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## **Instructions**

This is a consolidated application for the Vermont Housing Finance Agency, the Vermont Community Development Program, and the Vermont Housing & Conservation Board. Use it to apply to one or all of the programs administered by these agencies. This application has been separated into sections, starting with the 'Common Application' form, which consolidates all the common information that existed in previous program-specific applications. Following that are informational 'Program Overviews' and 'Application Supplements' that collect data for each specific agency's program. Complete these sections only as necessary. This new consolidated application reduces many redundancies and should save considerable time.



**Note:** When you see this icon, it is a reminder that there may be additional attachments required that are not listed on the Checklist(s) of Required Attachments.

### **How do I fill out this application?**

- 1) ALL APPLICANTS must fill out the "Common Application" and submit the Common Application "Required Attachments" that follow.
- 2) Applicants must also complete the "Application Supplements" and "Required Attachments" for each agency to which they are applying for funds. For instance, if you would like to apply for a VHCB HOME loan, VHFA 4% tax credits, and VHFA tax-exempt financing, you will complete all tabs in Parts II, III, V and VI.
- 3) Application packets should be formatted and organized as similarly to the application Table of Contents as possible (it is acceptable to attach large attachments separately and out of order.)

### **Submitting the Application:**

Each funding source requests a completed Common Application with its requisite attachments, as well as its specific Application Supplement. You do not need to submit all sections to each agency. However, all sections of the application should present the project consistently. Please submit finished applications to:

#### **VHFA:**

Vermont Housing Finance Agency  
164 St. Paul St.  
Burlington VT 05401-4634  
(802) 652-6432

#### **VHCB:**

Vermont Housing and Conservation Board  
58 East Street  
Montpelier, VT 05602  
(802) 828-3250

#### **VCDP:**

Agency of Commerce and Community Development  
Department of Housing and Community Affairs  
National Life Office Building, 6th Floor  
Drawer 20  
Montpelier, VT 05620-0501  
(802) 828-3211

Complete VCDP's on-line application and attach copy of completed common application including VHFA and VHCB supplements if applicable.