Step 1: Property Owner Submits Application

Step 2. WWHT reviews for completeness. Returns partial applications.

Step 3. WWHT verifies applications meet qualifying criteria.

Step 4. WWHT determines base feasibility.

Step 5. WWHT issues pre-approval letter listing remaining contingencies (site inspection, contracts and permits).

Step 6. WWHT does site inspection with Fire Marshall and code offcients if needed.

Step 7. Property owner submits contracts and permits.

Step 8. WWHT issues grant approval letter and schedules grant closing.

Step 9. Property owner signs Grant Agreement, Program Acknowledgement letter and Housing Subsidy Covenant.

Step 10. WWHT determines base feasibility.

Step 11. Property Owner submits paid receipt or verification of sweat equity for 10% match.

Step 12. WWHT issues first payment of 25% of total grant award.

Step 13. Property Owner notifies CoC of apartment specifics (size, rent, expected date of availability); no later than now.


Step 15. Property Owner notifies WWHT when project is 50% complete.

Step 16. WWHT complete site inspection and issues payment for 25% of total grant award.

Step 17. Property Owner updates CoC of projected completion date.

Step 18. Property Owner notifies WWHT when project is 100% complete.

Step 19. WWHT complete site inspection and issues payment for 40% of total grant award.

Step 20. Property Owner obtains CO and has reviewed at least 3 VT Common Rental Applications via CoC.

Step 21. Property Owner leases apartment and notifies WWHT.

Step 22. WWHT verifies CO, Common Applications and lease is in place. Issues final payment for 10% of total grant award.

Step 23. WWHT issues close out letter to property owner.

Step 24. Property Owner notifies WWHT when project is 100% complete.

Step 25. WWHT complete site inspection and issues payment for 40% of total grant award.

Step 26. Property Owner obtains CO and has reviewed at least 3 VT Common Rental Applications via CoC.

Step 27. Property Owner leases apartment and notifies WWHT.

Step 28. WWHT verifies CO, Common Applications and lease is in place. Issues final payment for 10% of total grant award.

Step 29. WWHT issues close out letter to property owner.