

Vermont Economic Progress Council (VEPC) **Community Housing and Infrastructure Project (CHIP) Application User Guide**

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Contents

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide	1
Community Housing and Infrastructure Project (CHIP) Application User Guide	3
Dashboard	3
Landing Page	5
General Information	6
Public Hearing Notice & Minutes	10
Share of Increment and Tax Rates	12
Municipal Budget, Capital, & Debt	13
CHIP Site Information	15
Projects & Development	21
CHIP Revenue	26
CHIP Debt	30
CHIP Housing	33
Status Options	34
Adding Users to Your Organization	35

Community Housing and Infrastructure Project (CHIP) Application User Guide

This document serves as a guide on how to navigate the Grant Electronic Application and Reporting System (GEARS) for the purpose of submitting a CHIP application. Only Municipalities are eligible to apply. If you require additional information on CHIP, you may access the Guidelines [here](#).

Dashboard

GEARS
Grant Electronic Application and Reporting System

Home Searches

UAT Mandy Mapleton

Dashboard

Use the below panels to work with your Grants and Funding Opportunities.

My Opportunities

> Filters

▼ My Opportunities

Name	Provider	Availability	Description
CHIP Application 2026	Vermont Agency of Commerce & Community Development	12/1/2025 12:00:00 AM - 12/31/2026 11:59:00 PM	CHIP Application 2026
Municipal Planning Application FY25	Vermont Agency of Commerce & Community	11/18/2024 12:00:00 AM - Open Ended	

My Tasks

Initiate Related Document

> Filter

Figure 1: GEARS Dashboard

The Community Housing and Infrastructure Project (CHIP) application can be accessed by visiting the [State of Vermont Grant Electronic Application and Reporting System \(GEARS\) portal](#). Once logged in, you will be taken to the Dashboard. You can begin an application by clicking on CHIP Application under the “My Opportunities” section.

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

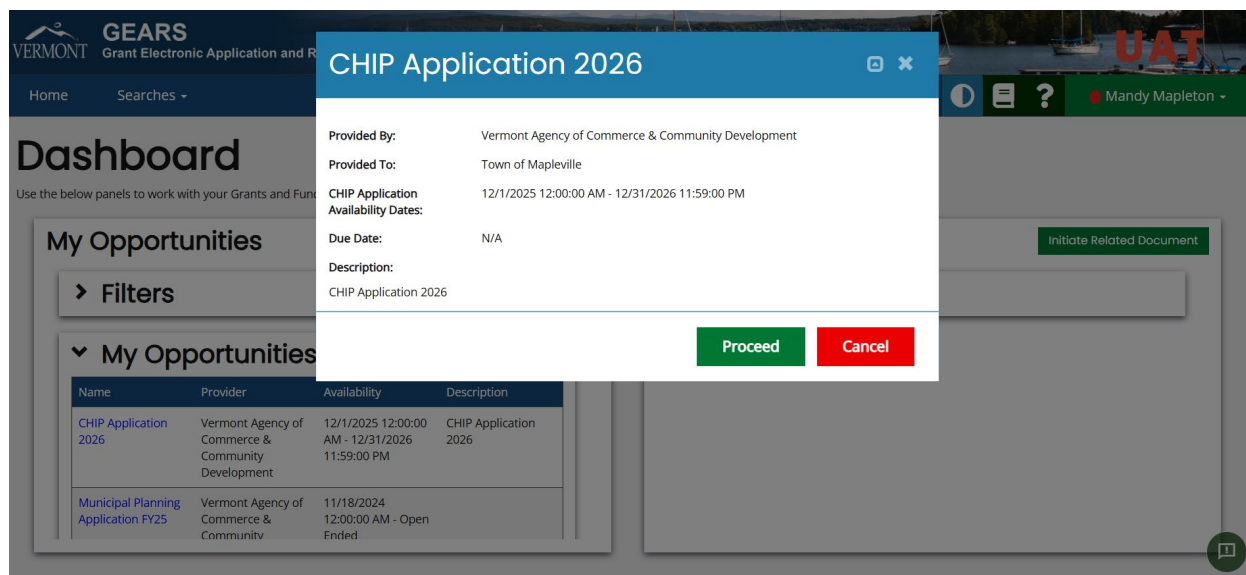


Figure 2: Proceed with a CHIP Application

A “CHIP Application” box will pop up on your screen. Click “Proceed” to create an application.

Landing Page

Landing Page

New Note

View document details.

Template CHIP Application 2026	Instance CHIP Application 2026	Process CHIP Application
Document Name CHIP-2026-Mapleville-24	Document Status Application In Progress	
Organization Town of Mapleville	Your Role Municipal/Authorizing Official	Period Date 12/1/2025 12:00:00 AM 12/31/2026 11:59:00 PM

Figure 3: CHIP Landing Page

You will then be taken to the CHIP Landing Page which will list overview information of your CHIP Application. On the left of the screen, you will find all sections of the CHIP application. You can initiate an application by clicking the General Information heading and then Applicant Information.

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

General Information

Applicant Information

Name of Municipality:		Town of Mapleville		New Note Print Save					
Address:		123 Maple Street							
County:		Grand Isle County							
City:		Mapleville	State:	Vermont	ZIP:	05123			
UEI Number:		N/A		Federal ID Number:					
Name of CHIP Housing Development Site:		Proposed Housing Development Site Town of Mapleville, Vermont		Site #	1				
Developer (Required)	Company Name:					Mapleton Developer			
	Primary Contact Name:		John Doe	Title:	Manager	Phone:	(123) 456-7890	Email:	manager@mapleton.con
	Mailing Address:		123 Maple St		State:	Vermont	12345	ZIP:	5 of 5
	Town:		Mapleville						
Sponsor (Required)	Sponsor Name:					Mapleton Developer			
	Primary Contact Name:		John Doe	Title:	Manager	Phone:	(123) 456-7890	Email:	manager@mapleton.com
	Mailing Address:		123 Maple St		State:	Vermont	12345	ZIP:	5 of 5
	Town:		Mapleville						
Municipality (Required)	Municipality Name:					Mapleton			
	Primary Contact Name:		Mandy Mapleton	Title:	City Manager	Phone:	(123) 456-7891	Email:	maplevilletc@maplevillevt.
	Mailing Address:		123 Vermont St		State:	Vermont	01234	Town:	Mapleville
					ZIP:	5 of 5			
Physical Address of Municipal Offices:		123 Vermont St		State:	Vermont	12345	ZIP:	12345	
Municipal Signatory A (Required)	Name:		Mandy Mapleton		Title:	City Manager			
	Phone:		(123) 456-7891		Email:	maplevilletc@maplevillevt.com			
Municipal Signatory B (Required)	Name:		Mandy Mapleton II		Title:	Town Manager			
	Phone:		(123) 456-7892		Email:	maplevilletc@maplevillevt.com			

Figure 4: Applicant Information

In this section, list information about the Developer, Sponsor, and Municipality. Note, the Sponsor is the party that is financing the infrastructure project. Therefore, if the Developer is financing the infrastructure project list them as the Sponsor. If the Municipality is financing the infrastructure project list them as the Sponsor. The individuals selected as “Municipal Signatory A” and “Municipal Signatory B” should be high-level elected municipal officials (ex: Selectboard Chair), or high-level municipal admin (ex: Town Manager). It is encouraged to press “save” frequently throughout the application process so as not to lose any inserted information.

CHIP Documentation

The screenshot shows the 'CHIP Documentation' section of the application form. At the top right, there are buttons for 'New Note', 'Print', and 'Save'. Below the title, there are four instructions: 'Required fields are marked with an *', 'Select the SAVE button to save information on each page.', 'Save at least every 30 minutes to avoid losing data.', and 'To access to the next or previous page, select the NEXT or PREVIOUS button below.' The main content area has two sections. The first is 'CHIP Infrastructure Project Plan Recording Certification' with a prompt to upload a certification from the town clerk. It includes a 'Browse' button, a 'Done' button, and a file upload area showing 'Test Document.docx' with a success message and a close button. The second section is 'VT Department of Taxes Letter of Good Standing' with a prompt to upload a letter from the VT Department of Taxes. It also includes a 'Browse' button, a 'Done' button, and a file upload area showing 'Test Document.docx' with a success message and a close button. At the bottom, there are navigation buttons: '< Previous Form' and 'Next Form >'. A small chat icon is visible in the bottom right corner.

Figure 5: CHIP Documentation

In this section, upload the required CHIP documentation (listed below) and certify that the Housing Infrastructure Agreement meets all CHIP requirements. Note, only PDFs may be uploaded.

- CHIP Infrastructure Project Plan Recording Certification
- VT Department of Taxes Letter of Good Standing for the developer of the housing project
- Original Taxable Value (OTV) Certification
- A detailed description of proposed infrastructure improvement, include how this infrastructure improvement serves a public good.

- A detailed description of proposed housing development.
- Official CHIP Housing Development Site Map
- CHIP Development Schedule
- Housing Infrastructure Agreement

But For Narrative

But For Narrative

New Note | Print | Save

- Required fields are marked with an *.
- Select the **SAVE** button to save information on each page.
- Save at least every 30 minutes to avoid losing data.
- To access to the next or previous page, select the **NEXT** or **PREVIOUS** button below.

What type of housing development is being created?*

Moderate Income Hous

Please provide a detailed narrative of But For in the textbox below:*

This housing development would not occur but for CHIP financing of the infrastructure

86 of 4000

< Previous Form Next Form >

Figure 6: But For Narrative

In this section, select the type of housing development being created. If it is Moderate Income Housing or Market Rate Housing, a “But for Narrative” will be required. A “But for Narrative” is not required for Affordable Housing.

- An Affordable Housing Development is defined for the purposes of CHIP as the following:
 - A housing development where at least 15% of the units are designated as affordable housing with a recorded covenant or deed restriction ensuring affordability until the Final Repayment Date. Units must be used as the tenant’s or owner’s primary residence during such time. An application serving an affordable housing development does not have to meet the “but-for” test. The municipality may retain up to 85% education tax increment and must retain at least 85% of the new municipal tax increment.
 - For owner-occupied housing, the units must be for households earning 120% or less of area median income

- For rental units, the units must be for households earning 80% or less of area median income
- Moderate-Income Housing Development is defined for the purposes of CHIP as the following
 - A housing development in which at least 25% of the units are for households earning 150% or less of area median income (AMI) and also subject to affordability restrictions until the Final Repayment Date. Units must be used as the tenant's or owner's primary residence during such time. A municipality with an application serving a moderate-income housing development may retain up to 85% of the education tax increment and must retain at least 85% of the new municipal tax increment.

The applicant must provide a compelling justification that the infrastructure improvements proposed to serve the housing development site and the proposed housing development would not have occurred as proposed in the application or would have occurred in a significantly different and less desirable manner than as proposed in the application but for the proposed utilization of the incremental tax revenues.

Public Hearing Notice & Minutes

Copy of the Notice

New Note | Print | Save

Attach a copy of the notice as it was posted.

Browse

✓ Done

Test Document.d...
File(s) uploaded successfully.

Date Posted
(mm/dd/yyyy) *

01/01/...

Was the notice posted in the municipal clerk's office?

Yes

Please upload photo of posting in municipal office.

Was the notice posted on the municipality's website?

Yes

Browse

✓ Done

Test Document.do...
File(s) uploaded successfully.

Browse

✓ Done

< Previous Form

Next Form >

Figure 7: Public Hearing Notice & Minutes

Public hearings are required for the adoption of the housing development site, housing development plan, housing infrastructure project, and housing infrastructure agreement. The notice must be posted in the Municipal Clerk's office, the municipality's website, and two other public locations within the municipality.

First, upload copies of the Municipality's Public Notice of the CHIP project and photos of locations where prompted in jpeg or PDF format.

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

New Note | Print | Save

Location

Townhall

Upload a copy of the agenda here

Browse

Drag Fil...

Test Docume...

12.96 KB

x

Upload a copy of the minutes here

Browse

Drag Fil...

Test Docume...

12.96 KB

x

Upload any additional supporting documentation

Browse

Drag Files ...

+

Municipal Approval Letter

Upload Municipal Approval Letter from legislative

Browse

Drag Files...

Test Document....

12.96 KB

x

body.

< Previous Form

Next Form >

Figure 8: Public Hearing Notice & Minutes, continued

Next, upload copies of Municipality's Public Hearing Agenda and Minutes for your CHIP project. Finally, upload the Municipal Approval Letter.

Share of Increment and Tax Rates

Share of Increment and Tax Rates

New Note | Print | Save

Municipal and Education Property Tax Share

Municipal Increment Share Approved by Municipal Legislative Body (must be at least 85%) % *

Proposed Education Property Tax Share % (affordable and moderate is up to 85%, market is up to 75%) *

Figure 9: Share of Increment and Tax Rates

First, insert the Municipal increment share that was approved by the Municipal Legislative Body. Note, it must be at least 85%. Next, list the proposed education property tax share. Note, affordable and moderate-income housing may qualify for up to 85% while market rate housing may qualify for up to 75%.

CHIP Years & Tax Rates

Year Created and Year of Initial CHIP Debt

Calendar Year CHIP Site Created *

Calendar Year of Application to VEPC *

Calendar Year Initial CHIP Debt Expected to be Incurred *

Tax Rates for Year CHIP Site Created

Municipal \$ *

Education - Homestead \$ *

Education - Non-Homestead \$ *

< Previous Form

Next Form >

Figure 10: Share of Increment and Tax Rates, continued

Next, insert the year the CHIP site will be created, the year the CHIP application was submitted to VEPC, and the year CHIP Debt will be incurred. Note, the creation of the CHIP site shall occur at 12:01 a.m. on April 1 of the calendar year in which VEPC approves the use of tax increment financing for the housing infrastructure project. Lastly, insert the municipal and education tax rates for the most recent year.

Municipal Budget, Capital, & Debt

Municipal Budget & Municipal Capital Budget

[New Note](#) | [Print](#) | [Save](#) | [Add](#)

Does the Municipality utilize Capital Budget? * ☒ Yes ☐ No

Fiscal year of application? * 2026

	Total Municipal Budget	General Operating Budget	Other Municipal Budgets (water districts, etc.)			
Fiscal year of application			Capital Plan (Annual Municipal Capital Budget)	Water	Sewer	
Next Budget Year 2027	\$10,155,163.00	\$ 0.00	\$ 0.00	\$ 3,391,454	\$ 6,763,709	\$
Current Budget Year 2026	\$9,803,320.00	\$ 0.00	\$ 0.00	\$ 3,216,761	\$ 6,586,559	\$
FY 2025	\$9,221,577.00	\$ 0.00	\$ 0.00	\$ 3,239,808	\$ 5,981,769	\$
FY 2024	\$8,937,365.00	\$ 0.00	\$ 0.00	\$ 3,429,617	\$ 5,507,748	\$

< Previous Form
Next Form >

Figure 11: Municipal Budget & Municipal Capital Budget

In this section, insert Municipal budget information per fiscal year. Once the fiscal year of application is selected from the drop-down menu, the table's fiscal years will auto populate. As budget figures are entered, the total municipal budget and average budget will auto populate.

Municipal Debt

	Total Annual Taxpayer Debt Service	Municipal Bond Payments	School Bond Payments	Other Debt			
Fiscal year of application				Water	Sewer		
Next Budget Year 2027	\$2,369,592.00	\$ 1,017,811	\$ 0.00	\$ 435,312	\$ 916,468	\$ 0.00	\$ 0.00
Current Budget Year 2026	\$2,257,924.00	\$ 871,836	\$ 0.00	\$ 435,313	\$ 950,775	\$ 0.00	\$ 0.00
FY 2025	\$2,263,679.00	\$ 769,095	\$ 0.00	\$ 564,385	\$ 930,199	\$ 0.00	\$ 0.00
FY 2024	\$1,798,942.00	\$ 672,315	\$ 0.00	\$ 553,494	\$ 573,133	\$ 0.00	\$ 0.00
FY 2023	\$1,697,116.00	\$ 605,623	\$ 0.00	\$ 579,256	\$ 512,237	\$ 0.00	\$ 0.00

< Previous Form Next Form >

Figure 12: Municipal Debt

In this section, insert Municipal debt in the form of municipal bond payments, school bond payments, and any other municipal debt for the next budget year (if known), the current budget year, and the previous 10 years. As budget figures are entered, the total annual taxpayer debt service and average budget will auto populate.

CHIP Site Information

All Parcels in CHIP Site

All Parcels in CHIP Site

New Note | Print | **Save** | Add

This Form Is a Summary Form

1. The "All Parcels in CHIP Site" form will create sub-forms for you to fill in **after saving this form**. A form will then automatically be created for the entry of up to 25 parcels
2. If inputting **more than 25 parcels**, please use the radio buttons below and **save the form** to generate additional forms
3. Once you are done inputting these parcels, please navigate back to this form and **save** to ensure the values are retained

Year CHIP Site Created: 2026

Date this Data Form Completed:

	Parcels	Acres	Municipal Taxable Value	Educational Taxable Value			Assessed V
				Homestead	Non-Residential	Total	
Totals:			0	0	0	0	0
	0	0.00	\$0	\$0	\$0	\$0	\$0

< Previous Form Next Form >

Figure 13: All Parcels in CHIP Site

This Page Is a Summary Page

The "All Parcels in CHIP Site" page will create sub-documents for you to fill. Select the appropriate date for the data form completed. If entering more than 25 parcels, use the radio buttons below to select the appropriate parcel range. Click "save" in the upper right corner. A page will then automatically be created for the entry of up to 25 parcels or more depending on your selection.

Once you are done entering these parcels, please navigate back to this page and save to ensure the values are retained.

All Parcels in CHIP Site Details

All Parcels In CHIP Site Details (1 - 25) Last Saved 1/29/2024 1:51 PM [New Note](#) [Print](#) [Save](#)

Span #	Parcel ID	Parcel Address	Owner(s)	Acres	Educational Taxable Value			Total	Assessed Value	Tax-Exempt Code	Parent Span #	Parcel is Inactive	Notes
					Municipal Taxable Value	Homestead	Non-Residential						
S40-1	10562	10 NICH	BURNS	0.12	\$ 132,800	\$ 72,098	\$ 60,702	\$132,800	\$ 132,800			<input type="checkbox"/>	
													0 of 100
S40-1	15055	24 NICH	SEE PE	0.30	\$ 123,000	\$ 123,000	\$ 0	\$123,000	\$ 123,000			<input type="checkbox"/>	
													0 of 100
S40-1	10419	26 NICH	SWART	0.17	\$ 111,100	\$ 111,100	\$ 0	\$111,100	\$ 111,100			<input type="checkbox"/>	
													0 of 100
S40-1	12840	64 MIRC	DRYOLL	0.13	\$ 106,700	\$ 82,360	\$ 24,440	\$106,700	\$ 106,700			<input type="checkbox"/>	
													0 of 100
S40-1	11537	103 CEN	CORCC	0.13	\$ 153,800	\$ 153,800	\$ 0	\$153,800	\$ 153,800			<input type="checkbox"/>	
													0 of 100

Additional Notes:

[< Previous Form](#)
[Next Form >](#)

Figure 14: All Parcels in CHIP Site Details

On the “All Parcels in CHIP Site Details (1-25)” page, enter information about every parcel that is within the CHIP Site. Once you have completed a row, you can click the green plus button at the end of the row to add another parcel. Note, if there is no “Non-Residential” educational taxable value, you must enter “0” to be able to save the data.

Once you have entered all parcels into the details page, click “save.” Then, navigate back to the summary page by clicking on “All Parcels in CHIP Site” in the lefthand navigation bar and selecting “All Parcels in CHIP Site” from the menu that appears.

All Parcels in CHIP Site

Figure 15: All Parcels in CHIP Site

This page should now show a summary of the information entered in the parcel listing.

Year CHIP Site Created: 2026

Date this Data Form Completed: 01/29/2026

	Parcels	Acres	Municipal Taxable Value	Educational Taxable Value			Assessed Value	Not Taxable
				Homestead	Non-Residential	Total		
Totals:			5	5	2	5	5	0
	5	0.85	\$627,400	\$542,258	\$85,142	\$627,400	\$627,400	\$0

Figure 16: All Parcels in CHIP Site, continued

Previously in Figure 14, five parcels, a mix of residential and non-residential, were entered. The summary page now lists their combined taxable value at \$627,400.

Vermont Economic Progress Council (VEPC)
Community Housing and Infrastructure Project (CHIP) Application User Guide

The screenshot shows a web-based form titled "Preliminary OTV Certification". At the top right, there is a dark green bar with white text links: "New Note", "Print", "Save", and "Add". The form itself has a white background. It contains two main sections for certification. The first section is for the "Lister or Assessor", featuring a checkbox and a text area for a signature and title. The second section is for the "Chair, municipal legislative body", also featuring a checkbox and a text area for a signature and title. Both sections include a red asterisk and a certification statement. At the bottom of the form, there is a dark green bar with white text links: "< Previous Form" and "Next Form >". A small green circular icon with a white exclamation mark is located in the bottom right corner of the form area.

Preliminary OTV Certification

New Note | Print | Save | Add

Lister or Assessor:

☐ * Certification: The undersigned certify that this documentation of the original taxable value of the parcels within the CHIP Site is correct and accurate to the best of our knowledge.

Signature, Title:

Chair, municipal legislative body:

☐ * Certification: The undersigned certify that this documentation of the original taxable value of the parcels within the CHIP Site is correct and accurate to the best of our knowledge and OTV has been certified to the municipal legislative body.

Signature, Title:

< Previous Form Next Form >

Figure 17: All Parcels in CHIP Site, continued

In this section, check the boxes certifying the OTV. If everything appears correct, this form will need to be certified by the Municipality's lister or assessor and the Chair of the municipal legislative body by having them create accounts in the system, navigate to this page of the application, and then check the appropriate box. Data can continue to be entered and this step is completed later in the process if needed.

Municipality Wide Comparison

Municipality-wide Comparison - CHIP Site and Municipality-wide Attributes

CHIP Site		Total Municipality		CHIP Site as % of Municipality	
Acres Total	4.19		4,915		0 %
Parcels Total	2		6,823		0 %
Assessed Value Total	\$579,000		\$ 980,714,200		0 %
Education Taxable & Non-Taxable Value Total	\$579,000	% of CHIP GL	\$980,714,200	% of Ttl GL	0 %
Homestead (#)	0	0 %	3,411	50 %	0 %
Homestead (\$)	\$0	0 %	\$ 457,502,770	47 %	0 %
Non-Residential (#)	2	100 %	2,681	39 %	0 %
Non-Residential (\$)	\$579,000	100 %	\$ 523,211,430	53 %	0 %
Non-Taxable (#)	0	0 %	226	3 %	0 %
Non-Taxable (\$)	\$0	0 %	\$ 337,535,100	34 %	0 %

Figure 18: Municipality-wide Comparison

In this section, insert the required information applicable to the whole Municipality. As figures are inserted, the CHIP site as % of Municipality, % of CHIP GL (Grand List), and % of Ttl GL (Grand List) will auto populate. The column “CHIP Site as % of Municipality” will likely be small or zero due to the small nature of CHIP sites relative to the whole Municipality.

Tax Exempt Codes

Tax Exempt Codes

New Note | Print
Last Saved 1/27/2026 10:50 AM

From NEMRC NonTax Statute Selection				
Code	Purpose	Title	Section	Subsection
1	Federal/State/County	32	3802	1
2	Property owned by the State/County Government	32	3802	1
3	Veterans Organization chartered by US Congress not leased or rent. VFW American Legion	32	3802	2
4	Nonprofit organization chartered by US Congress. Little League, Boy/Girl Scouts, Red Cross, Daughters of American Revolution	32	3802	2
5	Hospitals (Charitable Uses)	32	3802	4
6	Historical Societies	32	3802	4
7	Public/Pious/Charitable Uses	32	3802	4
8	Municipality owned property in town used for public use	32	3802	4

< Previous FormNext Form >

Figure 19: Tax Exempt Codes

In this section, tables of tax-exempt codes are provided. No input is required. This form can be used as a reference when completing the form “All Parcels in CHIP Site.”

Projects & Development

Infrastructure Projects

Infrastructure Projects

[New Note](#) | [Print](#) | [Save](#) | [Add](#)

Last Saved 1/29/2026 12:50 PM

Estimated Construction Contingency Costs

10 %

CHIP Site Creation Year 2026

Estimated Soft Costs

8 %

Estimated Construction Costs as of (year)

2025

Estimated Inflationary Percentage

3 %

Infrastructure Project Name	Infrastructure Type	Project Type	Project Location	Estimated Year of Construction
Downtown Upgrades	Utilities, Streetscape, Pro	Reconstruction	Center & Wales Street	2026

[< Previous Form](#)
[Next Form >](#)

Figure 20: Infrastructure Projects

In the top section of this page, insert estimated percentages for construction contingency costs and estimated soft costs. Insert the year in which the construction cost estimates were received. Enter a percentage to use as an inflator. These figures will be used to calculate the estimated total project cost in the year of construction.

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

Infrastructure Project Name	Infrastructure Type	Project Type	Project Location	Estimated Year of Construction		
Downtown Upgrades	Utilities, Streetscape, Br	Reconstruction ▾	Center & Wales Stree	2026	+	-
Lynda Lee	Demolition, Site Prep, Br	Installation ▾	10 Cleveland Ave	2026	+	-
Pine & Forest Streets	Streetscape, Trans, Site F	Construction ▾	Pine St & north Fores	2028	+	-

Infrastructure Project Name	Estimated Construction Costs (Current \$)	Estimated Construction Contingency Costs	Estimated Soft Costs	Estimated Total Project Costs (Current \$)	Est. Total Project Cost in Year of Construction
Downtown Upgrades	\$ 1,600,000	\$160,000	\$128,000	\$1,888,000	\$1,944,640
Lynda Lee	\$ 1,335,000	\$133,500	\$106,800	\$1,575,300	\$1,622,559
Pine & Forest Streets	\$ 2,100,000	\$210,000	\$168,000	\$2,478,000	\$2,707,778

Figure 21: Infrastructure Projects, continued

Next, provide information about the infrastructure projects, using the green plus button to add rows as needed. Once you have entered the first row, click “save” and the project name will appear in the second row. On the second row, add the estimated construction cost for the project. Based on the percentages entered above, an estimated total project cost in the year of construction will be calculated.

[New Note](#) | [Print](#) | [Save](#) | [Add](#)

CHIP Revenue Total

\$5,367,199

Other Revenue Total

\$907,778

Infrastructure Project Name	CHIP Revenue		Other Revenue	
	\$	%	\$	%
Downtown Upgrades	\$ 1,944,640	100	\$ 0	0
Lynda Lee	\$ 1,422,559	88	\$ 200,000	12
Pine & Forest Streets	\$ 2,000,000	74	\$ 707,778	26

< Previous Form
Next Form >

Figure 22: Infrastructure Projects, continued

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

In the final section of this form, insert how much of the total cost is anticipated to be paid with CHIP increment versus other revenues. Each row should total 100%, and the total revenue for each row should match the project's estimated total project cost in the year of construction.

Housing Development

In this section, insert the housing development information requested.

Housing Development Project Name *	Span # (s) *	Address or Location Description *	Project Description *	Permitting Status *	Funding Status *	Site Readiness Studies / Justification	Essential Infrastructure and Housing Development Link *
Mapleton Housing	5	Mapleton	Middle income housing, 100 units. 33 of 400	In progress	Secured	Completed	Wastewater

Figure 23: Housing Development

In this section, insert the required information. For “Essential Infrastructure and Housing Development Link” briefly explain how the infrastructure project enables the housing development project. If there are multiple housing developments, click the green plus sign to add more rows.

Housing Development Incremental Value

Housing Development Project Name *	Projected Residential Dev (sf)	Projected Commerical Dev (sf)	Projected Total Dev Dev (sf)	Projected % of sf dedicated to Residential Dev	Original Taxable / Baseline Value
Base Year: 2026					
Totals:	24,450.00	25,000.00	49,450	49	\$167,700.00
Mapleton Housing	24,450	25,000	49,450	49	\$ 167,700

Figure 24: Housing Development Incremental Value

In this section, insert information related to the proposed housing development. Insert the projected amount of residential development in square feet and the projected

Vermont Economic Progress Council (VEPC)
Community Housing and Infrastructure Project (CHIP) Application User Guide

amount of commercial development in square feet. The total square footage for the development will populate in the next column. Next, insert the original taxable value for the parcels.

Estimated Year of Construction Start	Estimated Number of Years to Complete	Estimated Assessed Value After Development	Estimated Increase in Value from Baseline	Use Code
		\$7,357,748.00	\$7,190,048	
<input type="text" value="2026"/>	<input type="text" value="2"/>	<input type="text" value="\$ 7,357,748"/>	\$7,190,048	<input type="text" value="RN"/>

Figure 25: Housing Development Incremental Value, continued

Next, insert the estimated year of construction start, estimated years to complete, and the estimated assessed value after development. The increase in value (increment) will populate in the next column.

Enter the use code in the next column:

- **RH (Residential High Density/High Intensity):** Often used for areas with smaller lot sizes, allowing townhouses, apartments, and duplexes, commonly found near village centers.
- **RN (Residential Neighborhood/Low Density):** Primarily residential, often divided into subsets like RN-1, RN-2 (representing low-to-medium density).
- **C (Commercial/Commercial-1):** Designated for business, retail, and service use.
- **I (Industrial):** Designated for manufacturing, warehousing, or light industrial use.
- **RH-RN (Residential High - Residential Neighborhood):** A mix of high-density and medium/low-density residential areas, often to promote diverse housing types (duplexes, townhouses).

- **RH-C (Residential High - Commercial):** Mixed-use districts allowing high-density residential and commercial uses, such as neighborhood-serving businesses in, or near, residential areas.
- **RH-I (Residential High - Industrial):** A transition or mixed-use area, often near working waterfronts or industrial corridors.
- **RN-C (Residential Neighborhood - Commercial):** Areas designed for a mix of residential neighborhoods and smaller-scale commercial services.
- **RN-1 (Residential Neighborhood 1):** Typically, a low-density residential district, often the lowest density in a given municipality's residential hierarchy.
- **C-1 (Commercial-1):** Often represents a specific type of commercial zone, such as a Neighborhood Commercial (NC) or intense downtown core, distinct from highway commercial (HC).

Estimated % of New Construction-Homestead Rate	Estimated % of New Construction- Non-Homestead Rate	Total (Should be 100%)	Estimated Incremental Value - Homestead	Estimated Incremental Value - Non-Homestead
			\$4,314,029	\$0
<input type="text" value="60"/> %	<input type="text" value="40"/> %	100	\$4,314,029	\$2,876,019

Figure 26: Housing Development Incremental Value, continued

Next, insert the percentage of the housing development that will be taxed at the homestead rate and the percentage that will be taxed at the non-homestead rate. Combined, these should equal 100%. The next two columns will auto-populate the amount of increment expected to be taxed at each rate.

CHIP Revenue

Annual and Projected CHIP Revenue Summary

Annual and Projected CHIP Revenue

New Note | Print | **Save** | Add

Last Saved: 1/17/2026 2:12 PM

This Form Is a Summary Form

The "Annual and Projected CHIP Revenue" form will create sub-forms for you to fill in after saving this form.

- A form will be automatically created for **each year** of each respective project. For this form to function correctly, please input the **"Total Years of Municipal Retention"** and **"Annual Tax Rate Increase"** on this form.
- On each of the child forms, please indicate the **"% Complete"** for each project year. Note: This should never exceed 100% for any project, but should always total to 100% completion.
- Additionally, on each child form, please ensure values are inputted in the **"% of New Construction"** fields. Note: This should never exceed 100% for any project, but should always total to 100%.

Values on this summary form **will not** populate **until all the above indicated fields have been completed**. Once you are done inputting these values, please navigate back to this form and save to ensure the values are retained.

20 Total Years of Municipal Retention

2 % Annual Tax Rate Increase

< Previous Form Next Form >

Figure 27: Annual and Projected CHIP Revenue Summary

Like the "All Parcels in CHIP Site" pages, the Annual and Projected CHIP Revenue Summary includes a summary page followed by sub-pages that must be completed for the summary page to populate. At the top of the summary page, insert the anticipated number of years for municipal retention of CHIP increment, and a percentage estimate for an annual tax rate increase, then click "save".

Annual and Projected CHIP Revenue Sub Pages



Figure 28: Annual and Projected CHIP Revenue

Once the form is saved, go to the navigation bar and click the arrow next to “Annual and Projected CHIP Revenue Summary”. A sub-page will generate for each housing development. If the development will be completed over multiple years, there will be a page for each year of the project.

Development or Redevelopment Project Name	% Complete	Original Assessed / Baseline Value	Year Complete	First Fiscal Year of Taxable Payments	Estimated Taxable Value After Development	Estimated Increase in Value from Baseline	Estimated % of New Construction - Homestead Rate	Estimated % of New Construction - Non-Homestead Rate	Estimated Incremental Value - Homestead	Estimated Incremental Value - Non-Homestead
Totals:		\$167,700			\$4,414,649				\$2,972,864	\$1,274,085
Mapleton Housing, Year 1	60 %	\$167,700	2027	2028	\$4,414,649	\$4,246,949	70	30	\$2,972,864	\$1,274,085

Development or Redevelopment Project Name	% Complete	Original Assessed / Baseline Value	Year Complete	First Fiscal Year of Taxable Payments	Estimated Taxable Value After Development	Estimated Increase in Value from Baseline	Estimated % of New Construction - Homestead Rate	Estimated % of New Construction - Non-Homestead Rate	Estimated Incremental Value - Homestead	Estimated Incremental Value - Non-Homestead
Totals:		\$167,700			\$2,943,099				\$1,665,239	\$1,110,160
Mapleton Housing, Year 2	40 %	\$167,700	2027	2028	\$2,943,099	\$2,775,399	60	40	\$1,665,239	\$1,110,160

Figure 29: Annual and Projected CHIP Revenue, continued

For each sub-page, enter the percentage of the project that is anticipated to be complete that year and added to the grand list. Enter the percentage of the project that will be applied to the homestead rate and the non-homestead rate and click “save”. The

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

rest of the table will auto-populate with the anticipated incremental tax revenues generated by that project for the increment retention period.

If a project will be completed over multiple years, the % complete column on the subpage should only include the percentage of the whole project that will be completed and added to the grand list in that year. For a multi-year project, the % complete should add up to 100% by the final year. (Example: Year 1 = 60%, Year 2 = 40%)

20 Total Years of Municipal Retention

2 % Annual Tax Rate Increase

Development or Redevelopment Project Name	% Complete	Original Assessed / Baseline Value	Year Complete	First Fiscal Year of Taxable Payments	Estimated Taxable Value After Development	Estimated Increase in Value from Baseline	Estimated % of New Construction - Homestead Rate	Estimated % of New Construction - Non-Homestead Rate	Estimated Incremental Value - Homestead	Estimated Incremental Value - Non-Homestead
Totals:		\$167,700			\$7,357,748				\$4,638,104	\$2,384,245
Mapleton Housing, Year 1	60 %	\$167,700	2027	2028	\$4,414,649	\$4,246,949	70	30	\$2,972,864	\$1,274,085
Mapleton Housing, Year 2	40 %	\$0	2027	2028	\$2,943,099	\$2,775,399	60	40	\$1,665,240	\$1,110,160

Calendar	Base Years: Created=Tax Rates Incur Debt=FY Start Increment	Tax Rate(s): Municipal	Tax Rate: Homestead	Tax Rate: Non-Homestead
Base Year:	2026	\$2.0172	\$1.6745	\$1.8571
2026	2026			

Figure 30: Annual and Projected CHIP Revenue Summary

Complete the same process for all subpages, save them all, and return to the summary page and click save at the top. You should see all sub-pages summarized up top, and the estimated increment for all projects in the tables below. The table at the bottom will show the overall estimated CHIP increment and how that would be split between the taxing authorities and the CHIP Fund.

All Revenue Sources by Year

Year	Annual CHIP Increment: Municipal	Annual CHIP Increment: Education	Grant Source	Grant Amount	Other Revenue Used to Pay Debt (eg. Parking fees)	Other Revenue Amount	Total Revenue
Totals:	\$2,682,344	\$1,043,594		\$350,000		\$150,000	\$4,225,938
2026	Base Year						

Any Years Prior to Increment:			State Grant	\$	250,000	Parking Fees	\$	50,000	\$300,000
2026	\$0.0000	\$0.0000	Federal Grant	\$	100,000	Parking Fees	\$	100,000	\$200,000.0000

Figure 31: All Revenue Sources by Year

In this section, the estimated increment for each year will auto populate. Insert any other grant or revenue sources for the projects. In the first box, list the name of the grant source for any prior years that will be applied to the project, followed by the amount. In the next box, list any other revenue type followed by the amount. The table at the top of the page will auto populate.

CHIP Debt

Summary of Annual Debt

Debt ID	Project(s) for Which Debt Will be Incurred	Type of Debt Instrument	Debt Principal	Expected Year Debt Incurred	Interest Rate	Term (In Years)	Number of Payments Per Year	Total of Interest	Total Debt Service	Difference : Infrastructure Costs - Debt Principal	Other Revenue Sources
	Totals:		\$1,100,000					\$756,637	\$1,856,637	\$5,174,977	\$907,778
	Mapleton	Municipal Bond	\$ 1,100,000	2028	3.86 %	30	2	\$ 756,637	\$1,856,637	+	

Please Upload Debt Service Schedule *



Figure 32: Summary of Annual Debt

In this section, insert the requested information. The total figures will auto populate. Next, upload the debt service schedule. Press the green button to upload multiple documents.

Related Costs

Related Costs					
Year	Related Cost Name	Related Cost Description	Related Cost Amount		
2026	District Creation Fees	Consultant costs and VEPC meeting expenses	\$ 180,000	+	-
2027	Legal	Legal costs associated with CHIP administration	\$ 25,000	+	-
2028	Auditor	Town's independent auditor	\$ 8,000	+	-
Total:			\$213,000		
Amount Paid Thru Debt:			\$ 100,000		
Amount Paid Thru Increment:			\$113,000		

Figure 33: Related Costs

In this section, provide an estimate of related costs by year. Insert the requested information for all anticipated related costs. Press the green button to insert additional costs. The total amount will auto populate. Specify whether you anticipate paying these

costs through increment or debt by inserting the amount you anticipate paying with debt. The balance will calculate as the amount paid with increment.

Year	Subtotal by Year
2026	\$180,000
2027	\$25,000
2028	\$8,000

Figure 34: Related Costs, continued

Click the save button, and a table will appear showing the anticipated related costs each year

Cash Flow

Year	Total CHIP Revenue (From Increment)	Other Revenue Used to Pay Debt	Total Debt Service	Related Costs	Annual Surplus (Deficit)	Cumulative Surplus (Deficit)
2026	Base Year					
Prior Years:	\$ <input type="text" value="0"/>	\$50,000.00	\$ <input type="text" value="0.00"/>	\$ <input type="text" value="0.00"/>	\$50,000.00	\$50,000.00
2026	\$0.00	\$100,000.00	\$ <input type="text" value="13,587"/>	\$180,000.00	\$-93,587.00	\$-43,587.00
2026	\$0.00	\$	\$ <input type="text" value="42,460"/>	\$180,000.00	\$-222,460.00	\$-216,047.00
2027	\$174,008.00	\$	\$ <input type="text" value="42,460"/>	\$25,000.00	\$106,548.00	\$-109,499.00
2028	\$177,490.00	\$	\$ <input type="text" value="42,460"/>	\$8,000.00	\$127,030.00	\$17,531.00
2029	\$181,038.00	\$	\$ <input type="text" value="42,460"/>	\$	\$138,578.00	\$156,109.00
2030	\$184,661.00	\$	\$ <input type="text" value="82,414"/>	\$	\$102,247.00	\$258,356.00
2031	\$188,353.00	\$	\$ <input type="text" value="80,842"/>	\$	\$107,511.00	\$365,867.00

Figure 35: Cash Flow

In this section, insert any previous CHIP revenue (this will likely be \$0) or related costs that have already been incurred. Then, using the debt service schedule you previously uploaded on the Summary of Annual Debt page, insert the estimated annual amount of debt service that will be paid each year. The annual surplus and cumulative surplus will auto populate.

CHIP Housing

Housing Data

Current Housing Within CHIP Site				
Type	Affordability	Avg. Cost Per Unit (homes for purchase)	Avg. Rental Cost Per Unit (apartments for rental)	Number of Units
<input type="text" value=""/>	<input type="text" value=""/>	\$ <input type="text" value=""/>	\$ <input type="text" value=""/>	<input type="text" value=""/>
Other: <input type="text" value=""/>	<input type="text" value=""/>	\$ <input type="text" value=""/>	\$ <input type="text" value=""/>	<input type="text" value=""/>
Averages/Totals:		\$	\$	0

Figure 36: Housing Data

In this section, insert the requested information for current *existing* housing within the CHIP site. If none exists, this table may be left blank. Press the green button to insert additional information. The averages/totals will auto populate.

Proposed Housing Within CHIP Site				
Type	Affordability	Avg. Cost Per Unit (homes for purchase)	Avg. Rental Cost Per Unit (apartments for rental)	Number of Units
Multifamily/Condo	Moderate Income	\$ <input type="text" value=""/>	\$ <input type="text" value="2,000.00"/>	<input type="text" value="50"/>
Senior Housing	Affordable Rental	\$ <input type="text" value=""/>	\$ <input type="text" value="1,000.00"/>	<input type="text" value="10"/>
Single-Family Detached	Market Rate	\$ <input type="text" value="700,000.00"/>	\$ <input type="text" value=""/>	<input type="text" value="20"/>
Other: <input type="text" value=""/>	<input type="text" value=""/>	\$ <input type="text" value=""/>	\$ <input type="text" value=""/>	<input type="text" value=""/>
Averages/Totals:		\$700,000	\$1,500	80

Figure 37: Housing Data, continued

In this section, insert the requested information for *proposed* housing within the CHIP site. Press the green button to insert additional information. The averages/totals will auto populate.

Status Options

Submit Application

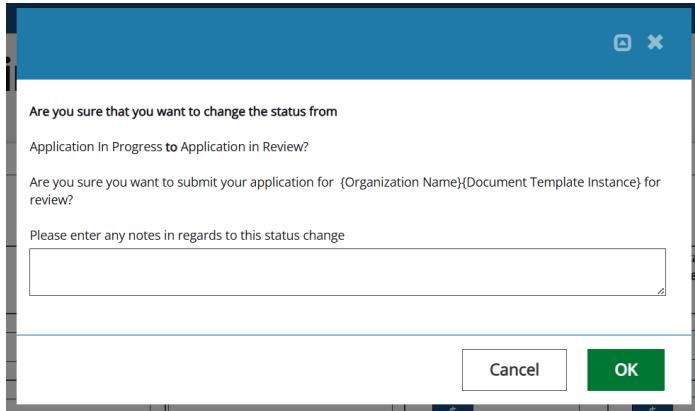
A screenshot of a web application window showing a confirmation dialog box. The dialog box has a blue header bar with a close button (X) and a maximize button. The main content area is white and contains the following text: "Are you sure that you want to change the status from", "Application In Progress to Application in Review?", "Are you sure you want to submit your application for: {Organization Name}{Document Template Instance} for review?", and "Please enter any notes in regards to this status change". Below the text is a text input field. At the bottom right of the dialog box are two buttons: "Cancel" and "OK".

Figure 38: Submit Application

To submit the application, click on “Submit Application” in the lefthand navigation bar. A pop-up box will appear. You may enter notes in the box provided. Click ok. This will submit your application.

Cancel Application

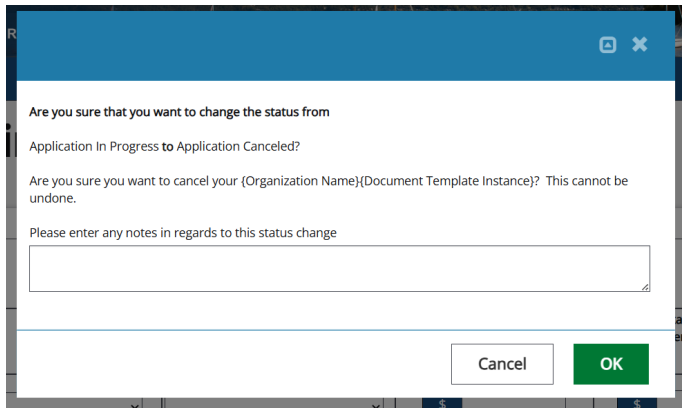
A screenshot of a web application window showing a confirmation dialog box. The dialog box has a blue header bar with a close button (X) and a maximize button. The main content area is white and contains the following text: "Are you sure that you want to change the status from", "Application In Progress to Application Canceled?", "Are you sure you want to cancel your {Organization Name}{Document Template Instance}? This cannot be undone.", and "Please enter any notes in regards to this status change". Below the text is a text input field. At the bottom right of the dialog box are two buttons: "Cancel" and "OK".

Figure 39: Cancel Application

To cancel the application, click on “Cancel Application” in the lefthand navigation bar. A pop-up box will appear. You may enter notes in the box provided. Click ok. **THIS WILL CANCEL YOUR ENTIRE APPLICATION.**

Adding Users to Your Organization

Your CHIP application will require multiple users for various stages of the application – for example, the municipality’s lister/assessor and Chair of the Municipal Legislative Body must certify the Original Taxable Value. Additionally, a municipality may want assistance from their financial office for some forms, or assistance from the developer in crafting some narratives.

My Tasks Initiate Related Document

➤ Filter

▼ My Tasks +

Name	Document Type	Organization	Status	Status Date	Due Date
CHIP-2026-Mapleville-11	CHIP Application	Town of Mapleville	Application In Progress	1/12/2026 3:19:05 PM	

Figure 40: My Tasks

To add users to your application, on the Home screen where you see your application under My Tasks and click on the Organization.

Organization Information

▼ Town of Mapleville

Organization Information

Organization Members

Organization Details ☐

Site Visits ☐

Insurance Information AOT ☐

AOT Organization Details ☐

MPG Information ☐

Municipal Policies, Plans, and Insurance ☐

VTP Organization Details ☐

Figure 41: Organization Members

Click on “Organization Members” in the lefthand navigation bar.

Vermont Economic Progress Council (VEPC) Community Housing and Infrastructure Project (CHIP) Application User Guide

Organization Members

Instructions:

- Use the available search criteria to filter the members table.
- To add a new member, click the Add New button and follow the instructions.
- You can limit system access by setting the Active/Inactive dates.

Members Search

Figure 42: Organization Members, continued

Select the green button on the far right side of the screen to add Users.

Assign Roles

View Role Descriptions

Security Information

Save

Figure 43: Assign Roles

Fill in the information for each individual that you would like to have access to your application and select the appropriate role for that person.

Roles:

- **Administrator:** This role should be held by the Municipal official that is initiating the application. This role has authority to submit, edit, and cancel the application. It is likely but not necessary that the same person could be both an Administrator and Municipal Authorizing Official.
- **Municipal Authorizing Official:** This role should be held by the Municipal Official who has authority to submit the application (example: Town Manager, Town Clerk) as well as Chair of the Municipal Legislative Body. This role has authority to submit, edit, and cancel the application.
- **Financial Officer:** This role should be assigned to the municipality's financial officer. This role has authority to edit and cancel the application.

- Writer: Assign this role to anyone that you would like to assist in the development of the application but does not have authority to submit it. This could potentially be additional town staff, the developer, a consultant, or a representative of your Regional Development Corporation.
- Viewer: Assign this roll to anyone you would like to view your application without the permissions to edit the document.
- DO NOT select the “Project Director” role.

You will need to create a username and password for the individual, connect with the individual to provide them with their log-in credentials and encourage them to change their password when they log in. When you’ve filled in the individual’s information, click “save.”