

**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 Waystation
AMOUNT REQUESTED
\$7,500
ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS)
N/A
ESTIMATED COMPLETION DATE
Ongoing program
TOTAL ESTIMATED PROJECT COST
\$330,888

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 Waystation

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

Please see Attachment A.: COTS Project Narrative-COTS Waystation

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 Waystation

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 Waystation

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 Waystation

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

Please see Attachment A.: COTS Project Narrative-COTS Waystation

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

Please see Attachment A.: COTS Project Narrative-COTS Waystation

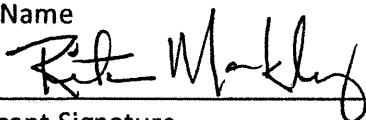
Signature Page

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 Waystation
BURLINGTON HOUSING TRUST FUND FY18
Capacity Grant Application**

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

Project description:

The Committee on Temporary Shelter (COTS) provides emergency shelter, homelessness prevention assistance, support services, and housing for those who are homeless or marginally housed in Vermont. COTS began in 1982 when a group of concerned community members joined to address the needs of the growing homeless population in Burlington. Today, COTS serves approximately 2,400 people annually through a variety of programs. Nearly half of all COTS clients are residents of Burlington.

This application seeks funding for the Waystation, a 36-bed emergency shelter that meets the most basic needs of adult homeless men and women in our community. The Waystation serves as a refuge from the streets and helps people stabilize their lives in times of crisis. It is the entry point for a variety of services offered through COTS, including assistance from COTS Housing Resource Center's Housing Navigator Team, access to COTS' housing (permanent or transitional) and connections to other community resources and housing through partners such as Champlain Housing Trust, Safe Harbor, Howard Center, and others.

Funding will be used to pay for the day-to-day expenses of operating the shelter and providing services to help stabilize approximately 253 homeless adults. Our goal is to help Waystation clients move toward independence and permanent housing.

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:

Under the fourth priority listed in the City's Housing Action Plan (CHAP), "New Approaches to Homelessness in Our Community" item 2. outlines the benefits of emergency shelter, particularly as a gateway for accessing programs and services. COTS Waystation program is that point of connection for individuals experiencing homelessness in the greater Burlington area. As the largest service provider for the homeless and those at risk of homelessness in Vermont the breadth and depth of our services and connections to community providers is unmatched in this area.

Drawing on established research in this field, as well as 35 years of experience working with homeless populations, COTS knows that emergency shelter is not the solution to homelessness. It is absolutely

critical to provide shelter, one of our most elemental human needs, to those without housing, but this itself is not enough to end homelessness. People become homeless because of many complex factors, including poverty, mental illness, substance abuse, soaring health care costs, and domestic violence. Shelter alone, without supportive services, does not address these factors.

Staff members work with residents to find employment, health care, and affordable housing so they can become independent. We help individuals obtain entitlement benefits and link them to local resources that help them increase skill levels and income and overcome personal barriers hampering their ability to secure and maintain housing, such as poor credit and/or rental histories or substance abuse or mental health issues.

This is why COTS has designed the Waystation so that guests have their need for shelter met while also receiving supportive services that help them achieve self-sufficiency and stable, permanent housing.

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

COTS Waystation helps the City of Burlington positively advance in some capacity, several of the strategies and objectives listed in the City's Consolidated Plan.

Under the CDBG purpose: Decent Housing; one of the key strategies is to protect the vulnerable. The emergency shelter provided 365 days a year to homeless individuals by COTS Waystation helps address this need. The housing assistance provided by COTS' housing navigators to our Waystation guests directly addresses bullet number one under the CDBG purpose: Decent Housing:

- Assisting homeless persons obtain affordable housing;

As a housing-focused organization, COTS' role is to provide the services, supports, and access to resources and tools that assist clients in stabilizing their housing situation to secure sustainable, permanent housing as quickly and efficiently as possible.

Our housing-focused methodology is communicated to clients upon entry to the program and regularly thereafter. COTS staff foster active, sustained participation in supporting clients to self-resolve their housing needs. Staff members work with households in need to create a series of sequential, strategic steps so they can acquire the knowledge and skills to ensure their long-term stability.

Specifically, we aim to do the following through this program:

- Eliminate or reduce the amount of time households spend in emergency shelter;
- Eliminate or reduce transitions households need to make before securing permanent housing;
- Streamline the application process and ease access to services by efficiently coordinating internally as well as externally with community resources and partner organizations, making best use of our unique areas of expertise.

COTS' housing navigators are experts in housing. Their knowledge and expertise in this arena coupled with their ability to leverage community resources, such as COTS Housing Resource Center to their client's benefit is unparalleled in our area. Housing navigators work intensively with their clients to locate, secure, and maintain sustainable, permanent housing. Having staff members who can provide housing support and services in one location saves our clients time and makes it easier for them to get

the help and services they need. When people are experiencing homelessness, having fewer meetings in multiple locations helps conserve resources like bus passes or gas. It also frees up more time to find a job, work more hours at a job they already have, or participate in skills training and educational programs.

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

COTS Waystation program costs more than \$330,888 annually. COTS Waystation is the largest emergency shelter for single adults in our area and serves as the centralized entry point to access shelter and services for a majority of men and women experiencing homelessness 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 Waystation 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:

Homelessness continues to be a critical issue in our community. Homeless individuals face enormous safety and health issues. Without a secure place to be at night, they run the risk of being mugged, beaten, or raped. They face other health issues as well, such as frostbite, circulation issues, diabetes, skin infections, and upper respiratory infections.

Homelessness continues to be a critical issue in our community. 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 an individual loses housing in this tight market it is all but impossible to regain their footing. Hence, the sharp rise in 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.

This is why COTS Waystation offers such a vital service to homeless adults in our community. The Waystation is a 36-bed overnight, emergency shelter that meets the most basic needs of adult homeless men and women in our community. The shelter has the capacity to serve 36 adults, with 28 beds in the men's facility and 8 beds in the women's facility. The Waystation is open 365 days a year, from 6:15 p.m. to 8:00 a.m. The facility offers guests a spot to store their few belongings, and access to a washer, dryer, and clean showers.

Although our shelters at COTS are dry, meaning guests must be sober; the Waystation offers white flag nights (when the temperature is below freezing or otherwise inhospitable), when we permit guests under the influence to stay at the shelter. COTS Waystation staff work in tandem with the local Warming Shelter to ensure that no individual remains without shelter during inclement weather. We also open one hour earlier so guests can come in from the cold.

Homelessness stems from a combination of factors, including a shortage of affordable housing, severe poverty, domestic violence, and a lack of social supports. A powerful driver of homelessness in the Burlington area is the shortage of affordable rental housing. In the Burlington-South Burlington

Metropolitan Statistical Area, the 2018 Fair Market Rent for an efficiency apartment is \$920 per month. To afford that, and not pay more than the recommended 30% on housing, a renter must earn \$17+ per hour.

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 individuals served overall and potentially increased shelter stays or use of overflow motels. 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 Waystation serves some of the most vulnerable members of our community, homeless men and women with few if any social or familial supports to access in times of crises. Many guests are struggling with ongoing issues that make finding and maintaining permanent housing a significant challenge. A substantial percentage are in recovery from substance abuse trying hard to maintain their sobriety.

44% of guests suffer from a chronic health condition; 35% a physical disability; 15% a developmental disability; 28% experienced domestic violence; 38% struggle with substance abuse; or 54% a mental health issue. We work to connect them with organizations in our community to provide the appropriate services and supports they need to regain independence.

As mentioned above many individuals experiencing homelessness struggle with chronic and/or debilitating medical issues. Prior to admission all Waystation guests are referred to the Safe Harbor Clinic to get a tuberculosis screening. Not only does it help to ensure the health of all guests at the Waystation, but it also means that guests will see a health practitioner who may notice additional health issues. Many homeless people do not have regular medical check-ups so this is one way to connect them with medical care. In addition, COTS has a long-time partnership with the University of Vermont's College of Medicine to provide additional health and wellness screenings and guidance.

Last year, Waystation guests ranged from 18 to 79 years old. Chronically homeless individuals comprise 27% of guests and 8% are veterans. Over 43% of guests came from communities in Chittenden, Franklin and Grand Isle counties and 16% of them previously resided in another Vermont county. The two most common reasons Waystation guests became homeless: 1) 17% relocation and 2) 16% loss of job or reduction in income.

The following demographics represent Waystation guests:

AGE: 10% 18-25; 23% 26-35; 33% 36-50; 29% 51-64; 5% 60+;

ETHNICITY: 8% Hispanic/Latino; 90% Non-Hispanic/Non-Latino; 2% unknown or client refused;

RACE: 5% American Indian or Alaskan Native; 13% Black or African American; 78% Caucasian; 4% unknown or client refused;

GENDER: 24% females; 74% males, 1% identified as transgender female; 1% identified as transgender male;

INCOME: 97% had a household income below 30% Average Median Income (AMI); 2% between 30%-50% AMI as determined by HUD and 1% unknown or no data.

Impact of our work:

The Waystation staff work closely with numerous programs within COTS as well as with community partners to help guests get stabilized and return to self-sufficiency. Two staff members share their personal experiences with recent Waystation guests. Their stories illustrate how COTS breaks the fall for people in need and helps them get back on their feet:

- "Thomas" is 61 years of age and has been struggling with drug addiction and homelessness for several decades. Until he recently made a commitment to stay sober he was camping out in the woods. He is now a COTS Waystation guest and has been utilizing both the Waystation and our companion program, COTS Daystation, to ensure he has shelter during the day and night as well as access to programs and services to help him maintain his sobriety. "Thomas" has been a guest at the Waystation since October of last year and has been coming to the Daystation every single day since that time. In addition to receiving a nutritious lunch and taking part in the programming we provide he has been reading quite a lot and enjoying the peace and comfort the Daystation offers. "Thomas" has been meeting regularly with his COTS Housing Navigator to take the necessary steps to overcome his barriers to securing permanent, sustainable housing. "Thomas" has been making great progress in that regard and is close to achieving his goal.
- "Mark" has a physical disability and had been struggling with homelessness since 2014. "Mark" also grappled with a drug addiction - as he would self-medicate looking to relieve the physical pain from his disability and the stress of being homeless. "Mark" also had a felony conviction before coming to COTS making it even more challenging for him to find affordable, permanent housing. In September of 2017 he made the decision to come to the Waystation and really focus on achieving and maintaining his sobriety and securing housing. "Mark" worked with his COTS Housing Navigator diligently for several weeks and was able to secure permanent housing through Beacon Place in January of this year. Prior to leaving the Waystation for his new home "Mark" shared with a staff member that, "The Waystation staff and guests made me feel accepted and gave me community, they helped me stay sober."

COTS 2017-18 Budget Worksheet

COTS Final FY18 Budget

	Waystation
REVENUE	
UNITED WAY	
UNITED WAY: Chittenden County	46,200
UNITED WAY: Other	
Total UNITED WAY	<u>46,200</u>
GENERAL PUBLIC SUPPORT	
Cookies	
Bequests/Planned Gifts	
Corporations	
Foundation Grants	
Stock Gifts	
General Contributions	254,688
Major Donors	
Holiday	
Mailings	
Other Special Events	
Phonathon	
Prospecting	
Walkathon	
Total GENERAL PUBLIC SUPPORT	<u>254,688</u>
FEDERAL GRANTS	
TANF (ANFC)	
FEMA	10,000
PEER	
Reach Up (PATH)	
Total FEDERAL GRANTS	<u>10,000</u>
STATE GRANTS	
Family Supportive Housing	
Family Savings Account	
HOP	
Dept Children & Families (DCF)	
VT Dept Bldgs & Grounds	
State Veterans Grant	
Total STATE GRANTS	<u>-</u>
MUNICIPALITIES	
BHTF	7,500
Local, Cities and Towns	
Total MUNICIPALITIES	<u>7,500</u>
Total Fundraising	17,500
OTHER	
VT Children's Trust	

Veterans Per Diem Fees	12,500
Program Revenue	
Donated Svc Revenue	
Interest/Investment Income	
Total OTHER	12,500

RENTAL INCOME AND REIMBURSEMENTS

Tenants Rental Income	
HAP Pmts for Tenants	
Miscellaneous Income	
Total Rent/Reimb	-

Carry Forward Fund

Total REVENUE	330,888
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EXPENSE

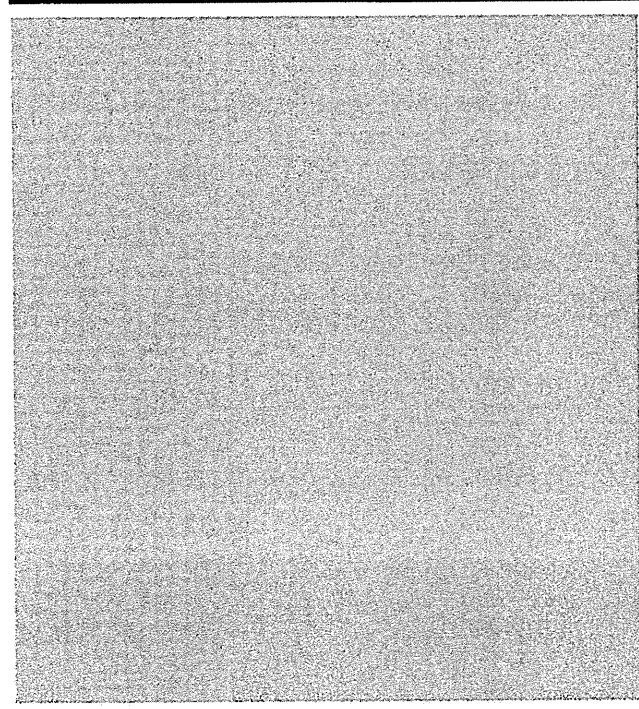
PERSONNEL

Salaries and Wages	222,657
FICA	16,655
SUI	-
Life & Disability Insurance	1,697
Medical Insurance	12,956
Dental Insurance	1,524
Workers Comp	2,561
Section 125 Benefit	2,802
403b Contributions	5,179
Employee Plan Management	638
EAP and COSTCO	589
Total PERSONNEL	267,257

OTHER OPERATING

Operating Leases Canal St/95N	4,514
Furnishings	180
Infestation avoidance	500
Maintenance & Repair	4,073
Capital Obligation	12,867
Maintenance & Cleaning Supplies	5,600
Property Management Fee	3,396
Americorp/Vista	131
Rent	-
Life Safety & Security	275
Insurance	7,115
Property Tax Contribution	248
Utilities	7,659
Telephone	768
Contract Janitorial	7,091
Contract Labor	-
Technology Supplies & Equipment	759
IT & Network Support	1,684
HMIS Bridge	-
Office Supplies & Services	402

Printing & Reproduction	-
Postage	43
Dues & Subscriptions	36
Development Event Expenses	-
Volunteer Expense	-
Hiring & HR	1,040
Kudos	-
Travel	250
Interest Expense	-
Training & Development	-
Board Expenses	-
Legal & Professional Fees	-
Accounting, Audit & Banking	3,579
Miscellaneous	124
Donated Service Expense	-
Total OTHER OPERATING	62,335
CLIENT SUPPLIES/ACTIVITIES	
Client: Early Education	-
Client: Meals	50
Client Prevention	-
Client Rehousing	-
Client Telephone & Utilities	-
Client: Translation Services	120
Client Transportation	-
Client Rent	-
Client Supplies/Activities	1,126
Misc. Client	-
Total CLIENT SUPPLIES/ACTIVITIES	1,296
TOTAL EXPENSES	330,888
NET ORDINARY INCOME	-



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

