

Adopted 3/15/12

Vermont HOME Program Site and Neighborhood Standards Policy and Procedures

Background

HOME Program regulations at 24 CFR 92.202(b) state that for new construction of rental housing “a participating jurisdiction is responsible for making the determination that proposed sites for new construction meet the requirements in 24 CFR 983.6(b).”

In order to properly conduct and document the review required by the regulations, the following policy and procedures are hereby adopted by the Vermont Housing and Conservation Board, which administers the HOME Program on behalf of the State of Vermont.

Policy

VHCB housing staff will perform a HUD Site and Neighborhood Standard Standards review for all new construction rental projects requesting HOME Program funds. This review will occur as a part of the staff underwriting process after receipt of the funding application and before any funding recommendation is made to the board.

Procedure

All HOME project files shall contain a “HOME Process Checklist” which includes the completion of a “HUD Site and Neighborhood Standards review” during the staff underwriting phase. Housing staff will perform this review by completing the “Site and Neighborhood Standards Checklist” which includes the requirements at 24 CFR 983.6(b). The Federal Housing Programs Manager will review and sign off on the determination.

For the purposes of the review, “areas of minority concentration” shall be defined as census tracts where the percentage of any minority group is greater than or equal to twice the percentage in the population of the State as a whole.

For the purposes of the review, “areas of low/moderate income concentration” shall be defined as census tracts where 51% or more of the residents are at or below 80% of area median income as determined by HUD.

In order to determine the census tract of the proposed project site, and to determine whether the census tract meets the definition of an “area of minority concentration”, staff shall use the US Census American Fact Finder website: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

In order to determine whether the census tract meets the definition of an “area of low and moderate income concentration”, staff shall use “Summarized Low/Mod Data” provided by HUD for Vermont at <http://www.hud.gov/offices/cpd/systems/census/vt/index.cfm>.

A map indicating the census tract where the project is located and a US Census report of the racial demographics of the census tract (for example “QT-P3: Race and Hispanic or Latino”) shall be attached to the checklist as back-up documentation of the determination.

HOME Program funding applicants shall be made aware of this policy through the following:

- HOME application supplement
- HOME grant/loan agreement
- HOME Program Handbook