

**City of Burlington Housing Trust Fund (HTF)
Project Award Application**

APPLICANT ORGANIZATION Burlington Dismas House
CONTACT NAME Kim Parsons
DAYTIME PHONE & E-MAIL 802-658-0381; kim@dismasofvt.org
NAME OF PROJECT Burlington Dismas House Foundation Repair
AMOUNT REQUESTED \$15,000
ESTIMATED CONSTRUCTION START DATE May, 2019
ESTIMATED COMPLETION DATE October, 2019
TOTAL ESTIMATED PROJECT COST \$20,000.
TOTAL NUMBER OF AFFORDABLE HOUSING UNITS 10
TOTAL ESTIMATED PROJECT COST / TOTAL NUMBER OF AFFORDABLE HOUSING UNITS (PER UNIT COST) \$2,000.

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

Will the proposed housing project be perpetually affordable?

- Yes
 No

Will the proposed housing project be affordable for 10-40 years?

- 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. Attach a project budget including all sources and uses):

Burlington Dismas House is seeking \$15,000 for repairs to the foundation. The 96 Buell Street Dismas House, which was built in the early 20th century, has an extensive crack in the stone foundation that requires repair.

There is significant movement in a section of the stone foundation that is near a set of steps leading down into the basement of the building. The movement is causing cracking and separation which will lead to serious structural damage to the building. A team of structural engineers from Engineering Ventures evaluated the problem and advised that it should be remedied to avoid further deterioration and potential collapse.

Work Recommended:

The work required would include digging out the small wooden retaining wall, steps and slab located at the bottom of the stairs. This slab would be replaced after inserting at least 4 inches of rigid insulation under the slab area and extending 2 feet past the slab. This would likely require removal and replacement of the existing timber retaining wall as well as a portion of the driveway. The existing drain at the bottom of the steps should be evaluated; if it doesn't function properly, a new drain would be constructed. The damage would then be repaired by repointing and rebuilding portions of the stone wall. The foundation repair work should be completed by a mason with experience in historic building work. The affected area of driveway would have to be patched.

Burlington Dismas House Foundation Repair – Project Budget and Funding Request

Project Description	Project Description	Estimated Cost	Capital Reserve Funding	Funding Request
Burlington Dismas House Foundation Repair	<ul style="list-style-type: none"> -Dig out slab, steps, and retaining wall -Install 4" rigid foam insulation under and 2' past slab at basement stairway entry -Replace slab, driveway, and retaining wall as necessary -Evaluate and replace drain if necessary -Repoint and rebuild foundation wall by basement steps 	\$20,000	\$5,000	\$15,000

Please describe how many households at or below 80% of AMI will be served by the project:

There are 10 housing units available at Dismas House for low income former prisoners; 100 % of Dismas House residents transitioning from prison are below 80% of AMI, as they come out of prison without a source of income.

Please describe how many households at or below 50% of AMI will be served by the project:

Because residents leave prison without a source of income, 100% of Dismas House residents transitioning from prison are below 50% AMI.

Please describe how the City has already demonstrated its interest and support through the investment of CDBG funds, the provision of technical assistance, and/or acquisition of site control for the proposed housing project:

CDBG has invested in Burlington Dismas House by supporting several projects over the years, including:

1998: Weatherization & Roofing

2008: Remodeling of Program Space

2009: Painting Exterior of House and Bathroom Renovation

2010: Repairs to Porch, Stairs and Siding

2011: Driveway paving and Kitchen remodel

2015: Painting interior of house and interior wall repairs, Weatherization

2016: Burlington Housing Trust Grant for repair and replace sewer lines from the house to the street.

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

This application supports objectives in priority IV of the City's Housing Action Plan. Burlington Dismas House provides transitional housing to prisoners in Vermont who have served their minimum sentence but who do not have safe or Department of Corrections approved housing in the community. Repairing the foundation of Burlington Dismas House will allow BDH to remain open and available to extremely low income Vermonters. Without Dismas house, more people would either remain incarcerated at a high cost to tax payers, or eventually be released into the community without support or affordable housing, which frequently results in recidivism and homelessness. Burlington Dismas House bridges the gap between prison and permanent housing in the community; former prisoners are provided very affordable shelter and support while they seek employment and independent housing.

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

The consolidated plan describes a "housing tenure ladder" that includes both security and mobility – people should be able to obtain affordable housing, and should also be able to move easily from one rung of the housing ladder to another. Transitional housing, such as that provided by Dismas House, is an important rung on that ladder. When men and women leave prison and arrive at Dismas house, they have safe, well maintained, and affordable housing. The high level of structured support provided by Dismas House provides individuals with the opportunity to move to the next rung of the ladder – a more permanent housing situation in the community. Maintaining Dismas aligns with the consolidated plan high priority "AFH - Maintain or Preserve Affordable Housing" for very low income residents, as well as the high priority "Protect the vulnerable".

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

Burlington Dismas House serves men and women who have been incarcerated and have extremely low income. Approximately 90% of them have substance abuse issues and many have ongoing medical and mental health issues. Stable housing is crucial to their success.

Please describe the experience of the development team:

The Burlington House Director has supervised all of the previous projects completed using CDBG funds.

Please describe other ancillary uses (community space, mixed use, etc.), if any, in the proposed project:

There are no ancillary uses for the proposed project.

Please describe how the project addresses community need:

In 1986 there were 623 inmates incarcerated in Vermont, according to the Vermont Department of Corrections. In 2016 there were 1,791 inmates, an increase of 287%. Prisoners often wait in jail beyond their minimum sentence, at taxpayers' expense, because they have no housing option approved by the Vermont Department of Corrections (DOC). According to the DOC, the average cost per year of housing an individual in Vermont prisons is above \$62,000. The cost to the community of a Dismas bed is approximately \$18,500 per year.

Burlington Dismas House serves a disadvantaged population of former prisoners who do not have financial resources or housing options. The majority of residents at Dismas have addiction issues. In addition, many have grown up in abusive homes and were in some form of state custody as juveniles, and struggle with mental health issues. These issues make it extremely challenging for Dismas residents to obtain and maintain housing. Many landlords will not rent to former prisoners, even if they have money, due to the stigma of being supervised by the Department of Corrections. Former prisoners unable find stable housing often end up in the street or hotels, where they reoffend at a higher rate, making our communities less safe.

Please describe how the project would impact the community:

Burlington Dismas House could operate without an interruption of services if this project was funded. Without funding it would be a challenge to address this quickly as we have several other major maintenance issues to address in 2019.

The Dismas House program employs community building activities that foster a sense of belonging and ownership within the Dismas community, which ultimately helps residents successfully reintegrate into the greater community. Former prisoners, college students, and international volunteers live together in a carefully structured community; residents participate in household activities, consensus decision making, evening meals, house meetings, retreats, and volunteer projects. Community members prepare and share meals with residents and staff five days a week.

Instead of waiting in jail unnecessarily or living in unstable situations, residents of Burlington Dismas House are working, reuniting with family members, and becoming contributing community members. Burlington Dismas House helps restore the relationship between the person who has committed a crime and their community. In reconciliation, wholeness is restored to the former prisoner and to society.

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.

Kim Parsons

Print Name



Applicant Signature

9/2/18

Date



208 Flynn Avenue, Suite 2A, Burlington, VT 05401 • Tel: 802-863-6225
85 Mechanic Street, Suite E2-3, Lebanon, NH 03766 • Tel: 603-442-9333
414 Union Street, Schenectady, NY 12305 • Tel: 518-630-9614

September 27, 2018

Kim Parsons – Director
Buell Street Dismas House
96 Buell Street
Burlington, VT 05401

Kim@dismasoftvt.org

Re: Foundation Crack Evaluation
96 Buell Street

Dear Kim:

I met with you on September 20th to review cracking in the foundation of this building. The following was noted:

Observations:

- There is a set of steps down into the lower level on the west side of the building.
- There is significant movement in the section of stone foundation at the south end of the steps.
- It is likely that this stair and basement access was added. Removing the soil to provide this access removed the insulative value of the soil and there is likely frost driving under the foundation in this area. The cyclical movement has caused deterioration of the stone wall. Newer mortar is evidence that the wall was previously repaired, but cracks have redeveloped. Cracks on the south end are about $\frac{3}{4}$ " wide.
- There appears to be some rotted wood over the window/door into the basement.

Recommendations:

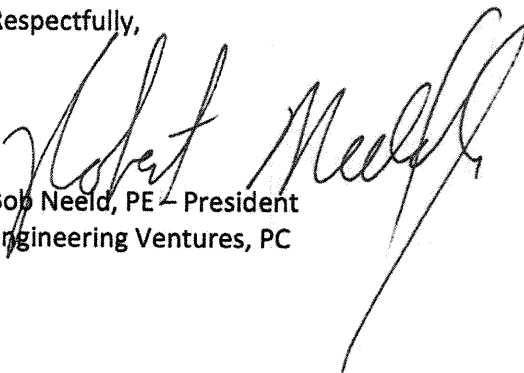
- The cause of the issue should be remedied to avoid further deterioration and potential collapse. This can be done by removal of the concrete slab at the base of the stairs and replacing with a new slab with at least 4" of rigid insulation. The insulation should extend at least 2 feet past the slab. This will likely require removal and replacement of the existing timber retaining wall.

- The existing drain at the bottom of the steps should be evaluated to determine if it still works and new construction should ensure that water runs into a functioning drain.
- The damage should be repaired by repointing and rebuilding portions of the stone wall. The foundation repair work should be completed by a mason with experience in historic building work.
- The wood framing should be investigated further and deteriorated wood replaced.

A budget of \$10,000 to \$20,000 should be considered for this project.

Please let me know if you have further questions or would like assistance with developing sketches or a scope of work for a contractor.

Respectfully,

A handwritten signature in black ink, appearing to read "Bob Need". The signature is written in a cursive, flowing style with a long, sweeping tail that extends downwards and to the right.

Bob Need, PE – President
Engineering Ventures, PC



Dismas of Vermont, Inc.

BUDGET OVERVIEW: BUELL ST DISMAS FY19

July 2018 - June 2019

	TOTAL
Income	
40000 Donations - Unsolicited	7,200.00
41000 Fundraising	100,600.00
42000 Grants	127,008.00
48000 Program Fees	21,500.00
Total Income	\$256,308.00
GROSS PROFIT	\$256,308.00
Expenses	
60200 Advertising	150.00
60800 Auto Expense	300.00
61200 Bank Charges & Other Fees	600.00
61500 Board/Volunteer Expense	500.00
61800 Computer Expense	3,850.00
62000 Contracted Services	1,000.00
62400 Employee Benefits	19,400.13
62500 Equipment/Furnishings Under \$500	1,500.00
62600 Groceries	12,500.00
65000 Operations Expenses	11,400.00
65600 Payroll Expenses	10,442.66
65640 Salaries/Wages	123,106.73
65700 Prof. Development/Training	2,309.00
65800 Programs for Residents	5,500.00
66000 Repairs/Maintenance	3,000.00
66500 Special Events Expense	12,500.00
66600 State Office Support	47,835.00
68000 Telephone Expense	1,600.00
68400 Travel Expense	2,750.00
68800 Utilities	9,506.00
Total Expenses	\$269,749.52
NET OPERATING INCOME	\$ -13,441.52
Other Expenses	
80500 Capital Reserve Contribution	8,195.45
80700 Operating Reserve Contribution	96.00
Total Other Expenses	\$8,291.45
NET OTHER INCOME	\$ -8,291.45
NET INCOME	\$ -21,732.97

Todd Rawlings

From: Todd Rawlings
Sent: Wednesday, October 03, 2018 6:31 PM
To: 'Kim Parsons'
Subject: RE: Dismas Proposal

Good evening Kim,

This is your confirmation that CEDO has received your proposal 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 proposal.

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: Kim Parsons [<mailto:kim@dismasoft.org>]
Sent: Tuesday, October 02, 2018 2:03 PM
To: Todd Rawlings
Subject: Dismas Proposal

Todd:

Attached is the proposal for our foundation project. In 2015 we had a Capital Needs Assessment done by Tom Dillon and it has been an extremely useful tool that has kept us on track with the general maintenance of the property. We have replaced porches, driveway, flooring, stairs, interior painting, large appliances and updated bathrooms. We are scheduled to replace some rotted areas of the siding, paint the exterior of the house and replace the rain gutter system during the summer of 2019. Thank you for considering this proposal. Let me know if you have any questions.

Kim

My email address has changed. My new email address is
[*kim@dismasoft.org*](mailto:kim@dismasoft.org)

Kim Parsons
Director
[**kim@dismasoft.org**](mailto:kim@dismasoft.org)
Buell Street Dismas House
96 Buell Street
Burlington, VT 05401
802-658-0381

