

- ✓ Housing
- Economic Development
- Public Facilities
- Public Services

**Working Title for Project:** Firehouse Apartments

**Applicant Municipality** (or lead applicant if applying as a consortium): Town of Bristol

Is this project requesting CARES Act (CDBG-CV) funding?

Yes  
Yes

Is this a consortium project?

Yes  
 No

If Yes, please select the participating municipalities. \*

Participating Municipalities:

**Chief Executive Officer** (of lead applicant if consortium application): Valerie Capels

**Contact Person** (of lead applicant if consortium Application): Valerie Capels

**Person who prepared this application:** Samantha Dunn

**Municipal DUNS#:** 805663796

I **certify** the Municipalities DUNS# above is current and valid, if blank please enter the Municipalities DUNS# on the "Municipal Policies, Plans, and Insurance" page under the Organization Detail page.

**Estimated Project Funding:**

VCDP Request	\$535,000
Municipal Funds	\$0
All Other Funds	\$6,039,500
Total (Municipal & Other)	\$6,039,500
<b>Total Project Funding</b>	<b>\$6,574,500</b>

Please select all that apply: \*

Applicant intends to: keep  subgrant : loan the VCDP Funds.

**Enter legal name and complete address (city, state, zip) of Subgrantee.\***

Addison County Community Trust

272 Main Street

P.O. Box 311

Vergennes, VT 05491 N/A

DUNS# 00-000-0000 Federal ID# 22-3032009

797942786

**Enter legal name and complete address (city, state,zip) of Borrower\***

N/A

DUNS# 00-000-0000 Federal ID#

**State Objective\***

✓ Housing

Economic Development

The loan will be For: Profit Borrower      Non-Profit Borrower

Public Facility

Public Service

**National Objective \***

✓ LMI

Slums & Blight

Urgent Need

**For Slums & Blight and Urgent Need Only - provide the following:**

Slum and Blight Applications – Upload the pre-qualification request submitted to the Agency Urgent Need Applications – Upload the signed "Urgent Need Certification Form", found on the Agency's website [Forms and Sample Document Page](#).

**For LMI Only**

For specific information about National Objectives refer to the [VCDP Implementation Grant Application Instructions](#) and [Program Guide](#) or contact your CD Specialist. For Information on median income consult the [HUD Income Limits](#)

**NOTE:**

For housing projects count the number of households and persons as beneficiaries. For economic development, public facilities, and public services projects count the number of persons as beneficiaries. For any Counseling Advocacy Services (Including Housing Counseling) enter the number of persons served under Public Service. If unclear how to fill out beneficiary data, please contact your CD Specialist.

	Housing (households)	Housing (persons)	Econ. Devel. (persons)	Public Facility (persons)	Public Service (persons)	Total
Number of beneficiaries less than 30% of median income	0	0				0
Number of beneficiaries between 30% and 50% of median income	6	14				20
Number of beneficiaries between 50% and 80% of median income	9	18				27
Sub-total of LMI beneficiaries	15	32	0	0	0	47
Number of beneficiaries over 80% of median income	3	6				9
<b>Total beneficiaries</b>	<b>18</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>56</b>
Percentage of LMI beneficiaries	83%	84	0%	0%	0%	84%

**Basis of LMI determination \***

L/M Area Benefit

✓ Income Certification Survey

Area-Wide Communities and Census Tract greater than 51% LMI, Contact CD Specialist

L/M Limited Clientele

✓ Income Certification Survey

Presumed LMI

Pre-Qualified LMI Through Other Program

✓ L/M Housing

✓ Income Certification Survey

L/M Jobs

Income Certification Survey

Grantee Roles and Capacity

ROLE/TASK TO BE PERFORMED	NAME OF RESPONSIBLE PERSON	TITLE OF RESPONSIBLE PERSON	Do you anticipate this service being paid for with VCDP funds ?
1. Project Application Management/Preparer	Samantha Dunn	Evernorth / Developer	Yes ✓ No Unsure N/A
2. Environmental Review Preparer	Todd Scheffer	SRW Consulting / President	Yes ✓ No Unsure N/A
3. Architect	Steve Schencker	S2 Architecture / Principal	✓ Yes No Unsure N/A
4. Engineer	TBD	TBD	Yes No ✓ Unsure N/A

**Grantee Roles and Capacity**

5. Project Manager (Contact for project progress during implementation, start to finish)	Sue Cobb	Evernorth / Project Manager	Yes ✓ No Unsure N/A
a. Preparation of Progress Reports	Sue Cobb	Evernorth / Project Manager	Yes ✓ No Unsure N/A
b. Review/submission of Progress Reports	Valerie Capesl	Town of Bristol / Town Administrator	Yes ✓ No Unsure N/A
6. Historic Preservation Consultant(s)	NA	NA	Yes No Unsure ✓ N/A
7. Financial Management at the Municipal Level			
a. Reviews/approves invoices	Various	Department Heads	Yes ✓ No Unsure N/A
b. Submits requisitions for disbursement of grant funds	Various	Department Heads	Yes ✓ No Unsure N/A
c. Approves payments	Various	Department Heads	Yes ✓ No Unsure N/A
d. Prepares checks for payment of invoices	Various	Department Heads & Selectboard	Yes ✓ No

Grantee Roles and Capacity

e. Signs checks	Jen Myers & Sharon Lucia	Town Treasurer & Town Clerk	Unsure N/A Yes ✓ No Unsure N/A
f. Maintains and controls accounting records, including ledgers	Jen Myers & Valerie Capels	Town Treasurer & Town Administrator	Yes ✓ No Unsure N/A
g. Reconciliation of bank statements	Peter Ryan	Asst. Town Treasurer	Yes ✓ No Unsure N/A
h. Preparation/submission of Subrecipient Annual Report/Single Audit	Jen Myers	Town Treasurer	Yes ✓ No Unsure N/A
i. Reports financial status of grant to Municipal Governing Body	Valerie Capels	Town Administrator	Yes ✓ No Unsure N/A
8. Financial Person at the Subrecipient/Borrower Level	Kathy Cannon	ACCT / Finance Director	Yes ✓ No Unsure N/A
9. Compliance Management			
a. Preparation of Request for Proposals/Qualifications for construction	Sue Cobb	Evernorth / Project Manager	Yes ✓ No Unsure N/A
b. Responsible for oversight of bid solicitation/procurement of contractors	Sue Cobb	Evernorth / Project Manager	Yes ✓ No

**Grantee Roles and Capacity**

c. Review/execution of contracts for construction	Sue Cobb	Evernorth / Project Manager	Unsure N/A Yes ✓ No Unsure N/A
d. Review/submission of certified payrolls (only applies to projects that are subject to Davis Bacon)	NA	NA	Yes No Unsure ✓ N/A
e. Clerk of the Works	NA	NA	Yes No Unsure ✓ N/A
f. Inspection of work prior to release of payment	Sue Cobb	Evernorth / Project Manager	Yes ✓ No Unsure N/A
Other			Yes No Unsure N/A

For Economic Development Projects, if project is not an Economic Development project, select N/A:

✓ N/A

**ROLE/TASK TO BE PERFORMED**

**NAME OF RESPONSIBLE PERSON**

**TITLE OF RESPONSIBLE PERSON**

1. Responsible for Job Creation/Retention Requirements



**Grantee Roles and Capacity**

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For Scattered Sites Projects, if project is not a Scattered Sites project, select N/A:

✓ N/A

**ROLE/TASK TO BE PERFORMED**

**NAME OF RESPONSIBLE PERSON**

**TITLE OF RESPONSIBLE PERSON**

1. Outreach/Marketing
2. Intake/Application review
3. Verification of application information/Underwriter
4. Housing rehab inspections
5. Tier II Environmental Reviews
6. Manager of Escrow Accounts
7. Loan Servicer
8. Delinquent Accounts Collector

**Project Description**

Provide a description of the project. Be sure to include the following:

**a) Provide a detailed project description.**

The Firehouse Apartments project is an important component of a public/private partnership bringing municipal services, business incubation, and mixed-income housing to the growing community of Bristol, Vermont on the Stoney Hill property. This partnership between the Town of Bristol, private developers, and housing non-profits Addison County Community Trust and Evernorth will mean that investments in municipal infrastructure and job creation will now be leveraged to serve 20 households in a community where there are only nine unrestricted affordable housing units. The housing will be adjacent to a brand-new business park, next door to the new fire station, across the street from the regional high school and recreational fields, and just a quarter-mile from the Downtown hub of the community. These all-electric, high-performance homes will be designed and constructed to the standards of the Enterprise Green Communities certification, resulting in resilient, healthy, efficient, and environmentally responsible housing connected to transportation, critical services, and a wide range of quality-of-life amenities.

Stoney Hill is a 30-acre parcel that was purchased by the Town from the State of Vermont 20 years ago with the hopes of developing a business park. In 2015 the Town received CDBG funds for the Stoney Hill Feasibility Study and Master Plan in which housing, alongside commercial development was identified as a priority for the parcel. The Master Plan envisions the Stoney Hill parcel as a, "gateway to the community to provide housing in the lower portion, a business park in the 10 acre piece and to connect the entire area with trails and sidewalks to the existing village area."

In 2015, the Town sold 12.5 acres to Kevin Harper and David Blittersdorf who have been working on developing the site. The two designed and built the new Bristol Fire Station on the site (selling it back to the Town) and are designing a commercial business park that will meet the needs of businesses that have grown too big for Bristol Works (a successful smaller business park also developed by Kevin Harper and David Blittersdorf) and/or those business looking to move into Bristol. In 2020 the Town received \$500,000 for infrastructure for the parcel through joint funding from Northern Border Regional Commission and US Economic Development Administration. The infrastructure project is scheduled to go out to bid in March of 2021 and will include the extension of Firehouse Drive, a new sidewalk, phone and data lines, electricity, and stormwater for the site. The first commercial building is scheduled to start construction this summer.

The residential portion of the project was fully designed and permitted by Harper to include fifteen for-sale housing units in four buildings and a private septic designed to serve 30 bedrooms. After going out to bid in 2019, the developer realized that in order to breakeven on these homes they would need to sell them for more than \$300,000 and reached out to Housing Vermont to talk about the potential for affordable housing on the site. Bristol's most recent Town Plan published in September of 2020 clearly states that housing demand currently exceeds supply and there is a need to increase the supply of affordable housing that meets the needs of Bristol's population. In Addison County, like the rest of the state, roughly 15% of households are currently paying more than half of their income for housing.

In addition to providing affordable housing the project has the potential for further partnership with the Town on conservation and recreation opportunities. The Town owns approximately 13 acres of adjacent land which includes forested land and a portion of the new Bristol Trail Network. The Bristol Trail Network travels through the Stoney Hill site and follows the river into the Downtown. We are envisioning that open space amenities on this site will be accessible to pedestrians using the Trail Network.

The proposed project consists of 16-flats parallel to Firehouse Drive and 2-duplexes behind a resident parking area. The site layout and building design make use of the previous design work completed to date in order to capitalize on this investment and to use existing permits that are already in place on the

**Project Description**

site. The 16-unit building will include 14 one-bedroom units two two-bedroom units, as well as a management office, community laundry and small community room. First floor units will have shared entry porches and 2nd floor units will benefit from stunning views across Town to Mount Abe. The two duplex buildings will add three two-bedroom units and a single three-bedroom unit. The unit mix takes into account the 30-bedroom septic design, findings from the market study and ACCT's waitlist.

The mixed-income development will have three tiers of income targeting – six units (30%) will be affordable to households earning less than 50% of the Area Median Income (AMI); nine units (45%) will be targeted to households earning less than 60% AMI and the remaining five units (25%) will be designated to households making up to 120% of AMI. In addition, four (4) of the units will be prioritized for homeless households. Units designated to homeless, or at risk of homelessness, households will be service-enriched through an MOU with the John Graham Shelter. The MOU will be based on the model currently being successfully employed at Vergennes Community Housing where each participant receives an Individualized Service Plan (ISP) that may include:

- Life Skills
- Substance abuse/use prevention
- Credit reparation
- Monthly budgeting
- Linkage to community resources as needed (transportation, nutrition, parenting, employment and training opportunities, etc.)

The project is well aligned with the three guiding principles of the State of Vermont's Consolidated Plan 2018 Action Goals:

- 1) Perpetual Affordability: This project will provide permanently affordable rental housing.
- 2) Promoting Smart Growth development: this housing will be located in a mixed-use neighborhood with easy access to employment, the regional high school, municipal recreation and Bristol's designated downtown with a wide range of services and amenities.
- 3) Linking Homeless assistance with permanent housing: Four of the housing units will be designated for homeless, or at-risk of homelessness, households with services provided through John Graham Housing and Services building on the model successfully being implemented at Vergennes Community Housing.

**b) Provide the address or location of the project. Be sure to include street address, city and zip+4.**

Firehouse Drive, Bristol, VT 05443

**c) The service area for this project if it serves beyond the municipality applying. (If not applicable enter N/A)**

The service area includes Bristol and the surrounding towns of Middlebury, Lincoln, Monkton and Starksboro.

**d) Attach a location map and site plans.**

[https://egrants.vermont.gov/\\_Upload/258346\\_8091265-FirehouseApartmentslocationmap.pdf](https://egrants.vermont.gov/_Upload/258346_8091265-FirehouseApartmentslocationmap.pdf)

N/A

Project Description

e) **For construction/rehabilitation projects, attach floor plans of the proposed building(s).**  
[https://egrants.vermont.gov/\\_Upload/258346\\_8091267-FirehouseApartmentsVCDPdrawings.pdf](https://egrants.vermont.gov/_Upload/258346_8091267-FirehouseApartmentsVCDPdrawings.pdf)  
 N/A

f) **You may also submit photographs.**  
[https://egrants.vermont.gov/\\_Upload/258346\\_8091269-FirehouseApartmentsphotos.pdf](https://egrants.vermont.gov/_Upload/258346_8091269-FirehouseApartmentsphotos.pdf)  
 N/A

g) **Is any part of the project located in a flood plain?**  
 Yes  
 No  
 If only part of the project is located in a flood plain, please clarify what part is in the flood plain.

h) **Is the project located in a designated downtown or designated village center as determined by the Downtown Development Board?**  
 Yes  
 No  
**If no, is it located in a downtown?**  
 Yes  
 No

**If only part of the project is located in a designated downtown, designated village center or simply in the downtown, please clarify what part.**

The project is located in Downtown Bristol within 1/4 miles of Bristol's Designated Downtown.

i) **If your project is a housing project and you have completed a Common Housing Application for VHCB or VHFA please attach your Common Housing Application.**  
 Note: If you feel you have fully addressed any of the VCDP application questions in your Common Housing Application, please cite where (page & question number) in the Common Application the answer can be found for each question.  
[https://egrants.vermont.gov/\\_Upload/258346\\_8091260-FirehouseApartmentsCommonApplication.pdf](https://egrants.vermont.gov/_Upload/258346_8091260-FirehouseApartmentsCommonApplication.pdf)  
 N/A

j) **Please provide the Environmental Review Identifier Number and status of the Environmental Review for this project.** Please Note: Completion of the Environmental Review is not required before submitting an application, but it is critical that you have a handle on what environmental review components may impact your project's timeline/budget in order to properly represent the budget and timeline in the project's application .  
 Env-2020-Bristol-074  
 The Environmental Review is complete and the project has received ER Clearance.

VCDP Implementation Grant 2021

Organization: Town of Bristol

07110-IG-2021-Bristol-16

**Project Budget: Housing: IG-Acquisition - Real Property**

<b>Activity</b>	IG-Acquisition - Real Property
<b>VCDP Amount Requested</b>	\$360,000
<b>Activity Total</b>	\$368,150

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

**Activity Details and Basis for Estimates\***

Purchase and Sale Agreement and developer experience

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Alread Upload
(VHCB) - Vermont Housing & Conservation Board	Deferred Loan	\$8,150		State/Local	Committed	<a href="https://egrants.vermont.gov/_Upload/258349_8090466-FirehouseVHCBcommitment.pdf">https://egrants.vermont.gov/_Upload/258349_8090466-FirehouseVHCBcommitment.pdf</a>	
<b>Total</b>		<b>\$8,150</b>					

**Project Budget: Housing: IG-General Administration**

**Activity** IG-General Administration  
**VCDP Amount Requested** \$0  
**Activity Total** \$3,000

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

**Activity Details and Basis for Estimates\***

developer experience

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page .

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Already Upload
(LIHTC) - Low Income Housing Tax Credit	Equity	\$3,000		Private	Pending		
<b>Total</b>		<b>\$3,000</b>					

**Project Budget: Housing: IG-New Construction**

**Activity** IG-New Construction  
**VCDP Amount Requested** \$0  
**Activity Total** \$4,932,548

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

**Activity Details and Basis for Estimates\***

cost estimate, developer experience and comps

[https://egrants.vermont.gov/\\_Upload/258353\\_8090340-A05FirehouseApartmentsCostEstimate.pdf](https://egrants.vermont.gov/_Upload/258353_8090340-A05FirehouseApartmentsCostEstimate.pdf)

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Alread Upload
(VHCB) - Vermont Housing & Conservation Board	Deferred Loan	\$614,645		State/Local	Committed		✓
(HOME) - HOME Investments Partnerships	Deferred Loan	\$350,655		Federal	Committed		✓
(EVT) - Efficiency Vermont	Equity	\$54,000		Private	Pending		
(BANK) - Bank Financing	Loan	\$73,998		Private	Pending		
(LIHTC) - Low Income Housing Tax Credit	Equity	\$3,839,250		Private	Pending		
<b>Total</b>		<b>\$4,932,548</b>					

**Project Budget: Housing: IG-Program Management**

<b>Activity</b>	IG-Program Management
<b>VCDP Amount Requested</b>	\$175,000
<b>Activity Total</b>	\$1,270,802

If you are uploading your Activity Details and Basis for Estimates, put See Attached in the textbox and upload your document.

**Activity Details and Basis for Estimates\***

contract amounts, developer experience and comps

Instructions: For the Other Resources entries below, please select the appropriate resource, the resource type and enter the amount. If you select "Other" as the Resource, enter a brief description in the "Other Description" column. If you have supporting documentation for the Resource and can upload an electronic version, use the Browse button and upload the document. The Other Resources Total and the Activity Total will be calculated when you Save this page.

Other Resources	Type	Amount	Other Description	Funding Source	Status	Upload	Alread Upload
(HOME) - HOME Investments Partnerships	Deferred Loan	\$169,345		Federal	Committed		✓
(VHCB) - Vermont Housing & Conservation Board	Deferred Loan	\$477,205		State/Local	Committed		✓
(BANK) - Bank Financing	Loan	\$226,002		Private	Pending		
(LIHTC) - Low Income Housing Tax Credit	Equity	\$223,250		Private	Pending		
<b>Total</b>		<b>\$1,095,802</b>					



**Project need is well-documented (e.g. studies, updated data, etc).**

## 1. Describe the need for this project.\*

This mixed-income project targets households earning up to 120% of area median income. The project targets 6-units for households earning less than 50% AMI, 10-units for households earning less than 60% AMI, and 4-units for households earning between 80% to 120% AMI. The market study dated February 10, 2021, conducted by Doug Kennedy, estimates a rental vacancy rate in Bristol of 2% and 0% vacancy rate in Bristol's existing subsidized and affordable housing projects. The low vacancy is met with a high demand for affordable quality apartments. The study notes that in 2019, 44% of Addison County renters pay more than 30% of their annual income in rent while 51% of Bristol renters pay more than 30% of their annual income in rent. The report estimates the 20 apartments will be fully leased within 2-3 months. The market study believes the initial tenants will likely be younger households between 1 to 4 people, but seniors will be a strong long-term target demographic. The project location offers renters access to employment opportunities, commerce, and services. The Town of Bristol is also within commuting distance to larger municipalities such as Middlebury and Vergennes which, provide additional amenities and employment.

The 2020-2024 Vermont Housing Needs Assessment further supports the need for more affordable housing options in Addison County. The 2020-2024 Vermont Housing Needs Assessment estimates a 3.8% rental vacancy rate in Addison County with 45% of Addison County renters paying 30% or more of their income in rent and 18% of Addison County renters paying at least 50% of their income in rent. The study also notes that the 2018 median sales price of a primary home in Addison County was \$240,000 and homeowners between 50%-80% of median income are the largest demographic experiencing some degree of a housing hardship.

## 2. Describe the manner in which the need was determined (cite relevant data and attach any studies or information to support this need).\*

The need was determined by the market study (attached) as well as the needs identified in Bristol's Town Plan which states that the number of new housing units has not kept pace with the number of new households, and there is a significant need for new housing units affordable to a wider range of residents, including the specific goal "To increase the supply of available and appropriate affordable housing that meets the needs of the Town's population."

[https://egrants.vermont.gov/\\_Upload/258357\\_8089934-StoneyHillMktv1.22.10.21.pdf](https://egrants.vermont.gov/_Upload/258357_8089934-StoneyHillMktv1.22.10.21.pdf)

**There is not a more appropriate solution than the one presented.**

## 3. a. Describe why this is the best approach to meet the need described in #1 above, and how your proposal will meet this need. \*

This project, as we envision it, will meet all four of the Town Plan's goals in the Population and Housing section and would implement/achieve many of the proposed policies. In addition, this approach will meet the recommendations of the 2016 Master Plan developed for the site with a VCDP Planning Grant [#PG-2014-Bristol-000090]. See attached Bristol Town Plan Housing Goals and Policies and the 2016 Master Plan.

Finally - ACCT has 158 unique households on waiting lists for apartments in Addison County. 63% list a

## Project Need

1br as their first choice, 41% listed 2br as their first choice, and 16% listed 3br as first choice. This waitlist supports both the goals of the Bristol Town Plan and the Market Study will actual households that are looking for a home in this area.

[https://egrants.vermont.gov/\\_Upload/258357\\_8089936-TownPlanHousingGoalsand2016MasterPlan.pdf](https://egrants.vermont.gov/_Upload/258357_8089936-TownPlanHousingGoalsand2016MasterPlan.pdf)

b. Identify other approaches that were considered and explain why they were not pursued.\*

The Town of Bristol has had a long-term goal of constructing a mixed use development on the Stoney Hill Site that would include the new fire station, housing and a business park for local companies to start and grow their businesses. Private developers Kevin Harper and David Blittersdorf, have been working on this mixed-use development with the Town for over a decade and originally also hoped to construct single-family homes on the site. However, high-construction costs made affordable single-family homes unfeasible which prompted Kevin to reach out to Evernorth and ACCT for help in achieving this long-term goal.

4. If your project involves workforce education and training, describe the extent to which other state and/or federal training funds are being utilized. If project is ineligible for such funds, please explain and provide documentation. If not applicable select N/A.\*

✓ N/A

**All appropriate funding sources have been sought.**

5. Describe the effort to obtain other funding and, why particular funding sources were considered but not pursued.\*

The project has applied for, and received, funding from VHCB, HOME and the Low Income Housing Tax Credits. We ran the project through the AHP scoring rubric and found that it could not be competitive for this source of funding without the rental assistance required to maintain the majority of the units at below 50% AMI. The project will benefit from \$500,000 awarded to the Town to build out the infrastructure on this site through a unique partnership between the Northern Border Regional Commission and the U.S. Economic Development Administration. This infrastructure project, currently under construction, will build out Firehouse Drive and sidewalks as well as bring water, power and telecom directly to the site.

[https://egrants.vermont.gov/\\_Upload/258357\\_8089941-FirehouseandStoneyHillInfrastructure.pdf](https://egrants.vermont.gov/_Upload/258357_8089941-FirehouseandStoneyHillInfrastructure.pdf)

6. Explain the level of municipal government support.\*

As stated earlier, the Town has long been involved in the development of the Stoney Hill site as a mixed-use development to include municipal services, housing and commercial development. The Town has continued to support this development as Evernorth and ACCT have stepped in to develop the housing and has shown incredible support to the project by donating adjacent Town-owned land required for density so that the project can include 20 units of housing. The donation of this land was considered and determined through many selectboard meetings over the past six months in which the Town showed unwavering support.

[https://egrants.vermont.gov/\\_Upload/258357\\_8089943-Bristol\\_Selectboard\\_minutes\\_2021-07-12\\_TB-DRAFT.pdf](https://egrants.vermont.gov/_Upload/258357_8089943-Bristol_Selectboard_minutes_2021-07-12_TB-DRAFT.pdf)

**How well the project meets a Consolidated Plan goal.**

For specific information about the Consolidated Plan refer to the VCDP Application Instructions and Program Guide or contact your CD Specialist.

7. Describe how the project meets the goals of the Consolidated Plan and identify the strategies that will be employed to meet those goals. \*
- The project is well aligned with the three guiding principles of the State of Vermont’s Consolidated Plan 2018 Action Goals:
- 1) Perpetual Affordability: This project will provide permanently affordable rental housing.
  - 2) Promoting Smart Growth development: this housing will be located in a mixed-use neighborhood with easy access to employment, the regional high school, municipal recreation and Bristol’s designated downtown with a wide range of services and amenities.
  - 3) Linking Homeless assistance with permanent housing: Four of the housing units will be designated for homeless, or at-risk of homelessness, households with services provided through John Graham Housing and Services building on the model successfully being implemented at Vergennes Community Housing

**Is the project consistent with the local Municipal Plan?**

8. Please provide a letter from the Municipality that tells us how this project is consistent with the Municipal Plan.\*

**Is the project consistent with the Regional Plan?**

9. Upload a certification from the Regional Planning Commission that the project is consistent with the Regional Plan. Provide clarification if needed. \*
- [https://egrants.vermont.gov/\\_Upload/258357\\_8089947-losStoneyHillHousing821\[56\].pdf](https://egrants.vermont.gov/_Upload/258357_8089947-losStoneyHillHousing821[56].pdf)
10. If this project is being carried out on behalf of the municipalities within your county or region, the application must include documentation of regional support. Please describe the regional support. If not applicable select N/A.\*

✓ N/A

**Degree of health/safety risks to beneficiaries**

11. If applicable, describe how this project directly addresses a health or safety issue for the intended beneficiaries. If not applicable select N/A.\*
- The project envisions on-site community gardens for both Firehouse Apartments residents and the general public. The property is also less than 1.5 miles from Livingston Farm and Four Hills Farm and less than 1/2 a mile from a full service grocery store.

N/A

**Timing Pressures**

12. Please describe, if applicable, any particular issues that make funding of this project time sensitive. If not

**Project Need**

applicable select N/A.\*

This is the last piece of funding required to begin construction on this project and our construction schedule and budget have been built around a November award of funds. The construction schedule is currently aligned with the construction schedule for the first commercial building going up on the site with the same Construction Manager - keeping these project schedules aligned will allow us to identify and take advantage of potential cost savings associated with work being bid simultaneously.

N/A

**Project Impact**

**Project Outcomes**

13. These numbers will automatically populate from the data entered in the National and State Objectives section.

Number of beneficiaries less than 30% of median income	0
Number of beneficiaries between 30% and 50% of median income	20
Number of beneficiaries between 50% and 80% of median income	27
<b>Sub-total of LMI beneficiaries</b>	<b>47</b>
Number of beneficiaries over 80% of median income	9
<b>Total beneficiaries</b>	<b>56</b>

NOTE: If your project is funded there will be additional outcome information required.

14. Explain how benefit numbers were determined/projected? (Must be filled out if LMI was selected as a National Objective)\*

Incomes are targeted based on funding requirements; beneficiaries are assumed at 1.5 persons per bedroom.

**The longevity of the benefit.**

15. Describe how long the project and benefit can be sustained and provide the basis for this determination.  
\*

The project includes funding sources that require perpetual affordability and has been designed to achieve that requirement based on our 30 years of experience of developing and owning perpetually affordable rental housing.

16. Please provide the plan to establish capital and operating reserves, and also address the ability to meet all loan payments. If there is no need to have a capital or operating reserve, please explain. If there will be no loans, please note this.\*

Replacement reserves are funded initially at \$20,000 and \$12,000 annually thereafter. An initial Operating Reserve of \$48,545 will be established at the completion of the project. A working capital account will be set up at the completion of the project at \$15,000. See pro forma.

N/A

**Level of beneficiary involvement in the development of the project, as appropriate**

17. Describe how persons of low- and moderate- income were involved in the development of this project. How have they shown support?\*

ACCT has persons of low - and moderate income on its board. They, along with the rest of the board review development projects regularly and are supportive of the project. In addition, ACCT and Evernorth just completed a resident survey at our property in Vergennes - input from low and moderate income residents in the form of surveys has informed the design of the project and the integration of social infrastructure that will increase wellbeing for residents.

**How well the project indirectly impacts the community and/or additional LMI people.**

18. Describe the indirect impact to the community and other LMI beneficiaries that may be indirectly served by the project.\*There will be several indirect positive impacts to the community such as short-term economic activity generated from construction activity. In addition, in a tight housing market like Addison County, every new rental unit that comes on line frees up some existing units and reduces and stabilizes rent pressures.
  
19. Describe the organization's plans and tools to achieve and/or maintain the State's goal of making available at least 15% of the units in your portfolio to those who are homeless.\*

N/A

## Project Feasibility

**Readiness to start within six months of the award.**

20. Are there any deed restrictions on the use of the property or impediments to clear title?\*

No.

21. If the project depends upon easements or rights-of-ways, please submit documentation that these have been secured or will be secured within six months. If not applicable select N/A.\*

An easement from Stoney Hill properties will be required for the location of the septic system (on a parcel of land adjacent to the housing parcel). The easement is addressed and agreed upon within the Purchase and Sale Agreement. We anticipate finalizing this easement following the amendment to the water/wastewater permit, anticipated for this October.

N/A

22. If control of the site involves voter approval, please explain how and when you expect to obtain that approval? If not applicable select N/A.\*

✓ N/A

23. Please identify the federal, state and local permits which will be required for your project and when you expect such permits to be issued. Attach a completed Project Review Sheet from Department of Environmental Conservation (DEC). Contact the DEC Permit Specialist serving your community at <http://dec.vermont.gov/environmental-assistance/permits/specialists> to complete the required project review sheet. If not applicable select N/A.\*

A housing project that included 15 home-ownership units was already fully permitted on this site which included a local zoning permit, water/wastewater permit, stormwater permit and Act 250 permit. The proposed project purposefully utilizes many elements of the previous design so as to take advantage of the community planning process, design work and existing permitting.

The Town recently deeded the adjacent land necessary to achieve the 20-unit density on the site we are proposing and we are now beginning the process of amending all of the existing permits.

[https://egrants.vermont.gov/\\_Upload/258369\\_8089989-FirehouseApartmentsProjectReviewSheet.pdf](https://egrants.vermont.gov/_Upload/258369_8089989-FirehouseApartmentsProjectReviewSheet.pdf)

N/A

24. Please identify the status of commitments from each of the other funding sources; please explain when commitments are expected from each funding source. If not applicable select N/A.\*

VHCB, HOME - commitment in hand

LIHTC - VHFA Letter of Intent in hand for 9% credits attached

Permanent Debt commitment expected November 2021

EVT commitment expected November 2021

[https://egrants.vermont.gov/\\_Upload/258369\\_8089992-FirehouseAptsHCLetterofIntent2021.pdf](https://egrants.vermont.gov/_Upload/258369_8089992-FirehouseAptsHCLetterofIntent2021.pdf) N/A

**Benefit/Timeframe Feasibility**

For specific information about Benefit or Timeframe refer to the [VCDP Application Instructions](#) and [Program Guide](#).

Project Feasibility

25. If there is need for a marketing plan to advise potential users of the services that would be provided through the grant, provide a summary and attach a copy of this plan. If not applicable select N/A.\* ACCT will be the property manager. ACCT owns and/or manages more than 275 affordable and market rate apartments in Bristol, Vergennes and Middlebury, in addition to 340 mobile home lots in nine parks throughout Addison County. ACCT's property management division consists of three property managers, two maintenance technicians, and a Director of Property Management, who together have over 20 years of experience with ACCT. ACCT will market the property online and in the local paper of record, and begin accepting applications six months prior to lease-up in order to establish a robust waitlist. ACCT will also conduct extensive outreach to our local service providers so their clients can access the new units (partner list available upon request). Given Addison County's low vacancy rate, the full lease-up of Vergennes Community Housing in 8 weeks and ACCT's 100+ person waitlist, ACCT is confident we can lease up this property within three months of being placed in service.

N/A

26. (a) Provide a project time line. Include dates for the Environmental Release, permits in hand, 100% funding commitments, design completion, construction completion, etc. as well as for procurement steps including hiring, execution of contracts, drawing VCDP funds, achieving benefit, and any other key dates for actions to carry out this project. \*

Event Month/Year

Receipt of funding commitments necessary for completion of the project 10/2021

Acquisition of the property. 02/2022

Execution of MOU for supportive services (if applicable). 10/2022

Closing date with funding sources (if different from above). 02/2022

Construction start date. 03/2022

Construction completion date. 01/2023

Date of initial sale or occupancy. 02/2023

(b) How was this time table determined?\*

The time table was determined based on input from design and construction consultants, funding schedule and developer experience.

27. What experience has the project developers had that is similar to this project?\*

Evernorth, formerly known as Housing Vermont, is a statewide developer of affordable housing that has partnered with local organizations around Vermont to develop nearly 5,000 units of affordable housing using a variety of financing mechanisms. Evernorth's staff have a vast range of experience with both new construction and historic rehab, as well as energy efficiency and other topics critical to the success of this project. Addison County Community Trust is deeply rooted in the Addison County community and has experience developing affordable housing. Evernorth and ACCT most recently partnered on the new construction of 24 units of family housing in the Vergennes Community Housing and have partnered on several other significant projects in the region.



**Cost estimates are reasonably supported**

28. Attach the following financial documents:

(a) Financial Statements (Balance Sheet and Operating Income/Expenses) for most recent 3 years. If audits exist, submit them. If no audits, submit federal tax returns. \*

[https://egrants.vermont.gov/\\_Upload/258369\\_8089999-2020EvernorthAudit-Final.pdf](https://egrants.vermont.gov/_Upload/258369_8089999-2020EvernorthAudit-Final.pdf)

N/A

(b) Operating pro forma projected at least five years (three years for economic development projects) beyond the grant completion date. For housing projects with debt as part of financing package be sure the pro forma is projected for at least the term of the loan(s). \*

[https://egrants.vermont.gov/\\_Upload/258369\\_8090001-Firehouseoperatingproforma.pdf](https://egrants.vermont.gov/_Upload/258369_8090001-Firehouseoperatingproforma.pdf)

N/A

(c) Submit supporting documentation and/or assumptions to support the costs shown on the Application Budget Forms. If supporting documentation was uploaded to the budget forms, select N/A.\*

[https://egrants.vermont.gov/\\_Upload/258369\\_8090003-FirehouseApartmentsCostEstimate.pdf](https://egrants.vermont.gov/_Upload/258369_8090003-FirehouseApartmentsCostEstimate.pdf)

N/A

(d) Submit supporting documentation and assumptions to support the operating pro-forma.\*

[https://egrants.vermont.gov/\\_Upload/258369\\_8090013-AssetManagementAnalysis.pdf](https://egrants.vermont.gov/_Upload/258369_8090013-AssetManagementAnalysis.pdf)

N/A

29. Despite best efforts and built in contingencies, cost overruns sometimes occur. Please explain how cost overruns will be covered. \*

The current proforma carries a construction contingency of \$230,121 and a \$12,417 soft cost contingency. The construction budget will be managed by the Evernorth project manager who along with the project architect and ACCT, will approve all requisitions and change orders. Cost overruns will first be offset by the contingencies, then by any savings or value engineering found in other line items, as available. Cost overruns at the completion of the project would ultimately be covered by deferred developer fees or a developer loan, if no other additional sources were available.

**Sustainability/Energy Efficiency**

30. What sustainable practices and energy efficiency measures are being incorporated in your project? Will these measures result in the project achieving any green building designations or energy efficiency certifications (such as LEED or Green Communities Standards).\*

The project will meet Efficiency Vermont's "Multifamily New Construction High Performance Track" requirements. In addition the project will be designed to meet the Enterprise Green Communities Certification criteria. The buildings will use no fossil fuels and will incorporate solar PV.

31. If your project involves site acquisition include all appraisals completed within the last six months that pertain to the property.\*

[https://egrants.vermont.gov/\\_Upload/258369\\_8090007-FirehouseApartmentsappraisal.pdf](https://egrants.vermont.gov/_Upload/258369_8090007-FirehouseApartmentsappraisal.pdf)

N/A

✓ N/A

If your project involves assistance to a for-profit or non-profit entity creating or retaining jobs, this form must be completed. If not applicable, select N/A above. If you are not certain this applies to your project please contact your Community Development Specialist.

For detailed information consult the [Business Analysis Instructions](#)

**Exhibit 1 - Summary Page** \* Provide the name of the business, address, phone contact information, Federal ID number (Tax Identification Number - TIN) and Data Universal Number System (DUNS) number. Summarize the overall project, total project costs, and sources of project funding. Give an overview of the available collateral in addition to project assets. To acquire a Data Universal Number System (DUNS) number call the toll free DUNS number request line at (866) 705-5711 or go online at [Dun and Brad Street](#).

N/A

**Exhibit 2 & 3 - Names of Principals and Resumes** \* Provide the names of the principals, contact information, and percent of ownership. Provide the name of the primary contact for DHCD.

N/A

**Exhibit 4 - Business History** \* Provide a narrative of business or corporate history.

N/A

**Exhibit 5 - Project Description.** \* Provide a full narrative description of what is to be purchased or built with funds awarded through VCDP. Include: a legal description of the land and building(s), type of machinery, equipment, and working capital to be used. Upload various appraisals, purchase and sales agreements (must be an option agreement if the project does not have Environmental Release), leases, quotes, invoices, or other project supporting documentation.

N/A

**Exhibit 6 - Business Plan.** \* Provide a standard business plan which includes, but is not limited to: the business market area, competition analysis, customers, competitive edge, marketing plan, production plan, key personnel, management structure, expertise, labor pool, and suppliers.

N/A

**Exhibit 7 - Financial Plan.** \* Provide three years of historical financial statements and current year-to-date financial statements including profit and loss statements, balance sheets, and sources and uses of funds. Provide three years of historical financial statements current year-to-date financial statements of parent company, subsidiary, or affiliate business financial statements if applicable. Provide a month-to-month projected financial statements for three years going forward with year-end totals and all related assumptions. Provide a schedule of current and future debt with interest rates and maturities. Supply a list of collateral items. Provide current personal financial statements for all owners with 20% of more ownership.

N/A

**Exhibit 8 - Project Timetable.** \* Provide the timetable for the project through the completion of the project and benefit.

N/A

**Exhibit 9 - Compensation Scale.** \* Provide gross payroll for each of the last three years, current number of hourly and salaried employees, and hourly and salary range/rate. Please note any change in the number of employees along with an explanation.

N/A

**Exhibit 10 - Benefits to Local Area.** \* Provide the amount of local property tax and Vermont income tax paid prior to the project and expected upon project completion. Provide the number and type of local suppliers, contractors and others who the project and business will work with. List any other expected local benefits as a result of the project.

N/A

**Exhibit 11 - Current Loan Information.** \* Provide contact information for all existing and future creditors and lenders. Include the contact person and description of the financing for reference.

N/A

**Exhibit 12 - Letter of Good Standing.** \* Provide a Certificate of Good Standing from the Vermont Secretary of State.

N/A

**Exhibit 13 - Letter of Certification.** \* Provide a certification of good standing with all local, state, and federal taxes due. Get a letter from the Vermont Department of Taxes for state taxes. The CEO or CFO of the business can certify all local and federal taxes are current.

N/A

**Exhibit 14 - Disclosure of Bankruptcy.** \* Provide the details of any bankruptcy and/or criminal charges, any pending litigation or criminal convictions to date against the company, officers, or principal owners.

N/A

**Exhibit 15 - Lender Commitments.** \* Provide all letters of commitments. Include copies of any corporate resolutions to borrow.

N/A

**Exhibit 16 - Certificate of Authority to do Business in VT.** \* If the business to be assisted is an out of state business provide a Certificate of Authority to do business in the State of Vermont from the Vermont Secretary of State.

N/A

**Exhibit 17 - Proposed Loan Terms.** \* Provide all the terms of the proposed debt, including conditions to be met, interest rates, collateral, and maturities.

N/A

**Exhibit 18 - Third Party Business Analysis.** \* If available, provide any third party lender analysis of the proposed project. N/A

**Employment Plan**

✓ N/A

**Employer  
Grantee**

Employment Category	Description/Qualifications	Job Title	Wage/Salary Range From - To	# FTE Jobs to be Created Retained	Present # FTE Employees
Managerial					
Professional					
Technical					
Sales					
Clerical					
Craftsman (Skilled)					
Operatives (semi-skilled)					
Laborers (unskilled)					
Service Workers/Others					
<b>TOTALS</b>				<b>0</b>	<b>0</b>

If any part time jobs will be created or retained please provide the following information for each part time person. If there is more than one part time job with the same title, provide the average number of hours worked in a week for each.

**Information to provide:** The Employment Category or Job Title with the average number of hours worked in a week .

N/A

Community Town of Bristol

1. **Does your community have a valid Municipal Development Plan in Accordance with 24 V.S.A. Chapter 117?\***  
✓ Yes  
No  
Date adopted 9/1/2020  
Date expired 9/1/2028
  
2. **Please select the appropriate Resolution for VCDP Grant Application Authority from below and have the Legislative body execute the resolution and upload. For Non-Municipal Resolutions have the Board of Directors execute the resolution and upload. The appropriate Resolution for VCDP Grant Application Authority has been executed and uploaded or mailed to DHCD. Resolution Uploaded:\***
  
3. **Does your community currently regulate development within the floodplain? \***  
✓ Yes  
No  
Uploaded copy of your Flood Hazard Area Regulations.  
[https://egrants.vermont.gov/\\_Upload/258364\\_8089053-BristolFloodHazardAreaRegulations.pdf](https://egrants.vermont.gov/_Upload/258364_8089053-BristolFloodHazardAreaRegulations.pdf)
  
4. **Has a current designee from the municipality attended a Fair Housing Training by DHCD or a training approved by DHCD within the past three years? \*** If Yes, please verify information has been entered on the "Municipal Policies, Plans and Insurance" page. If no, please see upcoming trainings on our Departments website at: <http://accd.vermont.gov/housing/events>  
Yes  
No

**Please have your municipal zoning administrator complete and sign the Municipal Fair Housing Certification form below and upload.**

[https://egrants.vermont.gov/\\_Upload/258364\\_8089049-FairHousingCert\[55\].pdf](https://egrants.vermont.gov/_Upload/258364_8089049-FairHousingCert[55].pdf)

For publication on or before 8/29/2021  
Tear Sheet Requested.

### **Notice of Public Hearing**

The Town of Bristol is/are considering making application to the State of Vermont for a VCDP Implementation Grant 2021 under the Vermont Community Development Program. A public hearing will be held at 7:00PM on 9/13/2021 at 1 South Street, Bristol, VT to obtain the views of citizens on community development, to furnish information concerning the amount of funds available and the range of community development activities that may be undertaken under this program, the impact to any historic and archaeological resources that may be affected by the proposed project, and to give affected citizens the opportunity to examine the proposed statement of projected use of these funds.

The proposal is to apply for \$535,000 in VCDP funds which will be used to accomplish the following activities: For the development of 20 units of new mixed-income rental housing at Firehouse Drive.

Copies of the proposed application are available at Bristol Town Offices and may be viewed during the hours of 8:00AM and 4:30 PM. Should you require any special accommodations, please contact Valerie Capels at 802-453-2410 to ensure appropriate accommodations are made. For the hearing impaired please call (TTY) #1-800-253-0191.

Legislative Body for the Town of Bristol  
Copy submitted by: Elise Shanbacker  
Phone: 802-877-2626

Send tear sheet to: [elise@addisontrust.org](mailto:elise@addisontrust.org)

**Description**

Public Hearing Notice Tear Sheet [https://egrants.vermont.gov/\\_Upload/258551\\_8089065-375.34\\_pg25.pdf](https://egrants.vermont.gov/_Upload/258551_8089065-375.34_pg25.pdf)

**Description**



Local Bond Support*	✓ N/A
Public Service documentation*	✓ N/A
One for One Replacement Plan*	✓ N/A
Market Study* <a href="https://egrants.vermont.gov/_Upload/258347_8089621-FirehouseApartmentsmarket.pdf">https://egrants.vermont.gov/_Upload/258347_8089621-FirehouseApartmentsmarket.pdf</a>	N/A
Option Agreement/Other evidence of site control* <a href="https://egrants.vermont.gov/_Upload/258347_8089623-StoneyHillPropertiesLLCPurchaseandSaleAgreementHVHoldingsSept2021[90].pdf">https://egrants.vermont.gov/_Upload/258347_8089623-StoneyHillPropertiesLLCPurchaseandSaleAgreementHVHoldingsSept2021[90].pdf</a>	N/A
Proposed/Executed Lease*	✓ N/A

- Document Name
- Site Plan  
[https://egrants.vermont.gov/\\_Upload/258347\\_8089614-FirehouseApartmentsiteplan.pdf](https://egrants.vermont.gov/_Upload/258347_8089614-FirehouseApartmentsiteplan.pdf)
- Document Name
- Designated Downtown  
[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_2-FirehouseApartmentsDesignatedDowntown.pdf](https://egrants.vermont.gov/_Upload/258347_8089614_2-FirehouseApartmentsDesignatedDowntown.pdf)
- Document Name
- Current Addison County regional plan  
[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_3-CurrentAddisonCountyRegionalPlan.pdf](https://egrants.vermont.gov/_Upload/258347_8089614_3-CurrentAddisonCountyRegionalPlan.pdf)
- Document Name
- Bristol Town Plan  
[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_4-Bristol\\_Town\\_Plan\\_2020.pdf](https://egrants.vermont.gov/_Upload/258347_8089614_4-Bristol_Town_Plan_2020.pdf)
- Document Name
- Housing Vermont 2019 audit  
[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_5-2019HousingVermontaudit.pdf](https://egrants.vermont.gov/_Upload/258347_8089614_5-2019HousingVermontaudit.pdf)
- Document Name
- ACCT 2020 audit

Application Attachments

[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_6-ACCT2020AuditedFS-FINAL\(1\).pdf](https://egrants.vermont.gov/_Upload/258347_8089614_6-ACCT2020AuditedFS-FINAL(1).pdf)

Document Name

ACCT 2019 audit

Document Name

[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_7-ACCT2019Audit.pdf](https://egrants.vermont.gov/_Upload/258347_8089614_7-ACCT2019Audit.pdf)

Document Name

Flood map

Document Name

[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_8-FirehouseApartmentsfloodplainmap.tif](https://egrants.vermont.gov/_Upload/258347_8089614_8-FirehouseApartmentsfloodplainmap.tif)

Document Name

Schedule of Values

Document Name

[https://egrants.vermont.gov/\\_Upload/258347\\_8089614\\_9-FirehouseApartmentsSOV.pdf](https://egrants.vermont.gov/_Upload/258347_8089614_9-FirehouseApartmentsSOV.pdf)

Document Name

Document Name

Document Name

Document Name

Document Name

✓ N/A

**The project will serve, choose all that apply:**

- Project Serves Men Only
- Project Serves Women Only
- Project Serves Men and Women
- Project Serves Women Only, with Children
- Project Serves Men Only with Children
- Project Serves Women or Men with Children

1. Please provide the nearest service HUB for the project location.\*
  
2. Please provide locations of existing recovery residences and number of beds in the community and/or county. If recovery residences exist please describe how the area is underserved.\*
  
3. Please provide details and policies for the safe, healthy and sober living environment.\*
  
4. Describe the holistic, wrap around recovery services and provide how those services will be paid.\*
  
5. Describe the community support for recovery housing. Please provide evidence of outreach and the resulting level of support by abutting and surrounding homeowners, and the municipality.\*
  
6. Describe coordination efforts with state, local and regional service providers. \*
  
7. Please provide how the data collection to meet Outcome Measures below will be managed.\*

**Outcome Measures**

**Proposed  
#'s  
to be  
served**

Number of Transitional Housing Units Created  
Number of Transitional Housing Units Rehabilitated  
Number of Beds Existing  
Number of Beds Created  
Number of individuals assisted with transitional housing.  
Number of individuals assisted with transitional housing able to transition to permanent housing.  
Number of individuals with children assisted with transitional housing.  
Number of individuals with children assisted with transitional housing able to transition to permanent housing.

8. Is or will the project be certified by Vermont Alliance for Recovery Residences (VTARR)? Please upload certification documentation. (Preliminary)\*
  
9. Does the project meet Agency of Human Services (AHS) recovery programs standards? If yes, please provide letter support from AHS for this project.\*
  
10. Please provide staffing details that may include trained recovery housing staff, peer to peer support etc.\*

**Model Documents and Policy and Procedures**

Owners and operators of projects assisted will need to develop and provide model documents for their marketing materials, financial management process for operations, recovery services provided and recovery plans. Also, policies and procedures for medication treatment, fair housing, financial management, residential agreements, resident's household responsibilities, drug screening, relapse plans, confidentiality laws, and staffing/leadership plans should be developed and provided to residents. House rules are typically established by the residents, once established a copy should be provided to each resident.

Document Name: