

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

A [schedule of application deadlines and Board meeting dates](#) is available 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 contact Pam Boyd at 828-5075 with any suggestions regarding coverage of your project.

**Additional Information for Applicants Seeking Housing For All Revenue Bond (HRB) Funds**

All program requirements described above for VHCB funds apply to the HRB, except:

Overall, 25% of the homes that receive investments from the \$34 million housing bond must be targeted to households between 80%-120% AMI and 25% to households below 50% of AMI. Rent charts should include these income restrictions. Projects will be ranked, in part, on how they respond to the targets.

HRB may be used for:

- New construction that results in net new units
- Renovation of a home or building that is vacant and substandard
- Special projects identified by the VHCB board

Consult with VHCB staff well in advance of submitting your application to determine if your project qualifies for HRB. We anticipate the average HRB award will be \$50,000 per unit and the maximum award of funds is \$70,000 per unit. (VHCB reserves the right to approve a lesser amount than what is applied for, or, in special situations, increase an award.)

In addition to HRB, VHCB receives annual base funding through revenues generated by the Property Transfer Tax. Projects that do not qualify for HRB may apply for Property Transfer Tax funds. The maximum Property Transfer Tax award is \$25,000 per unit. An applicant may not apply for both HRB and Property Transfer Tax funds.

### **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 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 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

lessor 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

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

E. 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.