

HFI

The Housing Foundation, Inc.

P.O. Box 157
Montpelier, VT
05601-0157

November 24, 2015

Bobbi Brimblecombe, Town Clerk
Town of Marshfield
122 School St., Room 1
Marshfield, VT 05658

**Re: Vermont Community Development Program Implementation Grant Application
for Hollister Hill Apartments, Hollister Hill, Marshfield**

Dear Bobbi:

I am writing as an agent of the Housing Foundation, Inc. (HFI), the owner of Hollister Hill Apartments, to inform you about applying for the above-mentioned grant and request that the Town of Marshfield be the "Grantee" and subgrant to HFI for purpose of performing extensive rehabilitation activities to the Hollister Hill Apartments property. The ultimate result will be the retention of quality, affordable housing in the Town of Marshfield.

I am a Housing Development Specialist with the Vermont State Housing Authority (VSHA). VSHA has a Memorandum of Understanding with the statewide non-profit, the Housing Foundation, Inc. (HFI), which acquires and rehabilitates affordable housing projects. It is my job to facilitate the development projects for HFI. HFI owns or is the General Partner of 18 mobile homes parks and over 27 elderly and family properties (a HFI Organization Overview is attached).

Specifically concerning Vermont Community Development Program (VCDP), the town applies for the funding, and then it is (usually) subgranted to an organization like HFI to assist with acquiring and/or rehabilitating a property. A municipality is the only entity which may officially apply for VCDP funds – this is State law. In turn, there is a Subgrant Agreement between the Town and subgrantee (HFI). We have successfully worked with many Vermont municipalities on similar projects. For more information see www.dhca.org/vcdp.

HFI will provide all the services necessary to write the grant application and administer it if awarded, so it does not cost the town significant money or staff time to assist with the grant. In addition HFI will be responsible for any contracts executed in order to perform any site/infrastructure investigations, construction work, etc.

It is critical to the success of this funding application to have the Town support this initiative and to contribute to the project in some way. Typically, this does not involve a cash outlay but simply an "in-kind" contribution of staff time. From time to time I will need to confer/correspond with Town officials. This necessarily costs the Town staff time. Typically, the in-kind is \$2,500+/-.

As mentioned previously, the VCDP application must come from the Town. Again, I will put this together but official necessities such as the Selectboard's review, a public hearing, and the Selectboard's



sign-off must occur. Because the VCDP utilizes public funds, we must hold a public hearing which is properly warned at least 15 days in advance. I will of course attend and will inform the public of HFI's intentions, etc. and will address questions or concerns. It is early, but the planning, funding, design, permitting, etc. is often a lengthy process.

The schedule (subject to change) for the VCDP process is as follows:

- On or before 2/26/16, Public Hearing Notice in Newspaper of Record
- 3/15/16, Public Hearing @ Selectboard meeting
- 04/4/16, Application submittal to VCDP
- 06/6/16, VCDP Board funding determination

If you would like to discuss this process further I can be contacted at 802.828.3026 or Krister@vsha.org. I am also available to attend a Selectboard meeting prior to the public hearing. Thank you for your time and consideration and I look forward to working with the Town of Marshfield.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Krister Adams', written in a cursive style.

Krister Adams, Housing Development Specialist
Vermont State Housing Authority
(Agent for HFI)

**THE HOUSING FOUNDATION, INC.
ORGANIZATION OVERVIEW**

The Housing Foundation, Inc., (HFI) was formed on July 11, 1986 under the Vermont Non-Profit Corporation Act and is tax exempt under Section 501C(3) of the Internal Revenue Codes of 1954. It exists to create, preserve and protect affordable housing for low and moderate income families, the elderly and persons with disabilities. This is achieved by the development and/or rehabilitation of existing housing projects and mobile home parks or creating new projects to fulfill unmet low income housing demand throughout Vermont.

The governing body of HFI is a six member Board of Directors, one of whom serves as a non-voting *ex-officio* director. The HFI role with affordable housing development, acquisition and/or rehabilitation typically works in tandem with local non-profit housing organizations. That is, HFI becomes involved with such projects often when a local non-profit elects not to become involved; or HFI will work as a partner in such ventures. HFI has achieved success based upon the Vermont State Housing Authority (Agent for HFI) staff expertise, experience and resources. As detailed below, HFI has a broad background in acquisition, project development and management, obtaining and managing grants, property management and tenant relations.

HFI now owns 18 mobile home parks having a total of over 1,000 mobile home park lots and 14 multi-family and elderly housing properties involving approximately 225 units. Additionally, HFI is the managing general partner of limited partnerships for 14 properties involving almost 400 units. It is the largest private or public owner of mobile home parks in Vermont.

Efforts to ensure the long term affordability of housing it owns has been ongoing which is evidenced by working with and seeking funding through the Vermont Housing and Conservation Board, Vermont Community Development Program, the HOME Investment Partnership Program, Vermont Housing Finance Agency, USDA Rural Development, Federal Home Loan Bank of Boston, the Champlain Valley Office of Economic Opportunity, Efficiency Vermont, Low Income Housing Tax Credits, Opportunities Credit Union, commercial lenders, as well as local municipalities. This is an important step in the fulfillment of HFI's mission to keep rents affordable for low and moderate income households.

Project Management and General Administration Services

Contact: Krister Adams, VSHA
802.828.3026
Krister@vsha.gov

Following is an overview of some Vermont State Housing Authority (VSHA) personnel contracted to perform work on HFI projects.

Executive Director: Richard M. Williams has been with VSHA for 40+ years, starting as Director of Fiscal Management, serving as Deputy Director, and as Executive Director since 1984. He is a non-voting *ex-officio* Director on the HFI Board and also serves as the Secretary/Treasurer.

Richard is a member of the statewide Advisory Group for the Consolidated Plan; a member of the Joint Committee on Tax Credits for the Low Income Housing Tax Credit Program; a member of the Governor's Housing Council (created to coordinate and oversee implementation of the state's Housing Policy, and to

coordinate housing services and initiatives); a member of the Vermont Advisory Committee on Manufactured and Mobile Homes; a member of the Vermont Interagency Council on Homelessness; and a member of Vermont's Safe Rental Housing Study Committee.

He recently served on the Federal Home Loan Bank of Boston Advisory Council; is a member to the National Association of Housing and Redevelopment Officials; member of the New England Regional Council; past president of the Vermont Chapter of the National Association of Housing and Redevelopment Officials; and a member of the Vermont Public Housing Executive Directors Association.

Director of Property and Asset Management: Susan Kuegel has been with the Authority since 1992 and has a wide background in property management, public administration, and asset management. She has extensive experience working with funding sources and a wide array of social service agencies and will provide the leadership and oversight for the implementation of the resident empowerment objectives as well as the formal property and asset management components.

Director of Finance and Information Systems: Kelly Pembroke has been with VSHA for 22 years. As Director of Finance, she is responsible for all aspects of the Authority's financing operations, payables, receivables, payroll; housing assistance payments as well as budget monitoring and report preparation, utilizing a six-member staff.

Housing Development Specialist: Krister Adams has been with the Authority since January 2001 and has a wide background in public and private land planning and development. He has knowledge of environmental laws, regulations, and permitting. Krister becomes directly involved with projects both technically and hands-on from acquisition through project management. He performs financial, grant writing and grant management services for an array of funding programs.

Support Services: The Administrative Services Division works under the direction of the Director of Human Resources and Administration. There are four Administrative support staff that provide secretarial and administrative support to all operations of the Authority.

Legal, Technical and Scientific Services: Such services are obtained through competitive proposals with the greatest importance in the selection process placed on the background and experience of the firm or individual to be selected. All HFI developments meet or exceed all applicable Federal and State health and safety codes and accessibility requirements. Project specifications conform to applicable State and Federal standards. Eligible General Contractors deliver bids in accordance with applicable State, Federal and/or funders regulations regarding open and competitive bidding.