List of Exhibits

1 List of Advisory Committee members
2 Letter to Institute for Community Economics (ICE) requesting project concept feedback
3 Letter of response from ICE
4 Letter (1st) to the Vermont Housing & Conservation Board (VHCB) requesting project funding
5 CED project contract & updates - 2/20/93 & 4/17/93
6 Letter of response from VHCB re: funding request
7 Spring/Summer 1993 BCLT newsletter: homebuyer workshop ad
8 Homebuyer workshop flyer
9 HOMELAND Program brochure
10 Letter to Vermont Housing Finance Agency (VHFA) re: project funding
11 Letter of response from VHFA re: project funding
12 Letter to VHFA
13 Revised CED project contract outline & 8/93 update
14 Revised funding request to VHCB
15 Letter to Vermont National Bank (VNB) re: project funding
16 Letter of response from Rockingham Area Community Land Trust
17 Letter of response from VHCB
18 " " " " "
19 " " " " " - re: funding approval
20 Letter to VHCB
21 Letter of response from VNB - re: funding approval
22 Letter to VNB
23 Fall 1993 BCLT Newsletter: announcing manual
24 Letter of response from Bennington Regional Affordable Housing Corporation
25 1993 Schedule of Homebuyer & Marketing Workshops

Note: feedback from Advisory Committee members was mainly written directly on copies of the manual, therefore it's not included in the exhibits, as it takes up about 2 reams of paper. Three people submitted letters with comments, and those letters are included in the exhibits.

Advisory Committee

Diane Binnick
Bennington Regional Affordable Housing Corporation; Director

Andy Broderick
Rockingham Area Community Land Trust; Director

Pat Crady
Vermont Housing Finance Agency; Director of Development

Beth Danon
Mickenburg, Dunn, Sirotkin & Dorsch; Attorney (for BCLT)

Rick DeAngelis
Vermont Housing & Conservation Board; Project Analyst

Phyllis Foley
Vermont Housing Finance Agency; Lender Trainer

Martin Hahn
Institute for Community Economics; Technical Assistance Dept.

Carrie Hoaglund
Vermont Housing Finance Agency; Assistant Director of Communications

Hollis Hope
Vermont Housing Finance Agency; Director of Communications

Mary Houghton
Burlington Community Land Trust; Associate Director

Don Jamison
Burlington Community Land Trust; Leaseholder

Michael Lehman
Institute for Community Economics; Technical Assistance Provider

John McLendon
Vermont Housing & Conservation Board; Staff Attorney

Richard Moffi
Central Vermont Community Land Trust; Director

Ellen Rubenstein
Burlington Community Land Trust; Admin Assistant

Connie Snow
Brattleboro Area Community Land Trust; Director

Brenda Torpy
Burlington Community Land Trust; Director

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244 (TDD) • Fax (802) 862-5054

March 15, 1993

Martin Hahn
Institute for Community Economics
57 School Street
Springfiels, MA 01105-1331

Dear Martin,

I'm writing regarding a homeownership program "how-to" manual I'm developing for BCLT and for my project for the CED Program. I'd like to know if you are interested in making the final product available to other CLTs.

The manual will include information on our buyer-initiated program called HOMELAND, marketing limited equity housing, homebuyer education, working with lenders, realtors, mortgage programs appraisers and attorneys, legal documents (for condos and single family homes), qualifying buyers for mortgages, procedures for implementing a homeownership program, and re-sales of CLT properties.

The Vermont Housing & Conservation Trust Fund is interested in funding this project, which they feel is needed for Vermont CLTs. Other Vermont CLTs have expressed interest, and have agreed to provide feedback on the manual's development.

I learned at the March 2nd Marketing Workshop that Connecticut CLTs are beginning a buyer-initiated program, so the manual should come in handy. I expect to have a draft available early summer, and would appreciate any feedback you have, or would be happy to address certain areas you may feel are needed.

Thanks for your consideration. I'll give you a call in a bit to hear your thoughts.

Sincerely,

Cindy

Cindy Reid

TO: Cindy Reid

FROM: Martin Hahn

RE.: CLT Homeownership Program Manual

DATE: April 9, 1993

Your proposed manual could be a great addition to the TA resources available to CLTs. What follows are some ideas on the content for the manual. As usual, I'm a bit strapped for time, so this input is by no means comprehensive. I'd welcome future opportunities to provide you with feedback.

For your information, I've enclosed the draft outline of the *Operations Manual* currently being prepared by ICE. We will publish the manual in two volumes, with the first volume due out by the end of this year. Some of the topics you plan on covering may be in Vol. II of the manual (what's called "Part Two" in the outline). Your manual could be a good companion piece to the *Operations Manual.*

There are potentially 2 markets for your manual from ICE's perspective:

1) State CLT coalitions and public policy advocates that are considering proposing a Homeland-type program in their state. If you want to target this group, the manual might include:

- Short (1-2 page) description of the program.
- Copy, perhaps as an attachment, of the legislation and samples of previous years' appropriations.
- Sample marketing materials.

2) Developing and established CLTs that are interested in creating or improving their internal systems would also find the manual very helpful. I like your idea of providing sample forms and materials. This can be a real time saver for groups, and for new groups it can make the whole housing development process seem less daunting. Materials you might include:

Marketing
Sample ads and flyers
Agenda for orientation session
"The BCLT Lease and You"

Homeowner Education
Is this a requirement of the program? If so, a sample training schedule

Qualifying Buyers
Eligibility criteria
Application form
Letters of approval/rejection to potential buyer

Legal Documents
Ground lease
Letter of stipulation from lessees
Buyer document that binds them to transferring land to CLT (it's still not clear to me how and when title to land and improvements are separated with the Homeland Program)
Covenants required by the state
What process do you use to assist buyer in identifying an attorney

Lease Monitoring and Resales

- BCLT resale formula
- Form for requesting approval of an improvement, if this is required by your lease
- Form for calculating lessee earned equity, if this notification is required by your lease
- Notice of default from lessor to lessee
- Bill for lease fees

Other

- If available, a BCLT budget that details the expenses and revenues from a typical transaction

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244 (TDD) • Fax (802) 862-5054

April 15, 1993

Liz Curry
Vermont Housing & Conservation Board
136 1/2 Main Street
Montpelier, VT 05602

Dear Liz,

I am writing to request VHCB funding for a Homeownership Program Manual for Vermont CLTs. We first discussed the need for this type of resource at the January 8th meeting of VHCB and the statewide CLTs. Specifically, it addresses the need Vermont CLTs have for programmatic, marketing, and implementation information for the HOMELAND Program and re-sales. This project comes at an opportune time, to be my project for a Masters in Community Economic Development, a program which you have intimately known!

I have enclosed an outline of the Manual as it now stands, for your review. The Vermont CLTs have all agreed to review material along the way, so that it will meet their needs, and appropriately and effectively address current gaps. I will also appreciate VHCB staff's review and feedback along the way, as you, too, know what is needed. It will be a very hands-on, useable resource manual so as to prevent more re-inventing of the wheel for each organization participating in Homeland, or in general, limited equity single family housing. The Manual will include forms, checklists and handouts that can be easily re-used or adapted to suit various CLTs' needs.

The Institute for Community Economics' technical assistance department has expressed interest in this resource, too. I've attached a memo from ICE indicating their interest in the project. In order to be useful for other CLTs, it will also contain a section on "How to Start a Similar Program in Your State", including background materials about Vermont legislation and resources which have been organized and developed to meet housing needs here.

I've enclosed a budget and fund request. I appreciate your consideration of this request, and any feedback you or other VHCB staff may have. I look forward to hearing from you!

Sincerely,

Cindy Reid
Homeownership Program Coordinator
Enclosures

Community Land Trust

Homeownership Program Manual

CONTENTS

I. HOMELAND Program (Buyer-Initiated Program)

A. Program Description

B. Marketing the Program
Strategies
Sample ads, flyers, brochures

C. Homebuyer Education
Orientation Agendas, Checklists
Sample Educational Materials:
explanations of: limited equity formula; lease fee; roles of CLT, lawyer, bank, realtor; qualifying for a mortgage; homebuying process.

D. Qualifying Buyers
Eligibility Criteria
Application Form
Mortgage Approval Process

E. Other Resources for Homebuyers
Property Inspections
Energy Efficient Mortgage
Downpayment & Closing Cost Assistance
Consolidation Loans & Credit Counseling

F. Legal Documents & Issues
Single Family Home Documents & Issues
Condominium Documents & Issues
Sample Language for Purchase & Sale Contracts
Sample CLT/Homebuyer Grant Agreements
Legal Counsel for Homebuyers

G. Working with Lenders & Realtors

II. Re-sales

A. Program Description

B. Marketing Re-sales
Strategies
Sample materials: flyers, ads
Sample Selection Policy

C. Homebuyer Education

D. Qualifying Buyers & Resources for Buyers

E. Legal Documents & Issues

III. Equity Trust Donations (Bargain Sales)

A. Description of the Concept

B. Case example(s) or Equity Trust Transactions

C. Legal Issues

D. Seller Education

E. Buyer Education & Qualifying

IV. Resources for CLT Homeowners (Leaseholders)

A. Ongoing Support, Services & Resources for CLT Homeowners:
How to Keep the Community In Community Land Trust

V. How to Start a HOMELAND Program in Another State

A. Resources & Examples
Formation of Burlington Community Land Trust
Formation of Vermont Housing & Conservation Trust Fund
Housing Subsidy Covenant Legislation
Institute for Community Economics:
technical assistance & resources

Request for Funding:
Community Land Trust
Home Ownership Program Manual

BCLT staff time: 160 hours x $20/hr Writing; compiling; soliciting & incorporating feedback.	$3,200
BCLT Legal Costs: 6 hours x $75/hr	450
Production Cost (design & printing)	935

Total Request	**$4,585**

This estimate (primarily printing) assumes production of 50 copies of the Manual.

Cindy Reid
2/20/93
Project Outline

CED Project Summary Sheet

The Community:
Community Land Trusts (CLTs) in Vermont, and possibly nationwide, who develop single family homeownership opportunities for low to moderate income individuals and families.

Program Goal:
My goal is to develop a how-to technical assistance guide based on Burlington Community Land Trust's (BCLT) single family homeownership program experience, detailing the program components, policies and procedures, legal documents and legal issues, and homebuyer education materials for other CLTs' use.

Problem Statement:
If no solution is found, the amount of work that's been accomplished at BCLT in the development of a successful buyer-initiated homeownership program, will remain an institutional memory, inaccessible to other CLTs.

Project Purpose:
To research, organize, and transform information about a buyer-initiated single family homeownership program, including homebuyer education materials, into a useful technical assistance tool which can be used by other CLTs in Vermont and nationwide.

Expected Outputs:
1) Interviews and consultation with other Vermont CLTs, BCLT's legal counsel, staff, and homebuyers;
2) Funding from the Vermont Housing & Conservation Trust Fund (VHCTF);
3) Strengthened link between BCLT and Institute for Community Economics' (ICE) technical assistance department;
4) A useable technical assistance manual which will be made available to other CLTs by BCLT, VHCTF, and the Institute for Community Economics.

Cindy Reid
3/20/93
Project Outline

CED Project Contract Outline

A. Background:

Burlington Community Land Trust has developed an effective single family homeownership program which has successfully served many low to moderate income individuals and families in Chittenden County, Vermont. In 1991, BCLT developed a buyer-initiated homeownership program, which was and currently is funded by the Vermont Housing and Conservation Trust Fund (VHCTF). Seven CLTs in Vermont are implementing the program, to different degrees, each covering different service areas. BCLT, as the oldest and most experienced CLT, has taken the lead on developing the program. Policies, procedures, legal issues, marketing and homebuyer education all have been initiated by BCLT, which has provided support and direction to the other CLTs. In order to effectively share the experience, successes and problems that BCLT has faced, I will be developing a "how-to" homeownership program manual for all Vermont CLTs, plus other CLTs in the country.

I will be working with BCLT homebuyers and leaseholders (current BCLT homeowners), Vermont CLTs, other community based organizations wanting to develop a similar program, the VHCTF, and the Institute for Community Economics (ICE), all with the goal of assisting in the development of successful homeownership programs for low to moderate income people.

B. Problem Statement:

If no solution is found, BCLT's success and experience developing a successful buyer-initiated homeownership program for low to moderate income people will remain untransferable and inaccessible to other CLTs who could benefit from the information immediately.

C. Goal Statement:

i. The first goal of this project is to develop a how-to technical assistance resource manual on implementing a single family homeownership program for Community Land Trusts, detailing the program components, policies and procedures, lender and mortgage issues, legal documents and legal issues, marketing, and homebuyer education materials for other CLTs' use.

ii. Second, the manual will then be made available to other CLTs in Vermont and nationwide through BCLT, VHCTF and ICE.

D. Project Product:

A technical assistance manual which addresses the needs of

Community Land Trusts as to how to develop and implement a single family homeownership program.

E. Outputs:
* Proposal developed to obtain funding for project
* Project outline developed & provided to CLTs & VHCTF for feedback
* Contact with ICE technical assistance staff
* Review of homebuyer education materials by BCLT's leaseholders for feedback
* Research of new material & consolidation & organization of existing material

F. Inputs:
* Project funding from VHCTF
* Outline of information needed
* BCLT & VHCB Attorneys' review
* BCLT staff support
* Feedback & information from CLT leaseholders & staffs
* CED Project Focus group support & guidance
* Feedback from ICE

G. Implementation Plan:

Develop outline of Manual	4/1/93
Confirm ICE's interest in distributing resource	4/1/93
Develop & Submit proposal for funding to VHCB	4/15/93
Research & compile new & existing materials	5/15/93
Solicit feedback from BCLT leaseholders re: homebuyer education materials	5/30/93
Feedback from BCLT & VHCB Attorneys re: legal documents	5/30/93
First draft completed	6/15/93
Feedback from other CLTs, BCLT, VHCB, ICE	7/15/93
Incorporate changes	8/15/93
Complete final version	10/1/93
Make available through BCLT, VHCTF, ICE	10/1/93...on

H. Minimum Objectives:
* I will have met with VHCTF, homebuyers, throughout the process and gotten their feedback regarding the project outline and rough drafts to assure its effectiveness.
* I will have received funding for the project.
* I will have completed the technical assistance manual by October 1993.
* I'll have made contact with VHCTF and ICE re: distribution and availability of the resource, and have gotten them copies.

Workplan:

Meet with CLTs and VHCTF 1/25/93 to discuss project concept	1/93
Write up project outline	2/93
Meet with Vt CLTs to discuss project in more depth, and identify issues they need help with	2/25/93
Develop outline of Manual	3/20/93
Confirm ICE's interest in distributing resource	4/1/93
Develop & Submit proposal for funding to VHCB	4/15/93
Research & compile new & existing materials	5/15/93
Solicit feedback from BCLT leaseholders re: homebuyer education materials	5/30/93
Feedback from BCLT & VHCB Attorneys re: legal documents	5/30/93
First draft completed	6/15/93
Feedback from other CLTs, BCLT, VHCB, ICE	7/15/93
Incorporate changes	8/15/93
Complete final version	10/1/93
Make available through BCLT, VHCTF, ICE	10/1/93

3/20/93 Update

To date, I've met with the other Vermont CLTs twice, to discuss the project and to identify needs and issues the manual should address. One meeting included reps from the VHCTF, who offered to fund the project, and agreed that it was a needed resource.

On March 2nd I co-led a workshop on marketing limited equity housing in Worcester, MA. which provided a forum for discussing marketing among a variety of "housers". I got feedback on BCLT materials and experiences, which is invaluable in starting to put together a useable resource about homeownership.

I made contact (phone and mail) with the ICE technical assistance department about their interest in the resource, and whether it's something they can make available to other CLTs.

Cindy Reid
4/17/93

Project Update

Planned Activities for this past month:

Develop preliminary outline of manual with input from Vt Community Land Trusts, Vermont Housing & Conservation Trust Fund (VHCB), Institute for Community Economics (ICE) technical assistance department.	3/20/93
Confirm ICE's interest in project	4/1/93
Develop & submit proposal to VHCB for funding	4/15/93

Actual Activities for this past month:

Developed outline of manual	3/20/93
Confirmed ICE's interest in project (see attached letter): Phone contact & letter contact provided feedback about content & usefulness & target audience	4/9/93
Developed & submitted proposal to VHCB for funding	4/15/93
Met with Vermont CLTs to discuss preliminary materials (outline and some content)	4/13/93
Began compiling materials for the manual	ongoing
Met with an ESL - English as a Second Language - teacher to plan a class for Vietnamese residents about housing issues on 4/20. This will help the homebuyer education section in the manual, and how the materials work (or don't work and need revising) for people studying ESL.	4/7/93

Vermont Housing & Conservation Board

April 29, 1993

136½ Main Street
Montpelier
Vermont 05602

802 828 3250
FAX 802 828 3203

Board of Directors
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Stuart J. Thurber, Jr.

Gustave Seelig
Executive Director

Cindy Reid
BCLT
PO Box 523
Burlington, Vt. 05402

Re: HOMELAND Operations Manual

Dear Cindy,

VHCB staff are in receipt of your letter dated April 15, 1993, requesting VHCB technical assistance funds for your proposal to create an operations manual that could be used by any community land trust that is participating in the HOMELAND program. We have read the proposal and agree that the manual would be useful as a tool to institutionalize the HOMELAND program in Vermont. In our discussions of the outline, a number of questions and issues were raised by staff.

The first issue is that we would like to see the CLT's leverage other resources in order to produce the manual. We have three suggestions. The first is that VHCB already awarded a grant to Barre Neighborhood Housing Services (BNHS) to develop a homebuyer counseling and education program. With the VHCB funds, BNHS hired Jane Milner to put the program and materials together. Rather than duplicate this project, we would like to see BCLT tailor the BNHS materials to the HOMELAND manual. This could eliminate the need to fund I & II C., D. and possibly I.E. of your outline.

Second, we would like BCLT to request some contribution from VHFA towards the manual. We believe they have some investment in the program's success and feel that they have been partners in the program. Please submit a proposal to VHFA to share some of the cost with VHCB.

Third, we do not feel that it is appropriate to use Vermont's public funds to provide ICE with supplemental information for their Operations Manual. Perhaps they could contribute a few hundred dollars for the component of the project that is done for ICE and other states.

Before we can make a commitment towards the costs of producing the manual, we will need some more clarification on the budget and the outline. We are concerned that VHCB already awarded BCLT a capacity grant and that our Board may have questions about duplicating funds already granted for staff costs. Could you please give us a more detailed justification for the request to cover staff time spent developing the manual? In addition, we would like more detail on what specific

Equal Housing Opportunity

legal work will be involved in producing the manual.

Finally, we would like to have a commitment from at least two people from other CLT's participating in HOMELAND, who are willing to participate in an oversight committee. The committee could ideally also include someone from VHFA, a Board member, a loan officer, or anyone who has more distance from the program so that the product is "user-friendly" to those who do not know the ins and outs of the program.

Please let me know if you need clarification on our thinking behind any of the items in this letter, or if you have other questions. I look forward to reviewing a revised outline and budget. Thanks, Cindy!

Sincerely,

Liz Curry

Liz Curry

cc: Jim Libby

Burlington
Community Land Trust News
Spring/Summer 1993 Volume 7, Number 2

President's Message
Power in Numbers

Burlington's affordable housing movement met a serious challenge recently over Community Development Block Grant (CDBG) Allocations.

The plain and simple issue was one of money and how it was to be divided amongst non-profit applicants and City Departments. The Mayor's plan cut the Citizen's Advisory Committee recommended allocations for BCLT and the Co-op Federation by $50,000 and $32,000 respectively. The Citizen's Advisory Committee recommendations had been arrived at after long and hard reviewing of all applications and tough decisions about how the money should be allocated. Response from the community was immediate. A groundswell of people filled City Hall to show support for affordable

Continued on Page 2

Fundraising Notice

BCLT is sending out its annual fundraising letter this month, and you may be receiving yours soon, if you haven't already. Please give as generously as you can. We have a $20,000 gap to fill this year (see President's Message), and need your help.

We appreciate your support, and hope to be hearing from you soon! ■

BCLT Board of Directors Election This Fall

At each Annual Meeting held in September, the Land Trust membership holds elections for Board seats. The Board of Directors is comprised of twelve members, representing public, general and leaseholder (tenant, co-op and homeowner) interests. Each area is represented equally.

If you are interested in serving on the Board or in nominating someone to serve on the Board, contact BCLT's Board President, Rob Reiber, 863-6248 (w) or 658-2656 (h), or contact the office. ■

Inclusionary Zoning: What Have We Learned?

Author Charlie Brush is a private developer with Westlake Limited Partnership in Shelburne, developers of Redrocks Phase IIIA in Burlington - a 44-home condominium development. Twelve homes at Redrocks are made available at discounted prices through BCLT. This was Burlington's first Inclusionary Zoning project.

We have all heard the popular phrase "win-win" used to describe things from recycling to relationship counseling. In my experience as a developer of real estate, Burlington's Inclusionary Zoning Ordinance may be just that, a real win-win for everybody.

A little history will help. During the "boom years" in housing of the 1980s, developers reacted to the market and built high-priced housing. With interest rates at 9-12 percent, most people earning a stable wage from $20,000 – $35,000 per year were unable to afford a home. The American Dream was slipping away as a finite supply of buildable land was being consumed to satisfy high-priced housing development.

Responding to the need for affordable housing, a coalition of Burlington politicians, developers and affordable housing advocates representing a wide political spectrum, adopted a far reaching planning concept called Inclusionary Zoning. Put simply, Inclusionary Zoning allows a developer to build more homes in a project in exchange for "including" homes which will be affordable to those earning less than the area median income. That income is probably what most police officers, firefighters and many other hard-working and essential members of the local economy make in one year. To include that group in the American Dream is fair by any standard!

> *"With what I believe is an unprecedented spirit of cooperation between many groups and agencies, nine families are now enjoying the reality of the American Dream, at Redrocks!"*

The City Council then passed a complex law called the Inclusionary Zoning Ordinance, to make a supply of affordable housing available for generations to come. Redrocks, on Austin Drive, was the first project to be built

Continued on Page 3

BCLT Awarded CDBG Appreciation by City

BCLT received the Community Development Block Grant (CDBG) "Community Partnership Decade Award" from the City of Burlington for its Affordable Housing Initiatives over the past ten years. This marks the 10th Anniversary of the Community & Economic Development Office (CEDO), which presented the awards to many CDBG recipients who have contributed to bettering the community over the past decade. ■

BCLT Director Brenda Torpy with Mayor Peter Brownell, holding the "Community Partnership Decade Award" presented to BCLT by the Community & Economic Development Office.

President's Message *(Coninued)*

housing, and for the work of the Land Trust and the Co-op Federation.

Families, elderly people, people with disabilities, professionals, tenants, co-op residents, homeowners, and general community members alike, met at City Hall on May 10th to attend the Public Hearing regarding the CDBG process and funding recommendations. House placards and lapel stickers provided visual unity of the supporters of affordable housing, and a sign-up sheet for those wanting to testify drew a long line which stretched outside of the auditorium!

For about three hours, Mayor Peter Brownell and the City Council heard as many reasons as there were speakers to support affordable housing. Some spoke of the economic gains non-profit affordable housing development has provided the city, because private monies are leveraged by public monies, giving the city more for each public dollar spent. (In fiscal year 1992, BCLT leveraged its CDBG grant 16 to 1!) Many more people spoke of their personal experiences – of the benefit of having affordable housing an available option. It was during these testimonies that our strength as an organization and as a movement became apparent, for the message was clear. Through stable, safe affordable housing opportunities, it was said again and again in beautiful and personalized ways, people are willing and able to invest in their community.

The City Council and Mayor Brownell heard the message, and a majority of City Councilors voted to restore some of the funding – $30,000 to BCLT and $22,000 to the Co-op Federation.

It is likely that Burlington's affordable housing programs, and specifically BCLT and the Co-op Federation, will again face funding challenges from the City. But, no one can erase the images and stories of the people who testified on May 10th.

Following this outpouring of support and challenge to the new Mayor's funding plan, Mayor Brownell spent three hours touring BCLT's and other non-profit's housing projects. The Mayor exclaimed that he wished he had done this years ago and showed a sincere interest in affordable housing options.

BCLT is not only an effective advocate for low income people but also an educator and successful partner with all levels of government and the full spectrum of political philosophies.

On behalf of the Board, I thank everyone who came and supported BCLT and the Co-op Federation, and the development of affordable housing. With such continued support, we are ready to meet the challenges ahead, and that is worth more than money can buy! ■

Author Rob Reiber is a BCLT Leaseholder and President of the Board.

BCLT resident Autumn Rozon with her pal. Autumn has lived in a Land Trust apartment for five years – and is moving soon, because her mother is buying a home in Addison County. We'll miss Autumn and her mother, Penny, but wish them well in their new home!

BCLT's Annual Bank of Vermont City Marathon Relay Team hit the road once again in a flash: left to right – Don Dickson, Mary Houghton, Cindy Reid, Rob Reiber & Joe Forgione.

HOMELAND Program: Single Family Homeownership

A growing number of homebuyers are benefiting from BCLT's HOMELAND Program, which provides downpayment assistance and lower mortgage financing for qualified buyers. The buyers choose their own homes (within Chittenden County), often with the help of a buyer broker.

A major benefit of the program is the choice it allows a household, who may want to purchase a home near their school, daycare, work, or family, or even sometimes the home they are renting. Below-market mortgage financing means low and affordable monthly payments, and BCLT's HOMELAND grants reduce the prices of homes for eligible buyers, as well as assist with the downpayment. Coming up with the downpayment is often the biggest obstacle for new homebuyers. Additionally, the cost of housing is so high that even with low interest rates, many people are still locked out of the market, without the kind of help the HOMELAND Program lends.

The average cost of a single family home in Burlington in 1992 was $126,060. The income needed to purchase that home is approximately $46,000 (assuming an 8% loan, 5% downpayment), and the cash needed is approximately $10,000. Yet, 30% of Burlington employees earn an average wage of $14,700. A family with two such wage earners could afford a $76,000 home, with $7,000 cash. This means there's a large gap, considering the average cost of homes in Burlington.

The HOMELAND Program is one way to close that gap, as it provides a boost to homebuyers who are excluded from the market. HOMELAND grants reduce the cost of housing, help with the downpayment, and VHFA provides a mortgage rate starting at 5.95%, which translates to a low monthly payment. For more information about the HOMELAND Program, call BCLT at 862-6244. ■

Author Cindy Reid coordinates BCLT's Homeownership Program.

Inclusionary Zoning (Coninued from Page 1)

under the new ordinance, and has been the proverbial "guinea pig." Guess what? It's working! Yet as political idealism meets reality – people wanting to purchase homes – some difficulties are bound to arise, and bugs need to be worked out.

What we have learned:

The ordinance is complex and the paperwork overwhelming;

Buyers need extra help (more than in conventional transactions) understanding the terms of the deal;

Cooperation and trust between the developer, CEDO and BCLT is an absolute must. This has happened!

The Planning Commission must make the density bonus a reality, or the financial bottom line just won't work, and nothing will be built;

It's important to market and educate the public that this ordinance creates an opportunity – not another government program;

Private developers *can* and *will* meet the affordable housing needs of the community, and public/private partnerships can be helpful towards meeting this goal;

The ordinance does have some flaws and uncertainties which can be interpreted differently. Some bugs have been worked out and others must be dealt with.

Inclusionary Zoning won't solve all housing and social problems, but it's one positive step;

And, finally, this has been a learning experience, and the success to date of Redrocks would not have been possible without the cooperation of many, including: Burlington Community Land Trust, Burlington's Community & Economic Development Office, Vermont National Bank, Vermont Federal Bank, U.S. Small Business Administration, Vermont Housing Finance Agency, Vermont Housing & Conservation Board, Pinnacle Builders Inc., and Westlake Limited Partnership. ■

Environmental Law Intern Joins BCLT

This spring and summer BCLT is fortunate to have the help of intern Bridget Barzman. She will be focusing on the environmental problems of the Gracie site on Archibald Street, the future home of the Archibald Street Housing Co-op. In addition, there are two neighboring sites that BCLT has under contract and plans to purchase and rehab, which also have some environmental problems associated with them. The intern's project will help BCLT cut costs, and more effectively deal with these challenging projects. Welcome, Bridget! ■

BCLT Board President Recognized by Governor Dean

Rob Reiber, BCLT's Board President and a Leaseholder, was one of eleven Vermonters to receive the Governor's Community Service Recognition Award for his outstanding dedication and commitment to BCLT. Rob has put in many hours over the years building the organization, and we are all proud of his recognition. It seemed appropriate that Rob would receive the award from Governor Dean, who was an original incorporator of BCLT. Congratulations and thanks to Rob! ■

Governor Howard Dean presents a Governor's Community Service Award to BCLT Board President Rob Reiber.

Sarah Cole House Wins Award

The Sarah Cole House received a "Maxwell Award of Excellence" from the Fannie Mae Foundation in May. Sarah Cole House is a community home for formerly homeless women developed by BCLT 1½ years ago. Resident Manager Sr. Marlene Perrotte creates a supportive environment in which the Sarah Cole residents help each other to meet their challenges. Along with the award came a $1000 grant which will be put to good use funding the program. Thank you, Fannie Mae! ■

BCLT Approaching THE BIG ONE-OH

Keep your eyes open for upcoming events in early 1994 to recognize BCLT's 10th anniversary. We'll be seeking the support of members and volunteers to help us plan our birthday celebration! ■

Thanks to our Anonymous Donors!

BCLT recently received this anonymous letter with a donation, and we wanted to share it with our readers. We also wanted to thank the anonymous donors, hoping and trusting that they're on our mailing list!

Dear Friends,

Please accept the enclosed gift as a small token of our appreciation that the Land Trust exists and is doing such great things for affordable housing in Chittenden County.

Our family recently sold our house in Chittenden County, reaping a modest amount of equity that we will use to purchase our next family home. This donation is a small portion of that equity. We understand that your homebuyers agree to limit their equity to preserve housing subsidies and help keep housing affordable for future buyers. We salute their commitment to this form of home ownership.

We are proud of the fact that we took care of our home while we owned it, and left it in better condition than we found it. But at least some of the equity in that house was the result of positive external influences beyond our control... good schools, parks and services that make this community such a great place to live. We believe the work that the Land Trust does is partially responsible for our equity because so much of what you do makes this a better place to live.

Another reason we support your work is the fact that it offers a permanent and efficient solution to this community's housing problems. The shelters and services for the homeless in this area are certainly much-needed and well-run, but we dream about the day when those services won't be necessary.

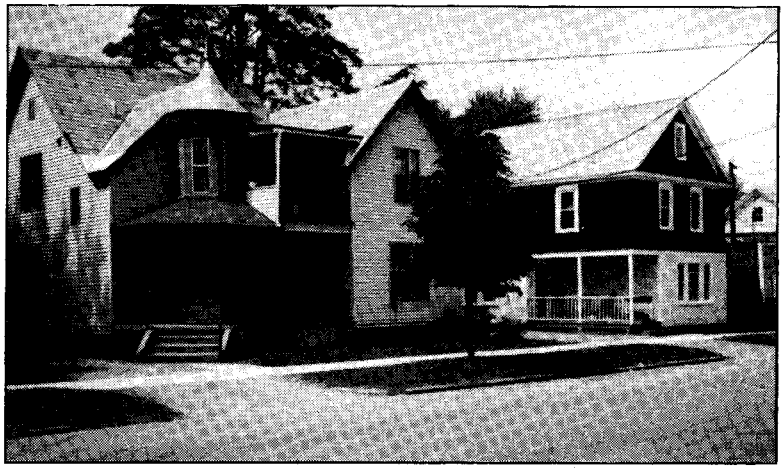
We wish that this donation could be larger, but perhaps if you share this note with others they will also be encouraged to give and become members.

Best of luck to you and thank you for being there!

Signed, Your Friends

BCLT Continues Old North End Acquisition & Rehabilitation

Since the acquisition of its first multi-family rental building in 1986, BCLT has been pursuing the ambitious goal of stabilizing the housing stock and rental costs in Burlington's oldest neighborhood. Since that first purchase, BCLT has acquired a total of 30 buildings containing 84 apartments in the Old North End alone. Eight of those apartments were converted to cooperative ownership when their residents bought the buildings from BCLT. In all, a total of 77 apartments have been rehabilitated in the Old North End and another seven apartments are scheduled for rehabilitation soon.



Beautiful & affordable neighborhood: two BCLT buildings on Intervale Avenue, with a total of five apartments. The furthest building was recently renovated and is now fully occupied.

This activity has added value to neighborhoods and improved living conditions for many low and moderate income families while keeping rents affordable. The positive effects of this Old North End project are still being tallied. But the task is far from complete. Unhealthy conditions abound and many families are forced to pay 60-70 percent and more of their income for housing.

Because of the continuing need, this vital project will continue. A key player in this project has been the Vermont Housing & Conservation Board (VHCB), which has provided acquisition and development grants. Other funding sources include local banks and the Federal HOME program for rehabilitation. As of this printing BCLT has funding available for the acquisition of seven more units of rental housing under its current contract with VHCB.

Considering what has been described as a "buyer's market" with the slow economy and the relatively low numbers of investors, acquiring multi-family properties should be a quick and easy task. "Not so," says Steph Holdridge, BCLT's Property Manager, "We haven't seen the downward price adjustment that one would expect considering the poor condition of the housing stock. We are bound by our funding sources and our mission to rehabilitate to fairly high standards, so initial cost of buildings can't be too high." As a result, said Holdridge, only the most competitively priced buildings are selected for purchase by BCLT.

In the last year and a half, BCLT staff have inspected nearly 200 units for possible purchase. ■

Author Tom Peterson is BCLT's Rehabilitation Specialist

Fair Housing Act: 25 Years Old & Desperately Needed

In 1968 President Lyndon B. Johnson signed the Fair Housing Act into law. It outlawe discrimination against anyone seeking hous ing on the basis of race, ethnicity or place of birth.

Yet laws are one thing, and attitudes, an enforcement of laws, are another. While lack of money is the biggest obstacle to housin opportunities, discrimination is the secon runner up. Discrimination on the basis of race and ethnicity is rampant, and, the Low Income Housing Information Service news letter reports, the federal government ha been the single largest violator of the law. ■

Archibald Street Co-op

The Co-op Federation is still taking applications for a planned 20-unit housing co-op on Archibald Street. The move-in date is estimated to be Spring 1994. Monthly costs will be approximately: $300 for a 1-bedroom $370 for a 2-bedroom; $410 for a 3-bedroom. In addition, co-op members need to pay a $350 share before they move in.

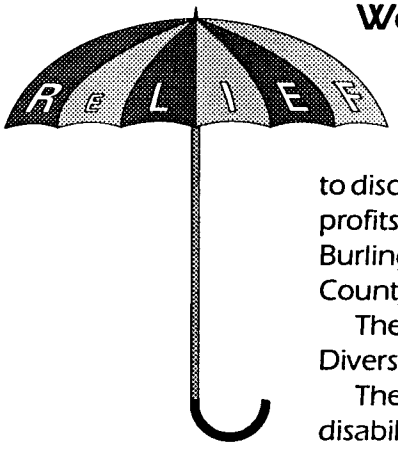
If you'd like more information about how to have more control over your housing, or about the Archibald Street Co-op, call the Co-op Federation at 862-5430. Don't wait, because they are currently getting in *lots* of applications! ■

Congratulations to BCLT leaseholders Kathleen Hurley & John Gallagher on the birth of their daughter, Nora Lillian Gallagher.

Russian friends and public officials from Yaroslavl, Burlington's Sister City, with host Peter Clavelle. From L to R: Alexander Baikin, Interpreter, Vladimir Mamaev, City Councilor, Mikhail Rabotnov, City Councilor, former Burlington Mayor Peter Clavelle, and Alexander Sisov, Deputy Mayor. The Russians met with BCLT staff to find out about the Community Land Trust approach to affordable housing while they were visiting Burlington as part of a Sister City exchange.

UPCOMING EVENTS

BCLT Special Membership Meeting



Wednesday, June 23, 1993 ~ 7:00 pm

Emergency Food Shelf

245 N. Winooski Ave.

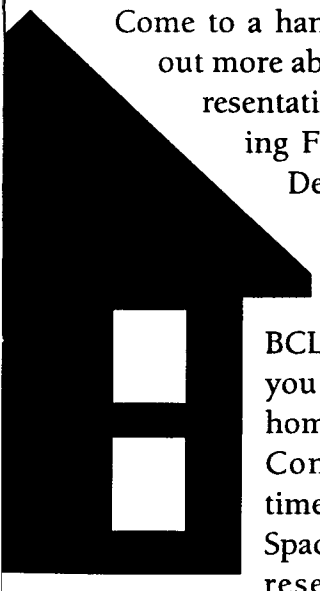
to discuss and approve financing of the ReLIEF Project, a cooperative effort of five non-profits serving low-income persons to purchase and renovate three buildings in Burlington to house their programs. Current BCLT members residing in Chittenden County may vote on this issue.

The non-profits include BCLT, Vermont Legal Aid, the Food Shelf, COTS and Court Diversion.

The facility is wheelchair accessible. For more information or for information about disability access, call Ellen at 862-6244 (TDD).

BCLT Homebuyer Workshop

Thursday, June 24, 1993
7:00 to 9:00 pm
Burlington Boathouse



Come to a hands-on workshop to find out more about buying a home. Representatives from Vermont Housing Finance Agency, Vermont Development Credit Union, Vermont National Bank, Bank of Vermont, the Merchants Bank, and BCLT will be present to help you make sense out of the homeownership maze. Confidential, one-on-one time is available with lenders. Space is limited, so call for a reservation by June 21, 862-6244 (TDD).

The facility is wheelchair accessible. For information about disability access, call 862-6244 (TDD).

The event is free, but there's a $2 parking fee on the waterfront.

Mark Your Calendar!

The 3rd Annual Preserving Homeland Race & Walk is Afoot!

Sunday, September 26, 1993

Take your pick:

6.2 Mile Run, or 6.2 Kilometer Walk

Minimum sponsorship is $15. Runners and walkers are encouraged to solicit sponsorships; top three pledge-getters in each event will receive fun, exciting prizes! Top female and male runner will also receive prizes.

Help BCLT make this a FUNdraising event!

Sponsors to date include WIZN and VHFA. To find out how you can help, or for registration and pledge information, call Ellen at 862-6244 (TDD).

Membership Application

☐ I wish to express my support for the land trust model of land stewardship and homeownership by becoming a member of the Burlington Community Land Trust. I've enclosed my annual membership dues of $ _____ (BCLT suggests the following range: individuals $1-5; individuals/families $5-25; households/organizations $25-50).

☐ I'm interested in volunteering. Please contact me.

☐ I'm sending along a tax-deductible contribution of $ _____ to help with your work.

Name _____

Address _____

_____ Zip _____

Phone (H) _____ (W) _____

Signature _____

JOIN or RENEW

Please send this form along with your dues to BCLT, PO Box 523, Burlington VT 05402

Office use only: Paid _____ Date _____

Subsidized Housing?

- The **top 20%** of income earners in the U.S. **receives $63 billion, or 61%**, of housing subsidies from the federal government, primarily through mortgage interest deductions.
- The **bottom 20%** of income earners **receives $18.7 billion, or 18%**, of housing subsidies from the federal government.

Source: Low Income Housing Information Service, April-May 1993.

Burlington Community Land Trust

P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244 (TDD)

What is the Land Trust?

The Burlington Community Land Trust was incorporated in 1984 to provide access to land and decent housing for low and moderate income people, to develop an economic base in and for the local community, to preserve open spaces, and to create and preserve housing that will remain affordable. We are a private, non-profit tax-exempt membership based corporation.

The Land Trust buys land and buildings, holds the land in trust, and sells the buildings to low and moderate income families, individuals, tenant co-operatives, and community organizations. Building owners enter into long-term land lease agreements with the Land Trust to assure future affordability of the property. If you are interested in owning property through the Land Trust, through the single-family or co-operative housing program, or participating in any way, please call or write us.

BCLT Staff:

Steph Holdridge
Mary Houghton
Sr. Marlene Perrotte
Tom Peterson
Mel Pritchett
Cindy Reid
Ellen Rubenstein
Brenda Torpy

BCLT Board:

Rob Reiber, *President*
Pat Crady, *Treasurer*
Don Jamison, *Secretary*
Steve Hingtgen
Sr. Marie Kieslich
Jill Chapman Milazzo
Ray Poole
Mary Sullivan
David Weinstein
Ted Wimpey
Lynn Witter

Newsletter Creation:

Cindy Reid, Production • Barb Forgione, Steph Holdridge & Cindy Reid, Photography • Ellen Rubenstein, Proofreading/Editing • Bonnie Acker & Casey Chapple, Graphics • Casey Chapple, Typesetting & Layout • Vantage Press, Printing

✱ *This publication will be made available in alternative medium upon request.*

Burlington Community Land Trust
P.O. Box 523
Burlington, VT 05402

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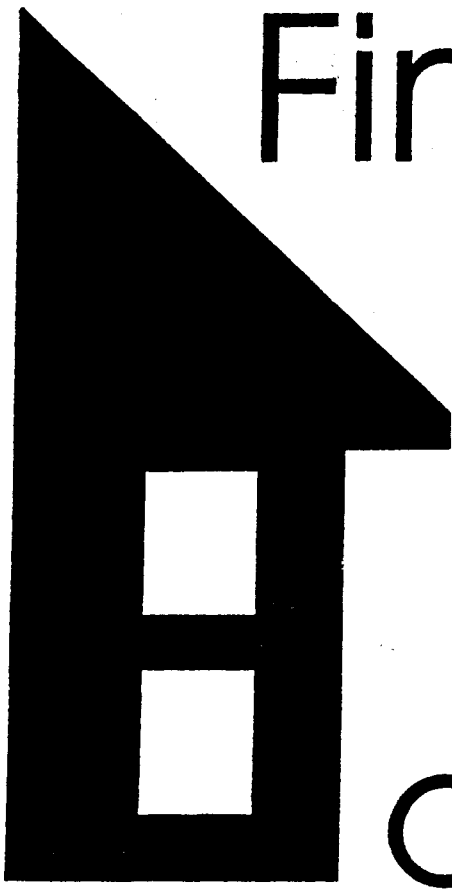


Find out how you can buy your own home!

Come to a "Hands-On" Workshop for Prospective Homebuyers

Thursday, June 24 • 7:00 to 9:00 pm

Burlington Community Boat House (at the foot of College Street)

Representatives from Burlington Community Land Trust, Vermont Housing Finance Agency, Vermont Development Credit Union, Bank of Vermont, Vermont National Bank and the Merchants Bank will help you and other prospective buyers find out:

- What kind of house can I afford?
- What can I borrow?
- What if I have limited credit?
- Who will help me? What are the roles of the bank, realtors, lawyers?
- Do I qualify for assistance from Burlington Community Land Trust?
- What do I need to save?

Confidential, one-on-one time is available.

Bring With You 1) household income before taxes
2) loans & credit card payment amount & balances

Space is limited, so call the Land Trust – 862-6244 (TDD) – by June 21st for a reservation.

How BCLT Homeland Purchase Compares:

	Buying With BCLT	Buying Without BCLT
Purchase price	$85,000	$85,000
Homeland Grant	$10,000	n/a
Net purchase price	$75,000	$85,000
5% downpayment	n/a	$4,250
Est. closing costs	$3,000	$3,400
Interest rate	5.95% (lst yr) 7.45% (yrs 4-30)	7.95%
First year payment (incl. taxes, insurance & lease fee)	$622	$740
Approx. income needed to buy	$25,000	$30,000
Cash needed to buy	$3,000	$7,700

Note: If a buyer has downpayment money to put down, monthly payment would be lower and income needed to purchase would also be lower.

What Do I Do Next?

- Review BCLT materials (including, for single family home buyers, "BCLT Lease and You")
- Complete & send in BCLT Housing Application with membership dues
- Meet with BCLT staff to determine eligibility
- Pre-qualification at a local bank – BCLT will refer you to area banks which provide discounts

Burlington Community Land Trust
P.O. Box 523
Burlington, VT 05402
862-6244 (TDD)

Materials available in alternative medium upon request.

HOMELAND

HOME • OWNERSHIP • MEANS
EQUITY • LEGACY • AFFORDABILITY
NEIGHBORS • DREAMS

"Our family picked out a house to purchase in a great neighborhood, and the Land Trust helped us buy it at a reduced price, with a special VHFA mortgage. And in buying through the Land Trust, we are keeping our home affordable for future buyers!"

~ Don Jamison & Christina Root
BCLT Homeowners

Affordable Homeownership in Chittenden County

Burlington Community Land Trust
P.O. Box 523 • Burlington, VT 05402 • 862-6244 (TDD)

What is the Burlington Community Land Trust?

BCLT is a non-profit community-based membership organization whose purpose is to:

- provide access to land and housing for people of modest means;
- promote neighborhood preservation and improvement;
- create and preserve housing that will remain affordable forever.

BCLT homeowners enter into leases or covenants with BCLT. Both the lease and the covenant give BCLT the first option to purchase a home when and if it's sold, at an affordable price – the homeowner's original price plus 25% of the increase in value. By doing this, BCLT homeowners share their profit with future generations and keep their homes *permanently affordable*.

Benefits of Owning a Home:

- Security
- Stability of housing costs
- Control over your own housing
- Tax benefits
- Legacy – you can pass the home on to heirs
- Equity

What is the HOMELAND Program?

Discounted Home Prices

BCLT has funds to reduce the price of homes in Chittenden County *selected by income-eligible buyers* by $10,000 to $15,000 each, according to need and eligibility.

Low Mortgage Rate

First time buyers (and buyers who haven't owned in the past 3 years) may be eligible for a special mortgage rate from Vermont Housing Finance Agency (VHFA) which starts at 5.95%.

No Downpayment – Just Closing Costs

Buyers only need to come up with money for closing costs – no downpayment is needed. *(Closing costs are roughly $2800 to $3200).*

Eligible Buyers:

- Are within income guidelines; minimum is generally about $20,000 & maximums are listed below
- Have good current & past credit
- Have savings – approximately 4% of the purchase price
- Have no more than 8-10% of their monthly income in debt (school/car loans, credit cards, etc.)
- Have stable source(s) of income

Income Guidelines

Household Size	Maximum Income
1	24,650
2	28,135
3	31,705
4	35,190
5	38,000
6	40,800

Note: Interest rate and income guidelines are subject to change.

What Type of Property is Eligible?

- Single family home or condominium (new or existing)
- Within Chittenden County
- In good condition
- Within price guidelines – to be determined for each buyer by BCLT and the bank
- Must be your primary residence

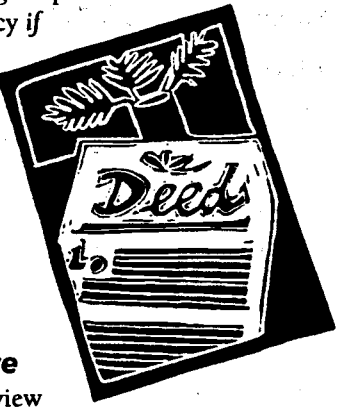
Other HOMELAND Program Requirements:

Property Inspection

Homebuyers must get a property inspection by an independent certified building inspector, at buyers' expense (see BCLT staff for a list of inspectors);

Energy Rating

Properties receive an energy rating. New homes must be 4-star energy rated. Existing homes can be brought up to 4-star energy efficiency *if the homebuyers choose* to do so. BCLT staff will go over this option with you. The cost of the energy rating is included in the closing costs.



Legal Guidance

Homebuyers review legal documents with their own attorney in order to be fully informed and aware of the terms of the deal. BCLT offers a list of attorneys who are familiar with our documents. This cost is also included in the closing costs.

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244

June 10, 1993

Pat Crady
Vermont Housing Finance Agency
P.O. Box 408
Burlington, VT 05402

RE: Funding Request: CLT Homeownership Operations Manual

Dear Pat,

I am writing to request VHFA's financial support for a Homeownership Operations Manual for Vermont CLTs. The need for such a resource was first brought up at a statewide CLT meeting with the Vermont Housing & Conservation Trust Fund staff. Specifically, it addresses the CLTs' needs for programmatic, marketing and implementation information for the HOMELAND Program and CLT re-sales. In addition to addressing the needs of CLTs, this Manual is my project for the Community Economic Development Masters program I'm currently in - so it is a personal endeavor as well.

BCLT has more experience than the other Vermont CLTs with the HOMELAND Program as well as with re-sales, and we would like to get the information out in the form of a practical, useable resource in order to prevent further "re-invention of the wheel". I am planning to produce a Manual in a loose-leaf binder, such that forms and handouts can be duplicated easily and inexpensively as well as adapted by their users.

Jane Milner and I have discussed her previous work on homebuyer education with Barre Neighborhood Housing Services and in Waitsfield. For a variety of reasons, she was unable to complete her work on packaging the homebuyer education materials into a useable resource for other non-profits. We have discussed incorporating some of her work in the Manual, in order to get it out to the non-profits. This would round out the Manual, as she has more experience with homebuyer education programming, and I have experience with marketing, program development, qualifying buyers and legal issues.

Realizing Jane has received funding from VHFA for her homebuyer education work, I am not including that portion of the work in this request for funding. Her work will be included in the Manual as part of her earlier grant commitment.

I have enclosed an outline of the Manual, as it now stands, for your review. I will need the help of a review committee, and I

think it would be appropriate to include several CLT representatives, a BCLT Board member, a representative from VHFA, and one from VHCB. The review committee will ensure that the resource addresses the needs effectively. In addition to the grant request, would you consider participating in a review committee, Pat?

The Institute for Community Economics has expressed interest in the Manual, too. In order for it to be useful to other CLTs, I've included a section on "How to Start a Similar Program in Your State", including background materials about Vermont legislation and resources. I see this chapter as a minor section of the Manual - the large majority is focused on Vermont issues.

I have approached VHCB for funding, and they would like to see commitments from other sources, and felt that VHFA was also invested in the program, so suggested I approach you.

I've enclosed a budget and funding request. I appreciate your consideration of this request, and any feedback you may have. I look forward to hearing from you!

Sincerely,

Cindy Reid

Cindy Reid
Homeownership Program Coordinator

Request for Funding:
Community Land Trust
Homeownership Program Manual

BCLT staff time: 150 hours x $20/hour This estimate is based on 8 hours per week for approximately 5 months. Work will entail writing, compiling information, soliciting & incorporating feedback. Completion by mid-November is the goal.	$3,000
BCLT Legal Costs: 4 hours x $85/hour Review of document summaries, review of legal section for clarity & accuracy	$ 340
Production Cost: design, printing & binders	$ 735
Total request:	$4,075
Total requested from VHCB	$2,075
Total requested from VHFA	**$2,000**

RECEIVED JUL 19 1993

vhfa

VERMONT HOUSING FINANCE AGENCY

July 16, 1993

Ms. Cindy Reid
Homeownership Program Coordinator
Burlington Community Land Trust
P.O. Box 523
Burlington, VT 05402

Dear Cindy:

Enclosed please find a check in the amount of $ 792 to cover your request for cooperative advertising through June 30, 1993 and $1,000 toward the production of the Community Land Trust Homeownership Manual.

We request that this $1,000 be used for legal and design, printing, and binding expenses associated with producing the publication. When the project is completed, we would appreciate copies of invoices documenting the expenses and any unused funds that may be remaining should be returned to VHFA to my attention.

Pat Crady would like to participate on your review committee and I would appreciate the seeing a copy before it goes to press.

I understand there is a great need for this type of manual to support the homeownership efforts of the nonprofits. It's a great project and we wish you all the best with it! Please feel free to call if we can be of further assistance.

Sincerely,

Hollis Hope
Director of Communications

Enclosure

One Burlington Square, P.O. Box 408, Burlington, Vermont 05402-0408
802/864-5743 • 1-800/339-5866

EQUAL HOUSING OPPORTUNITY

999146

BURLINGTON, VERMONT 05402

[redacted]

OUR REF. NO.	YOUR INV. NO.	INVOICE DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET AMOUNT
4100	CHK RQST	06/30/93	1,792.00	1,792.00	.00	1,792.00
					Check total	1,792.00

RECEIVED JUL 19 1993

VERMONT HOUSING FINANCE AGENCY
ONE BURLINGTON SQUARE - P.O. BOX 408
BURLINGTON, VERMONT 05402

THE HOWARD BANK
BURLINGTON, VERMONT

0012750

58-3/116

NO.	DATE	VENDOR NO.
012750	07/08/93	999146

AMOUNT

ONE THOUSAND SEVEN HUNDRED NINETY-TWO AND********* $****1,792.00
00/100 DOLLARS**********

Burlington Community
Land Trust
P.O. Box 523
Burlington, VT 05402

Two signatures required for amounts over $1000.00

AUTHORIZED SIGNATURE

[redacted]

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244

July 19, 1993

Pat Crady & Hollis Hope
Vermont Housing Finance Agency
P.O. Box 408
Burlington, VT 05402

Dear Pat & Hollis,

Thank you for funding the Homeownership Operations Manual for Vermont CLTs. I'm excited about this project, and hope to get a draft to you soon, Pat, for your review and feedback.

Thanks for your continued support of BCLT's work!

Sincerely,

Cindy

Cindy Reid
Homeownership Program Coordinator

Cindy Reid
8/1/93
Project Outline

Revised CED Project Contract Outline

A. Background:

Burlington Community Land Trust has developed an effective single family homeownership program which has successfully served many low to moderate income individuals and families in Chittenden County, Vermont. In 1991, BCLT developed a buyer-initiated homeownership program, which was and currently is funded by the Vermont Housing and Conservation Board (VHCB). Seven CLTs in Vermont are implementing the program, to different degrees, each covering different service areas. BCLT, as the oldest and most experienced CLT, has taken the lead on developing the program. Policies, procedures, legal issues, marketing and homebuyer education all have been initiated by BCLT, which has provided support and direction to the other CLTs. In order to effectively share the experience, successes and problems that BCLT has faced, I will be developing a "how-to" homeownership program manual for all Vermont CLTs, plus other CLTs in the country.

I will be working with BCLT potential homebuyers, leaseholders (current BCLT homeowners) and staff, Vermont CLTs, other community based organizations wanting to develop a similar program, the VHCB, and the Institute for Community Economics (ICE), all with the goal of assisting in the development of successful homeownership programs for low to moderate income people.

B. Problem Statement:

If no solution is found, BCLT's success and experience developing a successful buyer-initiated homeownership program for low to moderate income people will remain untransferable and inaccessible to other CLTs who could benefit from the information immediately.

C. Goal Statement:

i. The first goal of this project is to develop a how-to technical assistance resource manual on implementing a single family homeownership program for Community Land Trusts, detailing the program components, policies and procedures, lender and underwriting issues, legal documents and legal issues, marketing, and homebuyer education materials for other CLTs' use.

ii. Second, the manual will be made available to other CLTs in Vermont and nationwide through BCLT, VHCB and ICE.

D. Project Product:

A technical assistance manual which addresses the needs of Community Land Trusts as to how to develop and implement a single family homeownership program.

E. Outputs:
* Proposal developed to obtain funding for project
* Project outline developed & provided to CLTs & VHCB for feedback
* Contact with ICE technical assistance staff
* Review of homebuyer education materials by BCLT's leaseholders for feedback
* Homebuyer Education Workshops periodicaly over a year's time, providing opportunities to use materials & develop and change materials and presentation styles.
* Research of new material & consolidation & organization of existing material to include in the manual

F. Inputs:
* Project funding from VHCB, Vermont Housing Finance Agency (VHFA), and possibly Vermont National Bank.
* Outline of information needed
* BCLT & VHCB Attorneys' review
* Advisory Committee Review & Input
* CED Project Focus group support & guidance
* Feedback from ICE

G. Implementation Plan:

Develop outline of Manual	3/1/93
Confirm ICE's interest in distributing resource	4/1/93
Develop & Submit proposal for funding to VHCB	4/15/93
Research & compile new & existing materials	5-8/93
Solicit feedback from BCLT leaseholders re: homebuyer education materials	9/15/93
Feedback from BCLT & VHCB Attorneys re: legal documents	9/15/93
First draft completed	8/15/93
Feedback from other CLTs, BCLT, VHCB, ICE	9/15/93
Incorporate changes	10/1/93
Complete final version	11/1/93
Prepare for Production & go to Print	12/1/93
Make available through BCLT, VHCTF, ICE	12/15/93...on

H. Minimum Objectives:
* I will have met with VHCB, homebuyers, and Advisory Committee throughout the process and gotten their feedback regarding the project outline and rough drafts to assure its effectiveness.

* I will have received funding for the project.
* I will have organized 2 and participated in 2 other homebuyer workshops in order to develop effective materials, format, presentation style, and incorporate those experiences in the manual.
* I will have completed the technical assistance manual by December 1993.
* I'll have made contact with VHCB and ICE re: distribution and availability of the resource, and have gotten them copies.

Third Semester Update: May - August, 1993:

This felt like the most productive semester, as my project really began to take shape. Here's an update on progress from May through August:

* I met with a woman who has done considerable homebuyer education work for 2 non-profits in the state. She provided me with copies of her work to date and information about her activities. She never finished the distribution part of her project - i.e. getting her presentation materials and handouts out to the non-profits who need those resources. We discussed incorporating some of her work into the manual. This may or may not happen, depending on how much help she can give editing. (VHCB didn't want duplication of materials by funding this manual, so it seemed like we should work together on a chapter).

* I presented information on affordable homeownership to a Vietnamese group of 14 in May, part of their ESL class on banking issues. I also organized and presented at a homebuyer education workshop for 40 people in June for BCLT. These 2 events were opportunities to develop better materials, a better format, and try out new techniques. These materials and information will be incorporated in the manual.

* My Advisory Committee has been formed - representative of statewide CLT staff, BCLT leaseholders, a loan officer, a VFHA staff person, and 2 people from VHCB. They will review drafts and provide feedback, and additional information to include.

* I submitted a request to VHFA and received $1,000 for production and legal costs. Yea!

* The first draft is coming along. I revised my timeline which was way too ambitious, considering my workloads with both BCLT and CED.

* I'm planning to submit a revised funding request to VHCB this week to address their earlier concerns, and submit a new request to Vermont National Bank as well.

* Our project class is really helpful for feedback and new ideas. I appreciate the help from folks, and look forward to seeing what others are up to.
^Z

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244

August 10, 1993

Rick DeAngelis
Vermont Housing & Conservation Board
136 1/2 Main Street
Montpelier, VT 05602

Re: CLT Homeownership Program Manual

Dear Rick,

I am writing to request funding for a CLT Homeownership Program Manual I am currently working on for my school project. Liz Curry responded to a request I submitted earlier, outlining VHCB's concerns, and I am responding later than I intended to!

First, Liz stated that Jane Milner had done lots of homebuyer education work and felt that parts of the Manual duplicated Jane's work. I understand the concern about duplication, but feel that this project does not duplicate efforts or material. Jane and I met to discuss this issue, and to go over both projects. Her work was never put into a finished product to be disseminated to other groups besides BNHS. At this stage, it needs a lot of editing and polishing before it can be re-produced. Jane doesn't have time, and in order for me to do this, BCLT needs funding. Time which I spend on the Manual is time I'm not able to spend doing other activity - activity which generates development fees. The request I'm submitting for funding does not include time to work on Jane Milner's piece - it covers the outline attached.

The second issue here is that the information in the proposed manual does not duplicate Jane's work. Her work was targetted to a wider audience - this work is specific to households who are low to moderate income, and it is also limited equity specific. For these reasons, it is not a duplication, but new material.

Second, Liz thought it would be appropriate for VHFA to fund a part of this project. They have committed $1,000 towards production and legal costs. Their funding source doesn't allow them to fund BCLT staff time.

I also am requesting funding from Vermont National Bank, as we have generated a lot of business for them. I am hoping for $500 from VNB, but I don't expect more -- but I will certainly ask!

Third, there was some concern about whether VHCB would be supporting ICE's Operations Manual. The resource I am proposing will be Vermont specific. It is separate and unique from ICE's Operations Manual. I had asked ICE for their input about the

manual I'm working on to get their feedback, as they regularly get technical assistance questions from CLTs. They made some suggestions, but were not being able to provide financial support, and I am not asking VHCB to support a project for ICE. I see this manual as helping the housing non-profits in Vermont to not re-invent the wheel, and to help the single family homeownership programs to operate more effectively.

Last, Liz recommended an Oversight Committee. This is a great idea, and to date this Committee consists of: Pat Crady (VHFA), Don Jamison & Rob Reiber (BCLT Board members and leaseholders), Connie Snow (BACLT), Andy Broderick (RACLT), Richard Moffi (CVCLT), Brenda Torpy & Ellen Rubenstein (BCLT), a VNB representative, John McLendon, and you! I think this group of people will provide a well-rounded response. I am looking forward to getting the feedback and incorporating the suggestions. Diane Binnick may also be interested in reviewing the material, but I haven't contacted her about that yet.

Here is an updated budget for the request:

BCLT staff time: 160 hours @ $20/hour This is 20 full time days - which is my estimate from beginning to completion	3,200
Legal Costs: 2 hours @ $75/hour	150
Production Costs: design, priting, binding	935

Sub-total	4,285
VHFA Contribution (Committed)	(1,000)
VNB Contribution (Uncommitted)	(500)

Amount Requested from VHCB	**2,785**

Attached is a copy of the revised outline. I expect more revisions as I get feedback from people, and as I continue to develop the project.

I appreciate your consideration of this request, and look forward to hearing from you. I also look forward to your comments about the first (unfinished) draft.

Thanks, Rick!

Sincerely,

Cindy Reid

Cindy Reid
Homeownership Program Coordinator

Enclosure

Community Land Trust

Homeownership Program Manual

CONTENTS

I. HOMELAND Program

1. History of the HOMELAND Program

2. Program Description

3. Qualifying Potential Buyers
   Eligibility
   Mortgage Pre-qualification Process
   "Other Debt"

4. Marketing the HOMELAND Program
   Developing a Marketing Plan
   Defining Your Market & Strategies
   What to Include in an Advertisement
   Using Feedback
   Sample ads, flyers, brochures

5. Homebuyer Education
   Initial Contact
   Meeting with Potential buyers
   Homebuyer Workshops
   Maintainting Contact

6. Other Resources for Homebuyers
   Property Inspections
   Legal Guidance
   Buyer Brokers
   Rehabilitation Resources

7. Legal Documents & Issues
   Single Family Home Legal Issues
   Condominium Legal Issues
   Sample Language for Purchase & Sale Contracts
   Sample CLT/Homebuyer Grant Agreements

8. Resources for Leaseholders
   Assistance with Property Improvements
   Referral to Other Resources
   Outreach
   Budgeting & Staff Support

II. Re-sales

A. Program Description

B. Marketing Re-sales
   Strategies
   Sample materials: flyers, ads
   Sample Selection Policy

C. Homebuyer Education

D. Qualifying Buyers & Resources for Buyers

E. Legal Documents & Issues

III. Equity Trust Donations (Bargain Sales)

A. Description of the Concept

B. Case example(s) or Equity Trust Transactions

C. Legal Issues

D. Seller Education

E. Buyer Education & Qualifying

IV. Resources for CLT Homeowners (Leaseholders)

A. Ongoing Support, Services & Resources for CLT Homeowners:
   How to Keep the Community In Community Land Trust

V. How to Start a HOMELAND Program in Another State

A. Resources & Examples:
   Formation of Burlington Community Land Trust
   Formation of Vermont Housing & Conservation Trust Fund
   Housing Subsidy Covenant Legislation
   Institute for Community Economics:
      technical assistance & resources

P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244

August 13, 1993

Rob LaClair
Vermont National Bank
150 Bank Street
Burlington, VT 05401

Dear Rob,

I am writing to request Vermont National Bank's support for a Homeownership Program Manual I am developing for community land trusts (and other housing non-profits) in Vermont creating limited equity homeownership for low to moderate income people.

BCLT is the oldest Community Land Trust in the state, and has the most experience developing, educating homebuyers about, and marketing limited equity homeownership. To date we've developed 94 single family homeownership opportunities in Chittenden County. Each year we develop 25-30 more single family homes.

Due to this experience and level of activity, we get many calls from other Land Trusts and other housing non-profits requesting technical assistance. The Homeownership Program Manual I'm developing is an effort to prevent groups from re-inventing the wheel, and to make homeownership programs in Vermont more effective and efficient. It includes information about pre-qualifying prospective buyers, homebuyer education, marketing, legal issues, and working with lenders and realtors. I have enclosed an outline of the Manual, and a budget, for your review.

I am requesting VNB's financial support in developing this manual. Between 7/91 and 5/93, VNB provided 35 mortgage loans for BCLT homebuyers. Most of the buyers went through VHFA, and some used the SRB program. Vermont National's discount on the points for CLT buyers is available statewide, and I see this manual further increasing the capacity of affordable homeownership programs around the state.

The idea of a manual originated as a much needed resource at a meeting among Vermont Community Land Trusts and the Vermont Housing & Conservation Board. It then became my project as part of a Masters Program I am working on in Community Economic Development through New Hampshire College Graduate School of Business. My goal is to have a completed product by December. I have an advisory committee to review drafts, including other Community Land Trusts, VHFA, Vermont Housing & Conservation Board, and CLT homeowners. I would appreciate your feedback, as well.

Thank you for your consideration of this request, Rob. Please call me if you would like to discuss this further. I look forward to hearing from you.

Sincerely,

Cindy Reid

Cindy Reid
Homeownership Program Coordinator

Enclosure

cc: Nevada Bromley, SRB Project Coordinator

Budget for CLT Homeownership Manual

BCLT staff time: 160 hours @ $20/hour	3,200
Legal costs: 2 hours @ $75/hour	150
Production: design, printing, binding	935
Sub-total	4,285
VHFA Contribution	(1,000)
Requested from Vermont Housing & Conservation Trust Fund	(2,285)
REQUESTED FROM VNB	**(1,000)**

Rockingham Area Community Land Trust

P.O. Box 711 • Bellows Falls, Vermont 05101

MEMO

To: Cindy Reid, BCLT
From: A. Broderick, RACLT
Re: Homeland Manual
Date: 8/30/93

The manual looks great. Since my vacation is threatening, I wanted to get a quick first take off to you.

It reads well, is clearly organized, and comprehensive. This will prove an invaluable resource to all CLT's trying to get a single family program off the ground.

I thought of a couple of points that I did not see included in the document that I think are worth considering:

1) Some explanation of how a closing should go. This will be a little awkward since it will depend on which model is being used, but I believe it could be helpful to the uninitiated.

2) A little more on the role of the appraisal in establishing the value of the security and how that relates to mortgage approval, purchase price, and PMI.

3) The fact that a number of mortgage programs allow the seller to cover closing costs, reducing cash required from buyer. And how the P&S must contain this language.

4) In terms of additional legal resources to attach, I would include the VHFA mortgage and lease riders and maybe include copies of VHCB covenants.

That's all I have been able to come up with. If you need a formal review for your course, let me know and I will be happy to draft a more "academic" evaluation. Thanks, Andy.

RECEIVED SEP 0 1 1993

Vermont Housing & Conservation Board

136½ Main Street
Montpelier
Vermont 05602

802 828 3250
FAX 802 828 3203

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Stuart J. Thurber, Jr.

Gustave Seelig
Executive Director

September 2, 1993

Cindy Reid
BCLT
PO Box 523
Burlington, Vermont

RECEIVED SEP 07 1993

Re: Homeland Operation's Manual

Dear Cindy:

Thanks for your letter of August 10th in response to Liz Curry's questions about the Homeland Manual. I have reviewed the draft manual and your revised budget. Because of vacation schedules, I've been unable to discuss the revised request with other VHCB staff. I hope to do that and respond to your request by September 10.

Thanks for sharing the draft with me for the Cincinnati conference. The draft manual and my comments ~~on~~ are enclosed.

Sincerely,

Richard DeAngelis
Project Analyst

Equal Housing Opportunity

MEMO

TO: Cindy Reid

FROM: Rick DeAngelis

DATE: September 2, 1993

RE: Comments on draft Homeland Manual

Hello and welcome back! Hope your two week vacation to school was good. At some time I'd be interested to speak with you about the program and how valuable its been to your work.

I've had a chance to review your draft Homeland manual and put together some notes. I've also enclosed the draft you sent with my comments (much of it scribbled in the corners) as I read it. Much of the handwritten stuff on the draft is somewhat random and probably repetitious. Do with it what you will. Here I've attempted to consolidate some of my observations.

Overall Impressions

It's thorough and covers all of the essential areas. The attachments are excellent and reflect the effort you've put into the program. I think the narrative needs work to:

(1) Orient it more toward non-profit users. For the most part you did that, but I would suggest rereading it and focussing on its potential users and how they could best use the manual.

(2) Shorten it: I felt that many areas were unnecessarily long. I wondered if the document would become a file-filer or a working manual. Perhaps there are ways to format the text or restructure the layout to accomplish a better "feel" without leaving out important detail.

(3) Restructure Outline: Below are my comments on the outline. I thought your's was too encompassing and could benefit from further breakdown. I also thought that the physical division of these sections would be helpful in folk's use of the manual.

Outline

I see the first 2 items in the Program section as a separate intro that provides a context. What do you think about renaming the rest of that section as "Operating Homeland" or something like that? My suggested changes follow below. I have included comments with some sections for areas that I thought needed greater definition.

Introduction
1. History
2. Program Overview

Operating Homeland
1. Staffing and Scale Issues: what do you need to have as an organization in order

to feasibly run a program like this?

2. Marketing
   - A. Building relationships with players the program needs
   - B. Attracting potential buyers
3. Homebuyer Education
4. Qualifying potential buyers
5. Other Resources

Legal Issues/Documents

1. Security and appraisal issues
   - A. Implications for the CLT
   - B. Implications for Buyers
2. Documents
   - A. Brief Description of BCLT's package
   - B. Alternative approaches by other CLTs

Attachments

Format

I know that this is a draft. You probably recognize that the final format and layout will be very important in making it work as a manual. I didn't come to any conclusions about this but I wondered about the following:

* Overall, more bullets and simple "follow-the-numbers" type text layout. Tightening up the narrative would make this more possible.

* Integration of the narrative and attachments. What do you think? Would it make it harder or easier to use?

I think your suggestion of a 3 ring binder is a good one.

Universality

It would be helpful to have examples from other organizations. Perhaps this could be simplified by calling around to folks and querying them about their methods and practices in each of the operational areas and sprinkling in examples throughout.

Legal Section

I was confused by the discussion of the three methods. Also, I wasn't sure how much of it was necessary. I would suggest asking John McLendon to review this section and helping you to simplify to the essentials.

That's it. You've done a great job. Don't get the wrong impression from my many comments. Feel free to do what you will with it all. I though you would find it helpful too get more rather than less commentary.

Vermont Housing & Conservation Board

RECEIVED SEP 13 1993

September 8, 1993

136½ Main Street
Montpelier
Vermont 05602

802 828 3250
FAX 802 828 3203

Board of Directors
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Rev. John E. Nutting
Stuart J. Thurber, Jr.

Gustave Seelig
Executive Director

Cindy Reid
Burlington Community Land Trust
Burlington, Vermont

Re: Homeland Manual

Dear Cindy,

VHCB staff have reviewed the request from the Burlington Community Land Trust for funds to prepare and distribute a Homelands Manual. We will award up to $2,000 for BCLT staff time involved in this project.

The conditions of this award are as follows:

1. This award shall be disbursed as a 1-1 match to funds that Grantee raises from other sources. BCLT may include the value of staff time of other organizations that participate in the development of the manual in demonstrating fulfillment of the matching requirement;

2. BCLT shall submit for VHCB staff review and approval a final outline of the manual prior to the release of any funds;

3. BCLT shall establish and involve an Oversight Committee in the development of the manual. The Committee shall include potential users of the manual.

4. BCLT shall agree to complete and distribute the manual within 6 months of acceptance of this award.

If you agree to accept these funds, please indicate acceptance by having the appropriate person sign below and returning this letter to our office. In order to request funds, you must submit invoices. We will then request a check in the appropriate amount from the Treasurer to be paid to BCLT. You can expect to receive a check within twenty to thirty days of our receipt of an invoice.

To the extent that the specifics of the project are not included in this letter, reference is made to your letters April 15 and August 10, 1993. These document are incorporated herein and made a part of this Agreement.

Any variation from this agreement will need approval by the Vermont Housing and Conservation Board, and the Board does not guarantee payment for work other than that outlined in this agreement.

Equal Housing Opportunity

If you have any questions about this award, please give Rick DeAngelis a call.

Sincerely,

Larry Mires
Acting Director

Burlington Community Land Trust agrees to accept the conditions of this award.

Cindy Reid
Duly Authorized Agent of the
Burlington Community Land Trust

9/13/93
Date

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244

September 13, 1993

Rick DeAngelis
Vermont Housing & Conservation Board
136 1/2 Main Street
Montpelier, VT 05602

Re: Funding for Homeownership Manual & Feasibility Request #095

Dear Rick,

A huge thanks to you and others at VHCB for agreeing to fund the HOMELAND Manual that's in the works! I've looked over your comments, and look forward to incorporating some of the feedback, and getting another, more complete, draft out soon.

Another thanks for granting additional feasibility funds for the Howe Farm project. The status of that project is that we've made an offer on the land to the seller, which is open for his consid eration until 10/15/93. We will certainly keep you posted.

Again, thanks to you and others at VHCB -- Polly, et al -- for your support for these two projects!

Sincerely,

Cindy

Cindy Reid
Homeownership Program Coordinator

cc: Brenda Torpy

VERMONT NATIONAL BANK

September 17, 1993

Cindy Reid
Homeownership Program Coordinator
Burlington Community Land Trust
P.O. Box 523
Burlington, Vermont 05402

Dear Ms. Reid:

Enclosed please find two checks each in the amount of $250 which represent contributions from our Burlington Regional Office as well as our Socially Responsible Banking Fund. We are pleased to be able to offer this financial support for your Homeowners Program Manual.

Please feel free to give me a call if I can be of any further assistance.

Very truly yours,

Robert A. LaClair
Vice President

dmj

Enclosures

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244 (TDD) • Fax (802) 862-5054

September 21, 1993

Rob LaClair
Vermont National Bank
150 Bank Street
Burlington, VT 05401

Dear Rob,

I am writing to thank Vermont National Bank for contributing generously towards the Homeownership Manual I am developing for Vermont's non-profit housing organizations. Your $500 contribution is a great help towards the project!

I would welcome your comments and feedback about the outline I sent earlier, or the project in general.

Again, thanks for your generous, and ongoing, support for BCLT's work in the community.

Sincerely,

Cindy Reid

Cindy Reid
Homeownership Program Coordinator

cc: Nevada Bromley, SRB Project Coordinator

Thank you!! :)

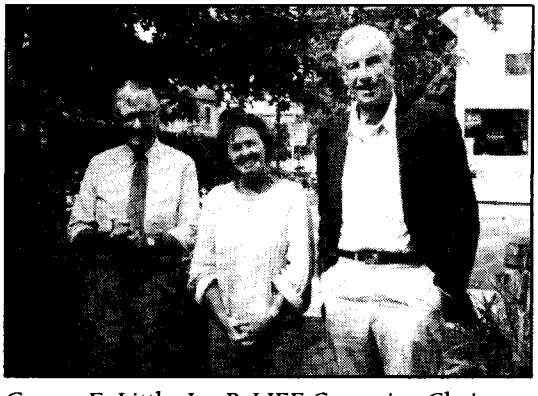
Burlington
Community Land Trust News

Fall 1993 Volume 7, Number 3

ReLIEF Gaining Support!

ReLIEF has gained lots of momentum since BCLT's last newsletter.

What is ReLIEF? It stands for "Regional Low Income Emergency Facilities," and its goal is to provide long term, affordable facilities for five agencies –BCLT, the Committee on Temporary Shelter (COTS), the Emergency Food Shelf, Vermont Legal Aid, and Chittenden Court Diversion. All of these organizations are now located in inefficient and crowded quarters, and some are out of compliance with federal and/or local regulations. All of them serve the needs of low income people, and all have seen the needs for housing, food and other services double over the past decade.



George E. Little, Jr., ReLIEF Campaign Chair, Brenda Torpy, BCLT Director, and J. Warren McClure, who, with his wife Lois, donated $500,000 to the ReLIEF Campaign.

Three buildings in Burlington are under contract by BCLT for purchase and rehabilitation as soon as funds are raised. One is the "Whalen Building" on South Winooski Avenue, in downtown Burlington. BCLT and COTS will relocate there. Court Diversion, already renting there, will remain and have a rent decrease, allowing more of its budget to be devoted to programs. The Food Shelf will move across the street from its current location on North Winooski Avenue, into a building which is currently boarded up. Vermont Legal Aid will move to the former Moose Lodge/ Hebrew School building, also on North Winooski Avenue.

North Winooski Avenue has been in BCLT's target area for neighborhood re-development (see Director's Message), so the project meets the goals of both ReLIEF and neighborhood revitalization. Rehabilitating these two buildings will have an immediate positive impact on the neighborhood.

After renovation the buildings will be in good condition, energy efficient, handicapped accessible, and affordable. BCLT will manage the buildings, helping to control rents and management costs, and increasing the efficiency of each organization.

The $2.9 million project cost is being raised through a $1.4 million tax-exempt municipal bond, and $1.5 million in donations from foundations and individuals. To date, donations from individuals and foundations total more than $705,000.

The campaign got a tremendous boost from J. Warren and Lois McClure, who donated $500,000. "This is a project that just has to be done," commented J. Warren McClure, "There is no question as to the need for these agencies and their dedicated personnel to secure adequate space for their programs, which can help those in this area who need it the most."

> *"We're making this gift with the hope of inspiring many others to give as generously as they can. It's an exceptional opportunity to help agencies that, collectively, address the most compelling human needs in this area."*
> *~ J. Warren McClure*

As chair of the capital campaign, George E. Little, Jr. has worked tirelessly to recruit volunteers and support from the community. Volunteer solicitors have been going out into

Continued on Page 2

BCLT's Ninth Annual Meeting

BCLT's annual meetings are occasions for reflection on our mission and history, a celebration of accomplishments, and inspiration for the year to come. This year's meeting, a dessert potluck, was held on September 28th at the Chittenden Emergency Food Shelf – one of the ReLIEF agencies. A variety of people attended: Flynn Ave Co-op members, BCLT leaseholders, ReLIEF donors J. Warren and Lois McClure, ReLIEF Chair George E. Little, Jr., former board members, neighborhood residents, and state senators. Ages of attendees ranged from 2-week old Cole Milazzo to ....

Senator Pat Leahy was unable to attend the meeting, but wrote, "I express my thanks to you and everyone involved with the Burlington Community Land Trust for your outstanding work on affordable housing over the years. Your tireless commitment to affordable home ownership has turned the American dream of owning a home into reality instead of only a dream for so many Vermont families. Please accept my best wishes for continued success as you plan for BCLT's 10th Anniversary Celebration."

The meeting began with Board President Rob Reiber presenting the Tim McKenzie Award for Contributions to Perpetually Af-

Continued on Page 2

BCLT President Rob Reiber presents the Tim McKenzie Award for promoting perpetual affordability to Flynn Ave Co-op representatives Marcia Mason and Richard Kemp at the Annual Meeting.

Annual Meeting... *(Continued from page 1)*

fordable Housing to the members of the Flynn Avenue Co-op. Richard Kemp and Marcia Mason, who accepted the award, spoke of the struggle involved in bringing the Co-op into existence and the pragmatic idealism of those who made it happen.

BCLT's 9th Annual Meeting hosted a full house!

For the past several years, each annual meeting has had a place in it for everyone in attendance to introduce themselves and offer a thought on a topic highlighting BCLT's character as a community organization. This year, after reminiscing about BCLT's founding, Don Dickson, a former president of the board, invited suggestions for BCLT's tenth anniversary celebrations during the next year. Practical and whimsical ideas came flying forth until Don asked members to join the anniversary committee. (And yes, we welcome your involvement even if you weren't at the meeting!)

A fine musical interlude was provided by Jenni Johnson, a BCLT leaseholder and accomplished jazz singer, accompanied by another stellar local musician, Lar Duggan. Jenni turned an old Ringo Starr tune into a "BCLT song" in which our property manager responds to a tenant's plea with the words, "Oh my my, Oh my my/ We will fix it/ And that's no lie." Everyone sang!

The meeting continued with members of the board and staff delivering the annual report. Topics included the financial report, acquisition and development news, the single family homeownership program "Homeland," property management, special projects (see Housing For Homeless article in this newsletter), and the exciting ReLIEF project (see article in this newsletter).

Elections for the board followed. Pat Crad Rodney Patterson and David Weinstein were all re-elected. The two open seats for lease holders were hotly contested, with six peopl running. After several ballots, BCLT tenants Veronique Van Zandt and Kathy Bonilla emerged from the pack. Congratulations t them both, and to the other four candidates After the elections, Lar and Jenni returned. The last of the desserts disappeared to th accompaniment of good music and quie conversation. ■

Author Don Jamison is a BCLT Board Member and newly elected president with a healthy streak of humor.

ReLIEF... *(Continued from page 1)*

the community to ask individuals for support. Writer/producer David Schaefer and WPTZ/Channel 5 volunteered time to produce and edit a compelling ten-minute video describing ReLIEF. The video is shown to potential donors, and is used as an educational tool for local town officials, community groups and institutions.

This kind of cooperation between nonprofit groups is unique and is also why ReLIEF is such a successful project. If you would like to find out more about ReLIEF and help out, we would love to hear from you. Our number is 863-9971. ■

Author Molly Farrell is Director of the ReLIEF Capital Campaign.

Director's Message
Progress on Archibald Street

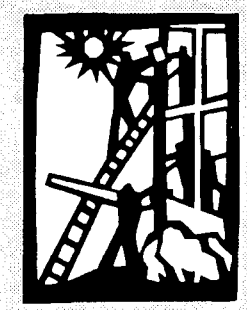
Even though it doesn't physically show yet, and despite mixed media coverage, there has been a lot of progress on BCLT's Old North End re-development efforts, which include the revitalization of the Klinkostein property on North Winooski Avenue, the planned park to replace the triangle building at the intersection of North Winooski Avenue, Archibald and Bright Streets, and the Archibald Street housing cooperative.

First, the heirs to the Klinkostein Estate have agreed to sell their property to BCLT. We are beginning our final phase of environmental testing, and early in the new year, we will have developed a clean-up plan. Further testing (as far down as 45 feet) has been done on the Gracie site as a result of information provided by Mr. Larry Bessette, who used to work there. So far, nothing additional has been found.

The non-profits involved in this revitalization effort have met with the Vermont Bankers Association Commercial Loan Committee to find out what assurances the bank will need after the clean-up to loan on these sites. If banks don't feel comfortable financing these properties, even after clean-up, then low income neighborhoods which have experienced a lot of disinvestment and abandonment, like the Old North End, will become ghost towns. BCLT remains committed to reversing this trend in the Old North End.

The FDIC (Federal Deposit Insurance Corp) is negotiating with BCLT for the acquisition of the triangle building. We should own it soon. The FDIC took over after the Caledonia Bank (former bank involved in the property) went under. In short, it's been a long haul!

Jane Sorenson of T. J. Boyle Associates Landscape Architects created a beautiful park design from input at a neighborhood design meeting last spring. The design includes tiles produced by children which depict their houses, yards or neighborhoods. It will be an easy-to-maintain, durable park which will add a welcome green space to this neighborhood. BCLT will tear down the now vacant and dilapidated building and help the City raise funds for the park.



Finally, almost 75 people have submitted applications for the Archibald housing cooperative (where 20 homes will be available). This Co-op will be named in memory of Thelma Maple, a co-op pioneer and lifelong neighborhood resident. The success of the Flynn Avenue Co-op and the contagious positivism of the members there have built a momentum for co-op housing. Several of the Archibald Street Co-op members are already at work forming a board, reviewing design and developing by-laws and policies. Good luck and welcome to our newest neighbors!

Bank of Vermont Funds BCLT's "Housing for Homeless"

Bank of Vermont recently committed $622,740 to BCLT for the financing and rehabilitation of three buildings in Burlington which will be converted to "Single Room Occupancy" housing. The buildings will provide a total of 27 units of housing for formerly homeless individuals.

"This match of affordable housing with services is a much needed response to a national homelessness problem," commented BCLT Director Brenda Torpy, "We thank all our partners and funders for supporting this essential project."

Speaking at the "Housing for Homeless" press conference, from L to R: David Elliot, Federal Home Loan Bank; Brenda Torpy, BCLT Director; Governor Howard Dean; John Ewing, President of Bank of Vermont.

One of the buildings is on South Willard Street; it will house homeless adults with chronic mental illnesses and will be managed by Howard Center for Human Services. A second building is on Maple Street, and will house formerly homeless youth ages 16 to 22. This home will be managed by Spectrum Youth and Family Services.

The Bank's commitment also allowed BCLT to re-finance and make needed repairs to the Sarah Cole House, a community home for formerly homeless women which has been up and running for over a year. The wrap-around porch at Sarah Cole House has been repaired, and a fresh coat of paint has greatly spruced up the exterior.

To fund the project, Bank of Vermont made use of a discounted funds program offered by the Federal Home Loan Bank of Boston. Their Affordable Housing Program (AHP) is a competitive nationwide program designed to help finance rehabilitation projects which provide housing for low to moderate income people. Bank of Vermont has won funding for three AHP projects. This project – "Housing for Homeless" – was selected from 40 entries from around New England, and was the only one selected from Vermont.

In fact, Vermont has received more Federal Home Loan Bank funding in proportion to population than any state in New England. This is testimony to the success of non-profit community groups here, and our banks, who work together to meet the housing needs of low to moderate income people. To date, eight Vermont projects have received AHP funding, creating a total of 228 units of affordable housing!

Spectrum Youth and Family Services and Howard Center for Human Services will employ on-site resident managers, and will provide other support services to the residents. This combination of housing and support services will provide residents with a direct link to needed advocacy, counseling, crisis intervention, health care, training and education services.

Additional support for the "Housing for Homeless" project comes from the "Shelter Plus Care" program through the Burlington Housing Authority. Shelter Plus Care is a nationwide HUD competitive program that pays for rental assistance if the local group matches with support services. Spectrum and Howard Community Services provide the match, and BCLT maintains the buildings for this essential community program.

"We are delighted and proud to again work with our friends at the BCLT and to be involved in a project which will provide 27 units of perpetually affordable housing. 'Housing for Homeless' is an example of another successful and creative partnership among the Bank, the City, and our local non-profit organizations," commented Bank of Vermont President John Ewing.

In addition to the Bank's loan, a combination of other funding comes from federal, state and local sources including the U.S. Department of Housing and Urban Development, the Vermont Housing & Conservation Board, the City of Burlington's Community and Economic Development Office, and the Vermont Department of Historic Preservation. ☗

** Author Jenny Engle is Assistant Vice President of External Affairs at Bank of Vermont.*

thank you

Bonnie Acker, for donating the artwork for the 3rd Annual Preserving Homeland Race & Walk!

Casey Chapple, for donating the production and design of BCLT's fundraising letter in June!

Ethan Allen Homestead Tavern, for providing BCLT board and staff with a great location and facility for our June Board meeting – at a very affordable price!

BCLT Adds Part-Time Assistant

Amy Demetrowitz has joined BCLT part-time to assist our Rehab Specialist, and to help out on multi-family housing development projects. Amy comes to BCLT from the Community & Economic Development Office, where she was the Housing Rehab Assistant.

Welcome, Amy!

Welcome BCLT Babies!

Congratulations to board members **Mary Sullivan** for the August birth of her daughter, Kaela Meals, **Till Milazzo** for the September birth of her son, Cole Milazzo!

Volunteers Create Green Space for BCLT

Thanks to the donated labor and generosity of many, the concrete area in front of BCLT's apartment building at 57 North Champlain Street is now a green belt with flowers! On August 26th, a group of student volunteers from University of Vermont's Center for Service Learning worked with BCLT staff and neighborhood residents to create a lawn area, install an attractive paved stone walkway, and plant chrysanthemums, adding fall color.

The Public Works Department donated a backhoe to lift up the concrete in front of 57 North Champlain Street, to help make the green space. Sure beats a jackhammer!

The Public Works Department generously donated a backhoe to dig up a 40' x 9' section of concrete, to prepare the area for topsoil and planting. Once the concrete was out, topsoil was brought in, raked, leveled, and seeded by the volunteers. This new green space in one of Burlington's most densely populated areas makes a positive difference for the neighborhood and street.

UVM Volunteer Coordinator Jen Varricchione commented, "thank you so much for allowing our group to help in the service project in the Old North End... We had a great time and really felt special after completing the Old North End beautification project. But what was even more special was to see young members of the community helping us out."

BCLT supporter Dana Clark was a catalyst for this project. BCLT staff, board, and residents appreciate his efforts. A big thanks also goes to Timothy Kane and the student volunteers from UVM for labor & TLC, H.P. Hood Company for o.j., the Old North End Committee for financia support, the Police Explorers for traffic cones Jerry Tomlinson, Scott Johnstone, and Joe Trombley of the Public Works Department fo donating the backhoe and excavation fee, th Parks Department for reduced trucking & dumping fees, and the Fletcher Free Library for lending tools. We couldn't have done it withou all of you! ■

Neighborhood children help spread topsoil in front of 57 North Champlain Street.

Author Steph Holdridge is BCLT's Property Manager.

HOMELAND Homeownership Program

HOMELAND, BCLT's homeownership program which provides grants to eligible buyers who purchase single family homes and condominiums within Chittenden County, has had a busy and successful year. In just four months, four households have purchased homes with HOMELAND assistance, and another seven households will buy theirs within a few weeks.

The HOMELAND Program is funded by the Vermont Housing & Conservation Board (VHCB). These funds go to local Community Land Trusts who find and assist interested buyers.

In addition to grant funds which help with the downpayment, buyers also get VHFA's lowest mortgage rates. BCLT staff and local banks prequalify buyers and work with them on questions about credit and debt.

However, the State has directed us all to target resources to the needs of very low income people, due to their extreme housing conditions. This means less money will be available for home-ownership. We at BCLT have always worked to develop a variety of housing for very low income people to moderate income people. There is a tremendous need for all kinds of affordable housing - including homeownership, apartments, co-ops, etc. In order for BCLT to continue its homeownership program (as well as its programs which serve other needs), we need your support. Call us to find out how you can help. Our community deserves this option! ■

Author Cindy Reid coordinates BCLT's homeownership program.

Coming Soon... BCLT's Homeowership Manual for CLTs

BCLT receives many calls from other non-profit housing developers in the state for assistance developing and implementing a homeownership program. This December, with a huge thanks for funding from the Vermont Housing & Conservation Board, Vermont Housing Finance Agency, and Vermont National Bank, a manual designed for Community Land Trusts (and other non-profits) will become available.

Staff member Cindy Reid, who is currently finishing a Masters Program in Community Economic Development at New Hampshire College (call if you want information about the program), is producing the manual as a school project, and to meet the needs of non-profit housing developers in the state.

Our Third Annual Preserving Homeland Race/Walk

BCLT's Third Annual Preserving Homeland 6.2 Mile Race and 6.2 Kilometer Walk, held on Sunday, September 26, was a lot of fun despite the drenching rain. Everyone who participated stayed in great spirits. We raised approximately $3600 through participant and area bank sponsorships.

Prizes were awarded to the first and second place male and female runners, and to the top three pledge-getters in each event. The first place male runner was Sam Demasi, coming in at 38 minutes, 19 seconds; second place male was Bob Bortree, at 39:29. The first place female was Andrea Tulin, at 43:04 (Andrea also runs the Vermont City Marathon Office and is a great supporter of BCLT's race); second place female was Christine Wain, at 43:12.

The top pledge-getter was Don Dickson, who raised $201. Don is a former BCLT board member who continues to support our work in innumerable ways. Other people who won prizes for their fundraising efforts were: Kathy Cross, Jenny Engle, Rona Brown-Balaun, Amy Dickson and Christine Negra.

Prizes were donated by area merchants: Apple Mountain, Champlain College, Flynn Theatre, Olive Branch Bakery, Onion River Co-op, Pizza Putt, Shelburne Museum and Sneakers. Prize winners got to choose their own prizes (top winner chose first).

Runners at the start of the 3rd Annual Preserving Homeland Race/Walk!

Food and drinks for the race were provided through the generosity of Ben & Jerry's, Bruegger's Bagels, Chapin Orchards, and Coffee Time of Vermont/Spring Water Co. We also thank the many other sponsors who contributed to making this event a success: Vermont Housing Finance Agency, Bank of Vermont, Vermont Federal Bank, Vermont National Bank, Summit Financial Center, WIZN, Vermont Times, Price Chopper, Vantage Press, Vermont City Marathon, Green Mountain Athletic Association, the Burlington Police Department, Marketplace Magazine, and the YMCA.

Many volunteers helped out during the planning process and on the day of the race/walk. Everyone – runners, walkers and volunteers – received T-shirts and water bottles designed by local artist Bonnie Acker.

We look forward to seeing everyone again next year at our Fourth Annual Race/Walk, and we will do our best to order better weather! ■

Author Ellen Rubenstein is BCLT's Administrative Assistant, and one of this year's race/walk organizers.

Get Involved!

The following BCLT committees are looking for help from our membership. Next to each committee is the name of the contact person. Please call if you'd like to get involved.

BCLT's 10th Birthday: Don Dickson, h: 862-1362/ w: 828-2474

Leaseholder: Rob Reiber, h: 658-2656/ w: 863-6248

Tenant Involvement: Ted Wimpey, h: 862-2469/ w: 864-0099

Leaseholder News

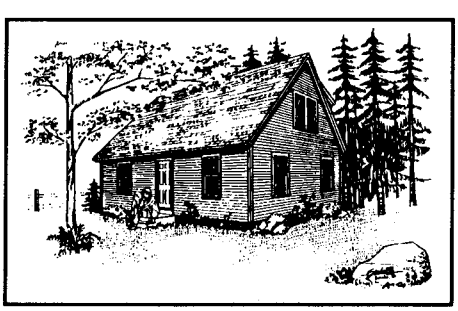
Congratulations to:

- Ned Shamon for having his *Small City Guide to Burlington Vermont* published and selling like hotcakes! Siskel & Ebert say "two thumbs up."
- Shelburne residents David & Lin Stone, on the birth of their daughter, Scarlett, in September!

Single Family Home for Sale

67 Northview Drive, Burlington

Sale Price: $81,000 ($459/mo.)



Only 3 years old, cape-style, 3 bedrooms, full bath, partially finished full basement, fully carpeted, refrigerator, gas range, gas heat & hot water, 1200 square feet, plenty of storage space, 4-star energy rated (energy efficient), cedar siding, washer/dryer hook-ups, nice size yard, quiet wooded neighborhood, convenient to busline, bike path, and waterfront beach.

Call us about income guidelines.

7.45 Annual Percentage Rate assumes: 5.95% year 1; 6.45% year 2; 6.95% year 3; 7.45% years 4-30; a guarantee fee of .9%, origination fee of 2%, and 5% down.

Income & price guidelines apply. Homeowners keep their homes affordable by sharing the appreciation with future generations.

Burlington Community Land Trust ~ 862-6244 (TDD)

Burlington Community Land Trust
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Burlington, VT 05402

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are available. If you'd like one, stop by or give us a call and we'll mail you one.

Membership Application

☐ I wish to express my support for the land trust model of land stewardship and homeownership by becoming a member of the Burlington Community Land Trust. I've enclosed my annual membership dues of $ _____ (BCLT suggests the following range: individuals $1-5; individuals/families $5-25; households/organizations $25-50).

☐ I'm interested in volunteering. Please contact me.

☐ I'm sending along a tax-deductible contribution of $ _____ to help with your work.

Name _____

Address _____

_____ Zip _____

Phone (H) _____ (W) _____

Signature _____

JOIN or RENEW

Please send this form along with your dues to BCLT, PO Box 523, Burlington VT 05402

Office use only: Paid _____ Date _____

Burlington Community Land Trust
P.O. Box 523 • Burlington, Vermont 05402 • (802) 862-6244 (TDD)

What is the Land Trust?

The Burlington Community Land Trust was incorporated in 1984 to provide access to land and decent housing for low and moderate income people, to develop an economic base in and for the local community, to preserve open spaces, and to create and preserve housing that will remain affordable. We are a private, non-profit tax-exempt membership based corporation.

The Land Trust buys land and buildings, holds the land in trust, and sells the buildings to low and moderate income families, individuals, tenant co-operatives, and community organizations. Building owners enter into long-term land lease agreements with the Land Trust to assure future affordability of the property. If you are interested in owning property through the Land Trust, through the single-family or co-operative housing program, or participating in any way, please call or write us.

BCLT Staff:

Amy Demetrowitz
Steph Holdridge
Mary Houghton
Sr. Marlene Perrotte
Tom Peterson
Mel Pritchett
Cindy Reid
Ellen Rubenstein
Brenda Torpy

BCLT Board:

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Kathy Bonilla
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Cindy Reid, Production • Cindy Reid & Timothy Kane, Photos
Ellen Rubenstein & Mary Houghton, Proofreading/Editing
Bonnie Acker & Casey Chapple, Graphics • Casey Chapple, Typesetting & Layout • Vantage Press, Printing

✱ *This publication will be made available in alternative medium upon request.*

REGIONAL AFFORDABLE HOUSING CORPORATION

P.O. Box 1247 BENNINGTON, VERMONT 05201 802-442-8139

RECEIVED NOV 3 5 1993

November 3, 1993

Cindy Reid
Burlington Community Land Trust
P.O. Box 523
Burlington, Vermont 05402

RE: CRITIQUE OF HOMELAND PROGRAM MANUAL

Dear Cindy:

Thank you for offering me the opportunity to comment on your ambitious undertaking of putting a Homeland Manual together for use by non-profits, CLT's and others. I am sure to be the least savvy in knowing all there is to know regarding this complicated transaction, but do offer you the following observations for what they may be worth:

1) Since this is to be a handbook for non-profits and given the fact that VHCB is interested in some level of standardization, more attention might be given to identifying what portions of the Ground Lease might be considered "generic" information to be used by all participants; for instance, the BCLT version of the BCLT Lease and You provides an excellent representation of the deal. It is generic enough to be adopted by all participants.

   Language in the documents that is considered boiler plate legalese language could be designated as such (this would also decrease legal costs by each participant).

   Those areas in the documents considered "specific to" each participant could be high-lighted with the recommendation that individual Boards and Executive Directors determine what works best. I realize that this is an enormous consideration this late in the process.

2) A section on commonly asked questions by potential Homeowners and participating non-profits/CLT's would be helpful, high-lighting some of the more "obscure" aspects of the transaction such as IRS form 1099.

   Sample questions from my point of view are as follows:

   a. Did I read somewhere that Title Insurance is not required on Homeland Deals?
   b. Does VHFA charge 2 points to do the deal? Is it waivable?
   c. Based on what experience does BCLT ask a potential purchaser to contribute 2 1/2% of purchase price to the deal?

Page Two - Cindy Reid/Homeland

3) Include your attachments as Exhibits (A.....etc.) and reference them in your text, i.e. under I. History of the Homeland Program at the end of final paragraph - Exhibit _ [Press announcements]; under 3 Accepting the Terms of the Deal - Exhibit _ [BCLT Lease and You; client declaration form], etc.;

4) You have provided a tremendous amount of information... there is some repetition that could be deleted, i.e. under C - Homebuyer Workshops - Advertising the event is essentially the same as 4.B;

5) The section on Homebuyer Workshops seems to fit better under marketing, in my opinion; and lastly

6) I have included copies of the following items that I have found helpful in the process:

   a. SFAP application form
   b. VHFA application for advertising funds
   c. Credit Counseling Services of Vermont brochure
   d. John McLendon's rendition of the steps for deal closure which I now realize must be for the "interim" method!
   e. my notes of salient pieces of information garnered in my meeting with John McLendon and Rick DeAngelis.

Cindy, I've undoubtly gone overboard, but am working hard to get into the "process" and to understand the nuances of the deal. I am overwhelmed by all of the various considerations needed to put together a well-conceived Ground Lease.

I look forward to our visit on the 16th and perhaps together we can wrestle with my suggestion in (1). I hope these items are constructive, and I think you have done a wonderful job with an extremely difficult task!

See you soon!

Most sincerely,

Diane

Diane L. Binnick
Executive Director

DLB:abj

1993 Schedule of Homebuyer & Marketing Workshops

Marketing Workshop, 3/2/93; CLT New England Roundtable sponsored by ICE. I was a presenter on a 3-person panel. Worcester, Massachusetts.

Homebuyer Workshop 3/18/93; Sponsored by VHFA. I was a presenter along with a VHFA lender trainer. Burlington, VT.

Homebuyer Workshop for ESL students 5/18/93; Sponsored by Bank of Vermont. I was a presenter along with an ESL teacher and a mortgage loan officer from Bank of Vermont. Burlington, VT.

Homebuyer Workshop 6/24/93; Sponsored by VHFA, BCLT, Vermont Development Credit Union, Vermont National Bank, Merchants Bank, Farnham Associates, Bank of Vermont and the Credit Bureau Services of Vermont. I was a presenter along with the VHFA lender trainer. Burlington, VT.

Homebuyer Workshop for ESL students 8/19/93; Sponsored by Bank of Vermont. I was a presenter along with an ESL teacher and a mortgage loan officer from Bank of Vermont. Burlington, VT.

Homebuyer Workshop 10/13/93; Sponsored by VHFA. I was a presenter along with a VHFA lender trainer. Burlington, VT.