

NWWVT GRANT & INVESTOR FUNDING AND REPORTING INVENTORY

Last Updated: 02/10/2022

2022 ADDS: VHIP, HEAT Squad EVT, CEDF, VHFA HAP, Tillotson

Purpose: Inventory of Programs, Compliance, Reporting and Invoice Procedures Update/Development, Required to Provide to the Board

Tri-county: Addison, Rutland and Bennington County (our primary service area for most state supported programs)

GMP - \$10,721.65k; Restrictions = GMP Legacy Territory (Map) [Rutland & Benn County] and for stove rebates – Rec’d in 2021; how was this allocated/spent?

PROGRAM FUNDING SOURCES

Funder --->	VT Comm Dev Program (VCDP) [SS 2019-2022]	VCDP Bennington Rental Repair Program [SS 2015]	Tillotson 2021	VT Comm Foundation (VCF) 2022	VT Low-Income Trust for Energy (VLITE) 2021	VLITE 2022	Clean Energy Dev Fund (CEDF) 2018-2022	VCDP 2021-2023	HUD Ongoing	VHFA Ongoing	VHFA 2021-2023	NeighborWorks America Ongoing
NWWVT Program Name	Home Repair	Rental Repair	HEAT Squad	HEAT Squad	HEAT Squad	HEAT Squad	HEAT Squad	Housing Stabilization Program	Homebuyer Counseling & Education	Homebuyer Counseling & Education	Homeowner Assistance Program	General Operating
NWWVT Dept Supported	Lending, HOC, Home/Rental Repair	Rental Repair	HEAT Squad	HEAT Squad	HEAT Squad	HEAT Squad	HEAT Squad	HOC	HOC	HOC	HOC	ALL
Amount	\$400,000 2022 [Liz - is there wrap over to add] (3 yr total = 1.3M)	\$40,000 LL grants remains (\$355,000 total)	\$20,000	\$90,728	\$125,000	\$198,000	\$89,216 (\$ remaining from last req) (\$1,154,330 total)	\$425,172 (\$287,281 Remains)	~\$30,000	\$12,500	Level 1: \$200 Level 2: \$250 Follow-up: \$50 Total: \$50,400	Varies Annually
Grant Period / Funding Timeline	April 2020 - Dec 31, 2022	2016 – Sept 30, 2022	04/01/21 – 04/01/22	2022	01/15/2021- 04/30/22	01/01/22- 6/30/23	03/01/18 – 06/30/22	01/01/21 – 06/30/23	Oct 1 - Sept 30	July 1-June30	Jan 2022 – Dec 31, 2023	Oct 1-Sept 30
NWWVT Target Geography	Tri-county	Town of Bennington	NEK	NEK	Bennington County and NEK	Bennington County and NEK	Rutland, Bennington, NEK	Tri-county	Tri-county	Tri-county	Tri-county	Any
Funding Source	Federal HUD	Federal HUD	Private	Private	Private	Private	Private, State & Federal (DOE)	Federal - CARES ACT	Federal HUD (Via NWA)	State	Federal - ARPA	Federal
NWWVT Funding Use	Grants, Loan Capital, Staffing	Staffing, Bennington Office + Grants to Landlords	Staffing	Operations for NEK	Staffing + Grants to Customers	Staffing + Grants to Customers	Staffing + Grants for stove project and WX, free audits	Staffing (Counselor + Admin), Grants to Customers (Renters + HOs)	Counseling for Customers + Staff Training	HOC Support	Homeowner Assistance Program	General Operating
Next App Date	Summer/Fall 2022 for 2023+	N/A	2023	Dec 2022	N/A	2023	RFP Response	N/A	N/A	Annual Agreement	N/A	November
Funding Contact	Patrick Scheld	Josh Hanford	Jean Clarkson	Emily Corbett	Gabrielle Malina	Gabrielle Malina	Andy Perchlik	Patrick Scheld	Sheila Squire	Eric Kauffman	Chad Simmons	Trisha Guditz

REQUISITIONS AND COMPLIANCE REPORTING – PROGRAM FUNDING SOURCES

Funder --->	VT Comm Dev Program (VCDP) [SS 2019-2022]	VCDP Bennington Rental Repair Program [SS 2015]	Tillotson 2021	VT Comm Foundation (VCF) 2022	VT Low-Income Trust for Energy (VLITE) 2021	VLITE 2022	Clean Energy Dev Fund (CEDF) 2018-2022	VCDP 2021-2023	HUD Ongoing	VHFA Ongoing	VHFA 2021-2023	NeighborWorks America Ongoing
NWWVT Program Name	Home Repair	Rental Repair	HEAT Squad	HEAT Squad	HEAT Squad	HEAT Squad	HEAT Squad	Housing Stabilization	Homebuyer Counseling & Education	Homebuyer Counseling & Education	Housing Assistance Program	General Operating
Program Goals	85 projects (2020-2022) [77 Single Family & 8 Rental Units]	13 Units	120 Audits and 60 Projects	120 Audits and 55 Projects	60 Audits and 35 Projects	80 Audits + 45 WX Projects + 20 Heat Pump Projects	No specific goals	75 Counseling + 50 Grants to Customers	No specific goals	No specific goals	Level 1: 144 Level 2: 72 Follow up: 72 Total: 144	Varies across programs - Annually Submitted
NWWVT Goals Tracking Doc												Organizational Production Dashboards
Funder Reporting System ADD LINKS	GEARS	GEARS	NH Grant Reporting System	Email Report	Email Report	Email Report	Email Report	GEARS	9902 Report - Housing Counseling System – Prior to 2022 9902 Report - Compass beginning in 2022	N/A	TBD	ORS
Funder Reporting Timeline	Quarterly and Final	Bi-annual and Final	Final	As needed and Final	Quarterly and Final	Quarterly and Final	Quarterly and Final	Quarterly and Final	Reporting via 9902 - Quarterly Invoicing - Quarterly (1x per year due to limited funding)	N/A	TBD Program reports to be supplied with Invoice Monthly via Report from Salesforce	Quarterly (Production) – Worked on procedure 2/11/22 Annual (Annual Survey) – Work on the AS Procedure on
General Reporting Req’s (Who, Procedure, Date) (Link/Location TBD)	Melanie, Debbie, Nancy, Finance Proc Needed Date: July 31	N/A	One Report due April 1 Due Date: TBD	Narrative Email to contact	Melanie + Finance Narrative Email to contact	Melanie + Finance Narrative Email to contact	Melanie Narrative Email to contact (Aaron) Aaron – Proc Needed (TBD)	GEARS Reporting Procedure Needed April 30	Compass Reporting Procedure Needed September 30	N/A	System: TBD Reporting Procedure Needed - TBD Date: TBD	See ORS Quarterly Reporting Procedure Document
NWWVT Reporting and System Source(s)	HR/Lending Spreadsheet (SS), SF and Loan Base	Rental Repair and Finance Tracking SS	HEAT Squad Tracking SS, SF and Finance	HEAT Squad Tracking SS and SF	VLITE Tracking SS and Finance	VLITE Tracking SS and Finance	SF and CEDF Tracking SS	SalesForce	SalesForce – Compass for 9902 Invoices/Budget – Email to NWA Consultant	N/A	SalesForce	SalesForce Lending – Byte and Salesforce
Requisitions/Invoice	Monthly (Cost Reimburse)	Sept 2022 (Final) (Cost Reimburse)	Lump Sum Upon Grant Award	Lump Sum Upon Grant Award	50% upfront, 40% 2 nd draw, 10% upon Completion (10% remaining)	50% received, 40% 2 nd draw, 10% upon completion	Monthly (Cost Reimburse)	Monthly (Cost Reimburse)	Quarterly as funding allows (Cost Reimburse) Budget – Email to NWA Consultant	Lump Sum	Monthly (Services Reimburse)	Annual Grant App Submission (Grants Portal)

General Requisition Req’s (Procedure Link/Location)	Mel + Deb + Finance Finance: Proc Link	N/A Finance: Proc Link	Finance Finance: Proc Link	N/A (Lump Sum)	Melanie – sends SS monthly to Finance Finance: Proc Link	Melanie – sends SS monthly to Finance Finance: Proc Link	Aaron – proc needed (TBD) Aaron + Finance: Proc Link	Tricia provides Finance with written Narrative Finance: Proc Link	Finance + Nancy (HUD Invoice Proc from 2/11/22)	N/A	Tricia provides Finance with written Narrative Finance: Proc Link	
Reporting Contact	Cindy Blondin Patrick Scheld	Cindy Blondin Patrick Scheld	Jean Clarkson	Emily Corbett	Gabrielle Malina	Gabrielle Malina	Andy Perchlik	Cindy Blondin Patrick Scheld	Sheila Squire	Eric Kauffman	Chad Simmons	Trisha Guditz

OTHER ANNUAL REPORTING - PROGRAMS

Organization	VHFA	VHCB	Vermont Gas Systems	State of Vermont	Notes
NWWVT Program Name	Shared Equity	Shared Equity	HEAT Squad	Various Programs	
NWWVT Dept Responsible	HOC	HOC	HEAT Squad	Finance	
What is requested				Financials	
Why is this requested				Given federal funds receipt, we are part of their subrecipient monitoring work and therefore have to submit our financials.	
Location of Request				Accounting > Grants > VCDP > CFR reporting	
Function	___ Properties in our SE portfolio were transferred to NWWVT by ___ in _____. These properties have Ground Leases on them (owner owns the home and NWWVT owns the ground and the HO leases that from NWWVT.)	We are responsible for stewarding these properties. This means we request monthly stewardship fees (\$10-\$25), We don’t receive funding for this role until the home is sold.	They pay for HS services for their customers in Addison County		
Target Geography	Tri-County	Tri- County	Addison		
NWWVT Funding	No - One Time Program	6% of Sale Development Fee on Resales Buyer Driven Trans (“normal” or Habitat – currently \$5900 Development Fee (may be going up to \$6500)	Reimbursement They do provide a referral fee. No goals. Invoice monthly if customers. (Look at 2022 agreement)		

		Buyer Driven Trans - May be awarded up to \$12,000 for fee for coordinating home repairs (Question – Is this in addition to \$6500 fee? Or instead of?)			
Reporting	Annual Report	Update Property List Annually	No reporting		

LENDING CAPITAL SOURCES

Grant/Funding Name --->	Community Development Financial Institution (Treasury Dept)	TD Bank (2018) Expended Line of Credit; Debt Repayment Only	TD Bank (2022) Line of Credit	Bank of America Expended Line of Credit; Debt Repayment Only	State of Vermont, Treasurer	VCDP Second Generation Funds	EVT
Loan Products	Any Product	Down Payment Assistance	Down Payment Assistance	Down Payment Assistance	Energy Loans – Current (DPA, LL Loans in the Past)	Home Repair, Energy and DPA (DPA got added in 2018; Can add products w VCDP Approval)	Home Energy Loan Interest Rate Buydown Program
Target Geography	Tri Countries, Windham & Windsor	Statewide	Statewide	Statewide	Statewide	Tri-county	Statewide
Amount	\$882,000	\$2M + \$1.5M Amendment	\$1.5M	\$1.25M (Returned \$\$ due to lack of deployment given AMI req’s)	\$4.8M total over time (+\$500k) [3 LOCs over time] \$___ been repaid \$2.6M in repayment \$489k lent, \$10K+ remaining to lend, we need a loan for exact amount unless w split funding sources	NWWVT repayments from prior VCDP funded loans.	\$50,000 contract
Program Goals	<u>Grant Goals</u> Year 1 Goal: 50% disbursed by YE 2022 (\$441,000) (June 2021 – Dec 2022) Year 2 Goal: 70% of total disbursed (\$627, 400) (2023)	N/A	Deployment Only	No specific goals, but they ask us questions on customers in annual report	Deployment Only	Deployment Only	N/A
Funding Source	Federal: CARES Act	Private	Private	Private	General Funds	VCDP (Originally funds Federal – CDBG)	Private
Income Targets	Below 80% AMI + Anyone in Investment Area	Any; Document under 80%	Any; Document under 80%	Under 80% AMI	Two Line of Credit for Under 80% One Line of Credit for Over 80%	Up to 120% AMI	SEE CONTRACT
Grant Period / Funding Timeline	June 2021 – Dec 2023	May, 2017 - Oct, 2019	Nov, 2021 – Dec 31 2022	2015 – 2016 (??)	2013 – 2022 (All Funds have been Deployed)	Ongoing	2022 (Annual contract)

Funding Type	Grant	Expired Line of Credit	Line of Credit	Lump Sum; Returned \$\$'s	3 Lines of Credit	Lending Program Income	Grant
NWWVT Lead(s)/Roles	Finance: Application / Reporting Tania: Lending	Finance: Debt Payments	Finance: Application, Debt Payments Tania: Lending, Requesting a Draw	Finance: Debt Payments	Finance: Debt Payments	Finance: Recognition of Admin Fees, Strategy on how to utilize fund Lending: Lending	Finance: Oversees Draw and Fund Total in IRB Escrow Account @ Bar Harbor) Lending: Lending
Funding Source Contact	Camia Lane (Assigned)	Chris Hackett	Chris Hackett	Amy Brusiloff, VP of Comm Dev	William Kriewald Scott Baker	Ann Kroll	Robyn King EVT (2/8/22) - Submit invoices to Lauren Wentz (lwentz@veic.org) and CC Charlotte Goodrich (cgoodrich@veic.org). Submit bank statements to Chris Blanchard (cblanchard@veic.org) in mine and Laura's absence.
NOTES						NonProfit Comm Dev Org [NCDO] Amendment: This amends originally agreement every time we get capital funds from VCDP (Bennington Project is excluded) Town and VCPD have to sign – Right now this isn't in. It is holding up our SS 2019 amendment for 2022 which also holds up our requisitioning	Lending – what is the procedure for confirming that someone qualifies for this program? Procedure: Qualification is det'd, then monthly invoice to EVT for int owed (Debbie), draw process from shared EVT/NW is approved by EVT, we withdraw app'd \$ amnt and we put those funds in our operating account. What is the methodology for calculation of total interest rate buydown?

DRAWS AND REPORTING – LENDING CAPITAL SOURCES (Internal Discussions: Cash Report Meeting)

Grant/Funding Name -->	Community Development Financial Institution (Treasury Dept)	TD Bank (2018) Expended Line of Credit; Debt Repayment Only	TD Bank (2022) Line of Credit	Bank of America Expended Line of Credit; Debt Repayment Only	State of Vermont, Treasurer	VCDP - Second Generation Funds	EVT
Loan Products	Any Product	Down Payment Assistance	Down Payment Assistance	Down Payment Assistance	Energy Loans	Home Repair, Energy and DPA	Home Energy Loan Interest Rate Buydown Program
NWWVT Staff	Finance: ____ (\$ Deployed + Finances) Lending: Debbie (Loan Specific) DISCUSSION NEEDED	Finance: Semi-Annual and Annual Reporting, QC of Quarterly Reports Lending: Quarterly Reports (Servicing), QC of Semi-Annual and Annual Reports	Finance: Cash Report Update, Reporting Lending: Tania puts draws together	Finance: Lending: Loan Base - Debbie	Finance: Lending: Loan Base - Debbie	Finance: Cash Reporting Lending: Loan Base (forecast for future repayments; rec'd for the year) Home Repair: Data on Customers	Lending: monthly Invoicing for loans which have been made (Copies Finance) Finance: Draw Procedure in partnership with EVT (this pays the invoice) Accounting > Documentation > HEL IRB Monthly Process

Funder Contact	Camia Lane (Assigned)	Chris Hackett Colleen Loveland	Chris Hackett Colleen Loveland	Vicki sends package by email	William Kriewald Scott Baker	Cindy Blondin	<p>Robyn King</p> <p>EVT (2/8/22) - Submit invoices to Lauren Wentz (lwentz@veic.org) and CC Charlotte Goodrich (cgoodrich@veic.org).</p> <p>Submit bank statements to Chris Blanchard (cblanchard@veic.org) in mine and Laura’s absence.</p>
----------------	-----------------------	-----------------------------------	-----------------------------------	------------------------------	---------------------------------	---------------	---

OTHER ANNUAL REPORTING - LENDING

Organization	CDFI – Annual Certification	CDFI – 2018 Grant (2018-2021)	Nation-wide Multi-State Licensing System (NMLS)	VHFA	Notes
Purpose	<p>Annual Certification –</p> <p>To maintain CDFI certification status.</p>	Specific to grant program goals for prior calendar year.	To keep organizational lending license	IORTA	
Reporting Requirements	<p><u>CDFI Annual Certification:</u></p> <p>60% of total lending by dollars</p> <p>60% of the total # of loans</p> <p>Must be under 80% AMI or in an eligible market &/or in an approved target market (Tri-County + W/W)</p>	<p>Annual Reporting on 2021 program measures.</p> <p>Tracking in 2021 CDFI goals tracking spreadsheet for this grant.</p> <p>Increase volume of financial products. By end of 2021, deploy, \$7,171,488 (3-year cumm goal).</p> <p><u>Updates needed:</u></p> <p>Tania – Loans Closed Tab --Need to update loans closed for final year end (Tania), which would allow us to update actuals.</p> <p>Finance – Assigning ...</p> <p>See Leadership Team > Grant App and Agreements > CDFI ></p>			

Timeline	<p>Information due is from previous year.</p> <p>CDFI notifies us that we need to complete this certification.</p> <p>March 31 - Annual Certification Reporting (In AMIS)</p> <p>June 30 (6m after FYE)- Final Audit, etc</p>	<p>Information due is from previous year on this grant.</p> <p>CDFI notifies us that we need to complete this info.</p> <p>Due March 31, 2022</p> <p>(Last report for this grant)</p> <p>NOTE: We submitted an amendment regarding our second goal requesting our geographic expansion goal be removed, but at that time it was on the basis that we meet our primary goal, which we failed to do. We haven't heard on amendment and because of timing of amendment due date, we couldn't change the primary goal. We are not in compliance with this grant.</p>	<p>Quarterly – Financial Report</p> <p>Annual -</p>	<p>Annual Report of Loans – Debbie</p> <p>We only granted these funds, so there were never any loans. Therefore there was/is never activity to report.</p>	
Reporting System	<p>AMIS</p> <p>Debbie, Tania, Heather Could add Kim</p>	AMIS	NMLS		
NWWVT Staff	<p>Lending + Finance</p> <p>Monthly review meeting</p>	<p>Lending + Finance</p> <p>Monthly review meeting</p>	Lending + Finance		

Invoicing and Reporting:

- Who is responsible for what piece?
- What is the timeline and path?
- What are the ways of working?
- How can we communicate with one another?
- Who collects the data?
- Who reports the data?
- Who does QC?