

**City of Burlington Housing Trust Fund (HTF)
Project Award Application**

APPLICANT ORGANIZATION Efficiency Vermont
CONTACT NAME Phoebe Howe
DAYTIME PHONE & E-MAIL 540-7855 / phowe@veic.org
NAME OF PROJECT Down Payment Assistance for North Avenue Co-op ZEM Home
AMOUNT REQUESTED \$37,000
ESTIMATED CONSTRUCTION START DATE already built
ESTIMATED COMPLETION DATE already built
TOTAL ESTIMATED PROJECT COST \$125,500
TOTAL NUMBER OF AFFORDABLE HOUSING UNITS 1
TOTAL ESTIMATED PROJECT COST / TOTAL NUMBER OF AFFORDABLE HOUSING UNITS (PER UNIT COST) \$125,500

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

Will the proposed housing project be perpetually affordable?

- Yes The Co-op has signed a covenant with CEDO that requires the board to maintain a particular mix of low and moderate income residents. The down payment assistance will also be perpetually available to any future buyers of the home through a covenant held by Champlain Housing Trust.
- No

Will the proposed housing project be affordable for 10-40 years?

- 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. Attach a project budget including all sources and uses):

Efficiency Vermont is requesting funds on behalf of Champlain Housing Trust to provide down payment assistance for the buyer of the ZEM model home located in the North Avenue Co-op. Typically, the ZEM Program utilizes down payment assistance through CHT. However, CHT unexpectedly exhausted their funding in September 2017 just as several prospective buyers were ready to move forward on the ZEM model home in the Co-op.

Please describe how many households at or below 80% of AMI will be served by the project:

1 household below 80% AMI will be directly served by this project. However, the successful sale of this home will significantly contribute to the overall success of the ZEM Program in the North Avenue Co-op as it will free up funds for another spec home and show proof of concept to the community.

Please describe how many households at or below 50% of AMI will be served by the project:

0. The ZEM Program strives to reach very low-income North Avenue Co-op households in the future through an increased incentive from BED and partnership with the Section 8 Homeownership Program. The sale of the model ZEM home is critical to facilitate these types of ongoing engagement with the North Avenue Co-op.

Please describe how the City has 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:

Burlington Electric Department has been a primary partner on this project. BED has invested \$13,000 in incentives in addition to staff time and marketing support. In addition, CEDO and the Housing Trust Fund provided funding and technical assistance for Co-op conversion and the effort to remove abandoned mobile homes from the property. The ZEM Program is building upon ongoing City efforts by addressing housing quality in parallel with the City's investment in the physical property.

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

By creating affordable housing in the North Avenue Co-op and ensuring the Co-op's ongoing support of the ZEM Program in their community, down payment assistance for the ZEM model home closely supports several of the priorities listed in the City's Housing Action Plan:

I.1: Goal: Facilitate the preservation of affordable housing in the City and particularly at Farrington's Mobile Home Park

I.5: Goal: Improve affordability and sustainability by creating incentive programs and partnerships to reduce energy costs

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

Down payment assistance for the ZEM model home and support of the ZEM Program in the North Avenue Co-op supports several of the CDBG purposes, as outlined on page ES-2 of the 2013 Consolidated Plan:

Decent Housing

- increasing the availability of affordable, permanent housing in standard condition
- providing affordable housing that is accessible to job opportunities

A Suitable Living Environment

- improving the safety and livability of neighborhoods
- eliminating blighting influences and deterioration of property and facilities
- conserving energy resources

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

Health, energy, and financial burdens plague homeowners in the low-quality housing that is often the only "affordable" option for low-income buyers. By providing a healthy, durable, resilient housing solution that is affordable in both the short and long term, the ZEM Program provides a new choice for the underserved low-income homeownership market. Specifically, down payment assistance is a critical piece of affordable homeownership as low-income buyers rarely have significant savings to contribute towards the cost of a new home.

Please describe the experience of the development team:

Phoebe Howe, VEIC: Phoebe is the ZEM Program coordinator at Efficiency Vermont with two years of experience in the position. She has been the point person for the North Avenue Co-op and is working with residents to engage them in the replacement process.

Brian Pine, VEIC: Brian works in the Consulting Division as a Financing Specialist. He has over 25 years of affordable housing development and finance experience and was a key player in the initial stage of Co-op conversion. He continues to advise the ZEM Program as they work with the North Avenue Co-op.

Jen Green, BED: Jen is the Sustainability Coordinator for the City of Burlington and has been an collaborative team member as the liason between the ZEM Program, BED, and other relevant City departments.

Please describe other ancillary uses (community space, mixed use, etc.), if any, in the proposed project:

The ZEM model home has served as an educational resource for hundreds of visitors over the past several months through Efficiency Vermont and BED outreach efforts, including BED's Home Energy Tour and partnership with the City of Boulder. The ZEM Program is excited to continue engaging with the Co-op and the larger Burlington community by opening up future model homes and/or resident-driven home purchases for educational purposes.

Please describe how the project addresses community need:

The vast majority of the housing stock in the North Avenue Co-op is far past its useful lifespan, which is typically around 20-25 years for a manufactured home. Many homes in the Co-op date back to the 60s and 70s, and BED sees some of the City's highest residential electric bills in and instances of non-payments this community due to the inefficient housing stock and financial insecurity of residents. The need is clear, and the ZEM Program is poised to radically improve quality of life for residents. The program has made strong connections with several Co-op families, but a demonstrated sale is crucial for ongoing relations with the Co-op board and engagement with the community.

Please describe how the project would impact the community:

As described above, the ZEM Program stands to significantly impact the community through continued engagement. Specifically, down payment assistance will maintain affordability of the first ZEM home and the sale of the home will allow the program to broaden its impact to more families and lots in the Co-op.

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.

Phoebe Howe

Print Name

11/13/2017

Applicant Signature

Date

Housing Trust Fund application

11/13/2017

Sources:

\$75,500 Buyer (financing or cash)
\$13,000 BED incentive
\$37,000 HTF down payment assistance
\$125,500 Total sources

Uses:

\$99,500 Base cost of home
\$3,500 Sales tax on home
\$5,500 Pier foundation
\$8,000 4.5 kW solar
\$7,000 Shipping and set
\$2,000 CHT administrative fee for down payment assistance program
\$125,500 Total uses

Todd Rawlings

From: Todd Rawlings
Sent: Monday, November 13, 2017 12:29 PM
To: 'Phoebe Howe'
Cc: Becca Faour; Brian Pine; Peter Schneider; Craig Peltier (craig@vhcb.org)
Subject: RE: Housing Trust Fund application - Down payment assistance for ZEM

Good afternoon Phoebe,

This is your confirmation that I have received your proposal prior to the Housing Trust Fund ("HTF") Request for Proposals deadline. The HTF Administrative Committee (HTFAC) will be examining all proposals and we hope to have final decisions about the awards by the middle of December. I will notify you as soon as possible regarding the HTFAC's decisions regarding awards. In the meantime, I may contact you if there are questions about your proposal.

Very Best,

Todd Rawlings
CEDO Housing Program Manager
652-4209

From: Phoebe Howe [<mailto:phowe@veic.org>]
Sent: Monday, November 13, 2017 11:47 AM
To: Todd Rawlings
Cc: Becca Faour; Brian Pine; Peter Schneider; Craig Peltier (craig@vhcb.org)
Subject: Housing Trust Fund application - Down payment assistance for ZEM

Dear Todd,

Please find attached our application and Sources & Uses budget for a \$37,000 request for down payment assistance for the NAC ZEM model home, to be administered through CHT. Let me know if you have any questions or need more information.

Thank you!
Phoebe

Phoebe Howe
Zero Energy Modular (ZEM) Program
Efficiency Vermont
(802) 540-7855

