



## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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### REQUEST FOR PROPOSALS

Fiscal Year 2018

Burlington Housing Trust Fund

October 11, 2017

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

The BHTF requests proposals for FY2018 awards. The total funding available for projects and capacity grants for FY2018 is approximately \$310,445.00. Please note that through the City's annual budget process, the Community & Economic Development Offices receives 15% of the total BHTF allocation for administrative costs. The proposals shall be for projects and organizations serving the housing needs of low-income Burlington residents. All projects must serve households having an income not exceeding 100% of median income, as defined by the U.S. Department of Housing and Urban Development and preference will be given to proposals serving households having an income not exceeding 50% of median income. Priority for funding will be given to perpetually affordable housing projects. Organizations that provide services, as distinct from housing development, are limited to capacity grants of no more than \$7,500.00 per program. FY2018 BHTF awards must be expended by June 30, 2018.

**Proposals for FY2018 BHTF funding must be submitted on or before Wednesday, November 15, 2017, at 4:00 p.m.** Proposals submitted after that time **will not** be considered for funding. A complete application consists of an application form and all applicable attachments. Applications for both Projects and Capacity grants can be found at: <https://www.burlingtonvt.gov/CEDO/Housing-Trust-Fund-FY18>. The completed electronic application and attachments should be sent as a PDF to [trawlings@burlingtonvt.gov](mailto:trawlings@burlingtonvt.gov). **Please ONLY SEND APPLICATIONS BY EMAIL.** Additional information may be requested of the applicant at a later date.

Applications are reviewed for eligibility by the Community & Economic Development Office (CEDO). Eligible applications are then reviewed by the Housing Trust Fund Administrative Committee, which makes funding decisions. **Funding decisions are expected to be made by the December 13, 2017.**

If your organization has received previous funding from the BHTF, you must include a progress report on the project or program that was funded. Applicants who have not fully drawn down previous grant awards must request an extension in writing. **For further information on this RFP, please contact CEDO Housing Program Manager Todd Rawlings at 652-4209 or by email at [trawlings@burlingtonvt.gov](mailto:trawlings@burlingtonvt.gov).**



EQUAL HOUSING OPPORTUNITY