



Vermont  
Housing &  
Conservation  
Board

## Manufactured Home Replacement & Infill Initiative

The Manufactured Home Replacement & Infill Initiative will provide funding to site new rental housing on vacant lots that will serve homeless households in Vermont's manufactured home communities. These funds are available to the following types of communities: privately owned, nonprofit owned, or cooperatively owned.

Infill applications for vacant lots, which are ready to proceed immediately, may be considered by VHCB staff on a rolling basis. Please use the VHCB Application for Manufactured Home Funding which follows this cover page.

### To submit application materials to VHCB:

Please use this link <https://server3.vhcb.org/sharing/h5Jo9vrZF> for uploading application materials. When prompted, please enter the password: Community23

Once you click on the link, your default browser should open. (If not, copy and paste the link into the browser address window). Use your organization's acronym to setup a folder specific to your materials. Once you have uploaded the documents please email Marcy Christian at [marcy@vhcb.org](mailto:marcy@vhcb.org); Emily Phillips at [e.phillips@vhcb.org](mailto:e.phillips@vhcb.org); and Jenny Hyslop at [jenny@vhcb.org](mailto:jenny@vhcb.org) to let them know you have submitted your application.

### In addition to responding to each of the questions included in the application, please submit the following with your application:

- Site map of the mobile home park
- Budget for project (Attachment C)
- Any cost estimates for the project
- Permit Navigator results
- Documentation that the lots identified are not located in a Flood Plain or Flood Way
- [Completed proforma](#)

Awards may be subject to a variety of conditions, including permanent affordability restrictions.

# VHCB APPLICATION FOR MANUFACTURED HOME FUNDING

## Application Section 1: MHC General Information

Manufactured Housing Community  
(MHC) Name: \_\_\_\_\_

MHC Physical Address: \_\_\_\_\_  
*Street Address* *Apt./Unit #*

\_\_\_\_\_  
*City* *State* *Zip code*

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Contact Phone Number: (    )    -    \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
*Street Address* *Apt./Unit #*

\_\_\_\_\_  
*City* *State* *Zip Code*

Designated Signee Name:  
(can be same as contact) \_\_\_\_\_

Signee Phone Number: (    )    -    \_\_\_\_\_

Signee E-mail Address: \_\_\_\_\_

Signee Address: \_\_\_\_\_  
*Street Address* *Apt./Unit#*

\_\_\_\_\_  
*City* *State* *Zip Code*

What is the ownership type of this MHC?

- Non-profit       Resident Owned Cooperative       Private, for-profit

What is the legal name of the entity that owns the MHC?  
(name of sole proprietor, business, cooperative, or non-profit):

\_\_\_\_\_

What is the mailing address of the MHC owner?

_____		_____
<i>Street Address</i>		<i>Apt./Unit #</i>
_____	_____	_____
<i>City</i>	<i>State</i>	<i>Zip Code</i>

Does any person with an ownership stake in the MHC property (not including individual homeownership) live in the MHC?

Yes                  No

How many MHCs (separate parks) are owned by this MHC owner? \_\_\_\_\_

Vermont State Mobile Home Park I.D Number: \_\_\_\_\_

Find your park in the registry: <https://accd.vermont.gov/housing/mobile-home-parks/registry>

MHC U.E.I. Number (Only required for non-profit owned parks): \_\_\_\_\_  
[https://www.fsd.gov/sys\\_attachment.do?sys\\_id=5a1645fa1bee8d54937fa64ce54bcb3d](https://www.fsd.gov/sys_attachment.do?sys_id=5a1645fa1bee8d54937fa64ce54bcb3d)

Vermont Business I.D: \_\_\_\_\_  
<https://bizfilings.vermont.gov/online/BusinessInquire>

Number of Hook-up/Pads: _____	Number Resident Owned Homes: _____
Number of Occupied Homes: _____	Number of Rented Homes: _____
Number of Vacant Homes: _____	Total Population of MHC: _____

Have you conducted a recent Resident Income Survey?                  Yes                  No

*If so, please provide a summary of the results:*

Are there non-manufactured home residences served by the infrastructure (for example, are there stick built homes that also use the system), or is the system serving any off-site homes on neighboring properties? If yes, explain:

## **APPLICATION SECTION 2: Project Information**

VHCB has a variety of funding available for mobile home parks.

Infill applications for vacant lots which do not include infrastructure (except the removal an existing home, and the installation of hook ups on an acceptable improved lot), and are ready to proceed immediately, may be considered by VHCB staff on a rolling basis. All other applications will need to be submitted on VHCB's regular application schedule for consideration by the Board.

The two types of funding are:

- Manufactured Home Replacement Funds will provide funding to site new homes, for rental housing, on vacant lots that will serve homeless households. These funds are available to any type of park: privately owned, nonprofit owned or cooperatively owned. These applications may be considered by VHCB staff on a rolling basis.
- HUD EDI funding and VHCB General Funds will provide funding for acquisition, infrastructure improvements, new infill rental homes, removal of abandoned homes, and partner capacity support. These funds are available to nonprofit owned or cooperatively owned parks. HUD EDI are federal funds and will require additional layers of compliance. These applications must be considered on VHCB's Board Meeting Application ([see meeting schedule here](#)).

Select the award type you are applying for below and note which attachment should be filled out for the relevant type of funds.

- MH Replacement Funds (Attachment A) - Also review [Implementation Plan for Act 81](#)
- HUD EDI Funds (Attachment B)

## **APPLICATION SECTION 3: Narrative**

Please provide an overall narrative that describes the project proposed, including the following: a general description of the project, number of lots affected or improved by the project, and the impact of the project on the health and safety of the park.

## **APPLICATION SECTION 4: Cost Breakdown and Project Timeline**

If you have already begun work on your project, including preliminary design or planning work, note any engineering firms and/or contractors already involved in the project:

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If you are receiving funding from any other sources, or plan to apply to other funding sources for this project in the future, please list them in the following table:

Source	Amount	Status (intended application, application submitted, or approved)	Anticipated Date of Approval Month/Year

What is the anticipated timeline for the project(s)? You may add rows or attach a timeline if the size of table is not sufficient.

What is being accomplished?	Estimated Start Date	Estimated Completion Date
<i>For example: Design and permitting for a replacement wastewater system.</i>	<i>Example: March 2024 or immediately upon receipt of grant funding.</i>	<i>Example: August 2024</i>

**Please list an expected cost estimate for your project(s).** This should be completed in the table below (or in a similar table if this does not provide enough space) with supporting documentation such as estimates from contractors attached separately. If you have no estimate for the cost of your project, please indicate what has prevented you from obtaining one.

Project (or phase of project)	Estimated Cost	Description of attached documentation
<i>Example: Designing and permitting replacement wastewater systems serving five homes.</i>	\$17,000	Estimate #0345 from Engineering Firm on page X of my application.

If your project involves placing new homes on lots in a park, please provide the specifications of the home and the energy rating of the home:

## **APPLICATION SECTION 5:**

### **Project Management**

Please describe what entities will provide project management for the proposed project, including who will manage construction, the financial management of the project, and communication with residents in the park.

**APPLICATION SECTION 6:**

**Property Management**

Please describe the property management of the park, and how new applicants are processed and qualified for the park.

Please attach copies of the tenant selection and eviction policies for the park.

**APPLICATION SECTION 7:**

**Flood Designation**

Are any of the lots in the park in a floodplain or floodway?

Yes                  No

If answered yes, please describe which lots are in these areas and provide a map that shows the affected areas.

**APPLICATION SECTION 8:**

**Financials, organizational documents, development experience**

Please submit recent financial statements for the past fiscal year for the park (both a balance sheet and a profit and loss statement) as well as year to date financial statements.

If the park is non-profit or cooperatively owned, and has not previously received funds from VHCB, please submit the organizational bylaws, 501c3 designation if a non-profit, and certification from the Secretary of State.

Please describe the development experience of the people who will be managing the proposed project.

**APPLICATION SECTION 9:**

**Affordability**

Please describe how the park proposes to maintain permanent affordability of any lots that will benefit from VHCB funding. More information can be found [here on our website](#).

**APPLICATION SECTION 10:**

**Applicant Signature and Acknowledgements**

I attest, under penalty of perjury, that all information provided on this form is true and accurate. I understand that the State of Vermont will rely on this certification as a material representation in making this state and/or federal award. Further, I understand that intentional misrepresentation of information is fraud and may subject me or my organization to disqualification from receiving further benefits, administrative penalties, and criminal prosecution.

Printed Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_



## APPLICATION SECTION 11:

### Procurement

Any funded project must follow VHCB procurement guidelines. Please acknowledge below that you have reviewed the guidelines, which can be found at

<https://www.vhcb.org/sites/default/files/policy/housing/procurementguidelines2019.pdf>

- Acknowledgement that applicant has reviewed [VHCB Procurement Guidelines](#).

## APPLICATION SECTION 12:

### Environmental Site Review Checklist

#### Attachment A

#### ENVIRONMENTAL SITE REVIEW CHECKLIST

In completing this checklist, at a minimum, you should visit the property, check the town records, and talk to neighbors and the property owner. If you answer "yes" to one or more questions, you should contract with an environmental engineering firm for a Level I and/or II environmental assessment.

Date of Review: \_\_\_\_\_

Present Owner and  
Address of Property:

\_\_\_\_\_  
*Present Owner Name*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Apt./Unit #*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip Code*

VHCB Applicant: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Age of Building(s): \_\_\_\_\_

1. Does the building contain any of the following high-risk construction materials?

Asbestos       Lead       Urea formaldehyde

Other:

2. Is there an on-site water supply?            Yes            No
3. What is the distance of the water source from any high-risk activity sites as identified on the reverse side?

4. Is the property in a neighborhood that is/was zoned for industrial use?  
    Yes                            No

5. Does the property show any of the following signs?

Yes	No	Yes	No
	absence of, or stressed vegetation		oil staining of soils
	leaking tank(s)		junked vehicles
	leaking septic system		sheen on surface waters
	unusual colored or smelling seeps		

6. Within the property, or on adjacent property, have any of the following materials ever been stored: heating oil, gasoline, diesel, kerosene, waste oils, solvents, chemicals, other (explain)? Please describe the location of the storage unit(s), the material stored, and the condition and status.

7. Is the property within one half mile of any state or federal hazardous waste sites?  
    Yes                            No

8. Has there ever been any problem with the septic system backing up or seeping out?  
    Yes                            No

9. Have there ever been any chemical septic system cleaners used at this site?  
    Yes                            No

10. Is there on-site discharge of wastewater to water bodies?  
    Yes                            No

## **APPLICATION SECTION 13:** **Necessary Attachments**

Please provide as attachments:

- Site map of the mobile home park
- Budget for project (Attachment C)
- Any cost estimates for the project
- Permit Navigator results
- Documentation that the lots identified are not located in a Flood Plain or Flood Way
- [Completed proforma](#)