

Fiscal Year 2022
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes

Draft

Meeting Date/Time: October 15, 2021 at 10:00 a.m.

Meeting Location: City Hall, 149 Church Street, Bushor Conference Room and virtually via Zoom

Present:

- City Councilor Sarah Carpenter
- Mayor's Office Communications and Projects Coordinator Samantha Sheehan
- Community & Economic Development Office (CEDO) Director Brian Pine
- CEDO Housing Program Manager Todd Rawlings
- CEDO Housing Program Specialist Harrison O'Brien

Absent: None

Also Present:

- Chris Donnelly (Champlain Housing Trust (CHT))
- Cindy Reid (Cathedral Square Corporation (CSC))
- Kirby Dunn (HomeShare Vermont (HV))
- Mary Mougey (Ethan Allen Residence (EAR))
- Miranda Lescaze (CHT)
- David Mullin (Green Mountain Habitat for Humanity (GMHFH))
- Jaclyn Marcotte (CHT)

Meeting called to order: by Director Pine at 10:03 a.m.

1. Agenda: Motion made by Coordinator Sheehan to accept the Agenda as drafted. Seconded by Councilor Carpenter. Motion passed unanimously.

2. Old Business:

- a. **Minutes:** Motion made by Director Pine to accept the draft minutes for the meeting March 30, 2021. Seconded by Coordinator Sheehan. Motion passed unanimously.

3. Public Forum: Other than the applicants, no members of the public were present. Director Pine gave an opportunity to the applicants to give an overview of their projects/applications. Below are the responses:

- Mary Mougey (EAR) said the Ethan Allen Residence gives housing to residents with dementia, the majority of whom receive Medicaid. She said no one is asked to leave EAR if they lose subsidy and Medicaid reimburses at a low rate. She said EAR's project application asks for funding to improve air conditioning and heating in the dining room of the facility. She said

because of the low reimbursement rate for Medicaid EAR relies of the generosity of others, including the City, to provide care to the residents.

- Cindy Reid (CSC) said Cathedral Square Corporation is seeking capacity funding to improve housing retention services and on-going anti-racism work within the organization both of which are a continuation of work started last year. She said McAuley Square is a multigenerational housing project on Mansfield Avenue and CSC is seeking funding for painting and carpeting in the community area. She said CSC had restructured the debt on the property and is planning a tax credit resyndication in 2027. She said until then they need to stretch their project reserves on the property.
- Chris Donnelly (CHT) said Champlain Housing Trust has only three sources of capacity funding: Federal, State, and City. The HTF supports policy, advocacy, and fundraising efforts which bring in additional funds for affordable housing. He said CHT's ask is lower this year in recognition of the reduced amount available.
- Miranda Lescaze (CHT) said representatives of the Veterans of Foreign Wars (VFW) approached Champlain Housing Trust about redeveloping their facility at 176 South Winooski Avenue to improve and expand veteran services as well as create new affordable apartments. She said the project also involves remediating site contamination and the \$50,000 request reflects a recognition of limited HTF resources this year.
- Kirby Dunn (HV) said HomeShare Vermont provides screening and matching service for roommates who also provide companionship and help hosts stay in their homes. The average rent for HV roommate is \$313 per month in Burlington.
- Jaclyn Marcotte (CHT) said 47-49 Archibald has been in Champlain Housing Trust's portfolio for a long time as a rental property. She said it has a significant amount of deferred maintenance and CHT is proposing to convert it to a single family shared equity home.
- David Mullin (GMHFH) said if funded their request would support Green Mountain Habitat for Humanity in the creation of three new energy efficient homes, one single family home and one duplex. The request is to help pay land costs which are higher in Burlington than any other part of their service area.

4. New Business:

a. Review/Discuss FY22 Project Grant Proposals

Director Pine said pre-COVID there were efforts to restore the HTF funding to the equivalent of a penny on the property tax. This effort was brought to the voters in 2020 who approved the increase, but given the city-wide property tax reassessment, enacting this increase (along with the public safety tax increase) was deferred to shield property owners from additional new taxes. He said consequently this year the HTF is significantly reduced, however this year the City is expecting the HTF to receive inclusionary zoning payments-in-lieu. He said the

amount or timing of when the HTF will receive these funds is unknown, but once received CEDO will issue an RFP to make this funding available.

Councilor Carpenter asked if the City would be getting additional American Rescue Plan Act (ARPA) funds.

Director Pine said he believes some City ARPA will go to housing.

Councilor Carpenter asked when.

Director Pine said the decisions will be made next spring and the ARPA funding will be available in July.

Coordinator Sheehan said the State APRPA is separate and in addition to the City's allocation.

Director Pine said the Vermont Housing Conservation Board (VHCB) has made it clear local contribution to projects (including Home Investment Partnerships (HOME), Community Development Block Grant (CDBG), and ARPA) will factor into their ARPA funding decisions.

Manager Rawlings said the City expects to receive \$1.5 million in HOME-ARP in addition to approximately \$400,000 of HOME.

Councilor Carpenter said the City should coordinate its commitments to projects and asked whether the City commits HOME funds.

Director Pine said the City administers its HOME funding.

Councilor Carpenter said if the VFW project is not funded by the HTF, then perhaps a different funding source would be better.

Director Pine said he would like to discuss the HOME-ARP funding at this meeting.

Councilor Carpenter proposed to fund the Champlain Housing Trust capacity application for \$38,119.95, the Cathedral Square Corporation capacity application for \$19,000.00, the Ethan Allen Residence capacity application for \$7,500.00, and the HomeShare Vermont capacity application for \$7,500.00.

Coordinator Sheehan said she was comfortable with the above proposal, but would like to prioritize new housing over capacity funding.

Director Pine said while the HTF is a small pot of funding, it is very flexible compared to other sources for capacity funding. He said it is particularly valuable as "first -in" funding and we must prioritize capacity funding for our affordable housing partners.

[Note: a motion regarding capacity applications was made at this time and can be found on page five of these minutes.]

Director Pine proposed that of the future IZ payments-in-lieu that the City receives this year the HTFAC commits 85% to projects.

Councilor Carpenter said some projects take longer to complete and it is important to know the timing of the proposed activities.

Coordinator Sheehan proposed to fully fund the VFW project.

Councilor Carpenter said the VFW project will have a lot of options for funding and the HTF can fill the gap for harder to fund projects.

Director Pine said recently he and the Mayor attended a Veterans Day event at Battery Park and then went to the VFW. He said he was dismayed by the conditions of the facility and asked the Mayor to commit funding to improve it. He said he has requested ARPA funds be used for this project. He asked whether Coordinator Sheehan was aware of whether a congressional earmark was being considered for this project.

Coordinator Sheehan said she believed it was.

Councilor Carpenter asked about the timing of the work proposed in Cathedral Square's project application. She also asked what the project reserves were.

Cindy Reid (CSC) said she did not have the project reserve funding information on hand, but would find it and get back to the committee. She said it could be a large number because it includes capital needs over a period of time. [Note: She posted the following in the chat: "[McAuley] replacement [reserves] \$377,000 for 74 units in 3 buildings. [Cannot] refinance/resyndication until after 2027."]

Councilor Carpenter asked whether there were three units proposed in the Green Mountain Habitat for Humanity project.

David Mullin (GMHFH) confirmed that there are three.

Councilor Carpenter asked about the timing on the GMHFH project.

David Mullin (GMHFH) said it is underway now and is expected to be complete by July 2022. He asked if the project was not funded now whether additional funds would be available.

Director Pine said additional HTF may be available later this year.

Coordinator Sheehan proposed that the McAuley Square and Archibald projects be considered for this future funding and the currently available funding be used to fund the EAR, GMHFH, and VFW projects.

Director Pine said he hoped the HTFAC can reconvene in two months.

Coordinator Sheehan proposed that given the urgency of the Green Mountain Habitat for Humanity and Ethan Allen Homestead projects they both be fully funded. She asked if the remaining approximately \$20,000 would be meaningful to the VFW project.

Director Pine asked if the Green Mountain Habitat for Humanity and the VFW projects should be funded partially.

Councilor Carpenter asked about the timing on the VFW project.

Miranda Lescaze (CHT) said early funding provides momentum for a project, but agreed the VFW project request did not have the same urgency as a project under construction.

Councilor Carpenter proposed funding the VFW project at \$25,000.

Coordinator Sheehan proposed funding Green Mountain Habitat for Humanity at \$70,000.

Councilor Carpenter asked if the HTFAC could forward-commit.

Director Pine said it could not.

Councilor Carpenter proposed that the first \$50,000 of additional HTF funding received this year be awarded to the VFW project.

Coordinator Sheehan said she is not comfortable awarding less than a significant amount of HTF to the VFW project and the HTFAC may be able to fund the remainder of the request when it reconvenes. She asked whether CDBG funding was an option for this project.

Manager Rawlings said it might be, but would require some research to determine.

Councilor Carpenter asked CEDO to research CDBG as a use for the VFW project and report back to the HTFAC.

[Note: a motion regarding project applications was made at this time and can be found on page six of these minutes.]

b. Approve/Deny/Request Additional Information for FY22 Funding Proposals

Discussion: [see above]

Motion made by Councilor Carpenter to fund the **Champlain Housing Trust** capacity application for \$38,119.95, the **Cathedral Square Corporation** capacity application for \$19,000.00, the **Ethan Allen Residence** capacity application for \$7,500.00, and the **HomeShare Vermont** capacity application for \$7,500.00, Seconded by Coordinator Sheehan. Motion passed unanimously.

Motion made by Councilor Carpenter to fund the **Ethan Allen Residence/Dining Hall Heating and Cooling Project** for \$8,010.00, and the **Green Mountain Habitat for Humanity/Affordable Homes Project** for \$75,000.00. Seconded by Director Pine. Motion passed unanimously.

5. Discussion of Application Scoring Rubric

Discussion: None

6. Adjournment

Discussion: None

The meeting ended at 11:18 a.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff

FY22 Housing Trust Fund Administrative Committee Meeting
Friday, October 15, 2021

FY22 Housing Trust Fund Allocation Summary										
Total Amount in City's FY22 Budget										\$206,057.00
Program Income (Replacement Housing Payment)										\$0.00
Total FY22 HTF Budget										\$206,057.00
Estimated Carryover from Previous Fiscal Years										\$0.00
Administration (15% of FY22 Budgeted Amount)										\$30,908.55
Total Unallocated Reserve (to account for revenue shortfall)										\$0.00
Total available for projects and capacity:										\$175,148.45
Project Applications										
	Score: Director Pine	Score: Councillor Carpenter	Score: Coordinator Sheehan	Total Score	Average Score	Ranking	Projects serves 80% of AMI (Yes/No)	Projects serves 50% of AMI (Yes/No)	Amount Requested	Amount Approved
Champlain Housing Trust/47-49 Archibald Street	41	39	41	121	40.33	5	Yes	Yes	\$50,000.00	\$0.00
Champlain Housing Trust/176 Winooski Avenue	61	64	63	188	62.67	1	Yes	Yes	\$50,000.00	\$0.00
Cathedral Square Corporation/McAuley Square Capital Improvements	56	46	46	148	49.33	4	Yes	Yes	\$40,000.00	\$0.00
Ethan Allen Residence/Dining Hall Heating and Cooling Project	56	63	54	173	57.67	2	Yes	Yes	\$8,010.00	\$8,010.00
Green Mountain Habitat for Humanity/Affordable Homes Project	48	51	51	150	50.00	3	Yes	Yes	\$75,000.00	\$75,000.00
total									\$223,010.00	\$83,010.00
Capacity Applications										
	Score: Director Pine	Score: Councillor Carpenter	Score: Coordinator Sheehan	Total Score	Average Score	Ranking	Projects serves 80% of AMI (Yes/No)	Projects serves 50% of AMI (Yes/No)	Amount Requested	Amount Approved
Champlain Housing Trust/Capacity	37	35	38	110	36.67	1	N/A	N/A	\$40,000.00	\$38,119.95
Cathedral Square Corporation/Capacity	38	30	35	103	34.33	2	N/A	N/A	\$20,000.00	\$19,000.00
Ethan Allen Residence/Capacity	25	32	26	83	27.67	4	N/A	N/A	\$7,500.00	\$7,500.00
HomeShare Vermont/Capacity	26	33	25	84	28.00	3	N/A	N/A	\$7,500.00	\$7,500.00
total									\$75,000.00	\$72,119.95
grand total									\$298,010.00	155,129.95
carryover to next year (shortfall)									(\$122,861.55)	20,018.50

Minimum amount which must be allocated for projects**	\$103,028.50
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Actual amount allocated for projects**	\$83,010.00
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Minimum amount which must be allocated for projects serving 80% of AMI**	\$67,998.81
Minimum amount which must be allocated for projects serving 50% of AMI**	\$35,029.69

Actual amount allocated for projects serving 80% of AMI**	\$83,010.00
Actual amount allocated for projects serving 50% of AMI**	\$83,010.00

Maximum amount which can be allocated for capacity grants (35% of allocation if Administration is 15% of allocation)**	\$72,119.95
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Actual amount allocated for capacity grants	\$72,119.95
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*HTF Ordinance Preference Threshold
 **City Council Resolution Requirements (dated September 3, 2002)
 ***Requirements for applications per the Aldermanic Community Development Committee (dated September 27, 1989)