

**CITY OF BURLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT - 2020 APPLICATION**

*Application must be no more than 9 total pages (including cover page) with 12 point font.  
Refer to NOFA for required information for each question.*

Project Name: Burlington Dismas House Maintenance and Repair

Project Location / Address: 96 Buell Street, Burlington, VT 05401

Applicant Organization / Agency: Burlington Dismas House

Mailing Address 96 Buell Street, Burlington, VT 05401

Physical Address: 96 Buell Street, Burlington, VT 05401

Contact: Kimberly Parsons Title: House Director Phone #: 802-658-0381

Web Address: https://dismasofvt.org/burlington-dismas/ E-mail: kim@dismasofvt.org

EIN #: 03-0369442 DUNS #: \_\_\_\_\_

<b>CDBG Funding Request: \$22,800</b>
<b>Total Estimated Program/Project Cost: \$28,800</b>
<b>Grant Duration:</b> mark one <input checked="" type="checkbox"/> <b>1 Year</b> <input type="checkbox"/> <b>2 Year</b>
<i>(Only Public Service programs with a focus on Housing and Homelessness are eligible for 2 year grant this year)</i>
<b>Development:</b> mark one <input type="checkbox"/> <i>Economic Development</i> <input type="checkbox"/> <i>Construction</i>
<b>Public Service:</b> <input checked="" type="checkbox"/> <i>Housing</i> <input type="checkbox"/> <i>Homelessness</i> <input type="checkbox"/> <i>Health</i> <input type="checkbox"/> <i>Econ Opportunity</i>
<small>Mark one</small>

**1. Type of Organization**

- |   |  |
|---|--|
| <input type="checkbox"/> Local Government         | <input checked="" type="checkbox"/> Non-Profit Organization (please provide copy of your IRS 501(c)(3) tax exemption letter) |
| <input type="checkbox"/> For-Profit Organization  | <input type="checkbox"/> Institution of Higher Education   |
| <input type="checkbox"/> Faith-Based Organization |  |

**Certification**

To the best of my knowledge and belief, data in this proposal are true and correct.  
I have been duly authorized to apply for this funding on behalf of this agency.  
I understand that this grant funding is conditioned upon compliance with federal CDBG regulations.

I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator. In addition, this project is ready to proceed as of July 1, 2020.

 _____ Signature of Authorized Official	<u>Kimberly Parsons</u> _____ Name of Authorized Official
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<u>House Director</u> _____ Title	<u>1/13/2020</u> _____ Date
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## ***I. Demonstrated Need***

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### **1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives? \***

Burlington Dismas House (BDH) contributes to CDBG's national objectives by providing affordable housing, a suitable living environment, and access to job opportunities to low-income individuals leaving the corrections system. As recognized in the City of Burlington's Consolidated Plan, former prisoners are among individuals most at risk of homelessness, due to limited resources and difficulty in finding employment and housing with a criminal record. Former prisoners with no financial resources are unable find stable housing and often end up on the street or in hotels, where they reoffend at a higher rate. With the support provided by Dismas, residents are able to move in with no job or money, find employment, and work towards financial independence.

## ***II. Program/Project Design***

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### **1. Give us a short summary (2 sentences) that describe the program/project.**

Burlington Dismas House provides housing, structure, and community support for individuals who have served their minimum prison sentence but lack affordable housing in the community. We are seeking funds for major maintenance projects to Buell Street Dismas House, including repairing rotten trim, painting the exterior of the house, trimming and removing trees that are causing roof damage, installing rain gutters, and repairing water damage to the interior of an enclosed porch.

### **2. Explain why the program activities are the right strategies to use to achieve the intended outcomes. Why is the program designed the way it is? (cite evidence, best practices, or community input)\***

Burlington Dismas House is a grassroots organization started when a group of Vermonters recognized a need for community-supported transitional housing in Chittenden County. The program has been developed over decades of experience. When individuals are released from prison without resources or support, they are at a high risk of recidivism. With a mission of reconciliation, the program is based on activities that provide interactions with community members. The community provides a healthy support network and safe, sober housing for former prisoners, thus increasing successful transitions and reducing recidivism. In addition to providing for basic human needs, Dismas has planned activities as well as expectations and responsibilities for residents.

### **3. How will this program/project contribute to the City's anti-poverty strategy?**

Burlington Dismas House contributes to the City's anti-poverty strategy by providing safe, stable, and affordable housing to extremely low-income residents. The location in downtown Burlington provides access to public transportation, educational resources, and employment opportunities. Daily interactions with volunteers and staff provide positive social interactions and a social network. During their time at Dismas House, residents have the opportunity to rebuild connections, maintain employment, and build savings. Maintaining BDH ensures that a source of safe and affordable housing remains available for approximately 24 individuals each year.

**4. How do you use community and/or participant input in planning the program design and activities?\***

Community members sit on the Board of Directors and are involved in all aspects of the organization, including identifying the program need, design and/or evaluation. BDH residents give input and have two seats on the local Council. Resident participation on the board as well as in the house is fundamental to the principles of the organization. We use consensus decision making on the board and in the house so every voice is valued and heard. Policy related rules are made at the board level. Residents make decisions at weekly house meetings about how the house is run and what activities they will undertake.

**III. Proposed Outcomes**

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**1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating?**

We expect that former prisoners who successfully complete the Dismas program will have increased success in rejoining the community, maintaining employment, avoiding criminal activities, and finding independent housing. Moreover, the BDH program aims to help families reunite with greater functionality, thus reducing the generational cycle of incarceration and poverty.

The project to maintain and repair Buell Street Dismas house will preserve safe and affordable housing for 24 extremely low-income individuals each year, and will contribute to CDBG’s national objectives as well as the city of Burlington’s anti-poverty strategy.

**2. List your goals/objectives, activities to implement and expected outcomes (# of units, # of individuals, etc.)**

Objective	Activity	Outcome
Suitable living environment for the extremely low income.	Essential house maintenance and repair <ul style="list-style-type: none"> <li>• repair rotten trim</li> <li>• paint house and garage exterior</li> <li>• trim and remove trees causing roof damage</li> <li>• install roof gutters around house</li> <li>• repair water damage to the interior of rear porch: replace ceiling and three windowsills</li> </ul>	Affordable and supportive housing for approximately 24 individuals per year will be preserved.

**IV. Impact / Evaluation**

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**1. How do you assess whether/how program participants are better off? Describe how you assess project/program outcomes; your description should include: what type of data, the method/tool for collecting the data, from whom you collect data, and when it is collected. \***

Dismas has followed VT state agencies in adopting Results Based Accountability (RBA) as the method of determining its effectiveness. Following the RBA process, Dismas answers three basic questions: 1) How much did we do? 2) How well did we do it? 3) Is anyone better off? Dismas also collects demographic data which helps us understand what trends might be occurring relative to our population. Having this data is essential in understanding what might be happening with our results. We collect our data using a few different methods. We create weekly and monthly reports that capture basic program data such as census and number of volunteer hours. We also maintain a resident database where we collect data on all individual residents, such as whether they found employment or whether they made a successful transition.

**2. How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2019 (or June 2018). For non-CDBG participants – report on your achievements from the previous year.**

Dismas did not participate in CDBG in 2019. Reported outcomes are for Buell Street and East Allen Dismas for June 2019; we are seeking funding for Buell Street only.

**How much did we do?**

Measure	BDH
Number of Unique Individuals*	44
Number of Men/Women*	36/6
Approximate Number of Bed Nights	5,986
Number of Evening Meals w/ Volunteer Cooks	465
Approximate Total Number of Meals Provided	17,958
Number of House Meetings	90
Number of House Social Activities	94
Number of House Volunteer Activities	3
Number of visits w/ Children	3
Amount of Program Fees Collected	\$42,706
Total Community Volunteer Hours	2,414

**How well did we do it?**

Measure	%
Bed Utilization Rate	78%
% of Evening Meals w/ Volunteer Cooks	90%
% of Residents Who Participate in House Social Activities	100%
% of Program Fees Collected Compared To Amount Possible	94%
% of Residents Who Stayed the Minimum of Three Months*	48%
% of Residents Who Did Not Violate a House Rule*	48%

**Is anyone better off?**

Measure	%
% Who Were Not Arrested for a New Offense	84%

***V. Experience / Organizational Capacity***

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**1. What is your agency's mission, and how do the proposed activities fit with your mission?**

The mission of BDH is to reconcile former prisoners with society and society with former prisoners. Regular maintenance ensures that the Dismas program continues uninterrupted. Instead of waiting in jail unnecessarily or living in unstable situations, residents of BDH 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.

**2. Explain how your agency has the capacity to carry out the proposed activity (i.e. staff qualifications, years of experience related to this type of activity, etc.)\***

The staff at Buell Street Dismas is extremely stable, ensuring program quality. House Director Kimberly Parsons has worked for the organization for 29 years, and has supervised seven previous projects completed using CDBG funds. Recently, staff has participated in trainings on Fair Housing Law and has updated all applications and written materials with legal counsel to ensure that Dismas practices and policies are in compliance with Fair Housing laws.

**3. What steps has your organization/board taken in the past year to become more culturally competent internally?**

BDH staff have attended Fair Housing and Vermont Department of Corrections trainings, and have over 30 years of experience working with diverse populations. We held a diversity training locally and have statewide staff training planned for 2020.

**4. Have you received Federal or State grant funds in the past three years?  x  Yes   No**

**5. Were the activities funded by these sources successfully completed?  x  Yes   No   N/A**

If No, please explain:

**VI. Proposed Low & Moderate Income Beneficiaries / Commitment to Diversity**

**1. Will the program solely serve a specific group of people? If so, check ONE below:**

- Abused Children                       Elderly (62 years +)                       People with AIDS  
 Battered Spouses                       Homeless Persons                       Illiterate Adults  
 People with Severe Disabilities

**2. a. For your proposed project, please estimate how the Burlington residents will break out into the following income categories during the total grant period. Use the Income Table at <https://www.burlingtonvt.gov/CEDO/2019-HUD-Income-Limits>**

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income (30% median)	# Very Low-Income (50% median)	# Low-Income (80% median)	# Above Income Limits (above 80% median)

Buell Street Dismas House Maintenance and Repair	24	24	24	0	0
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**b. All CDBG grantees serving limited clientele will be required to use CEDO’s CDBG Beneficiary Self-Certification form to collect beneficiary data including race, ethnicity, annual income, and family size. Is your organization willing and prepared to add this documentation to the intake process for your CDBG funded program by July 1, 2020?**  
 Yes       NO       Not Serving Limited Clientele

**3. Who is the project/program designed to benefit? Describe the project/program’s target population, citing (if relevant) specific age, gender, income, community/location or other characteristic of the people this program is intended to serve. How do you select and reach your target population?**

The BDH program is designed to benefit men who are leaving Vermont Correctional facilities and who do not have financial resources or safe housing options in the community. Many have grown up in abusive homes and have been in some form of state custody as juveniles, and struggle with major mental health issues and/or addiction. Burlington Dismas House works closely with caseworkers and parole officers from the Vermont Department of Corrections at the various correctional facilities throughout the state. They recommend BDH to prisoners who will soon be released and facilitate the applicant interviewing process. The majority of residents come directly from the correctional centers. Applicants are interviewed three times before being accepted into the Dismas program.

**4. Describe the steps you take to make the project/program accessible, inclusive and culturally appropriate for the target population. \***

Dismas does not select, show preference or impose limitations on any applicants based on race, sex, sexual orientation, gender identity, age, marital status, religious creed, color, national origin, or disability of a person. BDH staff have attended Fair Housing and Vermont Department of Corrections trainings, and have over 30 years of experience working with diverse populations. Our Winooski location is completely accessible for any resident who might be challenged with mobility issues. When individual Dismas residents have unique needs, Dismas has always been able to accommodate them. The Board has ratified a non – discrimination policy.

***VII. Budget / Financial Feasibility***

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**1. Budget Narrative: Provide a clear description of what you will do with CDBG’s investment in the project/program. How will you spend the money? Give specific details.** The CDBG funding will be used to pay contractors to:

- Remove and replace rotten exterior trim
- Scrape loose paint from the exterior wood siding of house and garage and repaint
- Trim overhanging branches and remove trees that are causing roof damage
- Install gutters around the roof which will direct the water flow away from the house foundation
- Repair the interior of a porch that has sustained water damage: replace ceiling and three windowsills

**2. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) in your Project/Program Design.**

We do not plan to pay staff with CDBG funding.

a.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded Activity	# of Hours per Week spent on this Specific Service / Activity	% of Hours per Week spent on this Specific Service / Activity to be paid with CDBG
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b. All CDBG grantees that use CDBG funds for salaries must submit timesheets that capture total time and effort of staff members funded with CDBG. These timesheets must record CDBG hours worked, other hours worked, all funding sources, and a narrative for all CDBG and non-CDBG funded activities, and they must be signed by the employee and supervisor. Does your organization have the ability to implement a timekeeping system for CDBG funded staff that meets these requirements by July 1, 2020?  Yes  No  Not funding salaries

### 3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Buell Street Dismas House Maintenance and Repair	\$22,800	\$6,000	\$28,800

### 4. Funding Sources

	Project		Agency (Buell Street Dismas)	
	Current	Projected	Current	Projected
CDBG	\$ 0	\$ 22,800.00	\$ 0	\$ 22,800.00
State (specify)	0	0	67,008.00	67,008.00
Federal (specify)	0	0	0	
United Way	0	0	0	
Private (fundraising and non-state grants)	0	6,000.00	135,600.00	142,380.00
Program Income	0		24,969.00	26,218.00
Other ( <u>interest</u> )	0	0	480.00	504.00
<b>Total</b>	\$ 0	\$ 28,800.00	\$ 228,057.00	\$ 258,910.00

### 5. Of the total project cost, what percentage will be financed with CDBG?

$$\frac{\$ 22,800}{\text{CDBG Funding}} \div \frac{\$ 28,800}{\text{Total Program/Project Costs}} = \frac{79}{\text{Percentage}} \%$$

### 6. Of the total project cost, what would be the total cost per person?

$$\frac{\$ 28,800}{\text{Total Program/Project Cost}} \div \frac{24}{\# \text{ Total Proposed Beneficiaries}} = \$ \frac{1,220}{\text{Cost Per Person}}$$

$$\frac{\$ 22,800}{\text{CDBG Funding}} \div \frac{24}{\# \text{ Total Proposed Beneficiaries}} = \$ \frac{950}{\text{Cost Per Person}}$$

**7. Why should CDBG resources, as opposed to other sources of funding, be used for this project?**

The proposed project, which preserves Buell Street Dismas House, meets national objectives by providing affordable housing, a suitable living environment, and access to job opportunities to low-income individuals leaving the corrections system.

Very few private foundations are willing to fund capital needs. We have a very slim operating budget thanks to the efforts of volunteers and in-kind donations from the community and are able to carry out our mission for day to day operations of a 24/7, 365 day/year residential program. The project repairs are beyond the scope of volunteer skills and require professional skills. We need support from the greater Burlington community, in the form of CDBG funding, to address these capital repair issues.

**8. Describe your use of community resources, including volunteers. Include any resources not listed in your budget. Will CDBG be used to leverage other resources?\***

Burlington Dismas House is a grassroots, local, community supported organization. Local donors are a significant source of funding. Donors include private individuals, businesses, church and civic organizations, and foundations. In addition to financial support, community members volunteer thousands of hours of time annually. Volunteers cook dinner and spend time at the house five days a week; make thousands of Phonathon calls, and support the annual Community Celebration preparations. Volunteers for Peace live in the house as colleague residents and as part of a social support network. We will use CDBG funding to leverage other funding sources.

### ***VIII. Collaboration/Efficiency***

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**1. Give 1 or 2 examples of key successful collaboration(s) between your program/project and another agency/program/group to address the needs of the people you serve.**

Dismas House collaborates with the Vermont Department of Corrections to provide beds for prisoners who have served their minimum sentence but do not have an approved housing situation in the community. Staff meet quarterly with representatives from the Vermont Department of Corrections state office and have developed protocol that we follow in an effort to communicate effectively and to collaborate on residents' progress. We also meet monthly with residents' parole officers in an effort to work together addressing obstacles that residents are facing. Staff attend several trainings a year offered by the Vermont Department of Corrections. We also collaborate with the Vermont Housing and Conservation Board, the Burlington Housing Authority, and the City of Burlington. Dismas staff are working with a statewide organization Vermont Association of Recovery Residences (VTARR) to increase awareness on housing and addiction issues with State Legislators.

**2. Do identical or similar community programs exist? How does this program complement or collaborate rather than duplicate services? What makes this program unique?**

In Burlington, other agencies that provide similar services to BDH are Northern Lights and Phoenix House. Dismas House is most like Northern Lights, which also provides long-term transitional housing for individuals who have served their minimum sentence and are under department of Corrections supervision. However, Northern Lights is only available to women, while BDH is open to men. In addition, Dismas House creates a unique family-like community. Local students, Volunteers for Peace, and former offenders live together in a house. Community members cook and share meals and conversations with resident each

weekday evening. Creating community at Dismas House is central to our mission and embodies the Dismas values of acceptance as opposed to rejection, and of inclusion as opposed to separation.

**3. Provide 1 example of how your agency has become more efficient in achieving your outcomes or managing your project/program.**

The application and interviewing process for potential residents has long been a very time consuming activity for Dismas Staff. We have been working with DOC staff to improve this process. One phase has been completed and the second is still in development. The step that has already been completed is related to accessing individual inmate's corrections file that contains a significant amount of information pertinent to our application process. Historically Dismas staff would have to go to the facility where the inmate was located and go through the paper file and make notes about their conviction history, police affidavits and their behavior while incarcerated. Now, when Dismas staff receives a new referral, we access those same records online and simply print out the information we need. This takes about a quarter of the time it used to. The second part of this project, which is still in its trial phase, is to replace in person interviews, which still require travel to facilities, with interviews conducted through video conferencing. By eliminating all the travel time, staff will no longer have to spend a full work day doing a couple of hours' worth of interviewing.

## ***IX. Sustainability***

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**1. How will this project have a long-term benefit to the City of Burlington? If this program/project ends, how will that benefit continue?**

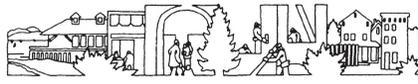
This program benefits the city of Burlington by ensuring that former prisoners have continued access to safe and supportive housing. Individuals are given an opportunity to become contributing members of the community and escape the cycle of crime and incarceration. Public safety is increased when former offenders are reconciled with their community.

**3. CDBG funding is intended for new or expanded services. If CDBG funding ends, will the project be able to continue?**

The ongoing programs of BDH will continue in the near term if CDBG funding ends. However, CDBG funding has been vital in completing large and necessary periodic maintenance projects at BDH. BDH has a wide base of support in the community and has been successful in raising the funding needed to continue operating.

**4. How will you prioritize the proposed project activities if you do not receive the full amount requested?**

We will prioritize the activities that will prevent long-term damage to Dismas House, thus avoiding more costly repairs in the future.



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**CDBG Application - Construction Attachment**

**1. Management of Proposed Activity:**

a. *Who* will manage the grant funded construction project? One staff member must be identified as the primary contact for project compliance. *(Include contact information)*

Kimberly Parsons, House Director for Burlington Dismas House, will manage the grant funded construction project. She can be reached at (802)658-0381 or electronically at kim@dismasoft.org

b. Does your organization have experience successfully managing a federally funded construction project? Give an example.

Burlington Dismas House has successfully managed seven CDBG 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

c. Does the responsible staff member have experience managing a federally funded construction project? Give an example.

Kimberly Parsons has supervised the seven previous CBDG construction projects.

d. Does your organization own the proposed project property?

Yes.

**2. Readiness to Proceed:**

a. Describe the steps that have *been* completed and/or must *be* completed to bring the project to construction start. *These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval, etc.*



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The Burlington Dismas House Maintenance Committee has obtained at least two estimates for each construction project. We have consulted an engineer on water run off problems and he has recommended replacing rain gutter systems which are very old and ineffective. Since we are replacing and or maintaining existing construction we have not applied for permits at this time.

b. Describe any existing and/or potential impediments to project initiation.

We do not anticipate any impediments to any of these projects.

c. What is the estimated date that the project will be construction ready?

August 1, 2020

**3. If the project includes an expansion:**

**Existing facility** \_\_\_\_\_ square feet    **Addition** \_\_\_\_\_ square feet    **Total Proposed** \_\_\_\_\_ square feet

The project does not include an expansion.

**4. Scope of Work:** Please insert scope of work here or attach.

-Scrape, spot prime and paint exterior of 96 Buell Street House and small garage/shed.

-Repair rotten trim on the house exterior

-Replace existing rain gutters on west side of house. Add new rain gutters to east side of house.

-Trim tree branches that are touching the roof of the garage. Remove small Boxelder & White ash trees that are growing too close to garage. Remove resulting debris

-Replace ceiling and 3 window sills on enclosed porch.