VHIP 2.0 Application FAQ’s: Updated 5/16/2024

1. **I don’t have access to a scanner. Can I mail in my application?**

We will accept applications via the mail. It’s *very* important that applications are complete with all pages included.

**VHIP Program Coordinator   
68 Birge Street   
Brattleboro, VT 05301**

1. **I completed the CVOEO fair housing training, where do I put the receipt?**

Please keep this file on hand. Once we’ve been able to review your application and set up a file, we will be in contact with you regarding the application, site visit, and this notification of completion.

1. **I sent in my application; did you get it?**

Thank you for submitting your application! The upload link feeds directly to Paul, program coordinator’s email, mailed applications are scanned directly as well. He is reviewing applications as they come in and will follow up with clarifications and next steps as quickly as he’s able. **NOTE: Due to the extreme interest in this program, complete applications are required.**

1. **My project rehabs old units and creates new ones by converting a space. Which application do I fill out?**This all falls into “rehab”. New unit applications are only for ground up builds; everything else -including commercial conversions- is considered a rehab.
2. **Will the applications be reviewed in a batch or on a rolling basis?**

Applications will be reviewed within 30 Days of our receiving a completed application. I will generally open applications that are submitted through our secure link, look them over for completeness, set up a file, then let people know I have it, and/or let them know if anything is missing.

We may conduct a site visit before the May 31st date, but we will first need to score the application based on the criteria published on our web page. If an application has a high enough score, I may schedule a site visit to move things along for that applicant, so it is not “first come first serve”, it is based on a scoring system.

1. **Can I apply for two $50,000 Common area grants for $100,000 if I have two apartments to enter into the program?**Only one common area grant can be applied to a property if it affecting multiple units and one unit is encumbered into the covenant. The unit entered into the program would need to obtain an Occupancy permit at the completion of the rehab. Therefore to be eligible for this type of grant, all known code violations in the unit, must be identified by a DFS pre-construction inspection; then specified repairs must be included in contracted work prior to the issuing of a Grant Agreement.

As part of the Grant Agreement, the owner would be required to submit a lease that shows it is in compliance with the leasing requirements of the program (ie: HUD Fair Market Rates are being charged).

1. **We would like to convert our garage/barn into a one bedroom rental unit.  We live full time on the property.  Would this type of project be considered an Accessory Dwelling Unit?**

If this is a Primary residence, and this new unit will be the only rental unit, then it does sound like an ADU.

I would suggest you [read through our webpage,](http://www.homemattershere.org/rental-rehab/) because there is some general information about the program, and you can complete/submit an eligibility form with accompanying documents through a secure link.

**More FAQs and Documents can be found on the State’s site here:** [**https://accd.vermont.gov/vhip**](https://accd.vermont.gov/vhip)