investment Rentals):** Loans are available to finance necessary repairs to multifamily rental properties in Burlington, with priority to Renewal Community neighborhoods. All rents charged after the rehabilitation must be affordable to lower income families for one year, and at least 51% of the occupants must have incomes less than 80% of the county median during that period. RePAIR will assist with the financing of rehabilitation and will also refinance existing debt. Applications are reviewed for credit worthiness, ratio of income to expenses, loan to value and other typical underwriting standards.

**Duplex Downpayment Assistance Program:** CEDO and the NeighborWorks Homeownership Center run by the Champlain Housing Trust operate a program to encourage owner-occupancy of 2-4 unit buildings in targeted neighborhoods. The renter-occupied unit in a building purchased through this program is subject to rent restrictions. Typical down payment and closing cost assistance is \$10,000 per building.

#### Burlington Housing Initiatives Program (funded with HOME)

**Acquisition and Rehabilitation Program:** Acquisition and/or rehabilitation of owner-occupied and rental properties to make them affordable to low-income households or to preserve them as affordable units, convert them to cooperative properties, or for the acquisition and improvement of mobile home parks.

**New Construction Program:** Production of owner-occupied dwellings, cooperative properties, conventional rental properties, single-room occupancy units, group homes or housing for households/individuals with documented special needs. Units created under this program must be affordable to low-income households.

**Rehabilitation of Existing Owner-Occupied Manufactured Homes Program:** Rehabilitation of existing manufactured housing stock is an eligible activity. Income-eligible owners of manufactured housing units qualify for HOME funds to pay for rehabilitation, including the creation or repair of a permanent foundation, rehabilitation of the unit, and relocation costs associated with moving a unit.

**Refinancing Existing Debt:** Multi-family projects developed by locally-based housing organizations that receive HOME funds for rehabilitation may utilize HOME funds to refinance existing debt if there is significant rehabilitation of the property proposed in addition to the refinancing.

#### **Business Financing & Technical Assistance and Burlington Sustainable Economic Development Strategies Program**

**Burlington Revolving Loan Program:** Gap financing is available to businesses that are located in Burlington, with particular attention to certain targeted commercial revitalization areas including the Old North End, the King Street neighborhood and the Pine Street Business District. Loan applicants must meet the size guidelines of the U.S. Small Business Administration. There is a formal application process. Applicants must submit a business plan and show they are investing their own time and money in the business. Loan applications are reviewed when they are complete, and questions raised by the loan committee are provided to applicants in writing for their response. Loans range from \$500 up, and the interest rate is 8%. Loans may be used to finance fixed assets or inventory, or for operating capital. Repayment schedules vary according to what's being financed, and loans are secured by all business and/or personal assets.

CEDO also administers other business loans and grants. Loans used to finance efficiency improvements and/or to reduce environmental waste are offered at 4%. Loans used to finance handicapped access construction will be offered at 0%. Occasionally, the city may also extend no-interest loans for up to five years to nonprofit organizations or government entities for projects that will create jobs. The city may also provide small grants as an incentive to repair and improve commercial facades where the improvement positively impacts the neighborhood and facilitates economic development. The city may offer grants for work force training for new employees and for job upgrading skills. Finally, the city may provide financial assistance in the form of a grant to refugee and immigrant entrepreneurs in order to provide needed training, marketing, and technical assistance.

## YouthBuild Weatherization

YouthBuild will partner with the Weatherization Program of the Champlain Valley Office of Economic Opportunity, which screens weatherization clients for income-eligibility, to identify weatherization projects on which YouthBuild trainees can work.

## Brownfields Redevelopment Program

The Brownfields Program helps to identify, screen, assess and mitigate contamination so that properties can be redeveloped. Certain sites have been identified for assistance in the upcoming program year and are identified in the Summary of Annual Objectives. Others will be identified on an ongoing basis and will be assisted if there is a prospective purchaser with site control in place and a specific redevelopment plan or a current owner with a solid redevelopment plan who has shown they are not liable for the release of contamination. Additional criteria for assistance include:

- o EPA and State DEC site eligibility
- o Community support
- o Conformance to city and regional plans
- o Conformance to local zoning
- o Storm water and other environmental impacts addressed
- o Infill development or responsible use of space
- o Historic adaptation / reuse or design appropriate for area
- o Creation / preservation of green space on site
- o Viability of proposed re-use
- o Reputation / track record of developer
- o Likelihood of success

**TABLE 3C: Consolidated Plan Listing of Projects**

HIGH PRIORITY ACTIVITIES	Description	Location / Target Area	Eligibility and National Objective			Help the Homeless?	Help Those with HIV/AIDS?	Assist Persons with Disabilities?	Assist Persons with Public Housing Needs?	Start - Completion Date	Performance Indicator					Recipient / Type	Budgeted Funds				
			HUD Matrix Code	Regulatory Cite	National Objective						Type	Annual	Cumulative	Objective	Outcome		CDBG	HOME	Total Formula	Prior Year Funds	Other Funding
<b>ACQUISITION AND HOUSING</b>																\$156,000	\$289,759	\$445,759	\$842,000	\$30,436,198	
Acquisition of Real Property, Rehab; Multi-Unit Residential and Rehab Administration																TBD out of \$65,000	\$289,759	TBD out of \$354,759	TBD out of \$806,894	\$23,105,000	
Archibald / Bright St.	Predevelopment work on Archibald / Bright Street site	114 Archibald St. and Bright St., Burlington, VT 05401	01 14B 14H	570.201(a)	570.208(a)(3)	Y	N	Y	N	7/1/2012 6/30/2016	Housing Units	0	30	DH3.2	SUST	Champlain Housing Trust / Private Subrecipient	TBD out of \$65,000	\$0	TBD out of \$65,000	\$0	\$12,850,000
South Meadow	Acquisition of 148 units with expiring subsidies	1 Raymond Pl., Burlington, VT 05401	01 14B 14H	570.201(a)	570.208(a)(3)	Y	N	Y	N	7/1/2012 6/30/2016	Housing Units	0	148	DH3.1	SUST	Champlain Housing Trust / Private Subrecipient	TBD out of \$65,000	\$0	TBD out of \$65,000	\$0	TBD
Wharf Lane	Acquire and renovate 37 units with expiring subsidies	57 Maple St., Burlington, VT 05401	N/A	92.205	N/A	N	N	Y	N	7/1/2010 6/30/2012	Housing Units	37	37	DH 3.1	SUST	Burlington Housing Authority	\$0	\$0	\$0	\$260,000	\$3,255,000
Bobbin Mill	Acquire and renovate 51 units with expiring subsidies	234 So. Champlain St Burlington, VT 05401	N/A	92.205	N/A	N	N	Y	N	7/1/2012 6/30/14	Housing Units	0	51	DH 3.1	SUST	Burlington Housing Authority	\$0	\$200,000	\$200,000	\$0	\$7,000,000
City Neighborhoods	Renovate 30 scattered-site affordable rental units	299 No. Winooski Ave., 27-31 Johnson/Peru St., 22-26 Johnson St., 52-54 No. Champlain St., 57-63 No. Champlain St., 73-75 Sherman St., 221 Pine St., Burlington, VT 05401	01 14B 14H	570.201(a) 92.205	570.208(a)(3)	Y	N	Y	N	7/1/2012 6/30/2013	Housing Units	30	30	DH3.2	AVL/ACC	Champlain Housing Trust / Private Subrecipient	TBD out of \$65,000	\$89,759	\$89,759	\$464,894	\$6,480,122
Housing Initiatives Program (HIP)	Sliding scale loans for emergency home repairs and minor rehab, grants for residential accessibility modifications, free paint, and rehab loans and refinancing for privately-owned rental properties	Census Tracts 3, 4, 5, 6, and 10	14B 14H	570.202	570.208(a)(3)	N	N	Y	N	7/1/2012 6/30/2013	Housing Units	8	8	DH 3.2	SUST, AVL/ACC, AFF	CEDO / Local Government	TBD out of \$56,000	\$0	TBD out of \$56,000	TBD out of \$82,000	\$32,319
Acquisition of Real Property, Affordable Rental Housing Development and Rehab Administration																TBD out of \$65,000	\$0	TBD out of \$65,000	\$510,000	\$7,130,059	
Avenue Apartments	Develop 33 units of family housing at the Thayer School site on North Ave.	1193 North Ave., Burlington, VT 05408	01 14H	570.201(a) 92.205	570.208(a)(3)	Y	N	Y	N	7/1/2012 6/30/2013	Housing Units	33	33	DH 2.1	AVL/ACC	Champlain Housing Trust / Private Subrecipient	TBD out of \$65,000	\$0	TBD out of \$65,000	\$510,000	\$7,130,059
Browns Court	Predevelopment work on developing affordable housing at the Browns Court site	0 Browns Court, Burlington, VT 05401	01 14H	570.201(a)	570.208(a)(3)	Y	N	Y	N	7/1/2012 6/30/2014	Housing Units	0	30	DH 2.1	AVL/ACC	Champlain Housing Trust / Private Subrecipient	TBD out of \$65,000	\$0	TBD out of \$65,000	\$0	TBD

HIGH PRIORITY ACTIVITIES	Description	Location / Target Area	Eligibility and National Objective			Help the Homeless?	Help Those with HIV/AIDS?	Assist Persons with Disabilities?	Assist Persons with Public Housing Needs?	Start - Completion Date	Performance Indicator					Recipient / Type	Budgeted Funds				
			HUD Matrix Code	Regulatory Cite	National Objective						Type	Annual	Cumulative	Objective	Outcome		CDBG	HOME	Total Formula	Prior Year Funds	Other Funding
<b>ACQUISITION AND HOUSING, cont'd</b>																\$156,000	\$289,759	\$445,759	\$842,000	\$30,436,198	
Rehab; Single-Unit Residential and Rehab Administration																TBD out of \$91,000	\$0	TBD out of \$91,000	TBD out of \$162,000	\$201,139	
Housing Initiatives Program (HIP)	Sliding scale loans for emergency home repairs and minor rehab, grants for residential accessibility modifications, and free paint grants	Census Tracts 3, 4, 5, 6, and 10	14A 14H	570.202 92.205	570.208(a)(3)	N	N	Y	N	7/1/2012 6/30/2013	Housing Units	5	5	DH 3.3	SUST, AVL/ACC, AFF	CEDO / Local Government	TBD out of \$56,000	\$0	TBD out of \$56,000	TBD out of \$162,000	\$20,199
YouthBuild	Train low-income at-risk youth to weatherize homes for low-income households	Citywide	14A 14H	570.202	570.208(a)(3)	N	N	N	N	7/1/2012 6/30/2013	Housing Units	6	6	DH 3.2	SUST	ReSOURCE / Private Subrecipient	\$35,000	\$0	\$35,000	\$0	\$180,940
Residential Historic Preservation *	Included in housing rehab activities, above		16A	570.202(d)																	
<b>CLEAN-UP OF CONTAMINATED SITES</b>																\$30,000	\$0	\$30,000	\$0	\$65,750	
Brownfields Program	Assess, mitigate and redevelop contaminated properties into small business space, green space and affordable housing.	Citywide	04A	570.201(d)	570.208(a)(1), (3) and (4)	N	N	N	N		Acres Remediated	52.3	58.55	SL3.3	SUST	CEDO / Local Government	\$30,000	\$0	\$30,000	\$0	\$65,750
											Housing Units	32	52	SL3.3	SUST						
											Jobs	243	283	SL3.3	SUST						
<b>ECONOMIC DEVELOPMENT</b>																\$224,648	\$0	\$224,648	\$90,000	\$109,640	
ED Technical Assistance & Direct Financial Assistance to For-Profits																\$112,948	\$0	\$112,948	\$40,000	\$0	
Sustainable Economic Development	General financial and technical assistance to small and large businesses; targeted assistance to employers with livable wage jobs and to businesses playing a key role to downtown vitality; development of affordable space for small and micro businesses; waterfront development; and redevelopment of vacant or abandoned property	Citywide	18A 18B	570.203	570.208(a)(4)	N	N	N	N	7/1/2012 6/30/2013	Jobs	25	25	EO 1.1 and 1.2	AVL/ACC	CEDO / Local Government	\$112,948	\$0	\$112,948	\$40,000	\$0
Micro-Enterprise Assistance																\$111,700	\$0	\$111,700	\$50,000	\$109,640	
Farms Program	Technical assistance for small farmers on the Intervale agricultural land	282 Intervale Rd., Burlington, VT 05401	18C	570.201(o)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	20	20	EO 1.1	AVL/ACC	Intervale Center	\$5,450	\$0	\$5,450	\$0	\$24,906
Business Financing & Technical Assistance	Provide entrepreneurs with technical assistance and access to capital to start or expand their businesses	149 Church St., Burlington, VT 05401	18C	570.201(o)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	100	100	EO 1.1 and 1.2	AVL/ACC	CEDO / Local Government	\$100,250	\$0	\$100,250	\$50,000	\$0
Women's Small Business Program	Entrepreneurial training and mentoring	346 Shelburne Rd., Burlington, VT 05401	18C	570.201(o)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	46	46	EO 1.1	AVL/ACC	Mercy Connections / Private Subrecipient	\$6,000	\$0	\$6,000	\$0	\$84,734

HIGH PRIORITY ACTIVITIES	Description	Location / Target Area	Eligibility and National Objective			Help the Homeless?	Help Those with HIV/AIDS?	Assist Persons with Disabilities?	Assist Persons with Public Housing Needs?	Start - Completion Date	Performance Indicator					Recipient / Type	Budgeted Funds				
			HUD Matrix Code	Regulatory Cite	National Objective						Type	Annual	Cumulative	Objective	Outcome		CDBG	HOME	Total Formula	Prior Year Funds	Other Funding
<b>PUBLIC FACILITIES AND INFRASTRUCTURE</b>																\$25,500	\$0	\$25,500	\$117,599	\$4,130,000	
Public Facilities and Improvements (General)																TBD out of \$25,500	\$0	TBD out of \$25,500	TBD out of \$117,000	\$600,000	
Neighborhood Revitalization	Project outreach/management for the Moran Plant, and North Street War of 1812 Burials	Citywide	03	570.201(c)	570.208(a)(1)	N	N	N	N	7/1/2012 6/30/2013	Facilities	2	2	SL 3.1	AVL/ACC	CEDO / Local Government	TBD out of \$25,500	\$0	TBD out of \$25,500	TBD out of \$117,000	\$600,000
Senior Centers																\$0	\$0	\$0	\$599	\$0	
Champlain Senior Center	Heating system improvements	241 No. Winooski Ave., Burlington, VT 05401	03A	570.201(c)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	Facilities	1	1	SL 3.1	AVL/ACC	Ward 3 NPA / Local Government	\$0	\$0	\$0	\$599	\$0
Street and Sidewalk Improvements																TBD out of \$25,500	\$0	TBD out of \$25,500	TBD out of \$117,000	\$3,530,000	
Neighborhood Revitalization	Project outreach/management for improved transportation infrastructure and Scenic Byways	Citywide	03K 03L	570.201(c)	570.208(a)(1)	N	N	N	N	7/1/2012 6/30/2013	People	39,815	39,815	SL 3.2	AVL/ACC	CEDO / Local Government	TBD out of \$25,500	\$0	TBD out of \$25,500	TBD out of \$117,000	\$3,530,000
<b>PUBLIC SERVICES</b>																\$94,003	\$0	\$94,003	\$0	\$5,676,789	
Operating Costs of Homeless/AIDS Patients Programs																\$13,750	\$0	\$13,750	\$0	\$636,324	
Waystation	Emergency shelter for homeless single adults with structured links to other services	187 Church St., Burlington, VT 05401	03T	570.201(e)	570.208(a)(2)	Y	N	N	N	7/1/2012 6/30/2013	People	0	0	SL 1.1	AVL/ACC	COTS / Private Subrecipient	\$5,000	\$0	\$5,000	\$0	\$196,522
Daystation	Daytime drop-in shelter providing food, support services and life skills training - including vocational counseling, job placement, budgeting and nutrition classes, substance abuse counseling, mental health services and basic education - to the homeless	179 So. Winooski Ave., Burlington, VT 05401	03T	570.201(e)	570.208(a)(2)	Y	N	N	N	7/1/2012 6/30/2013	People	62	62	SL 1.1	AVL/ACC	COTS / Private Subrecipient	\$3,750	\$0	\$3,750	\$0	\$251,984
Families in Transition	Outreach and support services for homeless families	179 So. Winooski Ave., Burlington, VT 05401	03T	570.201(e)	570.208(a)(2)	Y	Y	Y	Y	7/1/2012 6/30/2013	People	0	0	SL 1.1	AVL/ACC	COTS / Private Subrecipient	\$5,000	\$0	\$5,000	\$0	\$187,818
Public Services (General)																\$21,851	\$0	\$21,851	\$0	\$1,610,693	
WARMTH Program	Help low-income households keep their heat on throughout the winter	191 North St., Burlington, VT 05401	05	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	110	110	DH 3.4	SUST	CVOEO / Private Subrecipient	\$2,859	\$0	\$2,859	\$0	\$268,000
Housing Assistance Program	Help families who are homeless, or at risk of becoming homeless, to locate and/or keep secure, safe, affordable, decent housing	191 North St., Burlington, VT 05401	05	570.201(e)	570.208(a)(2)	Y	N	N	N	7/1/2012 6/30/2013	People	3	3	DH 3.4	SUST	CVOEO / Private Subrecipient	\$4,750	\$0	\$4,750	\$0	\$99,424
Credit Action VITA Site Project	Financial education and credit counseling to help low-income clients at VITA sites reduce debt and improve credit scores	294 No. Winooski Ave., Burlington, VT 05401	05	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	0	0	EO 1.3	AVL/ACC	CVOEO / Private Subrecipient	\$2,000	\$0	\$2,000	\$0	\$3,360
Volunteer Income Tax Assistance	Help low-income taxpayers access refunds without fees	191 North St., Burlington, VT 05401	05	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	3300	3300	EO 1.3	AFF	CVOEO / Private Subrecipient	\$2,500	\$0	\$2,500	\$0	\$19,334

HIGH PRIORITY ACTIVITIES	Description	Location / Target Area	Eligibility and National Objective			Help the Homeless?	Help Those with HIV/AIDS?	Assist Persons with Disabilities?	Assist Persons with Public Housing Needs?	Start - Completion Date	Performance Indicator					Recipient / Type	Budgeted Funds				
			HUD Matrix Code	Regulatory Cite	National Objective						Type	Annual	Cumulative	Objective	Outcome		CDBG	HOME	Total Formula	Prior Year Funds	Other Funding
<b>PUBLIC SERVICES, cont'd</b>																\$94,003	\$0	\$94,003	\$0	\$5,676,789	
Public Services (General), cont'd																\$21,851	\$0	\$21,851	\$0	\$1,610,693	
Chittenden Emergency Food Shelf	Provide emergency meals and groceries to homeless, low-income, elderly and disabled residents	228 No. Winooski Ave., Burlington, VT 05401	05	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	39,815	39,815	SL 1.2	AVL/ACC	CVOEO / Private Subrecipient	\$5,242	\$0	\$5,242	\$0	\$970,044
Project Integration	Connect recently arrived refugees and immigrants with services	72 No. Champlain St., Burlington, VT 05401	05	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	72	72	EO 1.3	AVL/ACC	Association of Africans Living in Vermont / Private Subrecipient	\$4,500	\$0	\$4,500	\$0	\$250,531
Senior and Handicapped Services																\$12,636	\$0	\$12,636	\$0	\$563,974	
Heineberg Senior Center Services	Center services include nutrition, education, recreation and social services	14 Heineberg Rd., Burlington, VT 05408	05A	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	400	400	DH 3.4	SUST	Chittenden County Senior Citizens Alliance / Private Subrecipient	\$2,000	\$0	\$2,000	\$0	\$76,500
Case Management for Seniors	Service coordination, problem resolution and public benefits counseling for senior residents, and facilitation of home-based care for Medicaid Waiver program participants	76 Pearl St., Suite 201	05A	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	0	0	DH 3.4	SUST	Champlain Valley Agency on Aging / Private Subrecipient	\$6,250	\$0	\$6,250	\$0	\$176,860
Homesharing and Caregiving	Low-income caregivers/homesharers provide home-based non-medical care to the elderly and to people with disabilities	412 Farrell St., Suite 300	05A 05B	570.201(e)	570.208(a)(2)	N	N	Y	N	7/1/2012 6/30/2013	People	230	230	DH 3.4	SUST	HomeShare Vermont / Private subrecipient	\$4,386	\$0	\$4,386	\$0	\$310,614
Youth Services																\$10,000	\$0	\$10,000	\$0	\$231,500	
Teen Program	Interagency collaborative programming providing supervised recreation, childcare, food and education activities	66 North Ave. and 130 Gosse Ct., Burlington, VT 05401	05D	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	600	600	SL 1.3	AVL/ACC	Sara Holbrook / Private Subrecipient	\$5,000	\$0	\$5,000	\$0	\$176,500
Summer English Language Learners	Classes to maintain English proficiency for newly arrived LEP children during the summer	66 North Ave., Burlington, VT 05401	05D	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	0	0	SL 1.3	AVL/ACC	Sara Holbrook / Private Subrecipient	\$5,000	\$0	\$5,000	\$0	\$55,000
Battered and Abused Spouses																\$10,516	\$0	\$10,516	\$0	\$521,077	
Safe Tonight	Services for victims of domestic violence, including a confidentially located domestic violence shelter providing access to emergency housing, support and assistance transitioning back into the community	Confidential	05G	570.201(e)	570.208(a)(2)	Y	N	N	N	7/1/2012 6/30/2013	People	0	0	SL 1.1	AVL/ACC	Women Helping Battered Women / Private Subrecipient	\$10,516	\$0	\$10,516	\$0	\$521,077
Crime Awareness																\$2,000	\$0	\$2,000	\$0	\$522,553	
Community Education & Support Svcs for Survivors of Sexual Assault	Provide crime prevention programs and short-term counseling, referrals, advocacy and support to survivors of sexual assault and their partners, families and friends	336 North Ave., Burlington, VT 05408	05I	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	300	300	SL 1.4	AVL/ACC	Women's Rape Crisis Ctr. / Private Subrecipient	\$2,000	\$0	\$2,000	\$0	\$522,553
Child Care Services																\$23,250	\$0	\$23,250	\$0	\$1,590,668	
Parent Sliding Tuition Scale	Quality, affordable childcare for low and moderate income families through a sliding tuition scale	241 No. Winooski Ave., Burlington, VT 05401	05L	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	43	43	EO 3.1	SUST	Burlington Children's Space / Private Subrecipient	\$5,750	\$0	\$5,750	\$0	\$737,756

HIGH PRIORITY ACTIVITIES	Description	Location / Target Area	Eligibility and National Objective			Help the Homeless?	Help Those with HIV/AIDS?	Assist Persons with Disabilities?	Assist Persons with Public Housing Needs?	Start - Completion Date	Performance Indicator					Recipient / Type	Budgeted Funds				
			HUD Matrix Code	Regulatory Cite	National Objective						Type	Annual	Cumulative	Objective	Outcome		CDBG	HOME	Total Formula	Prior Year Funds	Other Funding
<b>PUBLIC SERVICES, cont'd</b>																\$94,003	\$0	\$94,003	\$0	\$5,676,789	
Child Care Services, cont'd																\$23,250	\$0	\$23,250	\$0	\$1,590,668	
Preschool Program	Childcare and early education programming for children of low and moderate income parents who are working or in school	87 King St., Burlington, VT 05401	05L	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	25	25	EO 3.1	SUST	King Street Center / Private Subrecipient	\$6,500	\$0	\$6,500	\$0	\$203,800
Early Care Program	Childcare and early education programming for infants and toddlers	76 Glen Rd., Burlington, VT 05401	05L	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	38	38	EO 3.1	SUST	Lund Family Center / Private Subrecipient	\$5,000	\$0	\$5,000	\$0	\$540,112
Preschool Program	Education activities for at-risk preschool children (including limited English-speaking children) to prepare them for successful entry into kindergarten	66 North Ave., Burlington, VT 05401	05L	570.201(e)	570.208(a)(2)	N	N	N	N	7/1/2012 6/30/2013	People	14	14	EO 3.1	SUST	Sara Holbrook / Private Subrecipient	\$6,000	\$0	\$6,000	\$0	\$109,000
<b>PLANNING AND ADMINISTRATION</b>																\$132,538	\$50,951	\$183,489	\$0	\$0	
CDBG Planning and General Program Administration	Support the capacity of the nonprofit institutional service delivery structure in the city; pursue state and federal resources in support of city initiatives; develop and implement city planning efforts; administer community and economic development programs; and support fair housing efforts in the city.	149 Church St., Burlington, VT 05401	20 and 21A	570.205 and 570.206	N/A	N/A	N/A	N/A	N/A	7/1/2012 6/30/2013	N/A	N/A	N/A	N/A	N/A	CEDO / Local Government	\$132,538	\$0	\$132,538	\$0	\$0
HOME Admin/Planning Costs of PJ (subject to 10% cap)	Program management, coordination, monitoring, evaluation, and public outreach	149 Church St., Burlington, VT 05401	21H	92.207	N/A	N/A	N/A	N/A	N/A	7/1/2012 6/30/2013	N/A	N/A	N/A	N/A	N/A	CEDO / Local Government	\$0	\$34,071	\$34,071	\$0	\$0
HOME CHDO Operating Expenses (subject to 10% cap)	Operating expenses of community housing development organizations (CHDOs)	88 King Street, Burlington, VT 05401	21I	92.208	N/A	N/A	N/A	N/A	N/A	7/1/2012 6/30/2013	N/A	N/A	N/A	N/A	N/A	Champlain Housing Trust / Private Subrecipient	\$0	\$16,880	\$16,880	\$0	\$0
<b>MEDIUM PRIORITY ACTIVITIES</b>																					
<b>PLANNING AND ADMINISTRATION</b>																					
Fair Housing Activities (subject to 20% Admin cap)	Included above in Planning and Administration	Included in Planning and Administration, above	21D	570.206	N/A	N/A	N/A	N/A	N/A												
Submissions or Applications for Federal Programs	Included above in Planning and Administration	Included in Planning and Administration, above	21E	570.206	N/A	N/A	N/A	N/A	N/A												

## Geographic Distribution/Allocation Priorities

*Federal Requirements: Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.*

*Describe the reasons for the allocation priorities, the rationale for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) during the next year, and identify any obstacles to addressing underserved needs.*

The preservation of existing affordable rental units and the creation of new units is a high priority because of the imbalance of housing supply and demand, and the high number of cost-burdened renters, in the city. Housing rehab is a high priority because the city's housing stock is aging. Support of homeownership principally comes from resources other than CDBG and HOME, though the city will continue to make limited investment of those resources to support increased homeownership (because it lags in the city) for lower-income homeowners (because the market prices them out).

Housing priorities for specific populations and income-groups are based on the assessment of need found in the census-based CHAS data, tempered by the city's commitment to mixed-income housing (which means that no permanent housing projects will be dedicated exclusively to extremely low-income households, to avoid segregating those residents), by the large number of student renter households (where cost burden is often temporary), and by the extent to which resources other than CDBG and HOME are available to meet the needs of certain populations (in particular, special needs populations). Services that help to keep people housed and living independently (senior services, homesharing, fuel assistance, etc.) are a priority because they are both cost-effective and preferable in comparison to re-housing people in other settings or after they become homeless.

Priorities for economic opportunity are based on the practical opportunities for economic development in the city and on the barriers faced by local residents. The city nurtures small companies (which often hire residents within walking distance or who take the bus), but then often loses the jobs and tax base when those companies grow and seek larger, more modern facilities that are unavailable in the city due to lack of developable land. To offset these losses, the city must continue to foster new small businesses and to find ways to support the expansion and retention of existing ones, including access to affordable gap financing, resource information, technical assistance and training to meet a range of business needs, affordable commercial and

incubator space, and more urban site planning to make more dense commercial development – more jobs per square foot – possible. These uses of CDBG resources have proven to be effective and cost-efficient in creating and retaining businesses and jobs, leveraging other resources, increasing tax revenues to support city services, supporting local ownership, and revitalizing neighborhoods.

Affordable quality early care and education is an identified local economic barrier as well as an activity that has multiple long-term impacts: the ability of parents to get and keep a job and be productive at work; children’s success in school and, ultimately, the quality of the local workforce; and even public safety costs. Other identified economic barriers include limited English proficiency and lack of financial literacy.

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. The city also uses CDBG to support public facilities and infrastructure, as well as nonprofit facilities, where there is identified community support for the project and where there are not other sufficient, more appropriate resources. These uses include:

- o Large infrastructure and public facility projects where a relatively small investment of CDBG leverages large amounts of state, federal and/or private funding, where the project significantly contributes to community revitalization, and where CDBG can effectively be used for program delivery costs.
- o Small resident-generated projects, which empower residents to come together to improve their neighborhoods.
- o Both new and improved public and nonprofit facilities, where a relatively small CDBG investment can fill a gap, leverage other funds, meet a renovation need which cannot be met with other funding, and/or support the continued provision of services which are vital to the community.

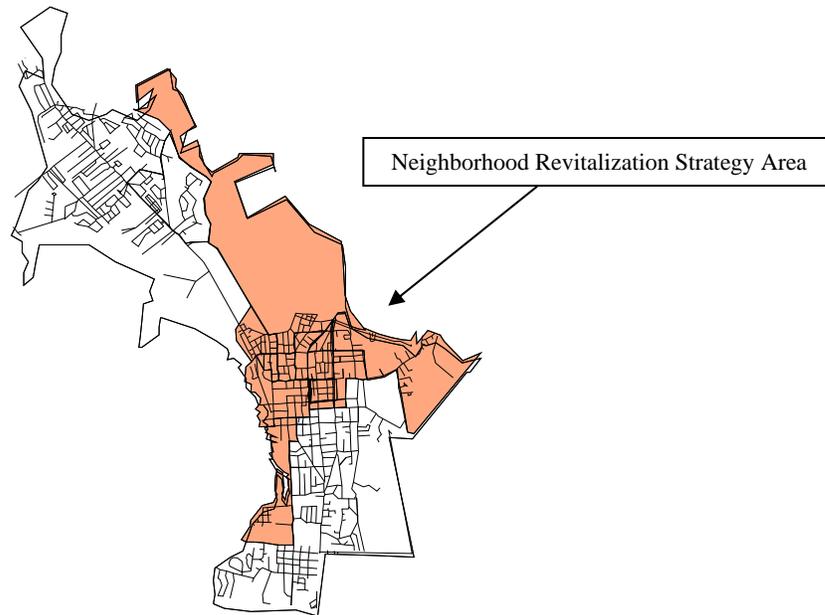
Finally, the city continues to support the provision of public services by local nonprofits. In particular, CDBG funding for food security, youth, health and public safety services has been important in meeting community priorities and filling gaps in funding and services.

The principal obstacle to meeting underserved needs is lack of resources. Other obstacles include:

- o Limited land available in the city for housing and commercial development;

- o Community tension between the need for development and the desire to preserve the status quo, between the need to rehabilitate and maintain the housing stock and the desire for architectural and historic preservation;
- o Discrimination in the housing market, for both renters and owners;
- o The requirements around criminal, eviction and credit histories in rental housing placement and hoarding / housekeeping issues, as well as no cause eviction, in rental housing stability;
- o The lack of availability of transportation, especially for residents with special needs and for second shift and weekend work, exacerbated by a regional mismatch in the balance of job growth and housing development;
- o Significant skill deficits and barriers to employment for large numbers of unemployed and underemployed residents, with – at the same time - successful outcome requirements for public workforce training dollars that disadvantage at-risk individuals;
- o A workforce training system that is not always as nimble as it needs to be in responding to workforce needs;
- o Benefits “cliffs” which, together with a lack of understanding among residents, businesses and service providers about the asset and earnings limits that often vary between different income support programs, are a disincentive to increased earnings;
- o Lack of small-scale risk capital financing;
- o Non-accessible, and therefore non-functional, space in vacant upper stories of existing buildings;
- o Lack of downtown parking – or a perceived lack of parking; and
- o A regional imbalance between the growth of regional employment and tax revenues and the budgetary burdens associated with its high concentrations of low-income residents, magnified by the high proportion of tax-exempt property within the city.

The specific location of each activity is identified in Table 3C, if it is known at this point. Around 80% percent of the city’s CDBG resources are directed to activities that target the city’s Neighborhood Revitalization Strategy Area, shown on the following page, based on the levels of distress in those census tracts. 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.



### Neighborhood Revitalization Strategy Area Activities

The implementation strategies for the Burlington Neighborhood Revitalization Strategy Area are outlined below, together with the actions that the city proposes to take in Program Year 2012 with its CDBG and HOME resources:

- A. Stimulate and support business growth/development on Riverside Ave., Smart Growth area, North Street area and downtown.

CDBG and HOME-Funded Projects/Programs:

- Sustainable Economic Development Strategies
- Business Financing & Technical Assistance
- Brownfields Program

Annual Benchmarks:

- 7 new business start-ups assisted in the Target Area
- 5 businesses retained/expanded in the Target Area
- 15 jobs created/retained in the Target Area
- 5,000 sq. ft. of new/renovated commercial/industrial space in the Target Area

B. Support workforce development and asset building opportunities for low and moderate-income residents.

CDBG and HOME-Funded Projects/Programs:

- YouthBuild Burlington
- Women's Small Business Program
- VITA Credit Action Project
- Volunteer Income Tax Assistance
- Intervale Center Farms Program

Annual Benchmarks:

- 1 job training program serving Target Area residents
- 2 entrepreneurial training programs serving Target Area residents
- 2 programs providing Target Area residents with access to tax refunds and associated savings opportunities and/or credit education/repair programs
- 2 new farm start-ups in the Target Area

C. Create and preserve decent, safe and affordable housing in the Target Area.

CDBG and HOME-Funded Projects/Programs:

- Champlain Housing Trust – City Neighborhoods & Archibald/Bright St.
- Burlington Housing Authority – Wharf Lane & Bobbin Mill
- Housing Initiatives Program
- YouthBuild Burlington

Annual Benchmarks:

- 86 units of rehabbed housing in the Target Area
- 37 units with expiring subsidies preserved

D. Enhance a suitable living environment in Target Area neighborhoods through infrastructure improvements and public safety and quality of life organizing efforts.

CDBG and HOME-Funded Programs/Projects:

- Neighborhood Revitalization

Annual Benchmarks:

- Improvements moving forward on Waterfront North

## Income Targeting of Resources

*Federal Requirements: Estimate the amount of CDBG funds that will be used for activities that benefit persons of low- and moderate income.*

The city anticipates that 100% of its CDBG resources this year will be spent to benefit low- and moderate-income residents, and that none of its CDBG resources will be spent on the alternative national objectives of (i) preventing / eliminating slums or blight or (ii) addressing community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

## Program Compliance

*Federal Requirements: Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.*

As part of its administration and planning activities, the city monitors the activities funded through its Community Development Block Grant and HOME Investment Partnership Act programs to ensure that they are in compliance with regulatory requirements, to discuss community needs and program challenges with subrecipients, and to assess the effectiveness of funded activities.

### CDBG Program

CEDO monitors all CDBG subrecipient activities through program reports submitted by subgrantees with each request for funds. Requests are tracked to ensure timely expenditure of funds. In addition, staff make onsite monitoring visits to selected subrecipients each year based on factors such as whether the subrecipient is a new organization or a new CDBG grantee; how long it has been since the last onsite monitoring visit; whether there were problems revealed during the last monitoring visit; whether the program reports indicate a need for onsite monitoring; whether there have been significant changes in subrecipient staff; and the size of the grant. Agencies that have demonstrated an excellent track record with CDBG compliance may be viewed as low-risk, and monitored less frequently. Agencies in which there

have been findings or other indications of significant concern may be monitored more frequently. If findings are not addressed, the city will impose sanctions ranging from withholding reimbursement until the findings are corrected to terminating the agency's agreement to not allowing future applications for CDBG funding.

Subrecipients are monitored for compliance with CDBG regulations and for success in carrying out the goals and objectives defined in their CDBG contract. Specific questions that staff review include:

- o Is the project operating within the approved budget? If not, why not?
- o Has there been an audit of the agency? If so, a copy is obtained and reviewed. If not, why not?
- o Where there is program income, what is the process for reporting and using it?
- o Do accounting records adequately identify the use of CDBG funds?
- o Are accounting records supported by source documentation for vendors invoices, purchase orders, time sheets, contracts, etc.?
- o Does the agency document use of funds through records such as payroll ledgers, cancelled checks, receipts ledgers, bank deposit tickets and bank statements, time sheets and contracts for services?
- o Is the information reviewed on a site visit consistent with the records maintained by the agency and with data previously provided to the city?
- o What procedure does the subrecipient use for procurement? Is it consistent with Circular A-110 (nonprofits) or A-102 (governmental entities)?
- o Are the actual measurable accomplishments of the project to date proceeding according to contract projections? If not, why not?
- o Is the project providing the full scope of services delineated in the contract? If not, why not?
- o What are the number and percentage of low and moderate-income people served by the project?
- o How does the project prove that it serves low and moderate-income people?
- o Does the project serve minority populations? What is the method of outreach?
- o Is the project on schedule? If not, why not?
- o How does the agency evaluate the effectiveness of the project?
- o Does the project conform to any additional terms of the contract?
- o Has any work on the project been subcontracted?
- o What effort was made to employ local residents and use local businesses and contractors?
- o Is the agency complying with equal opportunity requirements?
- o Is the agency complying with disability access and nondiscrimination requirements?
- o What provisions does the agency make for translation/interpretation?

- What is the agency's record retention policy, and is it consistent with program regulations?
- Does the agency have and follow a conflict of interest policy?

### HOME Program

HOME subrecipient activities are monitored through annual project reports submitted by subgrantees and through onsite visits. The purpose of the project reports is to ensure that all HOME-assisted housing units meet federal regulations for rent and income levels as well as compliance with Housing Quality Standards. The city, through the Housing Initiatives Program, ensures that subrecipients comply with statutory and regulatory requirements by means of:

- Contracts between the city and subrecipients.
- Annual review of audits and project financials.
- Review of income eligibility – as established by the U.S. Department of Housing & Urban Development (HUD) – of beneficiaries.
- Review of continuing affordability as established by HUD and by the Community & Economic Development Office policy.
- Review to ensure that any proposed permanent displacement of current occupants resulting from the investment of CDBG, HOME and/or Burlington Housing Trust Fund monies in a given project comply with the Housing Initiatives Program displacement policy.
- Review of annual income certifications as required by HUD.
- Review of financial statements and the project pro formas for nonprofit and for-profit borrowers, and a review of assets and management performance for for-profit landlords.
- Review to ensure that property taxes are current.
- Title searches for loans exceeding \$2,000.
- Mortgages and housing subsidy covenants containing HOME restrictions for all HOME loans.
- Appraisals or recent city tax assessment for all loans.
- Record of compliance by the applicant in meeting fair housing standards and city ordinances.
- For for-profit landlords, the loan to value after rehabilitation must be no more than 85%. (Homebuyers, homeowners, nonprofit organizations and limited equity cooperatives may be allowed to go as high as 100%).
- Debt services coverage ratio for for-profit landlords must be 1:1 or better.
- No single loan/grant may exceed the HUD limit.
- Rehabilitation standards require that all buildings containing assisted units conform to Burlington's minimum housing code and to HUD's housing quality standards. In addition, cost effective energy conservation improvements may be required per the City's HOME Program Property Rehab Standards.

- o Bidding by contractors in accordance with federal, state and city requirements.
- o Lead paint hazard assessment and abatement through the Burlington Lead Program.
- o Professional asbestos abatement where there is an obvious hazard of friable asbestos, pipe lagging, or an asbestos-insulated heating plant.
- o Level 1 site assessment where there is reason to believe that a hazard may exist or as required by federal environmental review rules.

### On-Site Inspections

The city will ensure that HOME-funded housing units will be in compliance with city code and with the Community & Economic Development Office (CEDO)'s HOME Property Standards. Four tests must be met before a unit is understood to pass CEDO's HOME Program Property Standards:

1. All units must pass Housing Quality Standards (HQS) at unit completion; and
2. All units must have installed hardwired interconnected smoke and carbon monoxide detectors per the standards required by the City of Burlington Minimum Housing Code. Further, all bathrooms must have mechanical ventilation through an exhaust fan vented to the exterior; and
3. At the project completion, all new work must meet the applicable Building, Plumbing, Mechanical, and Electrical Code as evidenced by the permit closeout by the City of Burlington Building Inspector. All existing conditions must meet the safety requirements of the applicable Building, Plumbing, Mechanical, and Electrical Code. On projects where an architect is overseeing the work, compliance with the above may be evidenced by a certificate from the architect that the unit meets code; and
4. For rehabilitation projects, units must comply with City of Burlington Rehabilitation Project Standards.

Following project completion, all HOME-assisted rental units housing Section 8 tenants and/or managed by one of our non-profit partners are inspected on a periodic basis by the Burlington Housing Authority ("BHA"). In addition, all rental units in the City of Burlington are inspected annually by the inspectors from the city's Code Enforcement Office. Pursuant to a Memorandum of Understanding between the city and BHA, the city's minimum housing code is considered to be substantially equivalent to HQS. HOME-assisted units in private homes which are not occupied by Section 8 voucher holders are inspected by CEDO housing staff. As these privately owned properties are invariably less than five-unit buildings, they are inspected every three years.

The results of non-CEDO on-site inspections are gleaned from BHA's quarterly inspection reports which contain the tenant name, address, unit #, move-in

date, inspection date, landlord and Pass/Fail determination of almost every unit managed by one of our HOME landlords. Any units with a status of "Annual Fail" are routinely found to pass upon re-examination. The "Re-exam Pass" status most often appears in the same quarterly report as the "Annual Fail." In those few instances where it doesn't, our experience has been that it appears in the next report. This office receives the report via e-mail every quarter directly from BHA.

This year, CEDO will inspect or confirm inspection of 336 rental HOME-assisted rental units. In previous years, all were found to be in compliance with the standards above.

Staff will continue to attend programmatic trainings as appropriate and available, and to consult with HUD staff on questions about program compliance. Minority business outreach efforts are described under the HOME program section of the Action Plan at p.42.

## Institutional Structure and Coordination

*Federal Requirements: Describe the actions the jurisdiction plans to take during the next year 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).

## Addressing Obstacles

*Federal Requirements: Describe the actions the jurisdiction plans to take during the next year 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.

## Reducing the Number of Poverty-Level Families Living in Burlington

*Federal Requirements: Describe the actions the jurisdiction plans to take during the next year 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.

### Public Housing

*Federal Requirements: Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership. If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.*

The Burlington Housing Authority (BHA) continues to be a designated "High Performer" by HUD and does not require financial assistance from the city of Burlington.

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. 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 Homeownership Option Program has been in operation since 1999 with over 95 households successfully transitioning from renting to homeownership. The city supports the implementation and expansion of BHA's Section 8 Homeownership Option Program. The city also encourages BHA to fully utilize its ability to project-base Section 8 vouchers in support of new affordable housing development. BHA continues to be the City's lead agency in efforts to preserve Project-Based Section 8 properties.

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 like those owned by BHA than in large projects like 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:

- o 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).
- o 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.
- o BHA will provide continuing financial and staff support for all active resident associations in its public housing developments.
- o BHA will provide matching funds for projects carried out by these resident associations.
- o One BHA program participant serves on the BHA Board of Commissioners.

## Homeless and Other Special Needs Activities

*Federal Requirements: Describe, briefly, the jurisdiction's plan for the investment and use of available resources and describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness. Describe specific action steps to address the needs of persons that are not homeless identified in accordance with 91.215(e). Describe planned action steps over the next year to address the needs of individuals and families with children at imminent risk of becoming homeless.*

The Summary of Annual Objectives and Table 3C identify activities that will address outreach, emergency shelter, transitional housing, homeless prevention, housing placement, supportive housing and independent living. Major special needs housing projects include projected new 60 units of senior housing at the Thayer School (DMV) site. In addition to the services and referrals available at the Daystation, the Street Outreach team will continue to connect 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 is now the Lead Agency 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. The city is rewriting its Ten Year Plan to conform to the federal Strategic Plan and the new HEARTH requirements. As part of the HUD Continuum of Care Check-Up, the city and its Continuum partners have identified the need to better understand and improve the discharge practices of the foster care, medical and correctional systems.

Specific efforts aimed at eliminating chronic homelessness include a set-aside of vouchers for chronically homeless clients of a Pathways program with services funded through a SAMHSA grant, using a "Housing First" model. In addition, the Burlington Housing Authority is pursuing the development of 14 new units of permanent supportive housing on King Street, primarily for the homeless. Transitional housing for veterans is now open in the adjoining city of Winooski. A new transitional housing program for up to ten homeless families is anticipated to begin in the summer / fall of 2012. Unaccompanied youth will continue to be served by Spectrum Youth & Family Services.

## Affordable Housing

*Federal Requirements: Describe the actions that will take place during the next year to remove barriers to affordable housing; to foster and maintain affordable housing; and to coordinate its housing strategy with its transportation planning strategies to ensure to the extent practicable that residents of affordable housing have access to public transportation.*

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.

Coordination of affordable housing and transportation in the city is effected through the membership of the Community & Economic Development Office (which has responsibility for the city's housing policy) on the city's Transportation Technical Advisory Committee. In addition, the City is the recipient of a HUD Sustainable Communities Initiative Challenge Grant, which will refine broad citywide goals for sustainable development into focused, actionable, area-specific strategies to ensure the vitality of the central downtown and waterfront core of Burlington. The planning process will emphasize ways to promote and improve mixed uses and quality urban design, affordable and workforce housing, transportation and parking management, and the quality and capacity of public infrastructure, with a focus on identifying, understanding, and addressing current barriers to the creation of new infill development.

The city is also participating in the regional HUD Sustainable Communities Initiative Planning grant efforts to integrate housing, land use, economic and workforce development, transportation, and infrastructure investments. The results will be used in updating the Burlington Legacy Plan (the city's 1999 Sustainability Plan), the county's Comprehensive Economic Development Strategy (CEDS), the Chittenden County Metropolitan Transportation Plan and the Chittenden County Regional Plan.

## Lead Paint

*Federal Requirements: Describe the actions the jurisdiction plans to take during the next year to evaluate and reduce lead-based paint hazards.*

The city of Burlington has received a \$2,475,000 million 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 135 housing units, and train over 200 individuals in lead-safe work practices, as well as providing outreach and education to the community.

Housing projects funded with local and federal funds are required to comply with state and federal lead laws. In addition, the city ensures that HOME and CDBG funded housing projects comply with the Lead Safe Housing Rule (LSHR) regulations at Title 24 Part 35 of the Code of Federal Regulations. Given that the additional cost of addressing lead hazards can make some rental, duplex acquisition, and homeowner rehab projects infeasible, the city grants a portion of the cost to comply with the LSHR using Burlington Lead Program, CDBG, or HOME funds. Further, the Burlington Lead Program provides technical assistance to city staff for projects that trigger the LSHR. In addition, the city ensures certification with the EPA's new Renovation, Repair and Painting rule for all contractors. The City has partnered with the Vermont Department of Health by developing a web-based database for the public to access information regarding rental property compliance with the Essential Maintenance Practice law.

## HOME Program Requirements

*Federal Requirements: If a participating jurisdiction intends to use forms of investment other than those described in 24 CFR 92.205(b), describe these forms of investment.*

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.

#### Recapture of HOME subsidy for Owner-Occupied Homes

For its Owner-Occupied Duplex Program, the City of Burlington provides no interest, deferred payment loans 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 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%.

#### 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. 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 a) the sale price is below the 203(b) limit and b) where the sum of the annual loan principal, interest, taxes, and insurance is less than 33% of the household's annual gross income.

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:

- o Refinancing is necessary to permit or to continue affordability under 24 CFR 92.252;

- o Rehabilitation is the primary eligible activity. A minimum of \$7,500 of rehabilitation per unit is required;
- o 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;
- o 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;
- o 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;
- o Refinancing will be limited to projects that have previously received an investment of public funds;
- o HOME funds may be used for refinancing anywhere in the city of Burlington;
- o HOME funds cannot be used to refinance multi-family loans made or insured by any Federal program, including CDBG.

The Champlain Housing Trust is the only certified Community Housing Development Organization (CHDO) in Burlington. The City of Burlington expects to commit approximately \$175,000 of our Federal FY11 HOME allocation to a CHDO project this fiscal year. This amounts to about 37% of our allocation and is well above the 15% statutory minimum.

*Federal Requirements: Describe actions taken to establish and oversee a minority outreach program within its jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women, including without limitation, real estate firms, construction firms, appraisal firms, management firms, financial institutions, investment banking firms, underwriters, accountants, and providers of legal services, in all contracts, entered into by the participating jurisdiction with such persons or entities, public and private, in order to facilitate the activities of the participating jurisdiction to provide affordable housing under the HOME program or any other Federal housing law applicable to such jurisdiction.*

The Community & Economic Development Office has developed a web-based registry of self-certified DBEs and does outreach to local businesses to make them aware that the registry can help them access contracting opportunities. This registry, together with the state's online DBE registry, is available to city departments and to subrecipients for their procurement processes.

## Fair Housing

*Federal Requirements: Describe the policy and procedures it will follow to affirmatively market housing containing five or more HOME-assisted units.*

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 state-wide handicapped accessibility clearing house, 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.

The city completed a rewrite of its Analysis of Impediments in May 2010, and will implement the following action items in the upcoming program year (i.e., PY2012):

- o The city will work with partner agencies in the Fair Housing Working Group to ensure adequate resources are available to investigate possible fair housing violations and sustain the capacity of providers that work directly with victims of fair housing violations.
- o The city will send fair housing information as part of the Code Enforcement Office annual mailing to all registered rental housing property owners, and will routinely mail them flyers and invitations to area informational sessions and workshops.
- o The city will discuss fair housing awareness and available education with mortgage lenders working in Burlington, and will routinely mail them flyers and invitations to area informational sessions and workshops.
- o The city will encourage the Champlain Housing Trust's Homeownership Center to target appropriate potential first time home buyers who may be members of a protected class for their homebuyer workshops.
- o The city will partner with the Fair Housing Working Group (FHWG) to train lenders to ensure they are culturally competent in working with refugee and minority populations, with the goal of increasing minority homeownership rates within the city.
- o The city will work with its partners on a public awareness campaign promoting fair housing laws.
- o The city will continue to provide letters of support for local applications for funding from HUD or another entity to conduct paired-testing research so that enough data is available to make a reasonable assumption of the possible prevalence of discrimination.
- o The city will work with local developers, especially those developing subsidized housing for families, to encourage a few larger apartments with three or more bedrooms to accommodate the growing population of large refugee families, as guided by market study data to determine local demand.
- o The city will change its Consolidated Plan to award points or priority status to housing built with universal design features when funded with HOME funds.
- o The city will prioritize those projects offering community based licensed Level III housing or equivalent services in an unlicensed setting when housing project developments plan to target elders.

- o The city will share best practices and data, answer questions and advocate regionally for a wide range of housing policies that promote housing development that will benefit people in protected classes.
- o The city will seek out every possible resource to create new and preserve the existing supply of affordable housing; advocate for local properties which may be at risk of contract expirations or conversions to market rate housing; work with property owners and potential buyers to ensure existing tenants' homes are protected and rents remain stable; and dedicate resources to preserving the existing assisted housing stock to reflect the City's goal of not losing any affordable rental units, especially but not exclusively in connection with the housing serving residents with disabilities at Wharf Lane.
- o The city will continue to work with the University of Vermont and Champlain College officials to share information about upcoming enrollment plans, housing development plans, and other creative housing options, to increase the supply of affordable rental housing available to non-student renters in protected classes.
- o The city will propose a system to track zoning variances and local permit denials as well as substantially adjusted residential permit applications to monitor any potential impediments to fair housing.
- o The city will explore changing the Burlington Comprehensive Development Ordinance to:
  - Clarify considerations given to design review standards to be specific and limit appeals to specific arguments.
  - Equally weigh design review standards to the economic realities of limited funding and development costs.
- o The city will work with the Fair Housing Working Group to assess the impact on protected classes, if any, of the City's ordinance limiting the number of occupants in a housing unit to "no more than four unrelated adults and their minor children."

## APPENDIX A

### CITY OF BURLINGTON HOME PROGRAM RESALE/RECAPTURE POLICY

Per 24 CFR Part 92, The City of Burlington as a Participating Jurisdiction of the HOME Program (“Program”) is required to articulate a policy for determining whether resale or recapture terms apply to homebuyer projects funded with HOME.

Recapture: The Program provides low-interest loans for eligible homebuyers to assist with down payment and closing costs on eligible 2-4 unit owner occupied properties. 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 plus any accrued interest is recaptured. However, the recapture amount shall not exceed the amount available from net proceeds. The net proceeds are the sales price minus loan repayment (other than HOME funds) and closing costs.

The 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 Program shall 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 Program shall require that the loan-to-value ratio be no greater than 100%.

Resale: The program shall not allow the resale of a HOME-assisted unit to a subsequent homebuyer who is not low-income. When a HOME-assisted homeownership unit that is encumbered (through the requirements of another funding source) with covenants ensuring perpetual affordability for households below 80% of area median income is sold, resale provisions ensure compliance with the HOME affordability requirements. HOME funds which go into homebuyer units are typically, but not always, grants. The Program does not recapture the HOME funds unless the covenants are extinguished and the affordability is no longer ensured.

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. 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 a) the sale price is below the 203(b) limit and b) where the sum of the annual loan principal, interest, taxes, and insurance is less than 33% of the household's annual gross income.