

Vermont Housing & Conservation Board

MINUTES

Wednesday, January 27, 2021

ZOOM Conference Call

9:00 am

Board Members: Neil Mickenberg, David Marvin, Emily Wadhams, Maura Collins, (VHFA), Billy Coster (designee of Julie Moore; Secretary of ANR), Tom Yahn, Diane Bothfield (designee of VAAF), Marie Audet, Kate McCarthy, Alison Harte (designee of AHS) (All Board Members called/zoomed in)

VHCB Staff: Gus Seelig, Jen Hollar, Martin Hahn, Jenny Hyslop, Elizabeth Egan, Anne Duffy, Marcy Christian, Leah Sare, Craig Peltier, Erin Riley, Larry Mires, Stacy Cibula, Bill Dell'Isola, Ethan Parke, Karen Freeman, Mark Martin, Kim Foss, Beth Schwarz, Ela Chapin, Liz Gleason

Others Present: Seth Leonard; Donald Campbell, Britt Haselton, (Vermont Land Trust); Eileen Peltier, Julie Curtin, Nicola Anderson (Downstreet Housing & Community Development), Julie Iffland (RACDC); Cindy Reid (CSC); Michael Monte, Rob Leuchs and Amy Demetrowitz (CHT); Patrick Shattuck, Rebecca Masure (Rural Edge) Kathy Beyer (Evernorth); Elise Shanbacker (Addison County Community Trust), David Riegel, Anne Latulippe (VFOR); Polly Nichol, Amy Wright

Chair Neil Mickenberg called the meeting to order at 9:00 a.m. He thanked the newer staff members for their excellent project write-ups for this meeting.

Public Comment

There was no public comment.

Project Presentations

**Barre Recovery Residence, Barre – Downstreet Housing & Community Development
2021-090-001**

Downstreet Housing & Community Development is requesting up to \$175,000 in VHCB funds. Erin Riley introduced Eileen Peltier, Julie Curtin and Nicola Anderson from Downstreet Housing and David Riegel and Anne Latulippe from Vermont Foundation of Recovery (VFOR). Eileen explained that Downstreet is proposing to collaborate with VFOR to purchase and renovate a 1900's duplex apartment building in downtown Barre to serve as a Recovery Residence. The goal of the Barre Recovery Residence (BRR) is to provide a recovery home in Central Vermont for women in recovery from substance use disorder and their dependent children.

The proposed rehabilitation will result in five separate living spaces, which include two transitional apartments, eight bedrooms total, and two substantially sized communal spaces providing flexibility to accommodate five to ten households at a time. This home is in a great location close to services

and Downstreet offices. Eileen talked about her experience visiting several recovery residences and the profound effect it had on her. Anne Latulippe (VFOR) spoke briefly about their work in the State of Vermont.

Seth Leonard expressed support for this model and thanked Eileen for her work. Some potential tax credit issues are being addressed. He explained that the units must be affordable to be eligible for tax credits. Alison Harte asked about the source of homeless referrals. David explained that they anticipate some will come from residential treatment facilities as well as domestic violence situations. Emily asked about staffing at the home. David explained that peer support is a critical element in the recovery housing model, and each property is staffed twenty hours a week by a house manager who works with residents on personal goals related to recovery and employment. Neil asked about transitioning people into permanent housing and Eileen explained that the usual stay is about four to six months. Gus asked whether the building could be used for affordable housing in the future and Eileen said that it could easily be converted. He also informed the board that Eileen is leaving Downstreet and relocating to Massachusetts this spring. He thanked her for her great work over the past 14 years. Eileen replied that it has been an honor and privilege to work with VHCB during her time in Central Vermont.

Randolph House, Randolph – Randolph Area Community Development Corporation 2021-092-001

Randolph Area Community Development Corporation is requesting up to \$406,649 in VHCB, \$610,000 in HOME funds, and \$618,231 in National Housing Trust Fund for a total award of \$1,634,880. Ian Jakus introduced Julie Iffland from Randolph Area Community Development Corporation. Julie explained that the Randolph House project is an existing forty eight-unit housing development in Randolph designated for elderly and/or disabled households, built in 1979. It provides a major source of housing in downtown Randolph. The project serves 100% very low-income seniors, with a 5-unit preference for younger disabled residents. The building requires a generational update to bring it up to modern standards and code for large senior housing buildings of its type.

All apartments come with HUD project based rental assistance. The project includes a proposed 1-story addition on the back of the building, with a lobby, common area, kitchen, restrooms and space for support services, as well as, a tower for a full-size second elevator. An expanded parking lot with functional service entrances will enhance the accessibility of this addition. The scope also includes ADA upgrades for five units for people with disabilities, and life safety upgrades such as sprinklers. Office space for SASH and Property Management will be included. Julie updated the board that downtown tax credits have just been awarded and that they would be receiving federal home loan bank funds as well.

Tom Yahn asked about fire safety evacuation and Julie explained that there are stairs residents can access if the elevators aren't available. Seth asked about RACDC's work with homeless. They are working with Stewart Property management to work on this issue within their portfolio. There will be units devoted to serving the homeless within this project. Seth noted that the property has been managed very well. Kate asked about the parking and the connection to the flood plain forest. Julie explained that the flood plain forest is located across the street and that during Irene it did its job well. The building was safe from flooding. Neil asked about developer support and Julie said that she feels that they will be well served by the team that has been set up to work on the project.

**Whitney Hill Homestead, Williston – Cathedral Square Corporation
2021-089-001**

Cathedral Square Corporation is requesting up to \$449,808 in VHCB and \$681,972 in Housing Trust Fund funds. Erin welcomed Cindy Reid and Greg Montgomery from Cathedral Square Corporation. They presented the project. Cindy explained that Whitney Hill Homestead is an existing 44 unit service-enriched senior housing community in the Village of Williston. It is a mixed income population primarily serving very low-income residents. Cindy explained that the VHCB award would be the last piece of funding needed for the project and that they hope to close at the beginning of March. Cindy talked briefly about SASH and its importance to the project.

Greg Montgomery talked about the work that needs to be done to the property. After 30 years, many of the major systems are at the end of their useful life. The sprinkler system is most urgent due to both faulty original installation and age bringing it near failure and creating a safety hazard for residents. Its replacement is a critical safety need. In addition, the project will undergo substantial rehab to include all mechanical systems as well as new lighting, cabinets and selective other interior finishes. The project will also receive a full upgrade to its thermal shell with new insulation, air sealing and siding as well as new windows and the majority of the roofing.

Tom asked about office space and whether it could be used for telemedicine on site. Cindy said that the telehealth has taken off throughout their portfolio. Staff help with these calls by providing both technology equipment and support for residents. A lending library has been created to provide tablets to connect to services. There was a brief discussion about the sprinkler system and Greg explained that the issues have arisen due to poor installation by a subcontractor initially, as well as the challenging layout of buildings on the site. Neil pointed out the need for owner oversight of contractors in these projects. Cindy responded that they feel very comfortable with the team that is overseeing this work.

Emily asked whether residents being relocated have been vaccinated for COVID-19. Cindy explained that the vaccination process would be complete before the first relocation. Gus thanked Cindy for her leadership roles on both the Vermont Affordable Housing Coalition and the Federal Home Loan Bank of Boston Advisory Board.

**Butternut Station Condominiums, Winooski – Champlain Housing Trust
2021-083-001**

Champlain Housing Trust is requesting up to \$1,300,146 in HRB funds and up to \$199,854 in VHCB funds. Arianne Kissam introduced the project with Michael Monte, Amy Demetrowitz and Rob Leuchs from CHT explained the plans to construct twenty condominiums in a central location in Winooski, on Mallets Bay Avenue. This project will use new market tax credits for a homeownership development for the first time in Vermont. It will bring over \$1.4 million of new investment to the state and bring more homeownership units to the very tight Chittenden County homeownership market. CHT also plans to target the sales of the units to BIPOC (black, indigenous and people of color) purchasers in the diverse community of Winooski, which is another unique and important feature of this project.

Rob and Amy gave details about the property. The City of Winooski will donate a parcel to CHT, which currently contains the O'Brien Community Center as well as other offices in a strip mall. The condominiums will be sited near the street, in an area that is currently a parking lot. In addition to the O'Brien Center, the site also contains a community center, the City Library, a community health center, dental practice and employment training center. There will be one building containing sixteen townhouse units and four flats.

There was a brief discussion about the chance that the project could become a BIPOC-only community. Michael thought that the homeownership component of the project would make that less likely. There is strong support from the city of Winooski for the project. Rob gave a brief update on the project to the board. He spoke about the need to revise the price structure of the units.

Emily asked about the decommitment of Cambrian Rise homeownership funds. She wondered about whether the delay of that piece will affect the rest of the project. Rob explained that it is just a delay and that they plan to apply for New Market Tax Credits when the project is ready. Amy reported that it is a thriving neighborhood right now.

Kate expressed excitement about the Butternut Station project. The idea of creating a community within an infill area is wonderful. She had several questions about how the design of the building and how it connected to the street. Rob explained that Winooski has strong building codes and they are not able to do porches with the units.

West Burke Housing, West Burke – Rural Edge 2020-050-001

Rural Edge is requesting \$615,269 in VHCB funds, \$545,000 in HOME funds, and \$351,504 in National Housing Trust Fund funds. Gretchen Rittenhouse introduced the project with Patrick Shattuck and Becky Masure from Rural Edge and Kathy Beyer from Evernorth. The West Burke Housing project is the acquisition of an existing development of fifteen senior and family apartments and the construction of eight additional apartments for families and individuals on the site. Patrick explained that RuralEdge and Evernorth are teaming up to purchase, rehabilitate, and expand the project. There is project based rental assistance for all units.

Patrick explained that due to the strength of various recreational businesses in West Burke much of the rental housing has been turned into short-term rentals. There is a strong need for long-term affordable housing in this area. All other competitive funding sources are committed, including a USDA Rural Development low-interest loan, State housing Tax Credits, and awards from the Vermont Community Development Program and the Federal Home Loan Bank. They hope to start construction in mid-summer. Kathy Beyer pointed out that Community National Bank's commitment to this project is a great example of local community bank support.

Tom asked about seasonal use of housing in these communities and the concern that good housing would sometimes sit empty. Kathy said that the issue is currently being discussed at a state level. Alison voiced a concern that the units are 100% subsidized. She wondered if mixed income projects

would be better. Patrick explained that the people that come to Rural Edge need the subsidy. He also pointed out the RD 515 loan is typically for 100% subsidized projects.

**MHP Stabilization, Bristol, Huntington, Monkton, Starksboro, Vergennes – Addison County Community Trust
2021-086-001**

Addison County Community Trust is requesting up to \$330,000 in VHCB funds for debt reduction and \$20,000 in VHCB funds for the pre-development engineering work at the Brookside mobile home park. Leah Sare introduced Elise Shanbacker from Addison Community Trust, and project consultants Polly Nichol and Amy Wright. She explained that Addison County Community Trust's (ACCT) mobile home park portfolio is second largest in the state among VHCB's housing nonprofit partners and is made up of nine parks totaling 340 lots. This application is a request for VHCB funding to help pay down a portion of the existing debt on the parks making a refinance with Vermont Housing Finance Agency (VHFA) possible. The VHFA refinance will roll eight of the nine parks into one portfolio. The ninth park will also be refinanced at a later date, but is utilizing USDA RD financing to address a major infrastructure improvement project at that same time. Elise updated the board that they hope to close on the refinance in the spring.

Seth asked about VHCB's existing loans to the Parks and whether these could be restructured in the future. Leah explained that they could come back at a later date to negotiate terms.

**Corse Farm Maple Products, Whitingham – Vermont Land Trust
2019-041-001**

Vermont Land Trust is requesting up to \$230,000 in VHCB funding. Stacy Cibula and Don Campbell from VLT, presented the project. The current owners, Roy and Vanessa Corse, operate as Corse Farm Maple Products, LLC. This project will conserve 166 of the 177 acres owned by Roy and Vanessa.

Stacy explained that the farm is located in the middle of the 291-acre Corse Family organic dairy farm. The dairy farm was conserved with VHCB funding in 2012. To ensure that the dairy still has the opportunity to acquire a portion of the property in the future, the easement will include the right for a future subdivision. This right is subject to NRCS approval before the easement closes, but VHCB staff anticipates it will be approved without issue. While this project has merit on its conservation values alone, it also provides a great opportunity to help secure farmland for future generations of the Corse family. There will need to be an update of the appraisal to take in consideration the subdivision.

David Marvin asked about the riparian buffer and Donald explained that area is mostly soft wood and the maples aren't affected. Emily wondered about the rights for two camps mentioned in the special conditions and whether VHCB typically allows for more than one camp. Stacy explained that that on occasion VHCB will allow for more than one camp, adding that in this case it's because of the subdivision potential to divide the property into two pieces. Diane Bothfeld asked about the cattle lane situation. Cattle are being moved through the woods between the hilltop pasture on the project area and the dairy farm, crossing through some potentially wet areas in the woods. A cattle lane may be needed. This issue is being reviewed. VHCB staff agreed to add a special condition to the grant agreement which will state that VLT will update VHCB on the status of the cattle lane prior to closing.

**Systo-Rich Farm, Barre Town – Vermont Land Trust
2020-041-001**

Vermont Land Trust is requesting up to \$142,000 in VHCB funding. Ethan Parke presented the project with Britt Haselton from VLT and Matt Systo and Kim Rich, the farmers. Ethan explained that Matt and Kim own a house on 12 acres on Bridge Street in Barre Town. They operate a successful vegetable, berry, and poultry operation (that they call Old Soul Farm) from this site. They have several hoop houses, a machinery shed, and a barn that they have converted into a farm store that attracts many customers in the summer months. Matt explained that their 12-acre lot is quite hilly and their tillable land base is limited to only slightly over an acre. The 34 acres that is the subject of this application adjoins the Systo-Rich 12 acres on two sides and has 20 acres of tillable land, some of it well suited for vegetable production; the 34 acres are therefore a perfect addition to their farm. The 34 acres is currently owned by local dairy farmers Jen and Jesse Lambert, but is under contract to VLT. VLT would hold the property and lease it to Systo and Rich until the development rights can be sold.

Britt updated the board they are about to purchase the Lambert property as soon as next week. There is strong support from Barre Town and they have written a letter of support for the project. Matt and Kim talked about their farm and this exciting opportunity to grow their business. They are currently working seasonally on the farm but would love to be full-time farmers. David asked about any impact to the Lambert operation not having this land anymore and Britt explained that they are selling this property so that they can buy land closer to their farm.

**Sargent Hill Town Forest, Hubbardton – Town of Hubbardton
2021-087-001**

The Town of Hubbardton is requesting up to \$125,000 in VHCB funds and VHCB staff is recommending an award of \$100,000. Bill Dell'Isola and Nancy Bell, a consultant on the project, explained that the Town of Hubbardton intends to purchase 200 acres to create the Sargent Hill Town Forest. The Town Forest would be conserved to protect a significant natural area for outdoor recreation and outdoor education and be managed for wildlife habitat, water resource protection, and forest health, generating limited timber or forest products. Bill pointed out that while the application is presented as a local conservation project the property has exceptional natural resources and contains a Revolutionary War road, a historic resource recognized by the Vermont Division for Historic Preservation.

Bill explained that in 2019 the Town engaged consultant Nancy Bell to fundraise and lead the project. Nancy spoke about the project and the Town of Hubbardton's commitment to public land. A group of active community members formed the Friends of Sargent Hill group to lead the community planning process for the management, uses, and access to the property. Bill updated the board that the conservation easement will be co-held by VHCB but still needs a primary steward. Finding a primary co-holder and steward is a contingency for disbursement of grant funds. Nancy is discussing primary co-holding responsibilities with the Vermont Fish and Wildlife Department and The Nature Conservancy.

Billy asked about hunting and fishing on the property and Bill confirmed that hunting and fishing would continue to be permitted on the property. They are also working with VAST to create a trail through the property. Kate asked about Phase 1 site assessment and Nancy reported that no issues were found.

Farm & Forest Viability Program Update on CRF:

Ela Chapin and Liz Gleason updated the Board about Viability work. Ela began their presentation by explaining that she will be departing in the beginning of March and Liz will be taking over as the Viability Director at that time. The program has been around for eighteen years and 850 farm, food & forest products businesses have been served. Clients receive business skills education including financial analysis, accessing resources/specialists, planning investments and strategic planning. Water Quality Grants and Business Plan Implementation Grants are grant programs done with farmers. Various grant recipients and their work with the program was highlighted. They also reported on the COVID response work over the past 10 months. Five hundred and twenty four business received COVID response and recovery coaching. Liz spoke of the impact that COVID has had on the farming community. VHCB's CARES Act (CRF) funding was used to help farmers' access federal and state grant money available for recovery. The dairy industry has been very affected by the pandemic. A large part of Viability's work is helping with business and land transfers. Liz reported that 76% of beginning farmers were able to obtain land and 56% of farm owners were successful in transferring farms so they could retire. Gus said VHCB is excited that Liz is taking over the program. He thanked Ela for her exceptional work with the program over the past 15 years. Karen thanked Ela for all of her amazing work and she is excited for Liz to take on her new position.

Consent Agenda

Diane made the motion to approve the Consent Agenda. Emily seconded the motion. All voted in favor of the motion. Kate abstained on the Viability Program item.

The Consent Agenda consisted of:

- 1) Ingwersen Farm OPAV, Addison (VLT) (2020-077-001)
- 2) Gleason Farm (now Witscher), Bridport (VLT) (2016-099-001)
- 3) Bellows Falls Garage, Bellows Falls (WWHT) (2020-051-001)
- 4) CRF supplemental awards
- 5) Authorization to accept funds for the Viability Program

Roll Call

Marie Audet– yes

Maura Collins – yes

Billy Coster – yes

David Marvin– yes

Emily Wadhams – yes

Tom Yahn– yes

Neil Mickenberg – yes

Diane Bothfeld – yes

Kate McCarthy – yes - except to abstain on the Viability program item

Alison Harte - yes

Director's Report

Gus gave an update to his staff report. He thanked the housing and viability staff for their great work expending the CRF funds. VHCB has just heard from the administration that our grant agreement with the State for CRF funding is extended to December 31, 2021. He also reported that things have been changing over the past week in regards to the state budget. After a week of discussions, the Governor proposed one-time funding increase in the amount of \$20,000,000 to be used for housing in his 2022 budget. Work with the legislature now needs to be done to secure the Governor's budget recommendation and to allow flexibility between housing and conservation uses. There are ongoing discussions on how much flexibility we will have in using this money for Conservation and Viability projects.

There has already been a great deal of legislative committee work. Jen Hollar and Maura participated in a Senate round table on housing this morning. Jen confirmed that the legislature is supportive of the Governor's housing recommendation, but they do have questions. The working lands enterprise board has also been given a one-time increase in the Governor's budget. Gus mentioned that Marie has been testifying on the behalf of dairies with several committees. Diane reported that Department of Ag is excited about the working lands effort in regards to slaughter houses. They are very pleased with the budget proposal. Billy added that ANR has spoken to the Governor's office about the need for flexibility with the one time funding. He pointed out the potential brown field funding could also be an opportunity for the board.

David brought up the issue of work force housing vs affordable housing. In his mind, they are one and the same. Maura pointed out that 76% of residents in Low Income Housing Tax Credit projects are working. There was a brief board discussion about this issue of housing affordability and work force needs. Neil voiced a concern about whether VHCB has enough staffing to deal with this additional funding. This past summer was quite difficult for staff working on the CRF funding projects. Gus said that staffing needs would be considered as the funding commitments become more secure. There could be both housing and Viability Program staffing needs.

Neil also brought up the housing needs of the BIPOC community. It is a statewide issue. It is important to figure out what the barriers are first before talking about solutions. There might be a possibility to create a BIPOC advisory committee for VHCB.

Minutes

Emily moved approval of the minutes of the December 11, 2020 Board Meeting. David seconded the motion. There was no discussion. All voted in favor of the motion. Diane Bothfeld, Kate McCarthy, Marie Audet and Alison Harte abstained from the vote.

Roll Call:

Neil Mickenberg - Yes

Emily Wadhams - Yes

Maura Collins - Yes

Billy Coster - Yes

David Marvin - Yes

Tom Yahn – Yes
Marie Audet – Abstained
Diane Bothfeld – Abstained
Alison Harte – Abstained
Kate McCarthy - Abstained

Financials:

Anne gave a brief update to the board. The finance team is currently advertising for the new accounting position. Neil asked about the status of the IT project. Anne reported that the loan module for the database is now up and running and a grants module will be developed in the upcoming months. Staff training is the focus of the project right now.

Policy Issues:

Alison brought up the issue of mixed income housing with a concern that wholly subsidized projects are not best practice. Maura pointed out that there are USDA Rural Development rules that make using federal money more difficult for mixed income projects. Neil said that the HRB funds helped with this issue since there was more flexibility. There was a hope that with the new housing money this flexibility could continue. There will be more discussions about this issue. Kate commented on the short-term housing issue that was brought up with the West Burke project. How does the success of outdoor recreation business affect the housing market in these small communities? Maura wondered why there was a decommitment on the St. Johnsbury project. Martin explained that the project came in under budget.

Deliberations:

Housing Projects

Projects

Randolph House	2021-092-001
Whitney Hill Homestead	2021-089-001
Butternut Station Condominiums	2021-083-001
West Burke Housing	2020-050-001
MHP Stabilization	2021-091-001

Emily made a motion to approve the above resolutions with as a block. Diane seconded the motion. Discussion. Gus wanted to be clear that the MHP Stabilization Project is a great beginning but ACCT will be back with further requests. Neil commented on the great technical assistance Polly Nichol and Amy Wright provided for the MHP project. All voted in favor of the motion.

Roll Call

Maura Collins– yes
Billy Coster– yes
David Marvin– yes
Emily Wadhams– yes
Tom Yahn– yes
Neil Mickenberg – yes

Diane Bothfeld – yes
Marie Audet – yes
Alison Hart– yes
Kate Mc- yes

Barre Recovery Residence

2021-090-001

Kate made a motion to approve resolution. Emily seconded the motion. Discussion. Alison explained that as the HS representative to the Board, she would not be voting for the project. The Agency supports permanent supportive housing projects. There was a board discussion about this issue. Gus pointed out that this building could be easily converted into multifamily housing in downtown Barre if the need for this type of housing was no longer necessary. The Governor’s Opioid Task Force has supported this work. Billy would like to have a future board discussion on these issues. Martin made note that there had been a change to the resolution in regards to affordability. The motion passed.

Roll Call

Maura Collins– yes
Billy Coster– Abstain
David Marvin– yes
Emily Wadhams– yes
Tom Yahn– yes
Neil Mickenberg – yes
Diane Bothfeld – Abstain
Marie Audet – yes
Alison Harte – No
Kate - yes

Conservation Projects

Corse Farm Maple Products
Systo-Rich Farm
Sargent Hill Town Forest

2019-041-001
2020-041-001
2021-087-001

Billy a motion to approve the resolutions, with an additional condition listed below for the Corse Farm, as a block. Diane seconded the motion. Billy asked to VLT report back to staff about the progress of the cow path plan prior to closing. The condition listed below addressed his concern. All voted in favor of the motion.

Corse Farm Maple Products Special Condition:

1. Prior to closing on the VHCB award, VLT will update VHCB on the status of the cattle lane.

Roll Call:

Neil Mickenberg - Yes

Emily Wadhams - Yes
Maura Collins - Yes
Billy Coster – Yes – except abstain on Sargent Hill Town Forest
David Marvin - Yes
Tom Yahn – Yes
Marie Audet- yes
Diane Bothfeld – Yes
Alison Harte– Yes
Kate McCarthy - Yes

Other Business

Emily was excited about the Sargent Hill Town Forest project’s archaeology potential. There is a lot of history contained on this parcel. Diane commented on the tremendous work of the Viability Program on assisting farmers with the CARES Act money. Maura asked whether there could be further discussion about the project scoring system at a future meeting. Gus explained that there is an administrative rule that requires that projects be scored and this could be discussed at a meeting later this year. Marie invited everyone to attend the Champlain Valley Farmer Coalition annual meeting tonight through Zoom.

The meeting adjourned at 1:00 pm.
Respectfully submitted,
Marcy Christian

Resolutions

Sargent Hill Town Forest Town of Hubbardton #2021-087-001

Resolution:

To score the application 9 for need, 8 for impact, and 9 for quality, and to award the Town of Hubbardton (the "Grantee") a VHCB grant in the amount of up to One Hundred Thousand Dollars (\$100,000), all for acquisition. This project involves property known as the Sargent Hill Town Forest, located in Hubbardton, Rutland County and includes approximately 200 acres. The primary purposes of the award are local conservation, natural area protection, water quality protection, sustainable forest management, public outdoor recreation, and historic preservation. This award is subject to the following conditions:

1. This award is contingent on VTFWD formally accepting responsibilities as co-holder and primary steward of the conservation easement. If VTFWD does not assume the the responsibilities of co-holding and primary stewardship of the property, the Town of Hubbardton must secure another co-holder and primary steward, subject to VHCB approval.
2. Simultaneous with, or prior to disbursement of VHCB funds, the property shall be transferred to the Town of Hubbardton and encumbered by a conservation easement. The conservation easement shall be drafted by VHCB and the co-holder (to be determined), in collaboration with and review by the Town of Hubbardton. The conservation easement shall include the following:
 - a. 50-foot (at minimum) surface water buffer zones on all stream frontage, vernal pools, and wetlands;
 - b. ecological protection zones as determined by further field assessment and approved by VHCB staff;
 - c. the requirement to have a forest stewardship plan that is approved by the State or Rutland County Forester prior to any commercial timber harvest;
 - d. public access for non-commercial recreation;
 - e. no residential or commercial building rights;
 - f. The right to maintain existing trails, forest roads, and recreational structures.
 - g. The right for a designated snowmobile trail to traverse the property as part of the Vermont Association of Snow Travelers (VAST) trail system. A cooperative agreement between the VAST, VHCB, co-holder (to be determined), and the Town of Hubbardton, will be provided that ensures the trail route, and conditions of use and maintenance that do not adversely impact the natural resource and wildlife values, water quality, and other public recreational uses.
3. Prior to disbursement of VHCB funds, the baseline documentation report, and natural resource protection zone(s)/area(s), shall be drafted by the co-holder (to be determined), in collaboration with and review by VHCB and the Town of Hubbardton. The interim management plan shall be drafted by the Town of Hubbardton, in collaboration with and review by VHCB and the co-holder (to be determined):
 - a. The interim management plan shall outline and describe the proposed uses and management of the property. The plan will address how recreational uses and

impacts, including the timing and management of ATV, snowmobile, and other uses, will be mitigated to protect natural resource and wildlife values, especially nesting and migrating birds and water quality. VHCB must review and approve specifics relating to ATV use of the property.

4. Prior to disbursement of VHCB funds:
 - a. An appraisal that conforms to VHCB specifications must be submitted, reviewed, and approved by VHCB staff;
 - b. appropriate parking/access to the town/community forest shall be secured, subject to VHCB approval;
 - c. the following must be released and/. or resolved to VHCB's satisfaction:
 - i. mineral Rights currently reserved to the United States of America;
 - ii. delinquent taxes; and,
 - iii. fees from UVA violations.
 - d. If VTFWD assumes the co-holding and stewardship responsibilities, VTFWD must provide VHCB a timeline for the completion of a Stewardship Memorandum of Understanding.

This project is also subject to all applicable Standard VHCB Conditions for Nonprofit and Municipal Conservation Projects.

**Corse Farm Maple
Products, LLC
Vermont Land Trust
2019-041-001**

Resolution:

To score this project "8" for need, "9" for impact, and "9" for quality, and to award the Vermont Land Trust a VHCB grant a grant of up to Two Hundred Thirty Thousand Dollars (\$230,000), consisting of \$217,000 for acquisition of development rights and conservation restrictions, \$4,000 for associated costs, and \$9,000 for stewardship of the 166-acre Corse Farm Maple Products, LLC property in Whitingham, Windham County. The primary purpose of the award is farmland conservation.

The award is subject to the following restrictions and conditions:

VHCB Special Conditions:

1. If a recorded or recordable survey of the easement area does not exist, prior to closing a survey of the excluded parcels or of the property to be protected will be completed and submitted to VHCB, if required by NRCS. If the survey is of the protected property, VHCB will contribute up to \$3,000 toward the cost, consistent with VHCB's Land Survey Standards for Farm Projects.
2. The easement may exclude a 10-acre parcel to the west of Corse Road, generally as depicted in application.
3. The easement shall include the following rights and protections:

- a. The right for one building complex of approximately 4 acres generally as depicted in the application;
 - b. The right for two camps, each not to exceed 600 square feet in area;
 - c. The right for one subdivision of the easement area, as depicted in the board packet, subject to approval by NRCS;
 - d. 50-foot wide riparian buffer zone along both sides of the unnamed stream in the southwesterly corner of the property.
4. Prior to closing, the following terms must be met:
- a. The Right of First Refusal (also referred as a Right of First Purchase) that is held by Leon and Linda Corse and concerns approximately 70 acres of the project must be terminated;
 - b. Grantee shall document that the farm is in good standing with the Agency of Agriculture with respect to water quality;
 - c. Grantee shall furnish VHCB staff with an updated appraisal that reflects the changed project configuration, namely the inclusion of 10 additional acres into the conservation easement area, and that VHCB staff shall be satisfied, either through a staff review or through technical review by a contracted reviewer, that the appraised value is credibly documented.
5. The easement may include an impervious surface limit up to 6%, as approved by NRCS.
6. Since VHCB plans to use federal funds from the Natural Resources Conservation Service (NRCS) Agricultural Conservation Easement Program (ACEP/Agricultural Lands Easement) for a portion of the cost of this project, the following NRCS conditions are included to encourage the sustainable management of soil resources on the farm, to protect water quality, and to comply with NRCS requirements. Prior to disbursement of VHCB funds:
- a. NRCS state office staff will verify that the landowners are eligible to receive ALE funds and are in compliance with Highly Erodible Land and Wetland requirements;
 - b. NRCS state office staff will conduct a hazardous materials review of the project;
 - c. NRCS staff will write an HEL plan, if required, to be signed by NRCS and the landowner prior to closing;
 - d. The landowners will sign a Grant of Development Rights and Conservation Restrictions which includes the objective of encouraging sustainable management of soil resources on the farm, requires that highly erodible cropland be managed in accordance with an HEL Conservation Plan approved by NRCS and gives the United States certain rights to enforce if VHCB does not.

Standard Conditions: This award is also subject to VHCB Standard Conditions for Farm Projects.

Coronavirus Relief Fund Supplemental Awards

Resolution:

To award the balance of uncommitted Coronavirus Relief Funds (CRF) in the amount of \$260,865.90 as amendments to the existing projects for CRF-eligible costs:

Project #	Project	Proposed award	Prior Award(s)	Revised Award
2021-052-001	Champlain Inn, ANEW	144,890.26	2,725,000.00	2,869,890.26
2021-024-001	Susan's Place, CHT	44,147.39	13,034,742.00	13,078,889.39
2021-030-001	The Chalet, WWHT	61,828.25	2,365,240.00	2,427,068.25
	Subtotal	250,865.90	18,124,982.00	18,375,847.90
		Proposed Admin	Prior Admin	Revised Admin
	VHCB Admin costs	10,000.00	400,000.00	410,000.00
	Total	260,865.90	18,524,982.00	18,785,847.90

These awards may be modified with the consent of the Executive Director. Modification could include shifting funds between projects listed above or a supplemental award to a prior CRF grantee not listed above.

All conditions and restrictions of VHCB's original award to a CRF Grantee shall apply to this award, with the exception that the term of each award will be extended to a date no later than December 20, 2021.

**Gleason (now Witscher) Farm Additional Award
Vermont Land Trust
2016-099-001**

Resolution:

To increase VHCB grant award #2016-099-001 VLT, Gleason Farm (now Witscher Farm) by \$10,000, using only federal NRCS funds.

VHCB Special Condition:

1. Prior to disbursement of the additional \$10,000, VHCB staff shall be furnished with a complete appraisal report concluding that the appraised easement value is at least \$230,000, and VHCB staff shall be satisfied, either through a staff review or through a technical review by a contracted reviewer, that the appraised value is credibly documented.

**Barre Recovery Residence ♦ Barre, Vermont
Downstreet Housing & Community Development
2021-090-001**

Resolution:

To score the application "9" for need, "8" for impact and "7" for quality, and to award Downstreet Housing & Community Development (the "Developer") VHCB funds in the amount of up to One Hundred Seventy-Five Thousand dollars (\$175,000) for acquisition, rehabilitation and related expenses. This project involves property located at 31 Keith Avenue in the City of Barre, County

of Washington and State of Vermont. It consists of a total of eight (8) bedrooms and two (2) apartments in one (1) building.

This award is subject to the following restrictions and conditions:

Affordability and Conveyance Restrictions:

Developer shall execute a VHCB Housing Subsidy Covenant of perpetual duration that restricts ten (10) bedrooms/units, which will be prepared by VHCB general counsel and will contain restrictions substantially as follows:

VHCB:

For as long as the property is operated as a recovery residence, the Developer shall ensure that ten (10) of the bedrooms/units are restricted to persons whose annual income, at their date of initial occupancy, is less than or equal to 80% of median income. Developer shall target and make every reasonable effort to ensure that three (3) of the aforementioned ten (10) bedrooms/units are restricted to persons whose annual income, at their date of initial occupancy, is less than or equal to 50% of median income. Developer shall target and make every reasonable effort to ensure that two (2) of the aforementioned three (3) bedrooms/units will be restricted to persons whose annual income, at their date of initial occupancy, is less than or equal to 30% of median income.

On an annual basis, the Developer will provide information about the income of those admitted to the residence in the prior 12 months. The rent charged to residents shall be governed by a master lease arrangement between the Developer and the Operator, which is subject to the review and approval of VHCB staff.

If in the future the Developer ceases to operate the property or a portion of the property as recovery housing, the Developer shall enter into a new housing subsidy covenant approved by VHCB in writing and containing provisions to ensure that:

- a. The property is used to provide affordable housing;
- b. Every reasonable effort is made to maintain the income qualifications set forth in the Housing Subsidy Covenant
- c. In any event, the property is occupied by persons whose Annual Income, at their date of initial occupancy, is less than or equal to 80% of Median Income.

Any conveyance of the property shall require the prior written consent of VHCB, which consent shall not be unreasonably withheld if the proposed transferee is an eligible applicant to receive funds from VHCB.

Special VHCB Conditions:

1. This award is contingent on VHCB receiving a completed appraisal that supports the acquisition cost and applicable fees: \$120,500.

2. Developer shall work with VHCB to explore combining this project with another development or finding other ways of reducing the cost.
3. Prior to closing, Developer shall obtain construction bids that demonstrate to the satisfaction of VHCB that projected construction costs are within the approved budget for the project.
4. Prior to closing on this award and on an ongoing basis, the Developer, in partnership with VFOR, will provide VHCB with an update on its plans to offer services to families with children. This update will include information about progress in the creation of transition plans for families, as well as information about other partners involved in the planning process, including Agency of Human Services. Prior to closing, VHCB staff must receive satisfactory assurance that transition plans for families are adequate to ensure that those households exiting the program will not be made homeless as a result of their failure to complete the program.
5. Prior to closing on this award, Developer will provide an update satisfactory to VHCB staff on VFOR's capacity to partner in expansion of the Recovery Housing network. Update will include current financial statements, staffing chart, and model's outcomes to date.
6. The Developer will enter into an MOU / master lease agreement with VFOR that has an initial duration of not less than 5 years. The agreement will be subject to the review and approval of VHCB staff and will contain:
 - a. Provisions for the reporting of data, to include at minimum the sharing of ADAP data on at least an annual basis to Downstreet, as well as annual reporting on the income levels of those admitted in the prior year. Downstreet will share that data on at least an annual basis with VHCB.
7. If in the future the Developer ceases to operate the property as recovery housing, the Developer shall enter into a new housing subsidy covenant approved by in writing VHCB and containing provisions to ensure that:
 - a. The property is used to provide affordable housing;
 - b. Every reasonable effort is made to maintain the income qualifications set forth in the Housing Subsidy Covenant
 - c. In any event, the property is occupied by persons whose Annual Income, at their date of initial occupancy, is less than or equal to 80% of Median Income.

This award is also subject to Standard VHCB Conditions for LIHTC Housing Projects.

ACCT Mobile Home Park Stabilization ♦ Bristol, Huntington, Monkton, Starksboro and Vergennes, Vermont
Addison County Community Trust
2021-091-001

Resolution:

To score the application "10" for need, "9" for impact and "8" for quality, and to award Addison County Community Trust (the "Developer") VHCB funds in the amount of up to Three Hundred

Thirty Thousand dollars (\$330,000) for debt reduction, and VHCB funds in the amount of up to Fifteen Thousand dollars (\$15,000) for pre-development related expenses at Brookside.

This project involves properties located at Case St, Bristol (Maple Ridge #1999-102-001), Liberty St, Bristol (KTP #1989-062-188, #1995-076-001), Maple St, Bristol (Lauritsen #1998-014-001), Vaughn Ct, Monkton (Vaughn's), Lazy Brook Dr, Starksboro (Lazy Brook #1991-051-001), Hillside Dr, Big Hollow Dr., Ruby Brace Rd, Starksboro (Hillside Manor #1991-072-001), Route 116, Starksboro (Brookside #1989-062-362, #2001-007-001), 1st St, 2nd St, 3rd St, and Panton Rd, Vergennes (Otter Creek #1990-048-001) and consists of a total of 273 mobile home lots in 8 mobile home parks.

This award is subject to the following restrictions and conditions:

Affordability and Conveyance Restrictions:

Each of the eight parks listed above have individual existing applicable affordability and conveyance restrictions. Those restrictions will not be modified with this award and will remain in place.

Special VHCB Conditions:

1. Prior to closing and disbursement of funds Developer will provide VHCB any updates in the action plan timeline.
2. Prior to closing Developer shall provide, for VHCB's review and approval, a copy of the final ACCT Mobile Home Park Action Plan funded through VHCB award #2020-053-001.

This award is also subject to Standard VHCB Conditions for Mobile Home Parks.

**Hillside Manor Mobile Home Park ♦ Starksboro, Vermont
Addison County Community Trust
1991-072-001**

Resolution:

To approve an extension of the payment deferral date out to December 31, 2036.

The total loan balance is \$109,095.27 and is made up of \$98,872.16 in principal and \$10,223.11 in interest. This loan is no longer interest bearing as of July 12, 2003.

Quarterly payments of \$1,044.16 will begin on January 1, 2037 and shall be due hereunder on the first day of January, April, July and October of each year until the Maturity Date.

The Maturity Date shall remain unchanged at January 1, 2061.

Otter Creek Mobile Home Park ♦ Vergennes, Vermont
Addison County Community Trust
1990-048-001

Resolution:

To approve an extension of the payment deferral date out to December 31, 2036.

The total loan balance is \$289,631.49 and is made up of \$266,000 in principal and \$23,631.49 in interest. This loan is no longer interest bearing as of July 12, 2003.

Quarterly payments of \$2,217 will begin on January 1, 2037 and shall be due hereunder on the first day of January, April, July and October of each year until the Maturity Date.

The Maturity Date shall remain unchanged at January 1, 2063.

Butternut Station Condominiums ♦ Winooski, Vermont
Champlain Housing Trust
2021-083

Resolution:

To score the application “9” for need, “9” for impact and “9” for quality, and to award Champlain Housing Trust (the "Developer") VHCB funds in the amount of up to \$1,300,146 in HRB funds and UP TO \$199,854 in VHCB funds for construction and related expenses. This project involves property located at Malletts Bay Avenue in Winooski and consists of a total of 20 homeownership units in one building.

This award is subject to the following restrictions and conditions:

Affordability and Conveyance Restrictions:

The initial purchaser(s) of 20 units subsidized shall be an “Eligible Household” as defined below. Grantee and the purchaser(s) shall execute a Condominium Housing Subsidy Covenant of perpetual duration. This Covenant will contain restrictions on conveyance, as well as, a requirement that whenever an owner intends to sell the unit, the Grantee shall have a right to repurchase the unit at a price determined pursuant to a limited appreciation formula approved by VHCB staff. The Covenant shall also restrict resale, whether by the owner or by Grantee, so that the improvements may only be resold to Eligible Households. In addition to the foregoing, the initial purchaser(s) will grant a mortgage to VHCB and Grantee in the amount of \$57,000 which is the subsidy attributable to each unit. When all 20 units are sold, \$1,300,146 will be secured, with the remainder, namely \$360,000 remaining unsecured as Grantee’s development fee.

Definitions

“Eligible Household” shall mean a person or group of persons whose Household Income, at the date of their initial occupancy, is less than or equal to 120% of Median Income, adjusted for family size.

“Household Income” shall mean annual income determined in accordance with Title 24, §813.106, of the Code of Federal Regulations.

“Median Income” shall mean median income for (i) Chittenden County, or (ii) the State of Vermont, whichever is greater, as determined from time to time and published in the Federal Register by the United States Department of Housing and Urban Development.

Special VHCB Conditions:

1. Prior to closing, VHCB shall review and approve the proposed contract with the contractor who will build the condominiums.
2. Prior to closing, VHCB shall review and approve a plan for construction oversight for the project.
3. Prior to closing, VHCB shall review and approve a more detailed backup plan that addresses the risk of not receiving the homeownership tax credit
4. VHCB’s award will be secured in a manner acceptable to VHCB staff that provides sufficient collateral to repay the total award in the event of a default.
5. Prior to closing, Grantee shall submit an updated budget for the development.
6. Prior to closing, Developers shall obtain commitments for all funds needed to complete the project with the exception of the state homeownership tax credit, and Developers shall demonstrate to the satisfaction of VHCB that the committed funds make the project financially viable.
7. If this project receives funding from the Housing for All Revenue Bond, Grantee agrees to submit to VHCB staff, without demand, a completed HRB Occupancy and Project Status Report as follows: (i) 60 days after project completion; (ii) 1 year after project completion; and, (iii) thereafter, within 30 days after requested by VHCB. Information and data shall be provided in a form and manner to be determined by VHCB.
8. This project will meet VHCB energy standards for new construction.
9. This award will be initially structured as a non-interest bearing deferred loan during the construction period; upon completion and sale of the condominium units, the loan will be converted to grants on each of the condominium units and all but \$360,000, which represents CHT’s development fee, will be secured in the homeownership units.
10. If CHT leases any of the condominium units prior to a sale, at VHCB’s discretion, CHT will provide VHCB with a mortgage and covenant restricting the rent and income of the renters.

This award is also subject to Standard VHCB Conditions for homeownership projects.

Whitney Hill Homestead ♦ Williston, Vermont
Cathedral Square Corporation
2021-089-001

Resolution:

To score the application “9” for need, “9” for impact and “9” for quality, and to award Cathedral Square Corporation (the "Developer") VHCB funds in the amount of up to Four Hundred Forty-Nine Thousand Eight Hundred Eight dollars (\$449,808) for rehabilitation and related expenses, and HTF funds in the amount of up to Six Hundred Eighty-One Thousand Nine Hundred Seventy-Two dollars (\$681,972) for rehabilitation and related expenses. This project involves property located at 101-144 Whitney Hill Road in the Town of Williston, County of Chittenden and State of Vermont. It consists of a total of forty-four (44) rental units in three (3) buildings. Five (5) units are designated as HTF units.

This award is subject to the following restrictions and conditions:

Affordability and Conveyance Restrictions:

Developer shall execute a VHCB Housing Subsidy Covenant of perpetual duration that restricts thirty-eight (38) units, which will be prepared by VHCB general counsel and will contain restrictions substantially as follows:

VHCB:

Developer shall lease six (6) units to persons whose household income, at their date of initial occupancy, is less than or equal to area median income. The annualized rent charged for each such unit shall not exceed 30% of 80% of area median income for a household consisting of one and one half persons per bedroom.

Developer shall lease four (4) units to persons whose household income, at their date of initial occupancy, is less than or equal to 80% of area median income. The annualized rent charged for each such unit shall not exceed 30% of 80% of area median income for a household consisting of one and one-half persons per bedroom.

Developer shall target and make every reasonable effort to lease twenty-eight (28) units to persons whose household income, at their date of initial occupancy, is at or below 60% of area median income. Initially, the annualized rent charged for these units shall not exceed 30% of 60% of area median income for a household consisting of one and one half persons per bedroom. Developer shall make every reasonable effort to maintain the initial level of affordability on said units.

In addition, Developer shall make every reasonable effort to ensure that the annualized rents for all units are "affordable" to the occupying households, as described further in section 7 of the VHCB Housing Subsidy Covenant.

Any conveyance of the property shall require the prior written consent of VHCB, which consent shall not be unreasonably withheld if the proposed transferee is an eligible applicant to receive funds from VHCB.

HTF:

Five (5) units on the property shall be designated as HTF units and the following restrictions shall apply during the HTF affordability period of thirty (30) years. Initially, the HTF units shall consist of five (5) one-bedroom units, but the designation may float with prior approval from HTF staff to units of equal or greater size in order to maintain HTF compliance. The owner shall lease the HTF units to persons whose initial household income is less than or equal to 30% of the median family income of the geographic area, as determined by HUD with adjustments for smaller and larger families. The rent plus utilities charged for each such unit shall not exceed the greater of 30 percent of the federal poverty line or 30 percent of the income of a family whose annual income equals 30 percent of median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit. If the unit receives Federal or State project-based rental subsidy, however, and the tenant pays as a contribution toward rent not more than 30 percent of the tenant's adjusted income, the maximum rent is the rent allowable under the Federal or State project-based rental subsidy program. The owner shall also comply with HTF requirements regarding annual tenant income certifications and over-income tenants.

Special VHCB Conditions:

1. Prior to closing, Developer shall obtain construction bids that demonstrate to the satisfaction of VHCB that projected construction costs are within the approved budget for the project.
2. Prior to closing, Developer shall meet with the Town of Williston to explore options for fulfilling original intent of the conservation easement, including establishing trail system, and report back to VHCB.

Special HTF Conditions:

1. Prior to closing, Recipient shall submit documentation that the project complies with Section 504 of the Rehabilitation Act of 1973. For substantial rehabilitation, the project is required to have at minimum three (3) physically accessible units, and at least one (1) additional unit is required to be made accessible to people with sensory impairments.
2. In order to meet HUD's grant-year specific deadlines, the project's legal closing must occur within 24 months of the date VHCB executed a FFY2020 HTF funding agreement with HUD (07/20/2020). In addition, HTF funds must be fully expended within 5 years of that date. If, after 18 months of the execution of the HTF agreement, it appears unlikely that the project will meet these deadlines, VHCB reserves the right to de-commit the HTF award.
3. Prior to closing, in accordance with 93.303 (b)(9), Recipient shall provide documentation to VHCB staff for review and approval that supportive services are not mandatory for the occupants of HTF units, and that participation in services is not a requirement of tenancy.

This award is also subject to Standard VHCB Conditions for LIHTC Housing Projects and Standard HTF Conditions.

West Burke Housing ♦ Burke, Vermont
Gilman Housing Trust dba RuralEdge and Evernorth
2020-050-001

Resolution:

To score the application “10” for need, “9” for impact and “8” for quality, and to award Gilman Housing Trust dba RuralEdge and Evernorth (the "Developers") VHCB funds in the amount of up to Six Hundred Fifteen Thousand Two Hundred Sixty-nine dollars (\$615,269) for acquisition, rehabilitation and related expenses, and HOME funds in the amount of up to Five Hundred Forty-five Thousand dollars (\$545,000) for new construction/rehabilitation and related expenses, and HTF funds in the amount of up to Three Hundred Fifty-one Thousand Five Hundred Four dollars (\$351,504) for new construction/rehabilitation and related expenses. This project involves property located at Burkeland Lane in West Burke and consists of a total of twenty-three rental units in 5 building(s). Six (6) units are designated as HOME units. Two (2) units are designated as HTF units.

This award is subject to the following restrictions and conditions:

Affordability and Conveyance Restrictions:

Developer shall execute a VHCB Housing Subsidy Covenant of perpetual duration that restricts twenty-three (23) units, which will be prepared by VHCB general counsel and will contain restrictions substantially as follows:

VHCB:

Developer shall lease twenty-three (23) units to persons whose household income, at their date of initial occupancy, is less than or equal to 80% of area median income. The annualized rent charged for each such unit shall not exceed 30% of 70% of area median income for a household consisting of one and one-half persons per bedroom.

Developer shall target and make every reasonable effort to lease eight (8) of these 23 units to persons whose household income, at their date of initial occupancy, is at or below 50% of area median income. Initially, the annualized rent charged for these units shall not exceed 30% of 50% of area median income for a household consisting of one and one half persons per bedroom. Developer shall make every reasonable effort to maintain the initial level of affordability on said units.

Developer shall make every reasonable effort to lease any three (3) of the eight units to persons whose household income, at their date of initial occupancy, is less than or equal to 30% of area median income, OR, to persons with special needs. In addition, Developer shall make every reasonable effort to ensure that the annualized rents for all units are "affordable" to the occupying households, as described further in section 7 of the VHCB Housing Subsidy Covenant.

Any conveyance of the property shall require the prior written consent of VHCB, which consent shall not be unreasonably withheld if the proposed transferee is an eligible applicant to receive funds from VHCB.

HOME. Six (6) units on the property shall be designated as HOME units and the following restrictions shall apply during the HOME Program affordability period of fifteen (15) years. The HOME units shall consist of the following fixed units: three (3) one-bedroom units, 15 Burkeland #1D, # 1E, #1G; one (1) two-bedroom units, New construction building, unit #7. (Address to be updated once E911 address is established); and two (2) three-bedroom units, 183 Burkeland #3A, #3B. The owner shall lease at least two (2) of the HOME units to persons whose household income is less than or equal to 50% of area median income and the annualized rent charged for each such unit shall not exceed the lesser of the applicable HUD fair market rent, or 30% of 50% of area median income for a household consisting of one and one-half persons per bedroom. The owner shall lease the remaining four (4) HOME units to persons whose household income is less than or equal to 60% of area median income and the annualized rent charged for each such unit shall not exceed the lesser of the applicable HUD fair market rent, or 30% of 65% of area median income for a household consisting of one and one-half persons per bedroom. The owner shall also comply with HOME Program requirements regarding calculation of rents, annual tenant income certifications, and payment of additional rent if a tenant's household income increases to more than 80% of area median income.

HTF. Two (2) units on the property shall be designated as HTF units and the following restrictions shall apply during the HTF Program affordability period of thirty (30) years. The HTF units shall consist of the following two (2) fixed one-bedroom units: New construction building, unit #'s 1 & 2. (Address to be updated once E911 address is established). The owner shall lease the HTF units to persons whose initial household income is less than or equal to 30% of the median family income of the geographic area, as determined by HUD with adjustments for smaller and larger families. The rent plus utilities charged for each such unit shall not exceed the greater of 30 percent of the federal poverty line or 30 percent of the income of a family whose annual income equals 30 percent of median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit. If the unit receives Federal or State project-based rental subsidy, however, and the tenant pays as a contribution toward rent not more than 30 percent of the tenant's adjusted income, the maximum rent is the rent allowable under the Federal or State project-based rental subsidy program. The owner shall also comply with HTF requirements regarding annual tenant income certifications and over-income tenants.

Special VHCB Conditions:

1. If RuralEdge sells the Waterford Group Home at 659 High Ridge Road in Waterford, VT before the completion of construction at the West Burke Housing project, RuralEdge will reserve proceeds from the sale of Waterford Group Home and work with VHCB staff to determine if, consistent with the VHCB Resolution regarding 1998-089-001 dated 12/11/20, these proceeds could be used to reduce the VHCB award or allow for an improved project scope at West Burke Housing.

2. The Developers shall keep VHCB staff updated on all permit activities, including their Act 250 permit application and its status, including the agency's determination of the application will be processed as a major or minor application and the timeline for a final decision.
3. Prior to closing, Developers shall obtain construction bids that demonstrate to the satisfaction of VHCB staff that projected construction costs are within the approved budget for the project.
4. Prior to closing, copies of any MOUs for services and financial assistance to units designated for formerly homeless households shall be submitted to VHCB for review.

Special HOME Conditions:

1. This award is contingent upon Vermont's receipt of FFY2021 HOME funds in the minimum amount of at least \$3,000,000. Disbursement of project funds cannot occur until VHCB has executed a grant agreement with the applicable funding agency.
2. This project may limit eligibility and/or give preference to homeless individuals or families in accordance with 92.253(d)(3). Prior to closing, Developer shall submit documentation to VHCB staff to verify compliance with this part.
3. Prior to closing, Developer shall submit documentation that the project complies with Section 504 of the Rehabilitation Act of 1973. For substantial rehabilitation, the project is required to have at minimum two (2) physically accessible units, and at least one (1) additional unit is required to be made accessible to people with sensory impairments.

Fair Housing Act (FHA) design requirements for the 8 new construction units also apply. Prior to closing, Developer shall submit documentation that the project meets FHA accessibility requirements for all ground floor units, common spaces, parking, and routes throughout the building and its grounds.

4. The project's legal closing must occur within 24 months of the date HUD executed a FFY2021 HOME funding agreement with the State of Vermont (date TBD). If, after 18 months of the execution of the HUD HOME agreement, it appears unlikely that the project will meet this deadline, VHCB reserves the right to de-commit the HOME award. Project completion (as defined in 92.2) must be within 4 years of the execution of the HOME Agreement between VHCB and Developer.
5. Prior to closing, in accordance with 92.253 (b)(9), Developer shall provide documentation to VHCB staff for review and approval that supportive services are not mandatory for the occupants of HOME units, and that participation in services is not a requirement of tenancy.

Special HTF Conditions:

1. This project may limit eligibility and/or give preference to homeless individuals or families in accordance with 93.303(d)(3). Prior to closing, Developer shall submit documentation to VHCB staff to verify compliance with this part.

2. Prior to closing, Developer shall submit documentation that the project complies with Section 504 of the Rehabilitation Act of 1973. For substantial rehabilitation, the project is required to have at minimum two (2) physically accessible units, and at least one (1) additional unit is required to be made accessible to people with sensory impairments.

Fair Housing Act (FHA) design requirements for the 8 new construction units also apply. Prior to closing, Developer shall submit documentation that the project meets FHA accessibility requirements for all ground floor units, common spaces, parking, and routes throughout the building and its grounds.

3. In order to meet HUD's grant-year specific deadlines, the project's legal closing must occur within 24 months of the date VHCB executed a FFY2020 HTF funding agreement with HUD (07/20/2020). In addition, HTF funds must be fully expended within 5 years of that date. If, after 18 months of the execution of the HTF agreement, it appears unlikely that the project will meet these deadlines, VHCB reserves the right to de-commit the HTF award.
4. Prior to closing, in accordance with 93.303 (b)(9), Recipient shall provide documentation to VHCB staff for review and approval that supportive services are not mandatory for the occupants of HTF units, and that participation in services is not a requirement of tenancy.

This award is also subject to Standard VHCB Conditions for LIHTC Housing Projects and Standard HOME and HTF Conditions.

Randolph House ♦ Randolph, Vermont
Randolph Area Community Development Corporation
2021-092-001

Resolution:

To score the application "9" for need, "9" for impact and "8" for quality, and to award Randolph Area Community Development Corporation (the "Developer") VHCB funds in the amount of up to Four Hundred Six Thousand Six Hundred Forty-Nine dollars (\$406,649) for acquisition, rehabilitation and related expenses; HOME funds in the amount of up to Six Hundred Ten Thousand dollars (\$610,000) for rehabilitation and related expenses; and, HTF funds in the amount of up to Six Hundred Eighteen Thousand Two Hundred Thirty-One dollars (\$618,231) for rehabilitation and related expenses. This project involves property located at 65 North Main St., Randolph, VT and consists of a total of 48 rental units in 1 building. Eight (8) units are designated as HOME units. Four (4) units are designated as HTF units.

This award is subject to the following restrictions and conditions:

Affordability and Conveyance Restrictions:

Developer shall execute a VHCB Housing Subsidy Covenant of perpetual duration that restricts Forty-Eight (48) units, which will be prepared by VHCB general counsel and will contain restrictions substantially as follows:

VHCB:

Developer shall lease forty-eight (48) units to persons whose household income, at their date of initial occupancy, is less than or equal to 80% of area median income. The annualized rent charged for each such unit shall not exceed 30% of 70% of area median income for a household consisting of one and one-half persons per bedroom.

Developer shall target and make every reasonable effort to lease Sixteen (16) of the 48 units to persons whose household income, at their date of initial occupancy, is at or below 50% of area median income. Initially, the annualized rent charged for these units shall not exceed 30% of 50% of area median income for a household consisting of one and one half persons per bedroom. Developer shall make every reasonable effort to maintain the initial level of affordability on said units.

Developer shall make every reasonable effort to lease any eight (8) of the 16 units to persons whose household income, at their date of initial occupancy, is less than or equal to 30% of area median income, OR, to persons with special needs. In addition, Developer shall make every reasonable effort to ensure that the annualized rents for all units are "affordable" to the occupying households, as described further in section 7 of the VHCB Housing Subsidy Covenant.

Any conveyance of the property shall require the prior written consent of VHCB, which consent shall not be unreasonably withheld if the proposed transferee is an eligible applicant to receive funds from VHCB.

HOME:

Eight (8) units on the property shall be designated as HOME units and the following restrictions shall apply during the HOME Program affordability period of fifteen (15) years. Initially, the HOME units shall consist of seven (7) one-bedroom units, and one (1) two-bedroom unit, but the designation may float with prior approval from HOME staff to units of equal or greater size in order to maintain HOME compliance. The owner shall lease at least two (2) of the HOME units to persons whose household income is less than or equal to 50% of area median income and the annualized rent charged for each such unit shall not exceed the lesser of the applicable HUD fair market rent, or 30% of 50% of area median income for a household consisting of one and one-half persons per bedroom. The owner shall lease the remaining six (6) HOME units to persons whose household income is less than or equal to 60% of area median income and the annualized rent charged for each such unit shall not exceed the lesser of the applicable HUD fair market rent, or 30% of 65% of area median income for a household consisting of one and one-half persons per bedroom. The owner shall also comply with HOME Program requirements regarding calculation of rents, annual tenant income certifications, and payment of additional rent if a tenant's household income increases to more than 80% of area median income.

HTF:

Four (4) units on the property shall be designated as HTF units and the following restrictions shall apply during the HTF Program affordability period of thirty (30) years. Initially, the HTF units shall consist of four (4) one-bedroom units, but the designation may float with prior approval from HTF staff to units of equal or greater size in order to maintain HTF compliance. The owner shall lease the HTF units to persons whose initial household income is less than or equal to 30% of the median family income of the geographic area, as determined by HUD with adjustments for smaller and larger

families. The rent plus utilities charged for each such unit shall not exceed the greater of 30 percent of the federal poverty line or 30 percent of the income of a family whose annual income equals 30 percent of median income for the area, as determined by HUD, with adjustments for the number of bedrooms in the unit. If the unit receives Federal or State project-based rental subsidy, however, and the tenant pays as a contribution toward rent not more than 30 percent of the tenant's adjusted income, the maximum rent is the rent allowable under the Federal or State project-based rental subsidy program. The owner shall also comply with HTF requirements regarding annual tenant income certifications and over-income tenants.

Special VHCB Conditions:

1. Prior to closing if the Developer has not achieved the goal (established by Executive Order No. 3-73) of having 15% of its permanent rental apartments occupied by formerly homeless households at the time of its most recent progress (HART) report required by the State, the Developer will provide a plan for making progress toward or achieving that goal.
2. Prior to closing, Developers shall obtain construction bids that demonstrate to the satisfaction of VHCB that projected construction costs are within the approved budget for the project.
3. Developer will provide further details pertaining to operating expenses budgeted in order to ascertain need, and make adjustments according to VHCB staff recommendations.
4. Developer will obtain to VHCB's satisfaction additional project management capacity through a private consultant or from another development organization to act as an owner's representative in helping to manage the day-to-day project responsibilities.

Special HOME Conditions:

1. This award is contingent upon Vermont's receipt of FFY2021 HOME funds in the minimum amount of at least \$3,000,000. Disbursement of project funds cannot occur until VHCB has executed a grant agreement with the applicable funding agency.
2. This project may limit eligibility and/or give preference to homeless individuals or families in accordance with 92.253(d)(3). Prior to closing, Developer shall submit documentation to VHCB staff to verify compliance with this part.
3. Prior to closing, Developer shall submit documentation that the project complies with Section 504 of the Rehabilitation Act of 1973. For substantial rehabilitation, the project is required to have at a minimum three (3) physically accessible units, and at least one (1) additional unit is required to be made accessible to people with sensory impairments.
4. The project's legal closing must occur within 24 months of the date HUD executed a FFY2021 HOME funding agreement with the State of Vermont (date TBD). If, after 18 months of the execution of the HUD HOME agreement, it appears unlikely that the project will meet this deadline, VHCB reserves the right to de-commit the HOME award. Project completion (as

defined in 92.2) must be within 4 years of the execution of the HOME Agreement between VHCB and Developer.

5. Prior to closing, in accordance with 92.253 (b)(9), Developer shall provide documentation to VHCB staff for review and approval that supportive services are not mandatory for the occupants of HOME units, and that participation in services is not a requirement of tenancy.

Special HTF Conditions:

1. This project may limit eligibility and/or give preference to homeless individuals or families in accordance with 93.303(d)(3). Prior to closing, Recipient shall submit documentation to VHCB staff to verify compliance with this part.
2. The 4 HTF units must be leased to persons whose household income is less than or equal to 30% of the median family income of the geographic area, as determined by HUD with adjustments for smaller and larger families.
3. Prior to closing, Developer shall submit documentation that the project complies with Section 504 of the Rehabilitation Act of 1973. For substantial rehabilitation, the project is required to have at a minimum three (3) physically accessible units, and at least one (1) additional unit is required to be made accessible to people with sensory impairments.
4. In order to meet HUD's grant-year specific deadlines, the project's legal closing must occur within 24 months of the date VHCB executed a FFY2020 HTF funding agreement with HUD (7/20/20). In addition, HTF funds must be fully expended within 5 years of that date. If, after 18 months of the execution of the HTF agreement, it appears unlikely that the project will meet these deadlines, VHCB reserves the right to de-commit the HTF award.
5. Prior to closing, in accordance with 93.303 (b)(9), Recipient shall provide documentation to VHCB staff for review and approval that supportive services are not mandatory for the occupants of HTF units, and that participation in services is not a requirement of tenancy.

This award is also subject to Standard VHCB Conditions for LIHTC Housing Projects and Standard HOME and HTF Conditions.

Accepting Funds for the Farm & Forest Viability Program:

Resolution:

Be it resolved that the Vermont Housing and Conservation Board hereby authorizes VHCB staff to accept up to \$95,000 in funding from the VT Community Foundation (VCF) for the purposes of providing business assistance to farm, food, forestry and/or forest-products enterprises. Staff are authorized, with the advice and consent of the VHCB Board Chair or a Board committee appointed by the VHCB Board Chair, to commit these funds as contracts with organizations or consultants.

**Vermont Land Trust
Systo-Rich Farm
#2020-041-001**

Resolution:

To score the application 9 for need, 9 for impact, and 8 for quality and to award the Vermont Land Trust (the “Grantee”) a VHCB grant in the amount of up to One Hundred and Forty-Two Thousand Dollars (\$142,000) consisting of \$129,000 for acquisition of development rights, conservation restrictions, and option to purchase at agricultural value, \$4,000 for associated costs, and \$9,000 for stewardship. This project involves property known as the Systo-Rich Farm in Barre Town, Washington County and includes 34 acres.

This award is subject to the following conditions:

VHCB Special Conditions:

1. Prior to or simultaneously with closing, the property will transfer to Matthew Systo and Kimberlee Rich.
2. The easement shall include the following residential and building complex rights:
 - a. A building complex of a size and location to be approved by VHCB staff.
 - b. The sole discretion farm labor housing right.
3. The easement shall contain the following special environmental protections:
 - a. wetland protection zone generally as depicted in the application
4. Prior to closing, Grantee shall document that the farm is in good standing with the Agency of Agriculture with respect to water quality.
5. Since VHCB plans to use federal funds from the Natural Resources Conservation Service (NRCS) Agricultural Conservation Easement Program (ACEP/Agricultural Lands Easement) for a portion of the cost of this project, the following NRCS conditions are included to encourage the sustainable management of soil resources on the farm, to protect water quality, and to comply with NRCS requirements. Prior to disbursement of VHCB funds:
 - a. NRCS state office staff will verify that the landowners are eligible to receive ALE funds and are in compliance with Highly Erodible Land and Wetland requirements;
 - b. NRCS state office staff will conduct a hazardous materials review of the project;
 - c. NRCS staff will write an HEL plan, if required, to be signed by NRCS and the landowner prior to closing;
 - d. The landowners will sign a Grant of Development Rights and Conservation Restrictions which includes the objective of encouraging sustainable management of soil resources on the farm, requires that highly erodible cropland be managed in accordance with an HEL Conservation Plan approved by NRCS and gives the United States certain rights to enforce if VHCB does not.

This award is also subject to VHCB Standard Conditions for Farm Projects.

**Vermont Land Trust
Ingwersen Retro- OPAV
#2020-077-001**

Resolution:

To score the application 9 for need, 8 for impact and 8 for quality, and to award the Vermont Land Trust (the “Grantee”) a VHCB grant in the amount of up to One Hundred Thirty Thousand Dollars (\$130,000) consisting of \$125,000 for the acquisition of an Option to Purchase at Agricultural Value and \$5,000 for associated costs. The primary purpose of the award is to purchase an OPAV on the Ingwersen Farm and to facilitate the transfer in ownership to Michael Ingwersen. This award is subject to the following conditions:

VHCB Special Conditions:

1. Simultaneous with disbursement, the Ingwersen easement shall be amended to replace the Right of First Refusal with an Option to Purchase at Agricultural Value. Additionally, VHCB shall be added as co-holder to the conservation easement. VHCB shall review and approve the amended conservation restrictions prior to closing.
2. Prior to or simultaneous with disbursement, Michael Ingwersen will acquire partial legal interest in the farm from Kurt Ingwersen.

This award is also subject to VHCB Standard Conditions for Retroactive OPAV Purchase Projects.