

Fiscal Year 2017
Burlington Housing Trust Fund (HTF) Administrative Committee (HTFAC)
Meeting Minutes

Draft

Meeting Date/Time: June 28, 2017 at 10:00 a.m.

Meeting Location: Burlington City Hall, 149 Church Street, Second Floor, Contois Auditorium, Burlington, Vermont

Present: Councilor Adam Roof, Mayor's Office Assistant/Scheduler Jordan Redell, Community & Economic Development Office (CEDO) Director Noelle MacKay, and CEDO Housing Program Manager Todd Rawlings

Absent: None

Also Present: Gillian Taylor (Committee On Temporary Shelter), David Mullin (Green Mountain Habitat for Humanity), Cindy Reid (Cathedral Square Corporation), and Amy Demetrowitz (Champlain Housing Trust)

Meeting called to order: by Director MacKay at 10:02 a.m.

Agenda: Motion made by Councilor Roof to accept the Agenda as drafted, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

Minutes: Motion made by Councilor Roof to accept draft minutes for the meeting dated May 31, 2017, seconded by Assistant/Scheduler Redell. Motion passed unanimously.

Public Forum: Closed without comment

New Business:

a) Housing Trust Fund Application Scoring Criteria

Director MacKay said that CEDO has been working to improve the clarity and transparency of the HTF allocation process and the drafts submitted for discussion are the next step in this process. Housing Program Manager Rawlings gave an overview of the drafts and explained that the drafts are intended to ensure that the regulatory requirements in the ordinance and resolutions, as well as the HTFAC priorities, are reflected in the allocation process. Councilor Roof asked how the scoring forms would be used. Housing Program Manager Rawlings said that the completed scoring sheets would not determine how much each applicant would receive (if any), but the scoring information would be compiled to help the HTFAC understand how each applicant ranked compared to other applicants. Although the goal is to simplify the process, the HTFAC may still need to make difficult funding decisions. An application template can be generated once the scoring factors have been determined. Assistant/Scheduler Redell asked whether points were to be awarded on a sliding scale or "all or nothing". Housing Program Manager Rawlings said that a sliding scale was the original intent. HTFAC members agreed that this

question should be worked out. Councilor Roof asked what the Request For Proposals (RFP) and allocation process was in the past. Housing Program Manager Rawlings said that the RFP language was open ended, proposals were not required to follow a strict format, allocations occurred at various times of the year and, to his knowledge, scoring forms were not used.

The committee discussed the Capacity Project Scoring Form. Director MacKay said that the financial need of the organization should be added as a scoring factor. Amy Demetrowitz said that historically the capacity amounts have been modest and therefore the application should be appropriately simple. Others present suggested that the application should describe precisely how the HTF would be used.

The committee discussed the Project Scoring Form. Director MacKay said that the financial need of the project should be added as a scoring factor. Amy Demetrowitz said that the form should not include leverage as a factor because it is not an accurate measure of project desirability. Others present suggested the following possible questions or scoring factors: special population served, whether there are/will be other City funds in the project, whether supportive services are part of the proposed project, and permit/project schedule.

Councilor Roof said that it would be helpful to have all application information on one master sheet. Assistant/Scheduler Redell said that the number or units and/or persons served should be on the application. Cindy Reid said that the experience of the development team should be a scoring factor. Housing Program Manager Rawlings said that it could be useful for the application to ask the applicant what will happen if the application is not funded. Assistant/Scheduler Redell said that the application should include a) the HTF requested per the number or units and/or persons served and b) the proposed cost per unit of the proposed housing. Director MacKay suggested that the State's Downtown Program materials could be useful.

Upcoming meetings:

HTFAC discussed incorporating these comments into revised, draft scoring sheets which would go to the Community Development & Neighborhood Revitalization Committee on 7/20/17.

Adjournment: Motion made by Councilor Roof to adjourn the meeting, seconded by Director MacKay. Motion passed unanimously. The meeting was adjourned at 10:58 a.m.

Respectfully Submitted By:
Todd Rawlings
Housing Trust Fund Staff

FOR DISCUSSION ONLY

1 of 2

I. VHCB THRESHOLDS

Projects must meet each of the following six thresholds before staff will bring them to the Board:

A satisfactory legal mechanism for insuring perpetual affordability is proposed.										
The project is in a location that meets Board priorities and does not, in the opinion of staff, have a large number of negative features. Location can either be site specific, or, in the case of Contracts for Services, neighborhood specific.										
The project is ready to proceed should funding be awarded. Readiness includes the presence of site control with agreement on purchase price based on an appraisal acceptable to VHCB staff, and reasonable certainty that the project will have permits and other financing or equity within six months. Sufficient pre-development work should have been undertaken to demonstrate overall project feasibility. The application should be complete with all requested materials submitted. Budgets shall be based on cost estimates, engineering studies, and other third party assessments, as applicable. Operating budgets shall be based on quotes and building history.										
The project shall be financially viable, meaning that affordability is maintained, operations and reserves funded over time using standards and assumptions acceptable to VHCB staff. Projects with project based rental assistance must have a back-up plan for when that assistance expires.										
If major health and safety issues have been identified, there must be a financially and practically viable plan for successfully addressing those problems.										
Development & management team have experience with affordable housing. In the case of service supported housing there is a MOU with a service provider if the property manager does not have the capacity of providing those services itself.										
	0	0	0	0	0	0	0	0	0	0

II. PRIORITIES FOR FUNDING

These are "Housing Policy" priorities have been determined by the Board, and they are not listed in order of importance.

There is a demonstrated need for the type of housing proposed as compared to the need for other types of housing in the community.										
The project involves neighborhood or downtown revitalization. This means that rehab will generally take priority over new construction unless the new construction is infill housing or contributes towards cleaning up a blighted neighborhood.										
A portion of the project serves very low income households and/or households with special housing needs. Affordability to this population and presence of support services or a social service component are additional considerations under this priority.										
The project represents "at risk housing" or housing where there has already been an investment of public funds.										
The project fulfills dual or multiple goals of the Vt. Housing & Conservation Board including but not limited to historic preservation.										
The project replaces housing lost to a natural or other disaster, or, if there are existing identified and severe health or safety threats to lower income households, the project would correct those conditions.										
Project meets the Roadmap for Housing Energy Affordability's long-term goals for energy affordability as outlined in the "Vermont Multifamily Energy Design Standards".										
	0	0	0	0	0	0	0	0	0	0

III. CONTRIBUTING FACTORS OR CONSIDERATIONS (Not listed in order of importance.)

Leverage including presence of a bargain sale and amount of request - examined both on a per unit basis and as percentage of total funds available.										
Services are located convenient to the project or public transportation is available.										
Overall cost effectiveness of product as it relates to quality and value of the product and the number of other priorities being addressed.										
Capacity and track record of applicant in housing development.										
Capacity and track record of applicant in housing management.										
The project will create or contribute to a mixed income development or community or provide affordable housing for lower income households in a middle or upper income community.										
Community involvement or support.										
Level of resident involvement in the development and management of the project.										
Livability including but not limited to quality of design and unit layout.										
The project will not cause displacement, especially of lower income households.										
There are other amenities available nearby such as open space or recreation.										
The project is the result of a collaborative effort between different organizations, entities, or agencies where each party has a different role to perform										
The project is located in a village area or compact growth center designated by a municipality where municipal infrastructure such as water and sewerage either exists or will exist in the near future										
The project will result in reduced rent for lower income households and/or failure to undertake the project will result in loss of equity for mobile home owners or coop members.										
Project does not negatively impact another VHCB goal in a significant fashion.										
Project is consistent with other adopted VHCB policies and guidelines.										
There is a long term plan for stewardship of resource to be used for perpetually affordable housing.										
There is access to public transportation.										
Project is located in a pedestrian friendly location.										
The number of adaptable, accessible, or visitable units is more than required by law and regulation.										
The project uses carbon smart or sustainable building practices.										
Project employs this number of contributing factors/considerations	0	0	0	0	0	0	0	0	0	0

HOME Program Application Checklist

The following criteria must exist in any application to be considered for a commitment of HOME funds:

Project must be perpetually affordable.										
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At least one of the following Consolidated Plan housing related goals must be included:

Increase the supply and quality of affordable housing.										
Decrease the number of people experiencing homelessness.										
Strengthen communities and improve the quality of life for Vermonters.										

Preference shall be given to:

Projects located in the State's designated downtowns, village centers, neighborhood development areas and other areas that are consistent with the state's historic settlement pattern and "Smart Growth".										
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Consolidated Plan Affordable Housing Strategies

City of Burlington Housing Trust Fund (HTF) Application Scoring Form -- Capacity Awards

Capacity Project Name:
 Project Agency:
 Evaluator Name:
 Date:
 Amount requested:

DRAFT

HTF Allocation for this Fiscal Year	\$350,000.00
Maximum amount which can be allocated for capacity grants (35% of allocation if Administration is 15% of allocation)	\$122,500.00
I. HTF Ordinance Preference Thresholds	
	Yes No
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?	
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?	
If the answer is "No" to either of the above, the application is not eligible for a Housing Trust Fund award	
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?	
If the answer is "Yes" to the above, the application is not eligible for a Housing Trust Fund award	
III. Requirements for applications per the Aldermanic Community Development Committee dated (09/27/89)	
	Max Points Points Awarded
The application supports a nonprofit's ongoing operations (priority)	5
The application supports the assessment of structural and financial feasibility of new affordable housing (priority)	5
The organization currently involved in the construction of new affordable housing (priority)	5
IV. Other Factors (Not listed in order of importance.)	
	Max Points Points Awarded
The application supports one or more of the priorities listed in the City's Housing Action Plan	5
The application supports one or more of the priorities listed in the City's Consolidated Plan	5
Total	25

Evaluator Comments:

City of Burlington Housing Trust Fund (HTF) Application Scoring Form -- Project Awards

Project Name:
 Project Agency:
 Evaluator Name:
 Date:
 Amount requested:

DRAFT

HTF Allocation for this Fiscal Year	\$350,000.00	
Minimum amount which must be allocated for projects serving 80% of AMI*	\$115,500.00	
Minimum amount which must be allocated for projects serving 50% of AMI**	\$59,500.00	
I. HTF Ordinance Preference Thresholds		
	Max Points	Points Awarded
Will the proposed housing project be perpetually affordable (first priority) (yes= 5 points; No = 0 points)	5	
Will the proposed housing project be affordable for 10-40 years? (second priority) (yes= 1 point; No= 0 points)	1	
II. City Council Resolution Requirements (dated 09/03/02)		
	Max Points	Points Awarded
Will the project serve households at or below 80% of AMI? (*No less than 33% of the annual disbursement of gifts, grants, or loans shall go to project grants...")	5	
In addition to the above, will the project serve households at or below 50% of AMI? (**"...[n]o less than 17% of the annual disbursement of the annual disbursement of gifts, grants, or loans shall go to projects that directly benefit 'very low income' households [at or below 50% of AMI]..."")	5	
III. Requirements for applications per the Aldermanic Community Development Committee (dated 09/27/89)		
	Max Points	Points Awarded
Priority for project subsidies shall go to housing projects for which 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.	5	
IV. Other Factors (Not listed in order of importance.)		
	Max Points	Points Awarded
The application supports one or more of the priorities listed in the City's Housing Action Plan	5	
The application supports one or more of the priorities listed in the City's Consolidated Plan	5	
total	31	

Evaluator Comments: