

**City of Burlington Housing Trust Fund (HTF)
Capacity Grant Application**

APPLICANT ORGANIZATION
Committee On Temporary Shelter (COTS)
CONTACT NAME
Tamira Martel, Corporate and Foundations Relationship Manager
DAYTIME PHONE & E-MAIL
(802) 540-3084 ext. 208 : tamiram@cotsonline.org
NAME OF PROJECT
COTS Housing Resource Center
AMOUNT REQUESTED
\$7,500
ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS)
N/A
ESTIMATED COMPLETION DATE
Ongoing program
TOTAL ESTIMATED PROJECT COST
\$625,780 annual budget

Is the applicant a 501(c)(3) tax-exempt, nonprofit corporation organized and operated for the purpose of creating or preserving housing for very low, low and moderate income households?

- Yes
 No

Would the requested grant support the staffing, training, planning, fundraising or on-going operations of a nonprofit corporation, thereby increasing that corporation's capacity to create or preserve housing for very low, low and moderate income households?

- Yes
 No

Is the applicant a corporation, partnership or individual who is delinquent, at the time of application, in the payment of property taxes or impact fees to the City of Burlington, who have been convicted of arson, who have been convicted of discrimination in the sale or lease of housing under article IV of this chapter or under the fair housing laws of the State of Vermont, or who have pending violations of current city electrical, plumbing, building or housing codes or zoning ordinances?

- Yes
 No

Project Narrative

Funding priority goes to projects which respond to requirements of the Housing Trust Fund and the City of Burlington's affordable housing priorities. The Housing Trust Fund Administrative Committee (HTFAC) uses the attached criteria to score projects. Scores are tallied and ranked high to low. The HTFAC funds projects at its discretion.

Please provide the information below in the space provided. It is important to complete all fields. If you need additional space, attach separate pages to your application and title them as indicated below.

Project description (Please briefly describe your project. Specifically describe how Housing Trust Funds would: a) support your organization's ongoing operation and/or b) support the assessment of structural and financial feasibility of new affordable housing.):

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center

Please describe how the organization is currently involved in the construction of new affordable housing:

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center

Please describe how the application supports one or more of the priorities listed in the City's Housing Action Plan:

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center

Please describe how the application supports one or more of the priorities listed in the City's Consolidated Plan:

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center

Please describe the financial need of the requested activity (include a project budget with all sources and uses):

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center and also Attachment B.: COTS Housing Resource Center FY18 Budget.

Please describe the negative impact to the community if the request is not funded:

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center

Please describe how the proposed project supports an underserved and vulnerable population:

Please see Attachment A.: COTS Project Narrative-COTS Housing Resource Center

Signature Page

Please check each box that applies:

- Good Standing:** I certify that I am in "good standing" with respect to, or in full compliance with a plan to pay any and all taxes due to the City of Burlington.
- Certification:** Under penalties of perjury, I declare that the information I have provided, to the best of my knowledge and belief, is true, correct, and complete.

Rita Markley, Executive Director

Print Name



Applicant Signature

10/3/18
Date

**Project Narrative- COTS Housing Resource Center
BURLINGTON HOUSING TRUST FUND FY18
Capacity Grant Application**

*Submitted by the Committee on Temporary Shelter
October 3, 2018*

Project description:

This application seeks funding for COTS Housing Resource Center, launched in July 2008, prevents at-risk households from losing their existing housing due to unforeseen circumstances and allows those who are without permanent shelter to move more rapidly into stable housing.

COTS Housing Resource Center (HRC) employs a variety of methods to help stabilize households in crisis; these include prevention grants, security deposit grants/loans/guaranties, and a risk-guarantee fund program. Funds will be used to provide homelessness prevention and re-housing programming to 400 households annually (approximately 900 people) who are at risk for becoming homeless or who need assistance getting into housing. In addition, funds will be used to offer comprehensive budget guidance and financial literacy training on- and off-site and provide referrals to connect clients to other mainstream services and benefits.

Funding received from the Burlington Housing Trust Fund will support staffing resources, as well as supervision, and overall organization operations, and administration for this program.

Please describe how the organization is currently involved in the construction of new affordable housing:

COTS is currently not developing any affordable housing units that will be available for occupancy within the next twelve months. However we have contracted with Summit Properties through its development affiliate Green Mountain Development Group, Inc. to provide service enriched housing for four of the 27 units of affordable housing now under construction at 268 East Allen Street in Winooski. COTS will provide services and supports to homeless and those at imminent risk of homelessness who will be selected to reside in these four units.

Please describe how the application supports one or more of the priorities listed in the City's Housing Action Plan:

The first priority listed in the City's Housing Action Plan (CHAP) is to, "Take active steps to preserve affordable housing," COTS Housing Resource Center (HRC) is on the frontlines of this effort helping an average of 300 at-risk households each year through our prevention programming. Eviction is one of the leading causes of homelessness in the greater Burlington area. Helping at-risk individuals and families maintain their existing housing is critical to ensuring their self-sufficiency and long-term stability while measurably reducing the incidence of homelessness in our community. This is particularly true of those households that benefit from a housing voucher and are at risk of losing that vital resource if evicted. By proactively assisting people in this situation before they lose their housing, COTS reduces the number of households in our community who become homeless thus preserving housing.

Earlier this year COTS took this emphasis on prevention one step further by partnering with the Burlington Housing Authority (BHA) to implement a new program that focuses on preserving affordable housing and reducing the incidence of homelessness through eviction prevention. This project brings together the financial assistance at COTS HRC (paying arrearages, covering rent during three-month treatment programs, risk guarantees, etc.) and the resources of the BHA, which includes a highly skilled support service team as well as access to long-term federal housing subsidies and a vast landlord network. This collaboration builds on each organization's strengths and expertise. COTS provides a mix of financial tools and assistance to families,

including customized budget evaluations, guidance, and connections with appropriate community resources. The BHA retention team works with households to address underlying behavioral issues that require longer-term intervention or, in some cases, rental subsidies to stabilize their housing.

The fourth priority listed in the CHAP highlights the need for, "New Approaches to Homelessness in Our Community". COTS Housing Resource Center, is an innovative award-winning program dedicated to homelessness prevention and housing retention. We pioneered many of the financial tools and strategies now used as best practice methods by homeless service providers across our region and listed in the CHAP.

The HRC serves about 400 households each year that are homeless or at-risk of becoming homeless. Through COTS' prevention services, households facing eviction or foreclosure can receive financial assistance and loans to cover back rent and mortgage payments; COTS also helps re-house people who have become homeless more quickly through security deposit assistance, loans, and guarantees.

COTS HRC is a centrally located one-stop resource providing a continuum of social services for at-risk low-income households in Chittenden County Vermont. Households in need are presented with a wide range of programs, including financial assistance and guarantees, housing navigation services and outreach for families and individuals, on-site and off-site educational and financial training, and linkage to community resources.

Our specific programs include the following:

- Prevention Assistance: We offer financial assistance through grants or loans to cover back rent and mortgage payments to clients facing eviction or foreclosure. Loans to cover back rent are offered through a partner credit union to qualifying applicants. The Housing Resource Center also provides small, one-time financial subsidies to help cover household gaps. Such assistance provides crucial support to help people stay housed, improve their credit, financial literacy, and overall financial accountability.
- Re-Housing Support: Security deposit assistance and loans allow clients struggling to move out of shelter or an unaffordable apartment enter stable housing more quickly than if they would have saved for a deposit on their own. We also offer security deposit guaranties to landlords on behalf of COTS clients who lack sufficient credit, savings, or landlord references to enter the rental market.
- Opportunity Fund: This program provides rental subsidies to working households that risk losing their housing but do not qualify for other assistance. COTS is increasingly seeing households with wage earners who make slightly more than the limit for mainstream assistance (50% of Area Median Income or \$45,900 for a family of four in Chittenden County). When faced with an unanticipated expense, these families fall behind on rent and have few options for assistance, given the income limits for federal funding. For these households, COTS offers short-term rental assistance paid directly to the landlord. Clients also receive supporting services to help them create sustainable budgets and maintain credit.
- COMPASS: Is a program for households that, while able to pay rent, have a damaged rental or credit history that creates a major obstacle to housing. COTS staff work with clients to improve their credit and budgeting skills often referring them to community run financial literacy trainings.
- Family Supportive Housing: Is a transitional housing program for families. After a brief shelter stay, families move into apartments managed by a local housing authority where they receive on-going support services from a clinician at The Howard Center. Supportive housing helps families hone or develop essential life skills that will increase their long-term stability while also allowing them to immediately begin restoring their credit and landlord references. This solution reduces shelter stays for families, and children in particular and aims to prevent intergenerational homelessness.

- **Housing Navigation Services***: Housing Navigators (HN) offer one-on-one support services to households experiencing homelessness, to assess and overcome barriers to housing stability. Our HN's help households prepare for and locate sustainable housing. They provide direct housing assistance through the completion of housing and subsidy applications, addressing credit challenges, and connecting families to mainstream and available housing resources that will expedite housing. Early in the process they provide targeted referrals for guests to services and supports in the community in order to focus on housing. This approach helps ensure a timely transition back to housing and stabilization.

*In the fall of 2017, we reconfigured our case management services under the umbrella and direction of our Housing Resource Center. This was done to improve services, outcomes and for better alignment with community partners and resources.

Please describe how the application supports one or more of the priorities listed in the City's Consolidated Plan:

COTS Housing Resource Center helps the City of Burlington positively advance in some capacity all three of the statutory program purposes listed in the City's Consolidated Plan; decent housing, expanding economic opportunities and providing a suitable living environment for low- and moderate-income persons.

Through our prevention and rapid re-housing services COTS' HRC directly addresses bullets one and two under the CDBG purpose: Decent Housing.

- Assisting homeless persons obtain affordable housing;
- Assisting persons at risk of becoming homeless.

The primary objective of the HRC is to reduce the incidence and impact of homelessness in Chittenden County through targeted, limited, and strategic intervention. Our goal is find the pivot points and develop approaches for individuals and families where we can intervene to positively alter their trajectories, preventing future upheaval and reducing their risk of homelessness. Our financial tools coupled with housing search assistance provided by a full-time staff person help us achieve these aims.

Through our customized budgeting and credit guidance as well as our targeted referrals to off-site financial literacy training COTS' HRC directly addresses bullet number seven under the CDBG purpose: Expanded Economic Opportunity.

- Empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

We aim to increase a client's financial stability and encourage their fiscal empowerment, by employing a layered approach to helping households develop their budgeting and savings skills as well as improve their credit worthiness. Program participants develop and hone critical life skills that help strengthen their family and create a long-term stable environment.

By helping people retain their housing and remain in their current neighborhood they deepen their connection and commitment to the community in which they live. As a result, COTS' HRC tangentially impacts bullet number one under the CDBG purpose: A Suitable Living Environment.

- Improving the safety and livability of neighborhoods.

When residents feel secure and are invested in their community they contribute positively to its social, economic, physical, and political institutions and act as a stabilizing force helping to stave off crime and blighting influences.

Please describe the financial need of the requested activity (include a project budget with all sources and uses):

The Housing Resource Center (HRC) programs cost more than \$625,780 annually. COTS HRC is the largest homelessness prevention program in our area and serves as the centralized entry for more than 70% of all homeless prevention and re-housing requests in Chittenden County.

The \$7,500 requested in a capacity grant from the Burlington Housing Trust Fund would be used for staffing, operations, and client programs.

See Attachment B. – COTS FY18 HRC Budget*

*Please note that COTS fiscal year runs from October 1st to September 30th. Our FY19 budget will not be formally approved and adopted by our board of directors until late November of 2018.

Please describe the negative impact to the community if the request is not funded:

COTS is the largest provider of shelter and services in Vermont for the homeless or those at risk of homelessness. During the past state fiscal year, across all of our services, we assisted nearly 2,400 people (including 756 children) through emergency shelter, outreach, prevention services, and transitional and permanent housing.

COTS believes that emergency shelter and services, while critical for addressing the immediate needs of those who are homeless, is not the answer to end homelessness. This is why we work tirelessly to increase our homelessness prevention services to help keep people housed who are at risk for becoming homeless.

Last year, the number of homeless children in Vermont skyrocketed beyond all precedent as more and more families struggled to make ends meet in the impossibly tight housing market. So, while the overall numbers, statewide, of people facing homelessness dropped slightly, the percentage of that number who were children increased dramatically.

The underlying pressures fueling that struggle were quantified in a national report released late last year ([NLIHC2017](#)). The National Low Income Housing Coalition's 2017 "Out of Reach" report placed Vermont among the five worst states in the nation for having the widest gap between average tenant income and the monthly cost of rent. Only Hawaii, Maryland, California, and New Jersey had a more challenging income-to-rent gap than Vermont.

Burlington/Chittenden County has a severe shortage of affordable housing units, making it extraordinarily difficult for low- to moderate-income families to find homes they can afford. The 2018 Fair Market Rent for a two-bedroom unit in the area is \$1,442 a month. Given the preponderance of service sector jobs in the community, it's not surprising that more than 7,500 households in the region are paying more than half their incomes on rent. ([NLIHC2017](#))

COTS' Housing Resource Center (HRC) provides a critical safety net to this potentially vulnerable population and is a key aspect of our homelessness prevention mission. In many cases, all it takes to keep a household at-risk of losing their home is a few months of rent to provide time for a breadwinner to find new employment, or a few hundred dollars for a car repair so that the person can get to work. To put this in perspective, once a

family becomes homeless and comes to one of our emergency family shelters, it can cost as much as \$10,000 in operating costs and services to shelter a family for up to six months.

It is far more cost-effective to help a struggling household stay housed than it is to provide assistance once they are homeless. Last year the average dollar amount of assistance provided by the HRC to stabilize at-risk households was \$1,106. In addition to costing less, prevention also reduces the emotional and physical toll placed on those who are homeless.

Vermont has the nation's second lowest rental vacancy rate, just after Washington State (Seattle), which further exacerbates its affordable housing crisis. The ongoing challenge is that once a family loses housing in this tight market it is all but impossible to regain their footing. Hence, the sharp rise in family destitution is compounded by increased durations of homelessness: To re-enter such a competitive housing market with an eviction or negative landlord reference makes securing housing virtually impossible. Last year, the number of children staying in Vermont's emergency shelters jumped by 215 kids over the prior year, reaching the highest rate on record. And the length of stay in emergency shelters has tripled over the past 10 years (Statewide OEO and COTS annual data)

The impact of extended periods of homelessness for these children has consequences that affect their health, education, and future career potential. In turn, these negative outcomes will inevitably cascade into a broader impact down the line on our economic vitality. To be more specific, homeless children are:

- Nine times more likely to repeat a grade than other children (ICPH);
- Four times more likely to be in special education programs (Duffield, B. (2001). The educational rights of homeless children: Policies and practices. *Educational Studies*, 32,323–336.);
- Three times more likely to drop out of school altogether.

COTS continually seeks potential funders for our programs and services and has a diversified funding base, which includes individual donors, corporations, foundations, special events, government grants, bequests, and more. We work tirelessly to engage the public, increase our donor pool, and spread the word about the positive outcomes of our programs.

However, if COTS is unable to raise the full program budget, it could result in a reduction of services within this program or in other areas of our organization. A decrease in services could result in fewer households served overall and potentially increased shelter stays or use of overflow motels particularly among families. We would aim to sustain the program through additional private contributions, foundation grants, and government grants, but in a more competitive fundraising climate, it may be impossible to provide the same level of service with reduced funds and it is likely that some services could be interrupted while trying to secure new funding.

Please describe how the proposed project supports an underserved and vulnerable population:

The HRC serves a broad range of clients, including families, single adults, those struggling with mental illness, substance abuse, and/or domestic violence. Many households seeking services are on the brink of losing their housing due to loss of employment, a serious illness or medical issue, a family breakup, or a major car repair. The majority of clients assisted by the HRC have a monthly income of less than \$1,000, and they lack support from family and friends to access in a crisis. Annually nearly half of all COTS clients are residents of Burlington.

Our prevention work targets those who are already housed, but have fallen behind on their rent or mortgage payments and risk becoming homeless. We offer rental or mortgage arrearages to keep these households in their homes and avert homelessness.

Our rapid re-housing programs are designed to assist households that are already homeless or those with housing that they can no longer reasonably afford. In these cases, we offer assistance with security deposits and moving expenses, enabling these households to move quickly into affordable, stable housing.

The Opportunity Fund provides short-term financial assistance to working families and individuals at high risk of becoming homeless who do not qualify for other types of assistance. In Chittenden County the cost of housing continues to be a challenge for working families. Those households earning between 50 and 60 percent of the Area Median Income (AMI), as determined by the U.S. Department of Housing and Urban Development, are feeling the impact of this situation most acutely. For FY18, that translates into a range of \$45,901 to \$54,200 annually for a family of four. Many low-income working households in Chittenden County live close to the edge, paycheck to paycheck. They often have limited savings, or no savings at all. These families also often do not qualify for mainstream benefits, public support, and do not have social networks with means to help them in times of crisis.

The following demographics represent individuals/households served by the HRC During the most recently completed state fiscal year the:

HOUSEHOLD INCOME: 83% of clients were under 30% AMI, 12% were between 30-50% AMI, 3% 50-60%AMI as determined by HUD;

EDUCATION: 73% of heads of households completed high school and 9% of heads of households completed some form of post-secondary education;

Progress report for previous year’s funding:

The Burlington Housing Trust Fund (BHTF) provided \$7,500 to support COTS Housing Resource Center in the fall of 2018. During the most recently completed state fiscal year (July 1, 2017 to June 30, 2018), COTS Housing Resource Center achieved the following outputs and outcomes:

- We provided assistance to 333 unduplicated households; 75 percent of approved applicants received prevention assistance while 25 percent received rapid rehousing assistance;
- This affected a total of 745 individuals – including 322 children;
- Of those assisted, 94% remained stably housed 90 days after receiving assistance from the Housing Resource Center and 92% remained stably housed 180 days after receiving assistance;
- Average dollar amount of assist per household: \$1,106 compared with an average assist of \$1,034 per household for the previous year;
- Every low-income household that sought assistance from the Housing Resource Center was referred to comprehensive housing resources (such as housing search assistance, free credit checks, and assistance with applications for 3SquaresVT and other financial support services);
- We leveraged public money with private money to provide direct services for clients.

From July 1, 2017 to May 31, 2018 (11 months), COTS HRC dispersed more than \$419,000 (see table below) in financial assistance to stabilize at-risk households residing in public, not-for-profit, and private housing in the greater Burlington area. Our strategy to leverage public money with private funds helps preserve access to housing and scarce housing subsidies in our area.

Organizations (Non-profit and for profit)	Total Households Assisted	Total Amount Paid
BHA	26	\$ 15,352.00

Cathedral Square	8	\$	3,371.00
CHT	62	\$	69,874.43
E.P. Management	1	\$	835.00
Fern Hill	2	\$	570.00
Keens Crossing	2	\$	1,818.00
Lund	5	\$	1,115.00
Northgate Apts.	4	\$	2,321.00
VSHA	1	\$	1,192.00
WHA	3	\$	1,311.00
OTHER-Private	219	\$	321,745.13
Total	333	\$	419,504.56

The following stories illustrate how COTS Housing Resource Center breaks the fall for people in need and helps them get back on their feet:

“Mary” came to COTS HRC seeking help with the more than three months of back rent she owed to the Burlington Housing Authority (BHA). As a result of an injury at work “Mary” was re-assigned to a new position that resulted in a drastic cut in her hours and therefore her earnings, leading to her rental arrearage. “Linda’s” HRC Housing Specialist, Louise, arranged for “Mary” to receive a rental subsidy from the HRC for the next three months to help stabilize her housing. At the same time Louise referred “Mary” to Jessica a staff member of BHA’s Retention Team program to enlist her assistance. All three met to better understand “Linda’s” challenges and to develop a plan to for “Mary” to pay back her rental arrearage over a reasonable period of time. During the time “Mary” was receiving rental assistance from COTS HRC Jessica and Louise teamed up to help “Mary” apply for worker’s compensation benefits and identify and access any community fund available to help “Mary” pay back her debt. Additionally both women made targeted referrals to community service providers to help “Mary” navigate her future health challenges as a result of this work related injury and her mental health challenges in an effort to create a stable and sustainable future for “Mary” going forward.

“Barbara” came to the COTS HRC after receiving an eviction notice for back rent she owed for the lot her trailer was located on. Years earlier she and her partner had purchased this trailer after the birth of their child and moved into the neighborhood. Unfortunately the relationship ended and “Barbara” became extremely depressed and fell way behind on paying her lot rent and other financial commitments. Although she had a well-paying job as a fork lift operator the back rent she owed on her lot was considerable and the deadline for her eviction was looming. HRC staff worked with representatives from the trailer park to stop the eviction process, paid a portion of her arrearage, and negotiated a six-month repayment plan for the remaining back rent she owed. This would allow her to pay back what she owed over a period of time that she could manage without falling behind on other commitments including paying child support for her son. Barely two months in to her repayment plan “Barbara” lost her job. Although this was a challenging set back she was committed to staying on the path to stability and worked diligently to locate sustainable employment. After several weeks she came to her HRC Housing Specialist with news about a new program that provided on-the-job training in the field of construction. She said that it had always been her dream to work in construction. Because she was a women she was a bit apprehensive about applying, but with encouragement and some targeted referrals to community providers from COTS staff she applied, was accepted and graduated with a well-paying job in her new field.

Committee On Temporary Shelter
Profit & Loss Budget Performance

Attachment B.
Pgs. 1 of 3

COTS FY18 HRC Budget	October 2017 FY18-HRC <u>Annual Budget</u>
Ordinary Income/Expense	
Income	
United Way	
Chittenden County UWay	
Other United Way	
Total United Way	
General Public Support	
Cookies	
Bequests and Planned Gifts	
Corporations	60,000
Foundations	18,519
Stock Gifts	
General Contributions	332,889
Mailings	
Major Donor Campaign	
Other Special Events	
Phonathon	
Holiday	
Prospecting	
Walkathon	
Total General Public Support	<u>411,408</u>
Federal Grants	
TANF (prev ANFC)	
FEMA	
PEER	
Dept of Children & Families-DCF	43,597
Reach Up (PATH)	
Total Federal Grants	<u>43,597</u>
State Grants	
Dept Bldgs & Grounds VT	
HOP	123,275
Family Supportive Housing	40,000
Family Savings Accounts	0
State Veterans' Grant	
Total State Grants	<u>163,275</u>
Municipalities	
BHTF	7,500
Local Cities and Towns	
Total Municipalities	<u>7,500</u>
Other	
VT Children's Trust	
Veterans Per Diem Fees	
Program Revenue	
95 North Service Provider Fee	

Committee On Temporary Shelter
 Profit & Loss Budget Performance

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COTS FY18 HRC Budget	October 2017 FY18-HRC
	<u>Annual Budget</u>
Program Revenue - Other	
Total Program Revenue	0
Dividend and Interest Income	
Total Other	0
Rental Income and Reimbursement	
Tenant Rent	
HAP Payments for Tenants	
Total Rental Income and Reimbursement	
Miscellaneous Income	
Carry Forward To/From Prior Yrs	
Total Income	<u>625,780</u>
Gross Profit	625,780
Expense	
Personnel	
Salaries & Wages	339,302
FICA	25,380
SUI	
Life & Disability Insurance	2,383
Health Insurance	18,188
Dental Insurance	2,139
Workers Compensation	3,595
S/125 Benefit	2,873
403B Employer Contribution	7,271
Emp Plan Mgmt	896
Personnel EAP & COSTCO	827
Total Personnel	<u>402,854</u>
Operations	
Operating Leases Canal & 95N	
Reserve Rent 95N	
Operating Leases Canal & 95N - Other	19,231
Total Operating Leases Canal & 95N	<u>19,231</u>
Furnishings	
Infestation Avoidance	
Repairs and Maintenance	102
Capital Obligation	
Maintenance & Cleaning Supplies	1,400
Property Management Fee	
Americorp	6,327
Rent	0
Parking	0
Life Safety & Security	0
Insurance	3,325
Property Tax Contribution	348
Utilities	

Committee On Temporary Shelter
 Profit & Loss Budget Performance

Pgs. 3 of 3

COTS FY18 HRC Budget	October 2017 FY18-HRC
	<u>Annual Budget</u>
Gas	0
Water and Sewer	0
Electric	4,512
Total Utilities	4,512
Telephone	2,183
Contract Janitorial	2,516
Contract Labor	
Technology Supplies and Equipme	12,180
HMIS Bridge	0
IT & Network Support	8,256
Office Supplies & Services	2,730
Printing and Reproduction	0
Postage	621
Dues, Subscriptions, Permits	51
Development Event Expenses	
Volunteer Expense	
Hiring & HR	1,460
Kudos	0
Travel	351
Interest Expense	
Training and Development	0
Legal & Professional Fees	0
Board of Directors	
Accounting, Audit & Invsmt Fees	5,024
Miscellaneous Expense	174
Operations - Other	
Total Operations	70,791
Client	
Early Education	
Meals	
Prevention	108,519
Rapid Rehousing	36,275
Telephone & Utilities	0
Translation Service	677
Transportation	4,000
Rent	0
Supplies & Activities	2,664
Total Client	152,135
Total Expense	625,780
Net Ordinary Income	0

Todd Rawlings

From: Todd Rawlings
Sent: Wednesday, October 03, 2018 6:18 PM
To: 'Tamira Martel'
Subject: RE: Burlington Housing Trust Fund FY19 Capacity Grant Applications from COTS

Good evening Tamira,

This is your confirmation that CEDO has received your proposals prior to the Housing Trust Fund ("HTF") Request for Proposals deadline. The HTF Administrative Committee (HTFAC) will be examining all proposals and we hope to have final decisions about the awards by early November. I will notify you as soon as possible regarding the HTFAC's decisions about awards. In the meantime, I may contact you if there are questions about your proposals.

Very Best,

Todd Rawlings
Housing Program Manager
City of Burlington Community & Economic Development Office
(802) 652-4209 (direct line)
(802) 865-7144 (main office)

From: Tamira Martel [<mailto:tamiram@cotsonline.org>]
Sent: Wednesday, October 03, 2018 3:28 PM
To: Todd Rawlings
Subject: Burlington Housing Trust Fund FY19 Capacity Grant Applications from COTS

Good afternoon Todd,

The Committee on Temporary Shelter (COTS) is deeply grateful for the past support we have received from the Burlington Housing Trust Fund and the residents of the City of Burlington. We appreciate the opportunity to submit the attached proposals for COTS' Waystation and Housing Resource Center. If you have any questions or need additional materials please do not hesitate to reach out to me. Thank you for your consideration of our request.

All the best,

Tamira

Tamira Martel
Corporate and Foundations Relationship Manager
Committee on Temporary Shelter (COTS)
(802) 540-3084 ext. 208

Every Hour Matters

