

**Fiscal Year 2018**  
**Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)**  
**Meeting Minutes**

**Meeting Date/Time:** January 30, 2018 at 3:30 p.m.

**Meeting Location:** Burlington City Hall, 149 Church Street, First Floor, Conference Room 12, Burlington, Vermont

**Present:** Councilor Adam Roof  
Mayor's Office Communications & Projects Coordinator Katie Vane  
Community & Economic Development Office (CEDO) Director Noelle MacKay  
CEDO Housing Program Manager Todd Rawlings

**Absent:** None

**Also Present:** Amy Demetrowitz (Champlain Housing Trust)  
Chris Donnelly (Champlain Housing Trust)

**Meeting called to order:** by Director MacKay at 3:30 p.m.

**Agenda:** Motion made by Councilor Roof to accept the Agenda as drafted, seconded by Coordinator Vane. Motion passed unanimously.

**Old Business:**

- a. **Minutes:** Director MacKay noted that the minutes for the meeting dated December 4, 2017 should be amended to include that Green Mountain Habitat for Humanity Motion has accepted the grant for \$10,000.00. Motion made by Councilor Roof to accept the draft minutes as amended for the meeting dated December 4, 2017, seconded by Coordinator Vane. Motion passed unanimously.

**Public Forum:** No members of the public made public comments. Director MacKay offered to those present an opportunity to provide feedback as the HTFAC proceeded through the agenda and discussion of the HTF grant allocation process.

**New Business:**

- a. Discuss/Debrief/Evaluate FY18 Grant Allocation Process

**Discussion:**

Scoring Sheets

The HTFAC discussed and agreed upon the following changes to the application scoring sheets:

- All scoring for capacity or project applications should be aggregated on one tab of the spreadsheet provided to each member of the HTFAC.
- All threshold information should be completed by CEDO staff prior to the distribution of the above scoring sheets.

## **Capacity Grants**

### **Capacity Application Scoring Sheets**

The HTFAC discussed and agreed upon the following changes to the capacity application scoring sheet:

- “Requirements Per Ordinance”
  - All three criteria.
    - Change Proposed: None.
- “Priorities Per Ordinance/Committee Action/Other Factors (not listed in order of importance)”
  - “The application supports a nonprofit's ongoing operations”.
    - Change Proposed: None.
  - “The application supports the assessment of structural and financial feasibility of new affordable housing.”
    - Change Proposed: Members of the HTFAC as well as applicants had differing understandings of this criterion. Language should be changed to include not just the actual structure of a building, but the market for the proposed housing and the ability/capacity of the organization to complete the project. This was a requirement for applications per the Aldermanic Community Development Committee dated September 20, 1989, so CEDO will bring proposed changes to the City Council Community Development and Neighborhood Revitalization (CDNR) Committee for approval.
  - “The organization is currently involved in the construction of new affordable housing”
    - Change Proposed: Language should be changed to read that the organization is involved in the preservation and/or creation of new affordable housing in Burlington including through the purchase and conversion of market rate housing into permanent affordability. This was a requirement for applications per the Aldermanic Community Development Committee dated September 20, 1989, so CEDO will bring proposed changes to the CDNR Committee for approval.
  - “The application supports one or more of the priorities listed in the City's Housing Action Plan”
    - Change Proposed: Criterion should be removed since the Housing Action Plan consists primarily of policy proposals.
  - “The application supports one or more of the priorities listed in the City's Consolidated Plan”
    - Change Proposed: Criterion should be weighted at 10 points and projects should get particular consideration for being specifically identified in the Consolidated Plan.
  - “Financial need of the requested activity”

- Change Proposed: Moving forward, CEDO and the HTFAC will provide additional guidance to applicants about demonstrating financial need including providing budget information.
  - “The request clearly articulates how the Housing Trust Funds will be used”
    - Change Proposed: None.
  - “The negative impact to the community if the request is not funded”
    - Change Proposed: None, but Manager Rawlings suggested that the question be rephrased to read: “What would be the consequences if this capacity grant application is not funded?”

#### Capacity Policy Notes/Recommendations

- Chris Donnelly said that it could be helpful for the HTFAC to have the ability to speak to the applicants and ask questions.
- Director MacKay said that the Inclusionary Zoning Working Group is looking at ways to increase the Housing Trust Fund to support City priorities around affordable housing.

#### Capacity Award Limits

- Manager Rawlings said that some applicants were confused by the \$7,500.00 limit on some capacity awards. He said his understanding is that historically the practice of the HTFAC has been to limit HTF awards to \$7,500.00 to non-profits who do not directly create new affordable units as a result of the proposed project. The HTFAC discussed and agreed to change:
  - the maximum award to \$10,000.00 for the applications above which do not directly create new affordable units as a result of a proposed project. Director MacKay said that the \$7,500.00 limit has been in effect for a long time and many of the smaller affordable housing non-profits have high need for capacity funding.
  - the maximum award to \$30,000.00 for other capacity applications.

#### Project Grants

##### Project Application Scoring Sheets

The HTFAC discussed and agreed upon the following changes to the project application scoring sheet:

- “Priorities Per Ordinance/Resolution/Committee Action”
  - First four criteria.
    - Change Proposed: None.
  - Fifth criterion: “Has the City already demonstrated its interest and support through the investment of CDBG funds, the provision of technical assistance, and/or acquisition of site control for the proposed housing project?”
    - Change Proposed: HOME Program funds be added to the criterion. This was a requirement for applications per the Aldermanic Community Development Committee dated September 20, 1989, so CEDO will bring proposed changes to the CDNR Committee for approval.
- “Other Factors (not listed in order of importance.)”
  - “The application supports one or more of the priorities listed in the City's Housing Action Plan”

- Change Proposed: Criterion should be removed since the Housing Action Plan consists primarily of policy proposals.
- “The application supports one or more of the priorities listed in the City's Consolidated Plan”
  - Change Proposed: Criterion should be weighted at 10 points and projects should get particular consideration for being specifically indentified in the Consolidated Plan.
- “The proposed project supports an underserved and vulnerable population”
  - Change Proposed: Criterion should be weighted at 10 points and guidance to should be given to the HTFAC that if the project serves a high percentage of underserved/vulnerable households, then the application should receive more points. CEDO shall bring to the CDNR language with may include that specific groups (such as homeless, veterans, people with disabilities) are named in this criterion and/or that an application for a project that served specific groups might receive additional points.
- “Experience of the applicant organization's development team”
  - Change Proposed: None
- “Cost effectiveness of the project: number of units served”
  - Change Proposed: None
- “Cost effectiveness of the project: cost per unit”
  - Change Proposed: Moving forward, CEDO and the HTFAC will provide additional guidance to applicants about demonstrating cost effectiveness. Amy Demetrowitz suggested that the amount of non-HTF subsidy per unit should be considered in funding decisions since that is a measure of the ability of the non-profit to bring other funds to the project.
- “Project has other ancillary uses (community space, mixed use, etc.)”
  - Change Proposed: None.
- “Project addresses community need” and “Project has community impact”
  - Change Proposed: These criteria should be combined and weighted at 10 points.

**Next Steps:** Motion made by Director MacKay that CEDO staff incorporate these suggestions/proposed revisions into changes in the allocation documents/process and that CEDO present the proposed changes to the CDNR Committee for comment, seconded by Councilor Roof. Motion passed unanimously.

**Adjournment:** Motion made by Director MacKay to adjourn the meeting, seconded by Councilor Roof. Motion passed unanimously. The meeting was adjourned at 4:45 p.m.

Respectfully Submitted By:  
 Todd Rawlings  
 Housing Trust Fund Staff