CHAMPLAIN
HOUSING TRUST

August 19, 2026

Josh Arneson, Town Manager
Town of Richmond
203 Bridge Street
Richmond, VT 05477

Re: Richmond Village Housing,
Vermont Community Development Program Loan

Dear Josh,

In 1999, The Town of Richmond supported the development of Richmond Village Housing, a 16-unit affordable housing project, by sponsoring a VCDP grant in the initial amount of $300,000 (currently $412,500 with accrued interest). The source of the VCDP funding was a federal grant, however this was structured as a loan, due to the specific requirement associated with the federal Low-Income Housing Tax Credits (LIHTC) that financed construction of the project.

Per the VCDP grant guidelines, and the Closeout Agreement (CL-2007-Richmond-00062, Richmond Village Housing LP), this loan is now eligible to be forgiven. I am writing to formally request that the Town of Richmond forgive this loan, in support of the ongoing affordability of Richmond Village Housing.

The following conditions of the Closeout Agreement have been met:

1) The initial 15-year LIHTC compliance period has been satisfied.
2) The LIHTC investing General and Limited partners have exited the partnership.
3) Richmond Village Housing LP is now wholly owned by Champlain Housing Trust and its affiliates, and the property will be maintained as affordable housing in perpetuity.
4) Champlain Housing has reviewed this request with VCDP, who has indicated that this loan is eligible for forgiveness.
5) The property does not have the ability to repay this loan.
6) The property rents are restricted by a Housing Subsidy Covenant and cannot be raised for the purpose of repaying the loan.
7) The property has significant capital needs, which will most likely require a major refinancing within the next 5-10 years.

The VCDP program has been encouraging communities to consider forgiving these loans when they become due or when a property has capital needs that require refinancing. I've copied Cassie Bell, the VCDP Grants

Management Analyst, on this email, who can answer any questions about the Closeout Agreement requirements.

If the Town will consider forgiveness of the loan, I can have our attorney draft discharge documents for review by you and the Selectboard.

Please let me know if we can provide additional information and how you would like to proceed with this request.

Sincerely,

Amy Demetrowitz
Signer ID: MLOD881N16...
Amy Demetrowitz,
Chief Operating Officer