



Meeting December 17, 2025 - CDNR Committee Meeting - Wednesday, December 17, 2025, 6:30 PM, Sharon Bushor Conference Room, 1st Floor, City Hall  
149 Church Street

Category 3. Public Forum

Department

Type

#### **4. Regional Programs**

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**Subject 4.1. CDNR will review past and present regional programming budgets and propose a process for applicants to submit proposals for funds and for those proposals to be evaluated.**

Meeting December 17, 2025 - CDNR Committee Meeting - Wednesday, December 17, 2025, 6:30 PM, Sharon Bushor Conference Room, 1st Floor, City Hall  
149 Church Street

Category 4. Regional Programs

Department Community & Economic Development Office (CEDO)

Type

Recommended Action

#### **5. Presentation from Christine Curtis on Community Development Block Grant (CDBG) and the current call for funding applications**

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**Subject 5.1. Brief discussion about the current 2026 CDBG Notice of Funding Availability (NOFA), eligible and successful CDBG activities, and application deadline.**

Meeting December 17, 2025 - CDNR Committee Meeting - Wednesday, December 17, 2025, 6:30 PM, Sharon Bushor Conference Room, 1st Floor, City Hall  
149 Church Street

Category 5. Presentation from Christine Curtis on Community Development Block Grant (CDBG) and the current call for funding applications

Department Community & Economic Development Office (CEDO)

Type

Recommended Action

#### **6. Revisiting Housing Trust Fund Report from Former CEDO Director Brian Pine**

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**Subject 6.1. CDNR will revisit the report prepared by Brian Pine with ideas for adding more funds to the HTF. Committee members will discuss what they think is actionable for further exploration.**

Meeting December 17, 2025 - CDNR Committee Meeting - Wednesday, December 17, 2025, 6:30 PM, Sharon Bushor Conference Room, 1st Floor, City Hall  
149 Church Street

Category 6. Revisiting Housing Trust Fund Report from Former CEDO Director Brian Pine

Department Community & Economic Development Office (CEDO)

Type

Recommended Action

## 7. Adjournment

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**Subject**

**7.1. Motion to adjourn**

Meeting

December 17, 2025 - CDNR Committee Meeting - Wednesday, December 17, 2025,  
6:30 PM, Sharon Bushor Conference Room, 1st Floor, City Hall  
149 Church Street

Category

7. Adjournment

Department

Council and Board

Type

Recommended Action



CITY OF BURLINGTON, VERMONT  
CITY COUNCIL COMMUNITY DEVELOPMENT &  
NEIGHBORHOOD REVITALIZATION COMMITTEE  
c/o Community & Economic Development Office  
City Hall, Room 32 • 149 Church Street • Burlington, VT 05401  
802-865-7144 VOX • 802-865-7024 FAX • [www.burlingtonvt.gov/cedo](http://www.burlingtonvt.gov/cedo)

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**Councilor Evan Litwin (EL), Chair, Ward 7**  
**Councilor Carter Neubieser (CN), Ward 1**  
**Councilor Allie Schachter (AS), East District**

**CDNR Committee Meeting**  
**Wednesday, October 15<sup>th</sup>, 2025**  
**6:30 – 8:30 PM**  
**Sharon Bushor Conference Room, 1<sup>st</sup> Floor – City Hall**

**Committee members:** Evan Litwin (EL), Allie Schachter (AS), Carter Neubieser (CN) (attended via Zoom)

**City Staff:** Christine Curtis, CEDO

**Other Attendees:** Robert Perry, Amy Kimmel, Charlotte McCorkel, Brooks Cummings, Susie Dow, Darrell Fields, Jess Hyman, Jonathan Chapple-Sokol, Christopher Haessly, Laura Miller, Sarah Russell, Theresa Vezina, Nora Aronds, Christopher-Aaron Felker, Andrew Juhasz

**Draft Minutes**

**Meeting Started at 6:34 PM**

1. Approve agenda

MOTION by Councilor Schachter, SECOND by Councilor Neubieser, to approve the agenda

VOTING: unanimous; motion carries.

2. Approve Minutes: 9/17/25

MOTION by Councilor Schachter, SECOND by Councilor Neubieser, to approve the minutes

VOTING: unanimous; motion carries.

The programs and services of the City of Burlington are accessible to people with disabilities.  
For accessibility information, call 865-7144. For questions about the meeting,  
contact Christine Curtis at [ccurtis@burlingtonvt.gov](mailto:ccurtis@burlingtonvt.gov)

### 3. Public Forum

- Robert Perry, Brooks Cummings, Susie Dow, Darrell Fields, Jess Hyman, Sarah Russell, Theresa Vezina, Christopher-Aaron Felker, Andrew Juhasz spoke during public forum
- Several people expressed concerns about needle distribution, public safety, and the impact of SSP programs on the community
- Others expressed support for needle exchange programs but criticized the current implementation in Burlington
- Others highlighted concerns about syringe litter and the need for better tracking of needles
- Others addressed the NPA resolution and the need for a standardized process and the language in the resolution makes it more difficult to have concrete expectations
- NPA resolution needs stronger and clearer language that talks about the rights and responsibilities of both the City and the NPAs

### 4. Syringe Litter Recommendations

- The committee discussed syringe litter and disposal in Burlington, with CN expressing concerns about placing too many requirements on service providers without adequate funding. Committee highlighted the need for better data tracking and coordination of volunteer-led cleanup efforts; CN suggested focusing on implementing the Board of Health's previous recommendations, such as increasing collection receptacles and passive collection methods. The group agreed that while more time could be spent discussing the issue, they should move forward with some actionable recommendations, including investing in active collection and expanding data tracking efforts.
- The committee discussed the granular analysis of data related to public health and substance use prevention, emphasizing EL's familiarity with the necessary documents and reports. EL expressed disagreement with the notion that \$200,000 was a small amount for Burlington, highlighting the City's budget constraints and the need for State funding to address health initiatives. Committee also addressed the issue of syringe litter, noting the significant number of syringes unaccounted for in the community and advocating for further exploration of recommendations with input from various stakeholders. AS proposed amending the language in the report to

reflect that the council should evaluate and consider the recommendations, allowing for flexibility in implementation.

- The committee discussed concerns about the clarity of stakeholder engagement in a report on syringe litter recommendations. CN requested more detailed information on which organizations provided feedback, while EL explained that outreach was comprehensive but some organizations, like Howard Center, had technical issues. The committee agreed to amend the report's language to emphasize ongoing evaluation and expert input, and discussed the importance of engaging unhoused individuals in addressing the issue.

**MOTION** by Councilor Schachter, **SECOND** by Councilor Litwin, to amend language on top of page 6 of the CDNR report: “(keep first sentence).....CDNR recommends the City Council, with opportunity for input from the Mayor’s Office, the Board of Health, other City staff, and community partners including the SSP service providers operating in Burlington, evaluate and consider undertaking the following recommendations:”

**VOTING:** unanimous; motion carries.

**MOTION** by Councilor Litwin, **SECOND** by Councilor Schachter, to adopt the CDNR report as amended and submit to City Council for further review and discussion and inclusion on the consent agenda for October 21<sup>st</sup>.

**VOTING:** CN – no; AS – yes; EL – yes; motion carries.

#### 5. NPA Resolution – Councilor Neubieser

- Jonathan Chapple-Sokol led a discussion about the history and development of a resolution regarding the relationship between City officials and neighborhood planning assemblies (NPAs) in Burlington. He explained that the resolution was passed by City Council in May 2024 and outlined the process of creating a working group to formalize the NPA's role. The group, which included Lena Greenberg, Chris Haessly, and others, worked from July 2024 to January 2025 to draft a document that defines what must come to NPAs and what the City's obligations are. He noted that the document passed all eight NPA boards with strong support and was seen as a first round, with plans to review and potentially improve it annually.
- CN discussed the need for more teeth in neighborhood planning assemblies (NPAs) and proposed working with CAO Schad to explore

participatory budgeting. He outlined key changes, including a dedicated NPA position within the city and standardizing public processes across departments. CN emphasized the importance of involving NPAs in the hiring process and creating a system for NPAs to prioritize topic areas for city staff engagement. He also highlighted the need for training materials on legal requirements for NPA meetings.

- The committee discussed and approved a resolution to strengthen the relationship between the city administration, City Council, and Neighborhood Planning Assemblies (NPAs). CN, who sponsored the resolution, agreed to share it with council members for feedback and potential amendments before bringing it to the full council for a vote by November 30th, 2025.

**MOTION** by Councilor Neubieser, **SECOND** by Councilor Schachter, to adopt the “Strengthening the Relationship between the City Administration, City Council, and Neighborhood Planning Assemblies (NPAs)” Resolution as presented and refer to City Council for review and potential amendments.

**VOTING:** no vote; motion does not carry

**MOTION** by Councilor Neubieser, **SECOND** by Councilor Schachter, to adopt the “Strengthening the Relationship between the City Administration, City Council, and Neighborhood Planning Assemblies (NPAs)” Resolution as presented and refer to City Council for approval no later than November 30<sup>th</sup>, 2025.

**VOTING:** unanimous; motion carries.

#### 6. Age Strong Burlington

- *Agenda item is tabled until next meeting due to time constraints*

#### 7. Adjournment

- **ADJOURN** at 9:01 p.m. by Councilor Litwin with no objection



# Budget Worksheet I

Budge

Account	Account Description	2024 Adopted Budget	2024 Actual Amount	2025 Adopted Budget	2025 Actual Amount
Fund <b>101 - General Fund</b>					
<b>EXPENSE</b>					
Department <b>01 - Regional Programs</b>					
Division <b>001 - Regional Programs</b>					
<i>General Operating</i>					
7650_370	Regional Programs Expanded Mental Health	15,000.00	.00	.00	.00
7709	Accessibility Committee	15,000.00	5,744.28	5,000.00	1,334.65
7825	Board and Commission Compensation	100,000.00	43,700.00	54,000.00	51,900.00
<i>General Operating Totals</i>		\$130,000.00	\$49,444.28	\$59,000.00	\$53,234.65
<i>Regional Programs</i>					
7600_100	Regional Services GMT	1,852,861.00	1,852,861.00	1,928,561.00	1,928,561.00
7600_105	Regional Services WINOOSKI VALLEY PARK DIST	127,316.00	127,316.00	133,682.00	129,573.00
7600_110	Regional Services County Tax	229,245.00	229,554.00	231,940.00	231,940.00
7600_115	Regional Services Visiting Nurse Association	125,000.00	125,000.00	121,250.00	121,250.00
7600_120	Regional Services G B I C	20,000.00	20,000.00	19,600.00	.00
7600_125	Regional Services Senior Cable TV Assistance	1,500.00	1,048.00	1,500.00	1,004.00
7600_330	Regional Services Howard Center Street Outreach	77,500.00	77,500.00	77,500.00	77,500.00
7610_130	Sister Cities OTHER	2,000.00	.00	2,000.00	.00
7610_140	Sister Cities Puerto Cabezas	2,000.00	2,000.00	2,000.00	.00
7610_145	Sister Cities Bethlehem/Ard	2,000.00	2,000.00	2,000.00	2,000.00
7610_150	Sister Cities Yaroslavl	2,000.00	.00	2,000.00	.00
7610_155	Sister Cities Honfleur	2,000.00	2,000.00	2,000.00	2,000.00
7610_165	Sister Cities Kuyalnick	.00	.00	2,000.00	.00
7610_170	Sister Cities Thies-East	.00	.00	2,000.00	2,000.00
7650_165	Regional Programs Generator	7,500.00	7,500.00	7,350.00	7,350.00
7650_170	Regional Programs Local Motion - Bike Ferry	4,500.00	4,500.00	4,410.00	4,410.00
7650_185	Regional Programs Steps to End Domestic Violence	14,000.00	14,000.00	14,000.00	14,000.00
7650_190	Regional Programs Hope Works	10,000.00	10,000.00	10,000.00	10,000.00
7650_195	Regional Programs Burlington Concert Band	5,000.00	5,000.00	4,900.00	5,000.00
7650_210	Regional Programs Chamber Of Commerce	2,200.00	2,110.00	2,156.00	2,156.00
7650_215	Regional Programs Martin Luther King Day	8,500.00	8,500.00	.00	.00
7650_220	Regional Programs Special Projects -Emerging Needs	15,000.00	250.00	.00	.00



# Budget Worksheet I

Budge

7650_225	Regional Programs Highlight	20,000.00	19,999.17	.00	.00
7650_230	Regional Programs American Red Cross	2,500.00	.00	2,450.00	.00
7650_235	Regional Programs Seaba-Art Hop	5,000.00	5,000.00	4,900.00	4,900.00
7650_240	Regional Programs Hands - Senior Holiday Dinner	1,500.00	1,500.00	1,500.00	.00
7650_255	Regional Programs VT & Natl League Of City	58,000.00	60,156.00	56,260.00	61,980.00
7650_260	Regional Programs Chitenden City Reg Plan Comm	55,000.00	54,410.00	53,350.00	55,384.00
7650_270	Regional Programs Sara Holbrook	6,000.00	6,000.00	5,880.00	5,000.00
7650_275	Regional Programs Boys And Girls Club	6,000.00	6,000.00	5,880.00	.00
7650_280	Regional Programs King Street Center	6,000.00	6,000.00	5,880.00	.00
7650_295	Regional Programs Us Conference Of Mayors	4,000.00	3,663.50	.00	.00
7650_300	Regional Programs Jazz Fest Commitment	7,500.00	7,500.00	.00	.00
7650_305	Regional Programs Turning Point Center	17,950.00	17,950.00	.00	.00
7650_310	Regional Programs CATMA	9,750.00	13,000.00	9,555.00	13,000.00
7650_315	Regional Programs VT International Film Festival	13,000.00	13,000.00	12,740.00	12,740.00
7650_320	Regional Programs Arts	35,000.00	61,250.00	.00	.00
7650_325	Regional Programs Heineberg Sr Ctr	88,000.00	88,000.00	85,360.00	85,360.00
7650_360	Regional Programs Vermont City Marathon	5,000.00	5,000.00	4,900.00	4,900.00
7650_365	Regional Programs JUMP	1,500.00	1,500.00	1,500.00	1,500.00
<i>Regional Programs Totals</i>		\$2,851,822.00	\$2,861,067.67	\$2,821,004.00	\$2,783,508.00
<i>Interfund</i>					
7900_138	Interfund Transfer Champlain Sr Center	47,272.00	47,271.00	47,272.00	47,272.00
<i>Interfund Totals</i>		\$47,272.00	\$47,271.00	\$47,272.00	\$47,272.00
Division <b>001 - Regional Programs Totals</b>		\$3,029,094.00	\$2,957,782.95	\$2,927,276.00	\$2,884,014.65
Department <b>01 - Regional Programs Totals</b>		\$3,029,094.00	\$2,957,782.95	\$2,927,276.00	\$2,884,014.65
<b>EXPENSE TOTALS</b>		\$3,029,094.00	\$2,957,782.95	\$2,927,276.00	\$2,884,014.65
Fund <b>101 - General Fund Totals</b>		\$3,029,094.00	\$2,957,782.95	\$2,927,276.00	\$2,884,014.65
<b>EXPENSE TOTALS</b>		\$3,029,094.00	\$2,957,782.95	\$2,927,276.00	\$2,884,014.65
Fund <b>101 - General Fund Totals</b>		(\$3,029,094.00)	(\$2,957,782.95)	(\$2,927,276.00)	(\$2,884,014.65)
Net Grand Totals					
<b>REVENUE GRAND TOTALS</b>		\$0.00	\$0.00	\$0.00	\$0.00



# Budget Worksheet I

Budget

EXPENSE GRAND TOTALS	\$3,029,094.00	\$2,957,782.95	\$2,927,276.00	\$2,884,014.65
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Net Grand Totals	(\$3,029,094.00)	(\$2,957,782.95)	(\$2,927,276.00)	(\$2,884,014.65)
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# Report

et Year 2026



# Report

et Year 2026

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# Report

et Year 2026

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# Budget Performance F

Fiscal Year to Date  
Include Rollup Account and Rollup

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Last Year Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 101 - General Fund										
REVENUE										
Department 01 - Regional Programs										
Division 000 - Admin										
4535	Misc Rev	.00	.00	.00	.00	.00	.00	.00	.00	+++
Division 000 - Admin Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
Department 01 - Regional Programs Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++
EXPENSE										
Department 01 - Regional Programs										
Division 000 - Admin										
5000 Salaries and Wages										
5000_115	Salaries and Wages Seasonal/Temporary	.00	.00	.00	.00	(1,830.00)	.00	(1,881.25)	1,881.25	+++
5000 - Salaries and Wages Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$1,830.00)	\$0.00	(\$1,881.25)	\$1,881.25	+++
5400 Employee Benefits										
5400_100	Employee Benefits FICA	.00	.00	.00	.00	(140.00)	.00	(143.93)	143.93	+++
5400 - Employee Benefits Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$140.00)	\$0.00	(\$143.93)	\$143.93	+++
Division 000 - Admin Totals		\$0.00	\$0.00	\$0.00	\$0.00	(\$1,970.00)	\$0.00	(\$2,025.18)	\$2,025.18	+++
Division 001 - Regional Programs										
7600 Regional Services										
7600_100	Regional Services GMT	.00	.00	.00	.00	.00	.00	.00	.00	+++
7600_105	Regional Services WINOOSKI VALLEY PARK DIST	135,887.00	.00	135,887.00	135,887.00	.00	.00	135,887.00	.00	100
7600_110	Regional Services County Tax	.00	.00	.00	.00	115,970.00	.00	.00	.00	+++
7600_115	Regional Services Visiting Nurse Association	100,000.00	.00	100,000.00	.00	.00	.00	.00	100,000.00	0
7600_120	Regional Services G B I C	20,000.00	.00	20,000.00	.00	.00	.00	20,000.00	.00	100
7600_125	Regional Services Senior Cable TV Assistance	.00	.00	.00	.00	84.00	.00	(284.00)	284.00	+++
7600_330	Regional Services Howard Center Street Outreach	249,000.00	.00	249,000.00	.00	.00	.00	.00	249,000.00	0
7600 - Regional Services Totals		\$504,887.00	\$0.00	\$504,887.00	\$135,887.00	\$116,054.00	\$0.00	\$155,603.00	\$349,284.00	31%
7610 Sister Cities										
7610_130	Sister Cities OTHER	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0
7610_140	Sister Cities Puerto Cabezas	1,000.00	.00	1,000.00	.00	.00	.00	.00	1,000.00	0
7610_145	Sister Cities Bethlehem/Ard	1,000.00	.00	1,000.00	.00	2,000.00	.00	1,000.00	.00	100



# Budget Performance F

Fiscal Year to Date  
Include Rollup Account and Rollup

7610_150	Sister Cities Yaroslavl	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	.00	0
7610_155	Sister Cities Honfleur	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	.00	0
7610_165	Sister Cities Kuyalnick	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	.00	0
7610_170	Sister Cities Thies-East	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	.00	100
<b>7610 - Sister Cities Totals</b>		<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$5,000.00</b>	<b>29%</b>
<b>7650</b>	<b>Regional Programs</b>									
7650_165	Regional Programs Generator	.00	.00	.00	.00	.00	.00	.00	.00	+++
7650_170	Regional Programs Local Motion	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	.00	0
7650_185	Regional Programs Steps to End Domestic Violence	14,000.00	.00	14,000.00	.00	.00	.00	14,000.00	.00	0
7650_190	Regional Programs Hope Works	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	.00	100
7650_195	Regional Programs Burlington Concert Band	5,000.00	.00	5,000.00	.00	5,000.00	.00	5,000.00	.00	100
7650_210	Regional Programs Chamber Of Commerce	2,200.00	.00	2,200.00	.00	.00	.00	2,200.00	.00	100
7650_235	Regional Programs Seaba-Art	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	.00	100
7650_240	Regional Programs Hands - Senior Holiday Dinner	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	.00	0
7650_255	Regional Programs VT & Natl League Of City	63,850.00	.00	63,850.00	.00	.00	.00	63,348.00	502.00	99
7650_260	Regional Programs Chitenden City Plan Comm	56,000.00	.00	56,000.00	.00	.00	.00	56,000.00	.00	0
7650_270	Regional Programs Sara Halbrook	.00	.00	.00	.00	.00	.00	.00	.00	+++
7650_275	Regional Programs Boys And Girl Club	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	.00	100
7650_280	Regional Programs King Street Center	6,000.00	.00	6,000.00	.00	.00	.00	6,000.00	.00	100
7650_305	Regional Programs Turning Point Center	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	.00	0
7650_310	Regional Programs CATMA	16,250.00	.00	16,250.00	.00	.00	.00	6,500.00	9,750.00	40
7650_315	Regional Programs VT International Film Festival	10,000.00	.00	10,000.00	.00	.00	.00	10,000.00	.00	100
7650_325	Regional Programs Heineberg Sr Ctr	85,360.00	.00	85,360.00	.00	.00	.00	85,360.00	.00	100
7650_360	Regional Programs Vermont City Marathon	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	.00	0
7650_365	Regional Programs JUMP	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	.00	0
<b>7650 - Regional Programs Totals</b>		<b>\$301,660.00</b>	<b>\$0.00</b>	<b>\$301,660.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$199,408.00</b>	<b>\$102,252.00</b>	<b>66%</b>
7709	Accessibility Committee	.00	.00	.00	.00	.00	.00	.00	.00	+++
7825	Board and Commission Compensation	.00	.00	.00	.00	300.00	.00	.00	.00	+++
<b>7900</b>	<b>Interfund Transfer</b>									
7900_138	Interfund Transfer Champlain Sr Center	.00	.00	.00	.00	.00	.00	.00	.00	+++
<b>7900 - Interfund Transfer Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>
Division	<b>001 - Regional Programs Totals</b>	<b>\$813,547.00</b>	<b>\$0.00</b>	<b>\$813,547.00</b>	<b>\$135,887.00</b>	<b>\$123,354.00</b>	<b>\$0.00</b>	<b>\$357,011.00</b>	<b>\$456,536.00</b>	<b>44%</b>
Department	<b>01 - Regional Programs Totals</b>	<b>\$813,547.00</b>	<b>\$0.00</b>	<b>\$813,547.00</b>	<b>\$135,887.00</b>	<b>\$121,384.00</b>	<b>\$0.00</b>	<b>\$354,985.82</b>	<b>\$458,561.18</b>	<b>44%</b>
	<b>EXPENSE TOTALS</b>	<b>\$813,547.00</b>	<b>\$0.00</b>	<b>\$813,547.00</b>	<b>\$135,887.00</b>	<b>\$121,384.00</b>	<b>\$0.00</b>	<b>\$354,985.82</b>	<b>\$458,561.18</b>	<b>44%</b>



# Budget Performance F

Fiscal Year to Date  
Include Rollup Account and Rollup

Fund **101 - General Fund** Totals

REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS	813,547.00	.00	813,547.00	135,887.00	121,384.00	.00	354,985.82	458,561.18	44

Fund **101 - General Fund** Totals

(\$813,547.00)	\$0.00	(\$813,547.00)	(\$135,887.00)	(\$121,384.00)	\$0.00	(\$354,985.82)	(\$458,561.18)
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Grand Totals

REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	.00	+++
EXPENSE TOTALS	813,547.00	.00	813,547.00	135,887.00	121,384.00	.00	354,985.82	458,561.18	44

Grand Totals	(\$813,547.00)	\$0.00	(\$813,547.00)	(\$135,887.00)	(\$121,384.00)	\$0.00	(\$354,985.82)	(\$458,561.18)
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# Report

Date 11/21/25  
to Account

## Prior Year Total

92,980.00

\$92,980.00

\$92,980.00

\$92,980.00

(25,845.02)

(\$25,845.02)

(1,977.28)

(\$1,977.28)

(\$27,822.30)

1,928,561.00

129,573.00

231,940.00

121,250.00

.00

1,004.00

77,500.00

\$2,489,828.00

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2,000.00

# Report

Date 11/21/25  
to Account

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\$2,856,192.35

# Report

Date 11/21/25  
to Account

92,980.00

2,856,192.35

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(\$2,763,212.35)

92,980.00

2,856,192.35

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(\$2,763,212.35)



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401  
(802) 865-7144 • (802) 865-7024 (FAX)  
www.burlingtonvt.gov/cedo



City of Burlington, Vermont  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
**Notice of Funding Availability**

**I. General Information**

The City of Burlington is allocated a certain amount of money each year by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. The CDBG Program is a principal revenue source for local communities to address the roots and consequences of poverty. The City solicits proposals for funding from community- and faith-based organizations, non-profits, and City Departments. Please review all of the information in this Application Packet so that you understand the process and the requirements for CDBG funding.

**Application**

**Project applications for 2026 must be submitted on or before Thursday, January 15<sup>th</sup>, 2026 at 4:00 p.m.** Applications submitted after that time **will not** be considered for funding.

Applications for Construction projects **must** also include a **Construction Attachment** and a **Scope of Work**. (Please request this attachment if you are applying for a construction project)

Please submit **one electronic PDF version of the Application** (and construction attachments if applicable).

**Do not** submit any information other than what has been requested, do **not** exceed the application **page limit of twelve (12)** pages, and do **not** submit attachments other than what has been previously mentioned. Additional information may be requested of you at a later date.

Applications should be emailed to:

Christine Curtis, [ccurtis@burlingtonvt.gov](mailto:ccurtis@burlingtonvt.gov)  
Subject: CDBG 2026

Community & Economic Development Office  
Burlington, VT

***An email acknowledging receipt will be returned to the submitting email address.***

Applications are reviewed for eligibility by the Community & Economic Development Office (CEDO). As part of the eligibility process, CEDO staff will be evaluating and scoring an organization's past performance in terms of reporting timeliness, accuracy and general manageability. These internal scores will be shared with the CDBG Advisory Board and considered when making final funding recommendations.

Eligible applications are then reviewed by the CDBG Advisory Board which makes funding recommendations to the Mayor and the City Council. A public hearing is held on those recommendations as the final step of the allocation process.

CITY OF BURLINGTON, VERMONT  
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**II. Timeline**

Application Assistance

*Appointments will be made available to any applicant needing assistance in determining an eligible project, filling out the application, or learning more about the CDBG program. Please reach out to Christine Curtis to schedule.*

**Application Deadline**

**January 15, 2026 at 4 p.m.**

CEDO reviews applications for eligibility

January 16 – January 21, 2026

Advisory Board meets and makes Recommendations

January – March 2026

Notice of funding recommendations goes out to applicants

April 2026

Mayoral review/City Council approval

April - May 2026

Final submission to HUD

May - June 2026

2026 CDBG Program year begins

July 1, 2026

**III. Funding Availability**

The Department of Housing and Urban Development (HUD) has yet to announce the appropriation for the 2026 program year but the City is anticipating approximately \$730,000\* of Community Development Block Grant Entitlement funds based on the City’s funding history. The number of applications funded, and the amounts, may be restricted depending on the City’s internal applications and administrative funding.

Of the total amount appropriated to the City, the maximum allowable (20%) will be used for Administration. Public Service Projects are limited by Federal regulations to 15% of the total appropriation. The remaining funding is expected to be used for Development Projects. Funding for projects receiving awards is expected to become available on July 1, 2026.

**A. Public Service Projects**

Public Service Projects are restricted to 15% of the total CDBG allocation, estimated at **\$109,500** based on prior year HUD awards. Each agency may submit only ONE Public Service application, and it must fall into the following categories: Affordable Housing, Addressing Homelessness, Economic Development, and Community Services and Safety. A minimum level of funding of \$10,000 applies to Public Service projects. There is no maximum amount.

**B. Development Projects**

Development funds can be used for Affordable Housing, Public Facilities & Infrastructure Improvements, and Microenterprise/Economic Development projects. An estimated **\$475,000** of new Development funds will be available based on prior year HUD awards. A minimum level of funding of \$10,000 applies to development projects. There is no maximum amount.

*\*Please note, HUD typically announces CDBG allocations in the Spring – after the CDBG Advisory Board reviews applications and makes award recommendations. If the 2026 CDBG allocation is substantially lower or higher than the estimation determined above, CEDO administration may be evaluating applications and adjusting award recommendations outside of the Advisory Board process.*

**IV. General Funding Policies**

Burlington's goal through the CDBG Program is to reduce poverty and its impacts in Burlington. Toward this end, the City funds projects that address a priority need identified by the residents of Burlington in the City's **2024-2028 Consolidated Plan** ( <https://www.burlingtonvt.gov/244/CDBG-Overview>) and are consistent with the City's Anti-Poverty Strategy. Priority Needs can be found on page 96 of the 2024 Consolidated Plan. For more information about the City of Burlington's anti-poverty strategy, see page 116 of the 2024 Consolidated Plan. **In addition, when applying for a project or activity that will serve the population experiencing homelessness, through housing or supportive services, applicants must certify on question VI.1. of the 2026 CDBG application that the organization or entity is partnered with the Chittenden County Continuum of Care and participating in the Coordinated Entry system.**

Each application for CDBG funding must comply with the Federal requirements described in **Section VI** below. In addition, each application must satisfy one of the three overarching federal goals:

- ❖ Providing **decent affordable housing** by increasing housing availability, preserving existing units, ensuring sufficient housing for persons with special needs, and ending and preventing homelessness through permanent housing, or
- ❖ Providing **a suitable living environment** through diverse, livable, revitalized neighborhoods, safe and accessible public spaces and energy resource conservation, or
- ❖ **Expand economic opportunities** by creating jobs and job retention, supporting microbusiness development and growth, providing employment public services and offering self-sufficiency opportunities for persons with low-incomes

After looking for compliance with one of these three goals, the CDBG Advisory Board is asked to score each CDBG application based on the evaluation criteria listed in the following section (V.).

***Additional CDBG policies and regulations for all construction projects\*:***

The Grantee and sub-grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project.

*\*If you are applying for a construction project please contact the CEDO office for more information on the newly implemented BABA Act.*

**V. Evaluation Criteria**

The CDBG Advisory Board will utilize evaluation forms with a set of specific criteria to evaluate all requests for competitive grant funding. The evaluation form includes the categories as listed below. In addition to the criteria listed below, CEDO staff will be evaluating and scoring an organization's past performance in terms of reporting timeliness, accuracy and general manageability. These internal scores will be shared with the Advisory Board and considered when making final funding recommendations.

Final proposals for the 2026 CDBG program will be evaluated, scored and ranked by the Advisory Board based on the following criteria and point system:

CRITERIA	MAXIMUM POINTS
<b>Demonstrated Need</b>	<b>15</b>
<b>Program/Project Design</b>	<b>10</b>
<b>Proposed Outcomes</b>	<b>15</b>
<b>Impact/Evaluation</b>	<b>15</b>
<b>Experience/Organizational Capacity</b>	<b>20</b>
<b>Proposed Low- &amp; Moderate-Income Beneficiaries</b>	<b>10</b>

CITY OF BURLINGTON, VERMONT  
 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

<b>Commitment to Equity, Inclusion and Belonging</b>	<b>15</b>
<b>Budget/Financial Feasibility</b>	<b>20</b>
<b>Collaboration/Efficiency</b>	<b>12</b>
<b>Sustainability</b>	<b>8</b>
<b>Overall Impression of Application Excellence/Project Impact</b>	<b>10</b>
<b>TOTAL</b>	<b>150</b>

**1. Demonstrated Need: (Maximum Points: "15")**

The category will be evaluated in terms of the documentation and justification of the need/opportunity for the program/project.

- Has articulated a rationale for the project related to the project’s purpose(s). The applicant should explain how the project will address the stated national objectives.
- Has determined the demand for the project. This should **include local data** to demonstrate the need.

**2. Program/Project Design: (Maximum Points: "10")**

The category will be evaluated in terms of the explanation of the design of the project/program and how the organization implements its activities.

- Has articulated the program activities clearly
- Has explained how strategies result in positive outcomes
- Has explained connection to City’s 2024-2028 Consolidated Plan priority needs and anti-poverty strategy
- Has used community or participant input in program design

**3. Proposed Outcomes: (Maximum Points: "15")**

The category will be evaluated in terms of the goals, objectives and activities planned to complete the activity, how beneficiaries are better off

- Intended outcomes respond to identified problems, needs, and community demand as determined by the applicant
- Project Goals, Objectives and Activities are achievable, measurable, time-limited, and clearly stated
- Project Goals, Objectives and Activities evidence the project’s value and facilitate the applicant’s organizational goals and objectives from Section 5

**4. Impact and Evaluation: (Maximum Points: "15")**

The category will be evaluated on the applicant’s ability to collect data to measure the outcomes of the activities and the project as a whole.

- Provides a clear plan to measure outcomes
- Demonstrates plan and capacity to collect data
- Demonstrates previous success in reaching targeted outcomes

**5. Experience/Organizational Capacity: (Maximum Points: "20")**

The category will be evaluated on the basis of the organization’s administrative and programmatic capacity to effectively carry out the project.

- Demonstrates capability, experience, and knowledge (i.e. managerial and technical) to implement the project. CEDO staff will provide a recommended score to the advisory board based on the organization’s past performance – if applicable
- Demonstrates commitment to address racial equity, inclusion, and belonging internally
- Proposed project matches mission of organization
- Describes program quality, staff qualifications, best practices, external evaluations and feedback
- Demonstrates success from past performance with grant funding

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**6. Proposed Low & Moderate Income Beneficiaries (Maximum Points: "10")**

The category will be evaluated on the basis of creating opportunities for disadvantaged groups of people.

- Describes low and moderate income target population
- Demonstrates a clear plan to reach a target low/moderate income population
- Will serve between 51-100% low/moderate population

**7. Commitment to Equity, Inclusion and Belonging: (Maximum Points: "15")**

The category will be evaluated on the basis of creating opportunities for disadvantaged groups of people.

- Demonstrates programs are accessible, equitable, inclusive and culturally appropriate
- Describes the steps taken to ensure the project/program addresses racial equity
- Addresses how the program will select and reach the target population

**8. Budget/Financial Feasibility: (Maximum Points: "20")**

The category will be evaluated by the applicant's ability to demonstrate their plans to deliver a financially sound project, utilize funds and manage them appropriately, and leverage sources of funds.

- Budget narrative describes how CDBG money will be used
- Budget reflects an understanding of the required costs to implement and maintain the project
- Documents a reasonable percentage of CDBG funding versus total project cost
- Documents a reasonable cost per beneficiary
- Documents ability to secure/leverage other sources of funding
- Demonstrates use of community resources
- Demonstrates the financial ability to fund the project until reimbursement
- Demonstrates a response to times of diminished resources
- Does not have a more appropriate source of funding

**9. Collaboration/ Efficiency: (Maximum Points: "12")**

The category will be evaluated by the collaborative and efficiency efforts demonstrated by the applicant.

- Demonstrates collaborative efforts with other programs and/or agencies to achieve outcomes
- Demonstrates efforts at becoming more efficient in achieving outcomes
- Program is not duplicative in the community

**10. Sustainability: (Maximum Points: "8")**

The category will be evaluated on the basis of the applicant's ability to sustain the program/project and its benefits for the City of Burlington.

- Demonstrates long-term, community value to the City of Burlington
- Demonstrates ability to continue project beyond this round of CDBG funding or scale project to funding
- Is sustainable over time and/or will have sustainable results

**11. Overall Impression of Application Excellence/Project Impact (Maximum Points: "10")**

The category will be evaluated based upon each CDBG Advisory Board member's analysis of both the application and the program/project's impact on the City and its residents

- Demonstrates a well written, thorough and thoughtful application; all questions are addressed
- Agency provides a necessary program/project to City and recipients; impact is critical to the City

**VI. Eligibility Requirements**

Applications for CDBG funding must meet the requirements of **both** Section A (relating to national objectives) **and** Section B (relating to eligible activities) below. These are Federal requirements prescribed by the Housing and Community Development Act of 1974, as amended, and by the implementing Federal regulations at 24 CFR Part 570.

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**A. Threshold Criteria – National Objectives**

In order for a project to be funded with CDBG funds, it must meet one of the following three national objectives:

- 1. Benefits low- and moderate-income persons** as per the guidelines established by the U.S. Department of Housing and Urban Development. Locally, the primary use of CDBG funds is for services and programs for low- and moderate-income persons. In order to be eligible, the project must either serve a low- and moderate-income geographic area or it must benefit low- and moderate-income persons directly (through serving a targeted population). A direct benefit to low- and moderate-income persons may come through services, housing, or jobs.

If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low- and moderate-income Burlington residents. You must keep records (i.e., intake form, application, self-certifications etc.) to verify the income by household size and the residence of those served by your project/program. Certain groups of people are presumed by HUD to be principally low/moderate income persons. Those groups include: abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census' definition of severely disabled persons, illiterate adults, persons living with AIDS, and migrant farm workers. If your program/project exclusively serves one of these groups, you may document the limited nature of your clientele without documenting actual client income.

"Low- and moderate-income" means a household whose income does not exceed 80% of the median family income for the area. The 2025 low- and moderate-income dollar guidelines are available at <https://www.burlingtonvt.gov/743/HUD-Income-Limits>. The 2026 low- and moderate-income dollar guidelines will be published in or around May 2026. Please call the CEDO office to obtain those guidelines or visit the CDBG [website](#).

- 2. Aids in the prevention or elimination of slums and blight.**

- 3. Meets other community development needs having a particular urgency** because existing conditions pose a serious and immediate threat to the health and welfare of the community and where other financial resources are not available to meet such needs.

If you are considering a project under either the "elimination of slums and blight" or the "urgency" objective, please contact CEDO prior to completing your application.

**B. Eligible Activities**

This section describes many of the activities which can be assisted with CDBG funds under the Federal regulations. There are a number of additional miscellaneous activities which may be eligible for funding. If you have a question about the eligibility of an activity for which you want to seek funding, please contact CEDO (Christine Curtis, [ccurtis@burlingtonvt.gov](mailto:ccurtis@burlingtonvt.gov)).

Eligible activities include:

1. Purchase, sale, lease or other disposition of real property.
2. Clearance, demolition and removal of buildings.
3. Rehabilitation of publicly or privately-owned residential property; commercial/industrial property (but if privately-owned, only for exterior improvements and correction of code violations); and nonresidential buildings and improvements owned by a nonprofit. Funding can be used for:
  - a. Labor, materials and other costs relating to rehabilitation.

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- b. Grants, loans, loan guarantees and other forms of assistance for financing rehabilitation.
- c. Loans for refinancing indebtedness.
- d. Improvements to increase the energy efficiency of buildings and/or the efficient use of water.
- e. Installing sprinkler systems, smoke detectors, deadbolt lock and other security devices.
- f. Connecting residential structures to water or sewer collection lines.
- g. Initial homeowner warranty premiums and hazard or flood insurance.
- h. Lead-based paint hazard evaluation and reduction.
- i. Rehabilitation services (counseling, energy auditing, preparation of work specifications, loan processing, inspections, etc.).
- j. Historic preservation.
- k. Converting a closed building from one use to another.
- l. Removal of architectural barriers to accommodate people with disabilities.

Funding cannot be used for costs of equipment, furnishings or other personal property, or for the labor costs for homeowners to rehabilitate their own property.

- 4. Relocation assistance to businesses, individuals, families, and non-profit organizations displaced by CDBG activities, and loss of rental income incurred in connection with the temporary relocation of displaced individuals and families.
- 5. Code enforcement.
- 6. Homeownership assistance.
- 7. Interim assistance either to alleviate an emergency condition or to cover limited, immediately needed improvements to a deteriorating area as a prelude to permanent improvements. These limited improvements can include special neighborhood cleanup campaigns.
- 8. Purchase, construction, reconstruction, rehabilitation or installation of public facilities and improvements. Public facilities include schools, libraries, and special needs shelter facilities (nursing homes, hospitals, domestic violence shelters, homeless shelters, halfway houses, group homes, emergency shelters). Public improvements include streets, sidewalks, curbs, parks, playgrounds, water and sewer lines, parking lots, and aesthetic amenities on public property (trees, sculptures, etc.).
  - a. A "public facility" may be owned and operated by a non-profit (i.e., senior centers, neighborhood centers) as long as it is open to the general public.
  - b. Buildings used primarily for the general conduct of government are ineligible.
  - c. Flood and drainage facilities and parks established as a result of reclamation of land near a river are ineligible unless certain requirements are met.
  - d. CDBG funds cannot be used to operate or maintain public facilities/improvements.
  - e. CDBG funds cannot be used to buy construction equipment, to buy furnishings or other personal items, or for new construction of public housing.
- 9. Public services are limited to Affordable Housing, Addressing Homelessness, Economic Development, and Community Services and Safety projects. If you have a question about what category your program falls into, please contact CEDO.
  - a. Grants for public services may not exceed 15% of the City's total annual CDBG appropriation.

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- b. CDBG funds cannot be substituted for recent City or State funds supporting public services. The service must be a new service or a "quantifiable increase in the level of service".
  - c. Ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities or other income payments are **not** eligible activities.
10. Special economic development activities, including:
    - a. Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and improvements.
    - b. Grants, loans, loan guarantees, interest supplements, and technical assistance to private, for-profit businesses.
    - c. Economic development services including outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of necessary agreements; management of assisted activities; and screening, training, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities.
  11. Microenterprise assistance in the form of loans, grants, technical assistance and general business support services.
  12. Grants or loans to any qualified Community-Based Development Organization (CBDO) to carry out a neighborhood revitalization, community economic development, or energy conservation project. For a description of eligible CBDO's and activities, please contact CEDO.

**C. Ineligible Activities**

The general rule is that any activity which is not specifically authorized above is ineligible for CDBG funding. There are also some activities which are specifically identified in the Federal regulations as categorically ineligible. These activities cannot be assisted with CDBG funds under any circumstances:

1. Buildings or portions thereof, used predominantly for the general conduct of government, including city halls, jails, police stations, courthouses, and other state and local government buildings. (This does not include removal of architectural barriers or land acquisition costs).
2. General government expenses.
3. Political activities.
4. The following activities are generally ineligible unless authorized as a Special Economic Development Activity or when carried out by a Community-Based Development Organization:
  - a. Purchase of equipment.
  - b. Operating or maintaining public facilities (streets, parks, playgrounds, water and sewer facilities, parking, neighborhood centers, and similar public facilities).
  - c. New housing construction (with certain exceptions).
  - d. Income payments.

**VII. Additional Considerations**

CDBG funding is on a reimbursement basis only. Your agency must pay for goods or services prior to requesting CDBG funds from CEDO. You cannot request reimbursement for expenses incurred prior to July 1, 2026.

Your accounting records must adequately identify the use of CDBG funds. Generally, this means you

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must separately account for CDBG funds in your financial recordkeeping. For example, if you use CDBG funds to pay for part of your rent, or part of a staff member's salary, you should have a separate expense code, as well as a separate revenue code, specifically for CDBG. If a staff member spends time on both a program that is CDBG-funded as well as a non-CDBG-funded program, that staff person must have timesheets showing the division of time spent on the CDBG-funded program vs. the time spent on different programs which are not funded by CDBG. The timecards submitted as backup should include a narrative that captures the nature of the work completed for the CDBG program and differentiate work completed for other non-CDBG funded activities. Backup documentation will be required in order to receive reimbursement. This will include payroll and beneficiary records.

If your project involves physical alterations or construction, it will require an environmental review before you can begin incurring costs to be reimbursed with CDBG funds. It may also be subject to Davis-Bacon wage and/or other special labor-related requirements. You must consult with CEDO on these requirements **before** the project begins.

**Instructions on how to fill out the CDBG application are attached.**

**Attachment: Instructions for Filling out CDBG Application Form**

**Application (limited to 12 pages including cover page)**

**I. Demonstrated Need/Project Narrative:**

1. Should address the following points and use local data to demonstrate need:
  - What are the community needs being addressed;
  - One or two sentences to describe the program in general;
  - How the program CDBG meets national objectives; and
  - How it will address identified needs.

**II. Program/Project Design –** Should address the following:

1. Describe the program in detail; assume the reader is not familiar with your program
2. Describe how the program will operate, highlight why the program is designed as it is
3. How the program contributes to the City’s priority needs and anti-poverty strategy in Burlington’s 2024-2028 Consolidated Plan
4. Self-explanatory

**III. Proposed Outcomes:**

1. How are beneficiaries better off – what are your intended outcomes
2. **List Goals/Objectives and Expected Outcomes** - Only list the CDBG-funded services to be offered. You may want to create a table or a list. A goal/objective should be tied to CDBG objectives. Activities would be what your organization proposes to do, and outcomes would include the specific changes to a number of people served (as an example). These should be specific, measurable, achievable, realistic and time-related.

	<b>Activity Funded</b>	<b>Outcomes</b>
Suitable living environment for the very low income	Ex.:Case Management for homeless - 1.5 Case Managers	100 families will be placed in shelter / other emergency housing 60 families will be placed in transitional / permanent housing 45 family members will get jobs
Decent housing for low/moderate income families	Ex.:Rehab XYZ Housing Project - Soft costs (development and financial staff, legal services, permits, architects)	80 affordable housing units will be renovated to improve living conditions
Create economic opportunities	Ex.:Entrepreneurial Training - 2 classes, each lasting 6 weeks	6 people will start a business within a year 6 people will be able to maintain and/or grow their existing business

#### **IV. Impact/Evaluation**

1. How people benefit from the program; intended outcomes
2. Previous year's goals (Attachment A) and outcomes/activities as reported in final CDBG report (Attachment C) for current CDBG grantees. Non-grantees should report goals and outcomes.

#### **V. Experience/Organizational Capacity**

1. Self-explanatory
2. How well do you do what you do: include staff qualifications, best practices, feedback, awards
3. Internal cultural competence for staff and board – list trainings, seminars, diversity on staff and board, participation in ongoing diversity programs. List specific examples of new commitments that have been made to address racial equity, inclusion, and belonging internally in the year ahead.
- 4-5. Self-explanatory

#### **VI. Proposed Low & Moderate Income Beneficiaries**

1. If your program exclusively serves one of HUD's recognized categories of persons check the applicable box.
  - Does your specific activity or project serve the population experiencing homelessness? If yes, indicate if your organization/entity is partnered with the Chittenden County Continuum of Care and participates in the Coordinated Entry system.
2. a. Estimate, by income, the number of unduplicated Burlington persons you hope to serve for the total grant period (7/1/2026 – 6/30/2027)  
b. Certify readiness to implement documentation system for Limited Clientele

#### **VII. Commitment to Equity, Inclusion and Belonging**

1. Describe the population you expect to serve by age, gender, income, location and how you reach your target population, how you select them
2. Explain how your program is accessible to all. Discuss ways that you make certain your services are inclusive and culturally sensitive including translation and outreach to diverse populations.

### VIII. Budget/Financial Feasibility

Use this section to explain how your CDBG funding request fits within the present and future funding framework of your organization and how you will leverage other resources with CDBG funds.

1. **Budget Narrative:** Describe how you will spend CDBG funds.
2. **If you plan to pay for staff salaries with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project/Program Design.**

a.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
Ex.: Case management for homeless families	Case manager	Meet regularly with clients, prepare individual service plans, collect data, prepare reports	40	100%
Ex.: Financial education	Program Manager	Develop curriculum, recruit students, teach classes, meet with clients, collect data	25	50%
Ex.: XYZ Housing Project	Developer	Develop pro formas, hire architects, obtain permits, historic preservation, bid and manage contracts, relocate tenants	40	20%
Ex.: XYZ Housing Project	Financial staff	Process payroll and invoices, prepare draw downs and reports, audit	Varies week to week, 5 on average	25%
Ex.: Access Modifications	Program Manager	Interview clients, prepare grant agreements, ensure compliance with historic preservation and other environmental review, Davis Bacon, lead safety requirements, help with city permitting and contractors	Varies week to week, 10 on average	100%
Ex.: Entrepreneurial Training	Program Manager	Develop curriculum, recruit students, collect applications & data	35	100%
Ex.: Entrepreneurial Training	Teachers	Teach classes	10	100%

b. Certify that your organization understands the timesheet requirements and has the ability to implement a compliant timekeeping system by the grant start date.

3. **Program/Project Budget** – include line items paid by CDBG and other funds.
4. **Funding Sources:** Provide specific information about funding sources (i.e., the agency/entity and the program/activity which are the source of the funds).

**Project:** The activity(ies) for which CDBG funds will be used. CDBG funds could be used to pay for all or part of the activity(ies). Include **all** project funding sources, current and projected.

**Agency:** The *entire* agency, as incorporated as a non-profit agency. (City departments should consider themselves as agencies.) Include the **entire** agency budget, not just for this project.

**Current:** The year in which you are *now* operating -- your current budget.

**Projected:** Your budget for next year. **This includes your 2026 CDBG request** as well as your requested or projected funding from other sources.

5. Calculate the % of CDBG funds proposed to the total cost of project.
6. Calculate the total cost per beneficiary/cost for CDBG beneficiary
- 7-8. Self-explanatory

**IX. Collaboration/Efficiency**

1. Share how your agency collaborates with other programs or agencies to achieve outcomes.
2. Identify identical or similar local programs and explain how your project/program collaborates rather than duplicates services.
3. Describe ways your agency has become more efficient in managing your program or reaching outcomes.

**X. Sustainability**

1. Describe how your program/project contributes to the community long-term.
2. Explain how you will fund this project in future years or in the absence of CDBG funding. How are you ensuring the sustainability of the project/program and the benefit to the community?
3. Explain how you will scale the project or program if not fully funded.

**Additional Information**

Your completed application (excluding the Construction Attachment, and/or Scope of Work) cannot exceed **twelve (12)** pages (including cover page) **with 12 point font**. You can re-adjust the spacing of the questions, but the entire application, must still meet the twelve-page limit. ***Attached material, other than what has been listed already, will be removed and discarded***

**Certification:** note that the certification page of application ***must*** be signed.

**Other Required Attachments to Include with Application:**

1. **Conflict of Interest** In order to ensure compliance with federal and local conflict of interest proscriptions, applicants must complete and submit **one (1)** signed original of the attached Conflict of Interest statement.
2. **List of current Board of Directors**, as applicable, must be provided.
3. **IRS 501(c)(3) tax exemption letter**, if applicable, must be provided.

**Construction Attachments (if applicable)**– applications for construction projects are not complete without a draft scope of work and a completed Construction Attachment. (Please request this attachment if you are applying for a construction project)

# A Report on Increasing Burlington Housing Trust Fund Annual Revenue

Prepared by the Community & Economic Development Office

*May 15, 2025*

DRAFT

## Introduction

The Burlington Housing Trust Fund (BHTF) provides grants and loans for the promotion, retention, and creation of long-term affordable housing within the city. Funds support the creation and rehabilitation of homes for households with limited financial resources, and the capacity of non-profit organizations who create or preserve affordable housing.

On February 10, 2025 the City Council of the City of Burlington adopted a resolution requesting the Community & Economic Development Office (CEDO), in collaboration with the City's Chief Administrative Officer, Assessor's Office, and other city staff identify ways in which the money dedicated to the Burlington Housing Trust Fund could increase by at least \$1 million annually.

## History and Purpose

The Burlington Housing Trust Fund (BHTF) was established for the promotion, retention, and creation of long-term affordable housing for very low, low, and moderate income households. BHTF funds may be used for the retention or creation of affordable housing (project funding) or to support the operations of non-profit organizations who are creating or preserving affordable housing (capacity funding).

On June 27, 1988, the Burlington City Council approved an ordinance (Chapter 18 Article VI in the City of Burlington's Code of Ordinances) creating the BHTF. The idea of a Housing Trust Fund had initially been proposed, four years prior, by the City's Community & Economic Development Office (CEDO). The BHTF made its first disbursement in November of 1989. A full history of the inception of the Burlington Housing Trust Fund is captured in a 2020 report entitled [Ten-Year Report for the Burlington Housing Trust Fund](#).

Non-profit corporations, municipal corporations, limited equity housing cooperatives, for-profit corporations, partnerships, and individuals are eligible to apply for project funding.

Capacity grants are made for the staffing, training, planning, fundraising, and ongoing operations of non-profit organizations creating or preserving housing for very low, low, and moderate-income households.

At least 50% of BHTF funds is expended on affordable housing projects – the creation of new affordable housing, restoration of existing affordable housing or the transformation of existing market-rate housing to affordable housing. Up to 35% of funds can be distributed as capacity grants to nonprofits who are creating or preserving affordable housing. Up to 15% of the funds can be expended on the City's Community & Economic Development Office's (CEDO) operation of the trust fund and activities within CEDO that directly benefit the housing needs of households with very low and low incomes.

The majority of BHTF funding has assisted the City's nonprofit housing organizations in building affordable housing.

The Burlington Housing Trust Fund is a restricted municipal account, established outside of the general budget. Created to provide grants and loans for the preservation and development of low-income housing, any assets it receives do not revert to the General Fund at the end of the fiscal year. In cities across the country, housing trust funds are administered either by an established city agency or by an independent board of trustees.

Funding for a housing trust fund can come through dedicated income streams, such as repayments of loans, property taxes, or property transfer taxes; impact fees; sale of city property, the sale of height or density bonuses, and payments in lieu of actual production of housing units through linkage programs; inclusionary zoning; or demolition/replacement programs. Details on how the Burlington Housing Trust Fund is funded are provided below.

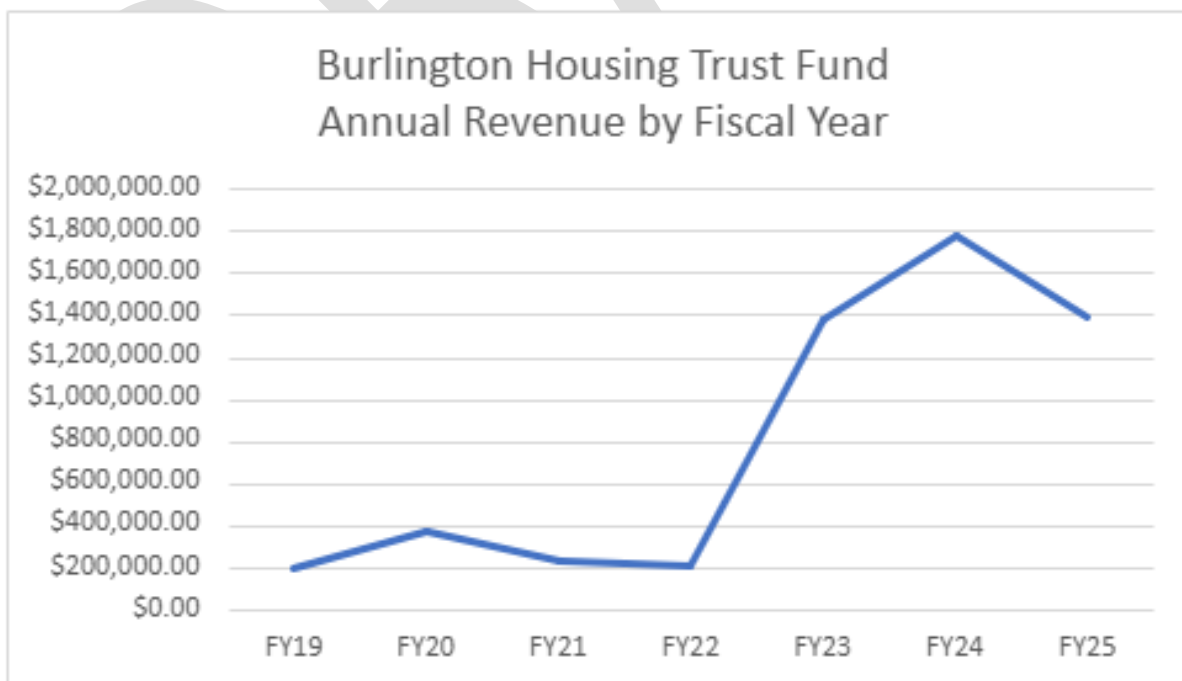
## Sources of Funding

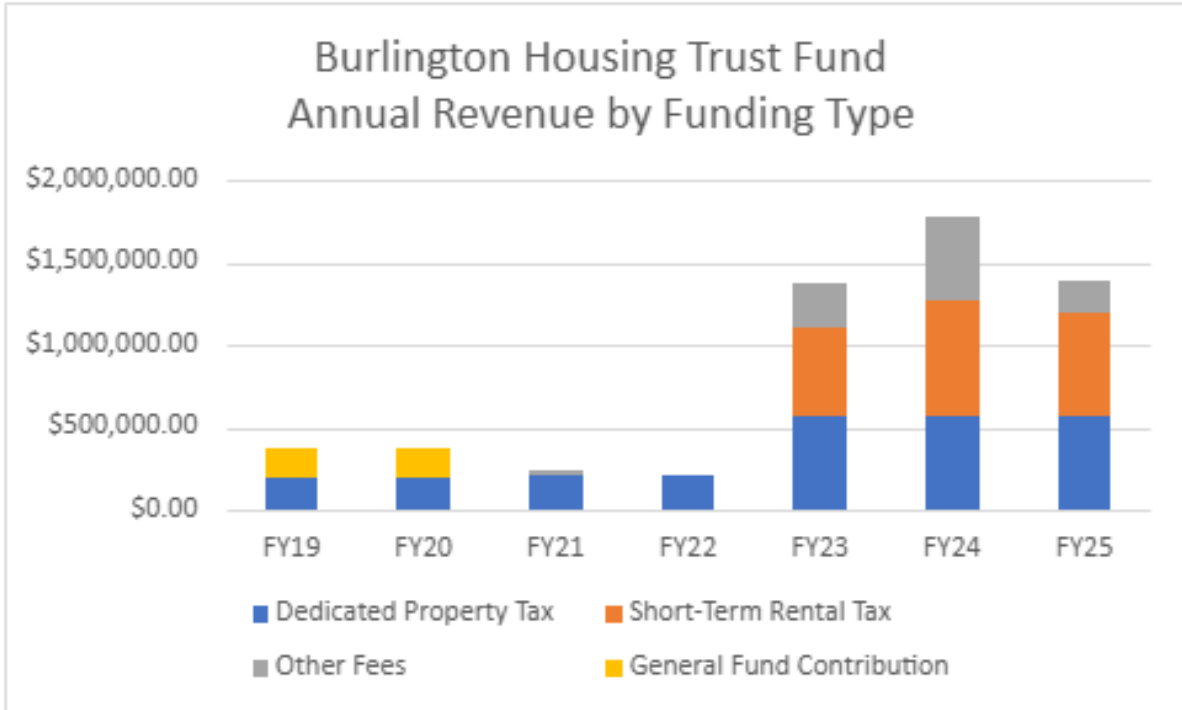
The Burlington Housing Trust Fund is a special revenue account that is separate from the City’s general account. Revenue is generated through a dedicated property tax of one cent per hundred dollars (\$.01 per \$100.00) of assessed property value, Inclusionary Zoning payment in-lieu for projects that opt to pay a one-time fee to meet requirements rather than including affordable units in a project, a dedicated tax on short-term rental properties, some impact fees, fees charged for the conversion of rental properties to condominiums, donations, and any other revenues that may be specifically dedicated to the Housing Trust Fund (this could come through an update to the City Charter, an ordinance, or by direction of the City Council).

The revenue for the Burlington Housing Trust Fund will vary annually – in the 2000s annual revenues rarely exceeded \$250,000. With the implementation of the short-term rental tax and a significant number of payments-in-lieu from the inclusionary zoning ordinance, BHTF annual revenue has exceeded \$1,000,000 in recent years.

Burlington Housing Trust Fund FY25 Revenue	
Funding Source	FY25 Revenue
Dedicated Tax	\$563,316
Short-Term Rental Tax*	\$640,000
Inclusionary Zoning Payment-in-lieu	\$140,000
Conversion of rental property to ownership	\$48,400
Replacement Housing Fee	\$1,186
<b>Total Anticipated 2025 Revenue</b>	<b>\$1,392,902.23</b>

*\*Estimate based on revenue to date*





## Funding Prioritization

Funding prioritization is determined by the BHTF ordinance. As noted above funds *must* be expended on affordable housing projects making this the priority for the funding; funds may also be expended on capacity grants for local non-profits and CEDO’s work administering the funds and activities that directly benefit the housing needs of households with very low and low incomes. Project funding for the acquisition, construction, rehabilitation and/or financing of housing units is prioritized by projects that guarantee:

1. Perpetual affordability of units for very low, low, or moderate income households
2. A term of affordability for very low, low, or moderate income households between ten to forty years with the eventual recapture and return of funds to BHTF.

## Grants and Awards

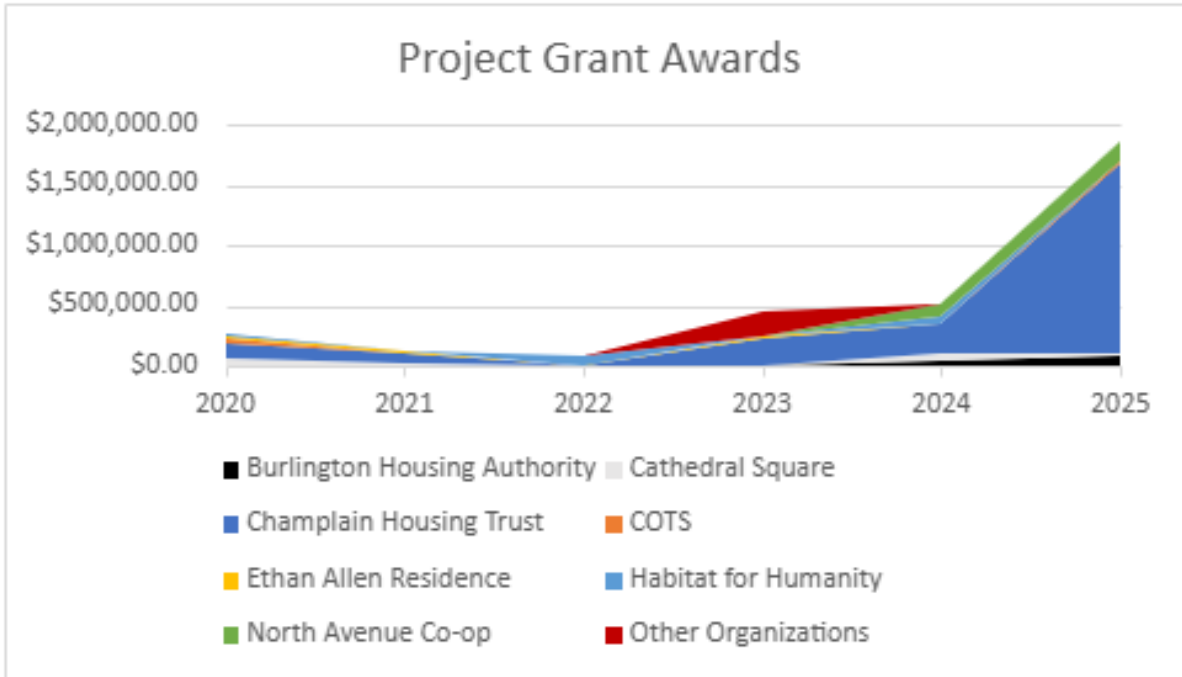
By ordinance, BHTF funding decisions are made through the Housing Trust Fund Administrative Committee. This committee is composed of the Chair of the Community Development and Neighborhood Revitalization (CDNR) Committee, CEDO Director, and an appointee of the mayor; the CEDO Director also serves as the Housing Trust Fund Manager.

CEDO solicits applications for the BHTF awards through an annual request for proposals that is usually posted in the fall and sent via email to previous applicants, community partners, and anyone who has indicated interest in the funding.

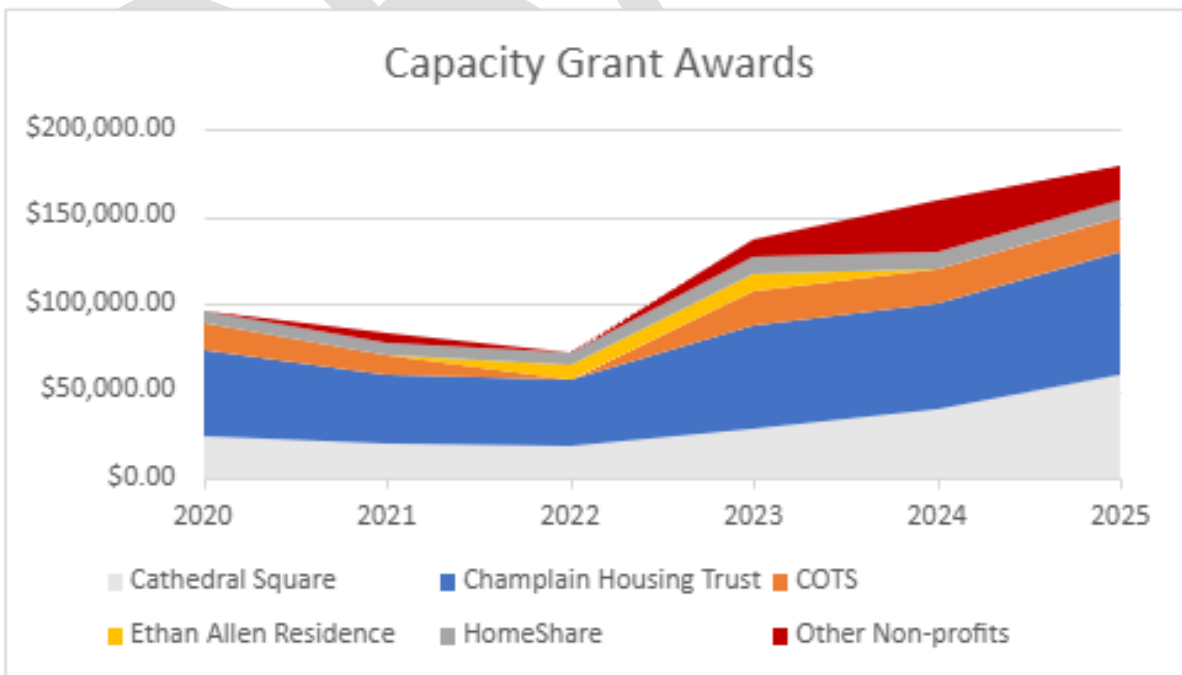
Applications are collected and scored using a matrix developed by the administrative committee that includes prioritizations from the ordinance. Committee members review applications and scoring matrices and meet at a public meeting held at City Hall and online. Applicants are encouraged to join the meeting to answer questions from committee members and/or elaborate on their projects.

Awards may be granted at requested funding levels or decreased depending on fund availability and the prioritization process.

Project applications have ranged from several thousand dollars to assist with repairs to existing units to more than \$1 million to support a large multi-unit building in the City.



Capacity grants are prioritized to organizations that are engaged in the construction of new affordable housing. Capacity grants for programs or organizations not engaged in the construction of new housing is currently limited to \$10,000 per year.

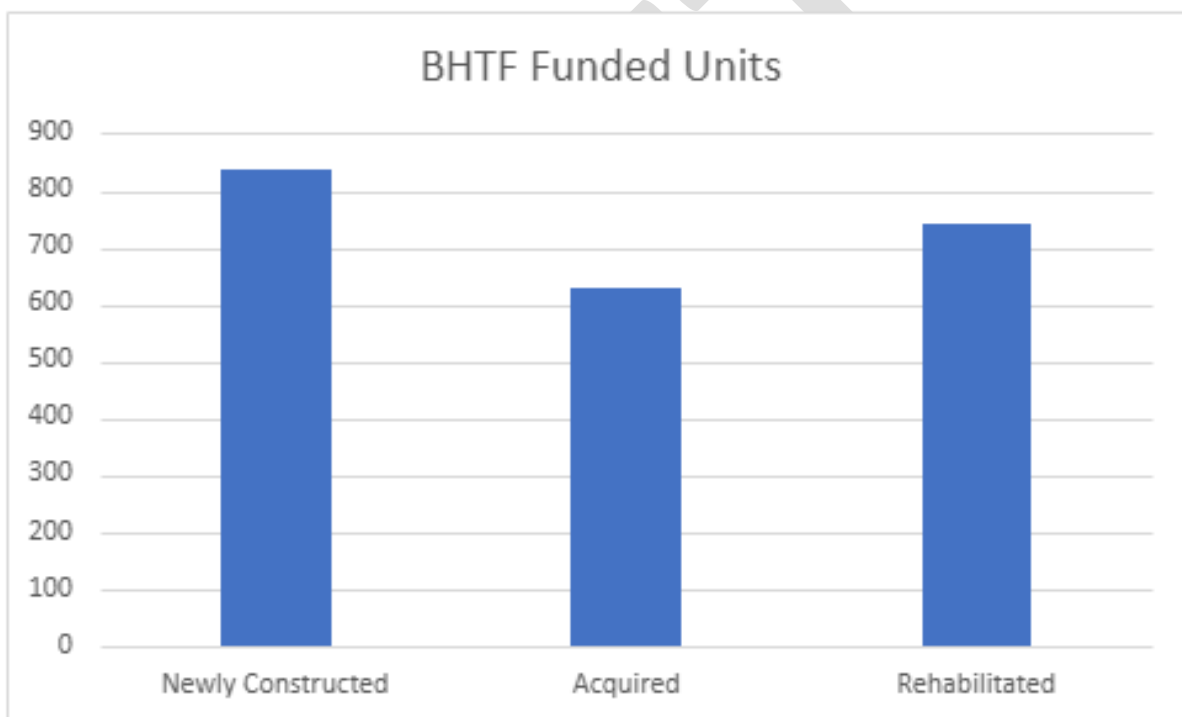


## Impact

Since its creation in 1989, the Burlington Housing Trust Fund has provided financial assistance to **more than 2200 units**. This means that one out of every ten housing units in Burlington has been supported by the BHTF



Burlington Housing Trust Fund monies have been awarded to a variety of non-profit and affordable housing developers within the City. The majority of project funds have supported the construction of new units (838 units); BHTF grants have also created affordable units through the acquisition of market rate or at-risk units within the City (630 units) and BHTF has funded the rehabilitation of 743 units in Burlington.



In the last 30 years BHTF has supported a variety of housing projects throughout the city. A small sample of the projects supported by the BHTF includes:

Transitioning Northgate Apartments to an affordable resident-owned rental housing community (ensuring the units were not sold as condominiums market-rate prices)



Supporting the creation of 11 Green Mountain Habitat for Humanity homes in Burlington



Providing funding for large multi-unit buildings such as the project currently under construction on South Winooski Avenue at the former VFW site



## Limitations and Concerns

Despite the demonstrated value and benefits to the community of the BHTF, there are concerns about its future and the future of affordable housing development in Burlington. In particular, the future of federal funds, which many projects supported by the BHTF leverage, is uncertain and BHTF housing revenue is increasingly in flux.

At this time, many federal programs that provide financial assistance for affordable housing are at risk of elimination or significant cuts. Many projects supported by BHTF rely on federal funds to cover a large proportion of their costs. In the absence of these federal funds, the City would be unable to sustain the current pace of affordable housing development without significant replacement funding.

In terms of BHTF revenue specifically, two major sources – the short-term rental tax and the Inclusionary Zoning payment-in-lieu fee – are in flux. Since 2023 the City of Burlington has [collected taxes from short-term rentals and has only allowed short-term rentals in properties that are owner-occupied or have an affordable unit on site](#). Income from the short-term rental tax generated more than \$700,000 in housing trust fund revenue in fiscal year (FY) 2024 and is anticipated to generate around \$600,000 in FY2025 (total short-term rental tax collected in FY2024 was more than \$900,000 and \$800,000 is anticipated in FY2025; the remaining portion of the tax \*\*\*). Although it is difficult to predict future revenue, this source has trended downwards since the city started collecting the tax (averaging \$10,000 less a month in revenue for BHTF). If this trend continues, this would represent a substantial loss in BHTF revenue.

Another major source of BHTF revenue is the Inclusionary Zoning payment-in-lieu (PIL) fee. Developments subject to the Inclusionary Zoning ordinance, which requires the inclusion of affordable units in new construction, can opt to pay a fee – the PIL – instead of constructing the units. Currently, fees range from \$35,000 to \$85,000, depending on the total number of units constructed. These figures are out of line with market construction costs – recent affordable housing projects have had development costs of approximately \$500,000 per unit. An increase in the City’s payment-in-lieu fees is anticipated in the coming year. The impact this might have on BHTF revenue is uncertain. Although higher fees may result in increased BHTF revenue, it is also possible that developers would opt to construct the units, rather than to pay the higher fees. This would increase the number of Inclusionary Zoning units constructed in the city, but would reduce the revenue collected by the BHTF from PIL fees.

In summary, funding for affordable housing development in Burlington is increasingly uncertain. At the same time, the need for affordable housing is ever greater. Housing remains unaffordable to many residing in Burlington, and the rental and housing market is inaccessible to others who would like to live in the city. In 2023, 25% of Burlington households were cost-burdened, meaning they expend between 30-49% of their income on housing, and an additional 19% were severely cost-burdened, meaning they spend over 50% of their income on housing. Among renters, these figures rise to 31% and 24%, respectively (source: U.S. Census Bureau American Community Survey 5-year estimates). Among low-moderate income (LMI) renters (i.e., those earning below 80% of Area Median Income (AMI)), these numbers are starker: 48% of LMI renters are cost-burdened and 76% of renter households earning below 30% of AMI are cost-burdened or severely cost-burdened (source: 2013-2017 CHAS).

## Menu of HTF Revenue Options

Housing Trust Funds are found throughout the country at state, county and local levels. In preparing this report, data was gathered by reviewing information from the Housing Trust Fund Project (a national resource for Housing Trust Funds throughout the county), researching other housing trust funds and municipalities and discussions with local experts and advocates who have been championing and supporting Burlington’s Housing Trust Fund and other affordable housing initiatives. While there are many possibilities for increasing revenue and support for BHTF, this report highlights six specific options that best aligned with the committee’s directive. These options create new revenue through progressive-taxation or tourists visiting the city and are revenue neutral on their impact to property taxpayers.

Option	Steps to Implement	Potential Revenue	Other Notes
Property transfer tax	<ol style="list-style-type: none"> <li>1. City Council resolution for question on ballot</li> <li>2. Approval from voters</li> <li>3. State legislative approval</li> <li>4. Gubernatorial approval</li> </ol>	\$1 million + annually	Would create a Consistent revenue stream based on sales of properties within City
Transfer previously exempt municipal property tax to HTF when no longer exempt	<ol style="list-style-type: none"> <li>1. City Council ordinance</li> </ol>	\$1.5 million + annually	Minimal impact on current property tax system. Methodology for tracking would be developed by CEDO and Tax Assessors office.
Increase the creation of new units for short-term rental	<ol style="list-style-type: none"> <li>1. City Council resolution</li> </ol>	\$250,000 annually (STR increased 50%)	Creates additional housing units Time-limited
Interest from unexpended BHTF collected and reinvested in BHTF	<ol style="list-style-type: none"> <li>1. City Council resolution</li> </ol>	<i>TBD – likely thousands (not \$1 million)</i>	Still determining potential revenue and value.
Higher tax-rate for non-homestead residential properties	<i>Requires changes to the state’s property classification system</i>	<i>TBD – depends on the rate charged</i>	The state is exploring classification system changes, but this would not be implantable at this time.
City income tax on individuals	<i>Requires changes to state law</i>	<i>TBD – depends on the rate charged</i>	Not possible at this time

### Initiate a local property transfer tax

A property transfer tax is a tax on the transfer of title to real property. The State of Vermont has a property transfer tax that is variable among principal and non-principal residences. The state property transfer tax includes a special tax rate (and clean water surcharge exemption) for the first \$200,000 of value paid for a principal residence. A large proportion of the state property transfer tax is allocated to Vermont Housing and Conservation Board, which supports affordable housing development statewide.

To initiate a local property transfer tax, the City of Burlington City Council would adopt a resolution adding the question to the ballot for voters. If the voters supported the transfer tax it would then go to state legislators for approval and would also require gubernatorial sign-off.

Based on 2024 property sales a City Property Transfer Tax of 1.5% on sold property values above \$500,000 would result in \$1,000,000 in revenue. The median sale price for single-family homes in Burlington in the last 16 months (1/1/24 - 4/30/25) was \$499,000. See below options for the implementation of a local property transfer tax:

#### #1 Flat Rate Property Transfer Tax

Based on 2024 property sales, the charts below show the revenue for a marginal property transfer tax at 1% or 1.5%. The tax percentage stays consistent for all sale prices AND the tax only applies to the portion of the property sale above the marginal tax value.

Tax Percentage	Marginal Tax Above	City Revenue
1%	\$300,000	\$1.3 Million
1%	\$500,000	\$770,300
1%	\$550,000	\$684,300

Tax Percentage	Marginal Tax Above	City Revenue
1.5%	\$300,000	\$1.9 Million
1.5%	\$500,000	\$1.2 Million
1.5%	\$550,000	\$1 Million

#### #2 Modified Progressive Property Transfer Tax

The charts below show the revenue for a tax rate that increases based on the sale price of the property, the revenue that would have been generated for the city based on the values of properties sold in recent years, and the proposed tax expense per property by sales price.

Tax Percentage	Sale Amount
0%	<\$200,000
.5%	\$200,001-\$500,000
1.5%	>\$500,000

Sales Year	City Revenue
2022	\$1.69 million
2023	\$1.37 million
2024	\$1.74 million

Property Value	Proposed Tax
\$250,000	\$250
\$500,000	\$1,500
\$750,000	\$5,250

#### #3 Progressive tax rate at 50% of State Property Transfer Tax

Transfer Tax Percentage	Sale Amount
0%	<\$200,000
.5%	\$200,001-\$400,000
1%	\$400,001-\$600,000
1.5%	\$600,001-\$800,000
2%	>\$800,000

Revenue generated:

Year	City Revenue
2022	\$1.91 million
2023	\$1.57 million
2024	\$2.04 million

Tax Burden by Property Value:

Value	Proposed Transfer Tax
\$250,000	\$250
\$500,000	\$2,000
\$750,000	\$5,250
\$1,000,000	\$10,000

## Property Taxes for Formerly Exempt Properties Given to Housing Trust Fund

Within the City of Burlington are multiple properties that are eligible for property tax exemption. In some jurisdictions, the net new revenue from tax-exempt properties converting to a taxable use is dedicated to the Housing Trust Fund. The rationale is that these new revenues are a “windfall” that were not assumed to be part of the municipal budget and so therefore can be allocated to a Housing Trust Fund. Below is a table of properties that currently have tax-exempt status and the possible new tax revenue generated if these properties were changed to multi-unit residential properties. Most of these properties are within the [Downtown Tax Increment Financing district](#) so the income generated by these properties would be available for Fiscal Year 2036 and beyond. These calculations are based on:

1. Properties that are exempt, but are currently for sale or exploring uses that would be taxable
2. The number of potential units at a property
3. An average value of \$400,000 per new unit (based on current assessed values of a single unit)
4. Multiplied by \$4,248.44 – an average per-unit tax rate from four large multi-unit properties constructed in Burlington in the last fifteen years.

Potential Properties	Potential Units	Expected value (calculated at \$400,000/unit)	Possible New Municipal Tax Revenue	End of TIF
176 South Winooski	38	\$15,200,000.00	\$56,504.22	6/30/35
266 College St.	79	\$31,600,000.00	\$117,469.31	6/30/35
108 Cherry St.	200	\$80,000,000.00	\$297,390.65	6/30/35
20 Pine St.	250	\$100,000,000.00	\$371,738.31	6/30/35
2 Cherry St.	100	\$40,000,000.00	\$148,695.33	6/30/35
St. Mark's	200	\$80,000,000.00	\$297,390.65	n/a
Memorial Auditorium	300	\$120,000,000.00	\$446,085.98	6/30/35

**Total: \$1,735,274.44**

## Short-term Rental Creation

Burlington needs more housing. While several large-scale multi-unit projects are underway and in the planning stages smaller scale development (10-units or less) is limited. Despite recent changes to zoning that allows for multiple units on all properties and multiple freestanding structures very few projects have come into fruition. An option for creating additional units in the city and increasing BHTF revenue could be a time-limited exemption to components of the short-term rental ordinance for **newly created housing only**. Specifically placing a time-limited exemption to the owner-occupancy requirements for newly created housing to allow a proportion (1-unit or 20%, whichever is greater) of new housing units to be rented as short-term rentals for a finite period of time (perhaps 5, 10 or 15 years). It is difficult to know how much funds could be generated by this exemption, but a 50% increase in the number of short-term-rentals within the city would generate an additional \$250,000 a year

## Add the interest generated by unexpended BHTF monies into BHTF

On any given day BHTF has a balance of funds from newly received revenues and committed, but not yet disbursed, awards. While some projects request grant funds quickly, it is common for larger renovation or development projects to take several years before completion and funds to be fully drawn down

(although the projects cannot start and receive their main funding without the guarantee of BHTF and other funds).

While generated interest would not create the requested \$1 Million annually, it may generate thousands or tens of thousands of dollars in interest. An approximation of potential interest income is in-process.

### Higher Tax Rate on Non-Homestead Residential Properties

A future possibility for increasing BHTF revenue is a higher tax rate for non-homestead residential properties in the city – this would include second homes, vacation homes, homes occupied seasonally, etc. Vermont’s current property tax system only has two categories – primary residence and non-homestead everything else. The state is exploring more categories and this could allow the city to tax non-homestead residential properties at a higher rate.

### Local income Tax

Another future possibility for increasing BHTF revenue is a local income tax. This is currently not an option in Vermont, but several locales utilize income tax to support funding for their affordable housing and support services. In 2020 the city of Portland Oregon started taxing personal income above \$125,000 at 1% (\$200,000 for a couple) and also collects a 1% business income tax on net income for businesses with gross receipts above \$5 million. In Seattle Washington voters approved a 5% tax in 2023 for any Seattle-based employee with annual compensation exceeding \$1 million.



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## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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TO: City Council Community Development & Neighborhood Revitalization Committee

FROM: Brian Pine, CEDO Director  
Rebeka Lawrence-Gomez, Housing Programs Manager

DATE: May 19, 2025

RE: Report on Increasing Burlington Housing Trust Fund Annual Revenue

This memo is intended as a preface to the above-captioned report prepared by CEDO.

On February 10, 2025, the City Council adopted a resolution tasking the Community & Economic Development Office (CEDO), in collaboration with the City's Chief Administrative Officer, Assessor's Office, and other city staff, to identify pathways to increase the money dedicated to the Burlington Housing Trust Fund by at least \$1 million annually.

While Burlington has pioneered the use of a Housing Trust Fund at the local level for perpetually affordable housing since 1990, HTFs are found throughout the country at state, county and local levels. In preparing this report, data was gathered by reviewing information from the Housing Trust Fund Project (a national resource for Housing Trust Funds throughout the country), researching other housing trust funds and municipalities, and discussions with local experts and advocates who have been championing and supporting Burlington's Housing Trust Fund and other affordable housing initiatives.

While there are many possibilities for increasing revenue and support for BHTF, this report highlights six options that we believe are best aligned with the directive of the Council Resolution. The options offered in this report are intended to offer potential pathways to increase the BHTF by \$1M, but we are not making recommendations about the advisability and suitability for each option. Once the Council decides which options to pursue, the CEDO team will assist in taking a deeper dive in the process of bringing forward the preferred option(s).

The Council resolution called for offering a variety of pathways to increase BHTF revenue guided by the following policy objectives:

- Generate new revenue only through progressive-taxation, meaning that those residents and businesses with the highest incomes and largest amount of wealth pay more than Burlington's working and middle class; and
- Revenue may also be generated from tourists visiting our city; and

- Be revenue-neutral in relation to their impact on property taxpayers.

The six options that are discussed in the attached report form the basis of ways to enhance the BHTF revenue in a manner that is consistent with the above-referenced goals of the Council resolution. The report focuses on the following options:

1. Property transfer tax
2. Transfer net new revenue when a tax-exempt property is converted to a taxable use
3. Increase the creation of new units for short-term rental as a means of generating new HTF revenue
4. Dedicate the interest income earned on BHTF funds back into the BHTF
5. Higher tax-rate for non-homestead residential properties
6. Levy taxes from businesses for individual compensation of more than \$1M

For 35 years the Burlington Housing Trust Fund has supported the creation, retention and rehabilitation of affordable homes in the city. One in ten Burlington homes have benefited from this resource. New revenue sources have multiplied the BHTF in recent years increasing its impact and benefits to the community. Exploring options to expand BHTF offers additional resources to leverage other public and private funding so badly needed to advance the City's ongoing commitment to affordable housing.