

**City of Burlington Housing Trust Fund (HTF)  
Capacity Grant Application**

<b>APPLICANT ORGANIZATION</b> Champlain Housing Trust
<b>CONTACT NAME</b> Chris Donnelly
<b>DAYTIME PHONE &amp; E-MAIL</b> 802 861-7305 / chris@champlainhousingtrust.org
<b>NAME OF PROJECT</b> CHT Capacity Funding Application
<b>AMOUNT REQUESTED</b> \$40,000
<b>ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS)</b> October 1, 2021 [FY Start]
<b>ESTIMATED COMPLETION DATE</b> September 30, 2022 (FY End)
<b>TOTAL ESTIMATED PROJECT COST</b> \$19,821,217

Is the applicant a 501(c)(3) tax-exempt, nonprofit corporation organized and operated for the purpose of creating or preserving housing for very low, low and moderate income households?

- Yes  
 No

Would the requested grant support the staffing, training, planning, fundraising or on-going operations of a nonprofit corporation, thereby increasing that corporation's capacity to create or preserve housing for very low, low and moderate income households?

- Yes  
 No

Is the applicant a corporation, partnership or individual who is delinquent, at the time of application, in the payment of property taxes or impact fees to the City of Burlington, who have been convicted of arson, who have been convicted of discrimination in the sale or lease of housing under article IV of this chapter or under the fair housing laws of the State of Vermont, or who have pending violations of current city electrical, plumbing, building or housing codes or zoning ordinances?

- Yes  
 No

**Project Narrative**

Funding priority goes to projects which respond to requirements of the Housing Trust Fund and the City of Burlington's affordable housing priorities. The Housing Trust Fund Administrative Committee (HTFAC) uses the attached criteria to score projects. Scores are tallied and ranked high to low. The HTFAC funds projects at its discretion.

Please provide the information below in the space provided. It is important to complete all fields. If you need additional space, attach separate pages to your application and title them as indicated below.

**Project description (Please briefly describe your project. Specifically describe how Housing Trust Funds would: a) support your organization's ongoing operation and/or b) support the assessment of structural and financial feasibility of new affordable housing.):**

Funding from the Housing Trust Fund directly supports CHT's advocacy, fundraising and affordable housing awareness staffing and activities. These efforts deliver federal, state and charitable dollars to the City and region to advance affordable housing development and programs that support low-income residents.

Support from the Housing Trust Fund is particularly critical in this moment for four reasons:

- CHT is just about to launch a campaign that will help pay for increased resident services, move people out of homelessness, support financial literacy programs, and boost our homeownership production with a particular focus on addressing inequity in accessing homeownership among Black, Indigenous and People of Color. We recently added extra staffing capacity to make sure this campaign is successful while our ongoing annual fundraising programs can also succeed and grow.
- In conjunction with this campaign, CHT is seeking social investment capital to increase the opportunities we have to acquire, finance, or redevelop existing or new affordable housing. This may take the shape of purchasing "naturally occurring affordable housing" and keeping the rents low, or partnering with businesses or other institutions to address deficiencies in the housing market, or other types of creative solutions that attract new resources to make housing development more financially feasible.
- The Building Homes Together Campaign has just finished its fifth and final year and we're just about to relaunch for another five year goal to increase housing production in Chittenden County. CHT provides staffing to this effort along with Evernorth and Chittenden County Regional Planning Commission.
- There will be continued opportunity to secure federal and state dollars in support of affordable housing and programs that support low income households. CHT's staff have become trusted advisors and leaders for State officials as decisions are made on how to prioritize the use of and allocate these resources.

The staffing to carry out this work is dependent on capacity funding from sources like the Housing Trust Fund – the HTF is one of just three or four capacity grants that CHT receives each year.

**Please describe how the organization is currently involved in the construction of new affordable housing:**

CHT is currently in pre-development for a building with new affordable housing and community services in partnership with the VFW on South Winooski Avenue, working with the developers at Cambrian Rise to create new affordable homeownership opportunity, and are partnering with Green Mountain Habitat for Humanity for three new affordable homes in the New North End where we are securing subsidy, identifying buyers and will be the steward of the properties to keep them affordable forever. We are also in ongoing discussions with several developers throughout the City for affordable housing development as part of larger projects.

**Please describe how the application supports one or more of the priorities listed in the City's Housing Action Plan:**

This application for capacity support of CHT enables us to support the following priorities:

*Goal I: Expand and Strategically Apply Municipal Resources to Support New Low- and Moderate-Income Housing Construction and Better Assist Those Ineligible for Subsidy but Unable to Compete in Burlington's Housing Market.*

1. Preservation. Our work over the last several years in the Old North End refinancing and rehabbing BRHIP and ONE partnerships directly support this goal. Our stewardship of housing across the City ensures that properties will continue to serve low- and moderate income families and individuals well into the future. We conduct ongoing evaluation of the buildings in our portfolio to understand rehab needs as well as developing capital needs plans that works well financially to ensure the housing will be permanently affordable.
2. Expanding the HTF. We supported and advocated for the expansion of the HTF, and also understand the current colliding challenges of the pandemic and reappraisal made implementation this year unfeasible.
4. Inclusionary Zoning. CHT is engaging with private developers in various sections of the City to provide our services to satisfy their IZ requirements.
5. Energy Efficiency. We invest significant resources each year in improving the energy efficiency of our properties.

*Goal II: Consider Regional Land Use Approaches and Reduce Regulatory Barriers and Disincentives to New Housing Production.*

1. Regional Housing Initiatives. We initiated and are staffing (with CCRPC and Evernorth) and providing leadership to the Building Homes Together campaign that has organized over 100 stakeholders in the county. We're just wrapping up the five year campaign and are about to launch a second five year campaign with a new goal. We'll continue to engage individual communities with support to increase the production of housing – especially affordable housing – in the region.

*Goal IV: New Approaches to Homelessness in Our Community*

1. Housing First. CHT is fully on board with the Housing First strategy and we are an active participant in the Chittenden County Homeless Alliance. Our creation of apartments at the Bel Aire is a tangible example, one that brought new resources and partners. At the Laurentide Apartments, we housed 14 formerly homeless households. Last year, overall, over 100 formerly homeless households moved into a CHT apartment, and we're working to create new permanent supportive housing in Williston this fall.

**Please describe how the application supports one or more of the priorities listed in the City's Consolidated Plan:**

CHT's work directly supports many goals in the Consolidated Plan, including the following priorities list in the 2020 Action Plan approved by HUD:

- DH 2.1 Acquire/Rehab - Rental or Owner Units
- DH 1.4 Promote new homeownership buyer assistance
- DH 2.2 Protect the Vulnerable - Lead Hazard
- DH 1.1 Protect the Vulnerable - New Perm Supportive Housing
- DH1.2 Protect the Vulnerable - New Special Need Housing
- DH 1.3 Create New Affordable Housing
- SL 1.3 Improve Public Facilities & Infrastructure
- SL 1.4 Remediation of Brownfields

**Please describe the financial need of the requested activity (include a project budget with all sources and uses):**

Our FY22 Draft Budget is attached as it was reviewed by the Board earlier this month – there may be tweaks and edits before it receives final approval by the Board next month. Over this twelve month period our budget is, for all intents and purposes, a breakeven budget with revenue barely exceeding expenses by one-half of one percent, or \$105,277. This margin leaves very little room for variances, so capacity funding from the Housing Trust Fund is critical to ensure that we can meet our goals.

**Please describe the negative impact to the community if the request is not funded:**

This is just one of a small number of capacity grants we receive each year so it is a critical component of our ability to pursue our mission. It is unlikely that funding could be replaced resulting in a decision to reduce, eliminate, or reallocate staffing. This staffing reduction would be likely in our fundraising, advocacy or coalition participation such as the homeless alliance. We would have to evaluate which of these areas to sacrifice. Any of the choices would cause a ripple effect to our ability to fulfill our mission.

If we reallocated fundraising staffing, we may have to also reduce some of the financial literacy, home education programming, or resident services as this function brings in resources for those programs. We also won't be able to raise the funds needed to hire additional social workers to serve our most vulnerable residents or support homeless households secure housing. Cutting back on advocacy and outreach could result in the loss of capital dollars, putting future real estate development in Burlington and the region at risk. Pulling back from our participation public policy discussions could mean a loss of our direct experience being considered as Burlington grapples with how to make the City more affordable and inclusive to all.

**Please describe how the proposed project supports an underserved and vulnerable population:**

The mission of the Champlain Housing Trust is to support underserved and vulnerable populations. Capacity funding from the Housing Trust Fund enables us to pursue this purpose. This funding supports our ability to create and preserve new housing for these populations, advances our work to ensure that there is a continued focus on creating permanent supportive housing for people experiencing homelessness, and supports our advocacy to make Burlington and the region more affordable for all.

Signature Page

Please check each box that applies:

- Good Standing:** I certify that I am in “good standing” with respect to, or in full compliance with a plan to pay any and all taxes due to the City of Burlington.
  
- Certification:** Under penalties of perjury, I declare that the information I have provided, to the best of my knowledge and belief, is true, correct, and complete.

Chris Donnelly

Print Name



Applicant Signature

August 26, 2021

Date

CHT Overall							Version dated :			7/27/2021
7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021		
2022 Budget	01	02	03	04	05	06	07			
	Admin	COOP	HOC	PM	Owned Properties	Com	Dev			CHT Total
Grant Revenue	248,504	0	787,200	500	0	246,000	125,000			1,407,204
Gain on Resale of Property										
Sale of Property	0	0	4,433,000	0	0	0	0			4,433,000
Cost of Property Sold	0	0	3,405,800	0	0	0	0			3,405,800
Additional Appreciation Subsidy	0	0	857,200	0	0	0	0			857,200
Total Gain on Resale of Property	0	0	170,000	0	0	0	0			170,000
Rental Income and Related Items										
Tenant Rent	0	0	0	0	7,058,127					7,058,127
Vacancy	0	0	0	0	(317,306)	0	0			(317,306)
Commercial Rent	0	0	0	0	1,281,480	0	0			1,281,480
Other Rental Income	0	0	0	0	119,920	0	0			119,920
Total Rental Income and Related Items	0	0	0	0	8,142,221	0	0			8,142,221
Revenue from Properties										
Fees for Maintenance	0	0	0	1,977,412	(353,172)	0	0			1,624,240
Admin Fees				501,783						501,783
Social Service Fees				644,594						644,594
Property and Asset Management Fees	0	0	0	4,025,452	(619,468)	0	0			3,405,984
Incentive Fees	0	0	0	419,721	0	0	0			419,721
Total Revenue from Properties	0	0	0	7,568,961	(972,640)	0	0	0		6,596,321
Coop Fees	0	107,290	0	0	0	0	0			107,290
Home Ownership Fees	0	0	468,332	0	0	0	0			468,332
Interest Income	0	0	12,000	0	768	0	306,142			318,910
Development Fees	0	0	310,000	0	0	0	1,027,750			1,337,750
Technical Assistance Fees	61,504	0	0	0	0	0	0			61,504
Miscellaneous Fees	82,979	0	3,100	600	0	120,000	0			206,679
Donations	0	0	1,150,000	225,000	0	250,000	0			1,625,000
Sponsorship			1,500							1,500
<b>Total Revenue</b>	<b>392,987</b>	<b>107,290</b>	<b>2,902,132</b>	<b>7,795,061</b>	<b>7,170,349</b>	<b>616,000</b>	<b>1,458,892</b>	<b>0</b>		<b>20,442,710</b>

CHT Overall							Version dated :			7/27/2021
7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021		
2022 Budget	01	02	03	04	05	06	07			
	Admin	COOP	HOC	PM	Owned Properties	Com	Dev			CHT Total
Personnel and Consultants										
Salaries and Wages	1,548,151	49,665	783,272	4,107,853	0	273,690	311,297			7,073,928
Taxes and Benefits	557,706	17,896	282,218	1,479,693	0	98,613	112,161			2,548,286
Training Costs	102,154	2,500	24,000	52,390	0	7,850	6,000			194,894
Temp /Americor Services and Recruiting	17,480	0	12,200	5,000	0	0	0			34,680
Total Personnel and Consultants	<u>2,225,491</u>	<u>70,061</u>	<u>1,101,690</u>	<u>5,644,936</u>	<u>0</u>	<u>380,152</u>	<u>429,458</u>	<u>0</u>		<u>9,851,788</u>
Occupancy	118,127	8,238	107,088	216,872	0	32,950	32,950			516,225
Office Expenses										
Supplies and Non-Capital Equipment	45,160	0	2,000	6,640	0	600	0			54,400
Local Mileage and parking	2,700	300	10,050	60,600	0	2,700	3,600			79,950
Postage and Courier Service	36,000	0	300	0	0	900	0			37,200
Telephone	36,780	0	0	7,200	0	0	0			43,980
Printing and Copying	1,200	500	200	0	0	300	0			2,200
Dues & Subscriptions (and Lobbying)	19,970	289	5,325	1,400	0	8,850	4,500			40,334
Equipment Repair and Maintenance	0	0	0	0	0	0	0			0
Bank Fees/Finance Charges	14,800	0	7,800	240	0	5,000	0			27,840
Total Office Expenses	<u>156,610</u>	<u>1,089</u>	<u>25,675</u>	<u>76,080</u>	<u>0</u>	<u>18,350</u>	<u>8,100</u>			<u>285,904</u>
Technology Expenses										
Equipment Leases	61,476	0	0	0	0	0	0			61,476
Computer Equipment and Supplies	151,808	0	12,700	375	0	4,070	0			168,953
Technology Consulting	156,072	0	0	0	0	0	0			156,072
Internet access	20,904	0	600	2,508	0	324	0			24,336
Shared Expenses	(323,810)	2,910	45,900	240,720	0	16,038	18,242			0
Cell Phones	<u>9,972</u>	<u>480</u>	<u>5,472</u>	<u>38,216</u>		<u>1,920</u>	<u>1,440</u>			<u>57,500</u>
Total Technology Expenses	76,422	3,390	64,672	281,819	0	22,352	19,682	0		468,337
Allocated Administrative Costs	(2,155,053)	19,369	305,476	1,602,062	0	106,739	121,406			0
Property Management Expenses										
Truck Maintenance	0	0	0	15,000	0	0	0			15,000
Other	0	0	0	75,240	0	0	0			75,240
Total Property Management Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>90,240</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>90,240</u>
Total Rental Property Expenses	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,654,133</u>	<u>0</u>	<u>0</u>	<u>0</u>		6,654,133

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7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021	7/27/2021		
2022 Budget	01	02	03	04	05	06	07		
	Admin	COOP	HOC	PM	Owned Properties	Com	Dev		CHT Total
Outreach									
Advertising/Public Relations	0	600	10,100	1,200	0	9,250	0		21,150
Donor Cultivation	0	0	0	0	0	63,500	0		63,500
Membership Expenses	0	0	0	0	0	34,200	0		34,200
Special Events	0	0	0	0	0	0	0		0
Organizing	0	0	0	7,965	0	0	0		7,965
Communications	0	0	0	0	0	13,000	0		13,000
Total Outreach	0	600	10,100	9,165	0	119,950	0		139,815
Screening/Home Ownership/Counseling Expenses									
Workshops	2,100	0	27,600	0	0	0	0		29,700
Tenant Screening	0	0	13,950	360	0	0	0		14,310
Lending	0	0	300	0	0	0	0		300
Total Screening/Home Ownership/Counseling Expenses	2,100	0	41,850	360	0	0	0		44,310
Professional Services	96,300	4,400	66,875	88,350	0	12,000	39,500		307,425
Board and Staff Expenses	37,695	810	350	4,700	0	0	0		43,555
Other Sources (Uses) of Funds									
Insurance	73,800	0	0	21,600	0	0	0		95,400
Project Expenses	0	0	19,200	0	0	0	30,000		49,200
Interest Expense	3,600	0	0	5,688	0	0	392,796		402,084
Other	5,400	1,400	860,000	2,400	0	1,200	2,400		872,800
Total Other Sources (Uses) of Funds	82,800	1,400	879,200	29,688	0	1,200	425,196		1,419,484
Total Expenses	640,492	109,358	2,602,975	8,044,273	6,654,133	693,694	1,076,292	0	19,821,216
Operating Income	(247,505)	(2,069)	299,157	(249,212)	516,216	(77,694)	382,600	0	621,493
** The operating income (\$617,735) in Owned properties only St Joes (\$2,168) can used for CHT operations									516,216
Less : Owned Property Operating Income **									105,277
Net Available Operating Income									

Reviewed Budget 6/21/21	(209,856)	(2,261)	(228,410)	(427,652)	401,838	670,479	380,521		584,659
change	(37,649)	192	527,567	178,440	114,378	(748,173)	2,079		36,834

	Admin	COOP	HOC	PM	Owned Properties	Com	Dev		CHT Total
FY 2022 Budget Operating Income	(247,505)	(2,069)	299,157	(249,212)	516,216	(77,694)	382,600		621,493
FY 2021 Budget	(134,244)	(17,690)	(12,049)	(351,989)	401,838	210,102	546,633		642,601
Variance	(113,261)	15,621	311,206	102,777	114,378	(287,796)	(164,033)		(21,108)
FY 2022 Budget									621,493
FY 2021 Forecast									733,683
Variance									(112,190)