

State of Vermont
Department of Housing and Community Development
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One National Life Drive
Montpelier, VT 05620-0501

*Agency of Commerce and
Community Development*

September 2016

Dear Colleagues,

In support of Vermont’s ongoing work to end homelessness, Governor Shumlin signed [Executive Order 03-16](#) “Publicly Funded Housing for the Homeless” in April of 2016. This Order is intended to highlight existing work happening to provide affordable, safe housing to all Vermonters and to identify areas where increased collaborations and resources are most in need. To this end, the Order establishes the goal that all housing organizations that receive state funds, state allocated grants, or tax credits work in collaboration with homeless service providers and the Agency of Human Services to ensure that at least 15% of the organization’s portfolio of permanent rental units serve Vermont households that were previously experiencing homelessness. Many housing and service provider organizations throughout the state have had success in aligning services and available housing in a way that successfully supports families and individuals moving from homelessness to permanent housing. It is our hope and responsibility to identify challenges in our service provision system that need to be addressed while supporting and promoting practices that work well.

With this goal in mind, housing organizations who own or manage property that have received funding from sources described in EO 03-16 will be asked to provide an annual report on their collaborative efforts to achieve 15% unit utilization by previously homeless households. The Vermont Community Development Program (VCDP), Vermont Housing Finance Agency (VHFA), and Vermont Housing and Conservation Board (VHCB), have worked with a number of stakeholders across the state to develop reporting criteria for funding sources administered by their respective programs. The result of this effort is the **EO 03-16 Housing Access Reporting Tool**.

The Housing Access Reporting Tool tracks a number of metrics aimed at identifying progress towards the goal of 15% unit utilization and incorporates details about successful collaborations and areas of need. The reporting period aligns with the State’s Fiscal Year, July 1 through June 30, with reports due to the Department of Housing and Community Development by December 1st for the previous Fiscal Year (e.g. FY16 = 7/1/15 through 6/30/16 with the report due 12/1/16). Reports received by the Department of Housing and Community Development will be distributed by the Department to the Agency of Human Services and the state funding agencies. The result of this reporting will be an enhanced understanding of what level of service housing organizations are providing to people experiencing homelessness and what supports are needed to enhance their success.

To begin this enhanced tracking effort, housing organizations are asked to fill out and submit the EO 03-16 Housing Access Reporting Tool for Fiscal Year 2016 (July 1, 2015 – June 30, 2016), which will be considered “Year 1”. We recognize that many housing organizations have not been collecting this information during Fiscal Year 2016. We ask only that the report is completed to the best of your ability for Year 1 and that housing organizations begin incorporating this data collection into their management practices. This



is intended to be an iterative process aimed at enhancing our efforts and the reporting tool is expected to evolve in coming years as needed.

The **EO 03-16 Housing Access Reporting Tool** and associated terms and instructions can be found at accd.vermont.gov/housing/resources-rules/EO-03-16 where FAQs will also be published as received. Please e-mail completed reporting tool documents to shaun.gilpin@vermont.gov and questions regarding this effort and the reporting tool can be directed to:

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Many thanks and much appreciation,

Josh Hanford
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Chair, Governor's Interagency Council on
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