

VERMONT HOUSING & CONSERVATION BOARD
General Information for Applicants Seeking
VHCB/HOME/HTF Funds for Affordable Housing Development

A [schedule of application deadlines and Board meeting dates](#) is posted on the VHCB website. Consideration of an application by the board will be subject to available funding. Prior to submission of an application, grantees must inform VHCB staff of intent to submit an application and schedule a site visit with VHCB staff. Please call with any questions, and be aware that:

1. Feasibility Funds, if needed, should be requested and feasibility work completed prior to submission of this application.
2. The Board will not fund projects in which the purchase price of a property exceeds the appraised value except under extremely special circumstances. The appraisal should be ordered by the prospective purchaser and must be acceptable to VHCB staff.
3. Applications should not be submitted prior to the applicant obtaining site control (Purchase and Sale Agreement or Option). (Please note: If applying for HOME funds, a HUD Environmental Review must be completed prior to executing a P&S or undertaking any other “choice limiting actions”.) Applicants are strongly discouraged from purchasing the property prior to commitment of funds from all sources.
4. Applicants should not expect to receive VHCB funds sooner than 45 days after the Board meeting at which an application is approved. Please consult with VHCB legal staff in setting a closing date.
5. The Board reserves the right to recapture VHCB funds with a penalty if a project does not remain perpetually affordable. HOME funds must be repaid if a project is not completed, does not meet the applicable property standards, and/or does not meet the HOME requirements during the affordability period.
6. In general, at least one-third (1/3) of the units in rental housing projects should be affordable to and occupied by households earning 50% or less of median income.
7. All projects should be consistent with applicable VHCB policies found at <https://vhcb.org/our-programs/housing/housing-policies>.
8. VHCB awards are a matter of public record. Following the Board's decision, VHCB may describe this project in a press release, identifying your organization as a contact point. Please call 828-5075 with any suggestions regarding coverage of your project.

VHCB receives annual base funding through revenues generated by the Property Transfer Tax. The maximum Property Transfer Tax award is \$25,000 per unit.

Additional Information for Applicants Seeking HOME Program Funds

HOME Program Guidelines

Please note that an award and acceptance of HOME funds will result in your agreement to comply with a series of federal regulations and requirements. You should be familiar with and understand the complexity of these requirements and be prepared to demonstrate compliance. The information provided here is not intended to cover all requirements, but rather to provide you with sufficient information to complete an application for funds. Please consult the [HOME Program Handbook](#) on the VHCB website and contact the HOME staff at VHCB with any questions.

To be considered for HOME funds, your project must meet HOME Program income and rent limit requirements which differ from VHCB requirements. Contact HOME staff for the most recent HOME Rent and Income Limit Charts or find them online in VHCB's HOME Handbook (see link above).

A. HOME Income and Rent Requirements

Income Targeting: Refer to the most recent HOME Program Income Limits in the [HOME Program Handbook](#) to determine income limits for HOME units.

- To be eligible for HOME funds, tenants must have income at or below 60% of area median income (AMI) at initial occupancy.
- In addition, 20% of HOME units in projects with five or more HOME units must be occupied by tenants with income at or below 50% of area median income (AMI).

HOME Rents: Refer to the most recent HOME Rent Chart in the [HOME Program Handbook](#) for the High and Low HOME Rents to determine the maximum rents for your project.

- All HOME units in a project must have rents that are at or below the lesser of the HUD Fair Market Rent or the High HOME Rent.
- In projects with 5 or more HOME units, 20% of HOME units must have rents that are at or below the lesser of the HUD Fair Market Rent or the Low HOME Rent.

B. Vermont's Consolidated Plan Priorities

A mechanism of perpetual affordability will be required for all projects receiving HOME funds. In addition, applications for HOME Program funds will be evaluated based on the State's Consolidated Plan Housing Priorities. The most recent Consolidated Plan is available on The Department of Housing & Community Development's website:

<https://accd.vermont.gov/housing/plans-data-rules/hud>

C. Minimum HOME Affordability Period

<u>Per Unit HOME \$</u>	<u>Minimum Affordability Period</u>
<\$15,000	5 years
\$15,000 - \$40,000	10 years
>\$40,000	15 years
New construction	20 years

D. Maximum HOME Contribution Per Unit

0BR	1BR	2BR	3BR	4BR
\$65,000	\$75,000	\$90,000	\$115,000	\$125,000

Additional Information For Applicants Seeking National Housing Trust Fund (HTF) Assistance

In addition to the common housing application, HTF applicants must complete and submit the HTF Application Supplement. This document, as well as other important information about HTF, is available on VHCB's HTF resource page:

<https://vhcb.org/our-programs/housing/national-housing-trust-fund/nhtf-handbook>.

HTF is similar to the HOME Program, but has deeper affordability restrictions, a longer affordability period, and higher maximum per unit contributions. Units assisted with HTF must be initially occupied by households with income at or below 30% of area median income (AMI). The minimum affordability period for all HTF assisted projects is 30 years. The maximum HTF per unit subsidies are \$141,089 for 0BRs, \$161,738 for 1BRs, \$196,673 for 2 BRs, and \$254,431 for 3BRs.

Please review the information on the HTF page and contact Ron Rupp (802-828-2912 or ron(at)vhcb.org) with questions.