

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

APPLICANT ORGANIZATION Burlington Dismas House, 96 Buell Street, Burlington, VT 05401
CONTACT NAME Kim Parsons
DAYTIME PHONE & E-MAIL 802-658-0381
NAME OF PROJECT Support of Staff Position
AMOUNT REQUESTED \$7,500.
ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS) Project start date 1/2018
ESTIMATED COMPLETION DATE 6/2018
TOTAL ESTIMATED PROJECT COST \$8,320.

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

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

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?

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.):

Burlington Dismas House (BDH) is requesting \$7,500 to fund a staff position. This funding would allow us to move ahead with a new Housing Resource Support Project that would "better assist those ineligible for subsidy but unable to compete in Burlington's housing market" as outlined in the Burlington's Housing Action Plan. This funding would help us support a part time administrative position at Buell Street Dismas House freeing up program staff to develop and administer housing resource support project that would include a component on finance and budgeting.

Over the past two years we have identified a common trend of successful Dismas participants not being able to find affordable housing upon completion of their stay at Dismas House. Approximately a year ago we had a 45 year old resident who had been successful in our program. He had worked hard his whole life but after struggling with alcohol for many years he ended up in prison. He was only able to find a minimum wage job as he had been in prison and was also challenged by having no transportation. He did extremely well at Dismas House for two years but realized he was ready to take the next step and move on. He came to Dismas staff for help as he had been in touch with Burlington Housing Authority and found out that he wasn't eligible for any housing subsidy programs and yet was unable to find housing in Burlington that he could afford. This story is typical and often leads to individuals transitioning to inexpensive housing situations that turn out to be unsafe as housemates are using drugs or alcohol and they end up back in jail. It also lead's to residents staying at BDH longer than they need which ties up beds for individuals waiting to transition out of prison. Either scenario is extremely expensive and prevents former prisoners from truly transitioning.

The development of the Housing Resource Support Project has been underway for two months with the support of a volunteer doing research and compiling information. We now need to move ahead with senior program staff distilling information and meeting with area resources to educate ourselves about what housing options are available for residents. We have also been in touch with area financial institutions about setting up educational seminars for residents.

The key elements of the Project as it relates to supporting residents in their pursuit of permanent housing focuses on:

- **Permanent Housing**
  - Meeting one on one with residents at intake to assess needs and develop individualized plan of support. Meet with residents to track progress and support the plan.
  - Research, create, and maintain a list of affordable housing possibilities (rooms/apartments).
  - Establish ongoing relationships with landlords and other providers of affordable housing.
  - Research and create a list of affordable housing agencies that residents can engage in finding permanent housing.
  - Research and create a list of organizations that either administer or provide housing subsidies and/or emergency housing funds.
- **Finances & Budgeting**
  - Create a list of local banks.
  - Set up group informational meeting on budgeting for independence, followed by one on one meetings for residents as they start to plan for transition.
  - Meet with residents and assist with tracking their progress.
  - Explore funding for a matching savings program that would assist residents with some of their initial post Dismas housing expenses.
  - Research and then create an instructional sheet that could help someone open a bank account.

- Research and then create an instructional sheet that could help someone find a bank that will work with them when other banks won't.
- Research and then create an instructional sheet that could help someone manage their bank account, including online banking.
- Research and then create an instructional sheet that could help someone repair their credit.
- Create a form that will help someone develop a personal budget including a savings plan.

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

Dismas of Vermont currently has 4 Dismas Houses in Vermont. There is a house in Burlington, Rutland, Winooski and Hartford. The house in Winooski and Hartford were opened in the past 9 years. While there have been discussions about opening new projects with Vermont Department of Corrections, we believe that there is a more urgent need for us to support residents transition into the greater community. No matter how many low income individuals we help transition out of prison the effects are minimized if they are unable to find post Dismas housing. This is a greater challenge in Burlington than other areas of the state.

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

Burlington Dismas House provides perpetually affordable low-income housing for men and women exiting from prison. Residents are able to move in with no money and no employment. Since they are transitioning from prison to the community their income level is extremely low and they are considered a vulnerable population. They start paying program fees of \$80 per week or \$350 per month after they find a job and that fee includes housing, meals, laundry, phone and wifi.

The Mission of Burlington Dismas House (BDH) it to reconcile former prisoners with society and society with former prisoners. BDH provides basic human needs of food and shelter but just as important, resident's gain a sense of community through their interactions with other residents and volunteers from the greater community. When men and women are released from prison in Vermont, they often have no money for housing, no employment, and frequently end up living on the street. Without basic shelter they find it almost impossible to find employment or to receive help with addiction issues and according to a study done by Vermont Department of Corrections, nearly all former prisoners without basic shelter end up back in prison, usually within three months.

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

This grant would enable Burlington Dismas House to:

- Preserve existing perpetually affordable housing for extremely low income Vermonters who are transitioning out of prison with no income or savings. Assist them in finding post Dismas housing.
- House individuals with special needs. This includes extremely low income persons with alcohol and drug addictions who are transitioning out of jail and considered a vulnerable population.
- Protect the vulnerable.

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

The Housing Resource Support Program will increase the Burlington Dismas House budget for salaries by \$8,320. The Burlington Dismas House Budget for FY18 is attached and reflects this increase in salary cost. (See attached FY 18 Budget)

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

Burlington Dismas House residents have an extreme disadvantage in finding housing in Burlington upon their transition from Dismas House to independent living. They are often required to live in Burlington as they have no transportation and must rely on busses to get to work. Furthermore, because they are being supervised by Vermont Department of Corrections local Probation and Parole office they must be available to meet with their Parole Officer. They are often working minimum wage jobs and have difficulty saving and budgeting for transitioning. The lack of housing resources for former prisoners can adversely affect their success in staying out of jail. This vulnerable population is usually dealing with addictions so even when they are successful at BDH that can quickly be undone if they transition to unsafe housing.

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

Burlington Dismas House serves men and women who have been incarcerated, have extremely low income and are a vulnerable population. Approximately 80% of them have substance abuse issues and many are exiting prison with medical and mental health issues that they must attend to. Stable housing is crucial to their success.

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

11/15/18

Date

**Dismas of Vermont, Inc.**  
**Budget Overview: Burlington Dismas House FY18 Budget**  
 July 2017 - June 2018

	Total
<b>Income</b>	
40000 Donations - Unsolicited	
40100 Cash	3,000.00
<b>Total 40000 Donations - Unsolicited</b>	<b>\$ 3,000.00</b>
41000 Fundraising	
41100 Auction/Dinner	
41110 Auction Sales	14,000.00
41160 Sponsorships	18,000.00
41180 Ticket Sales	7,000.00
41190 Special Projects/Tear Offs	4,500.00
<b>Total 41100 Auction/Dinner</b>	<b>\$ 43,500.00</b>
41200 Campaigns	
41210 Annual Appeal	8,500.00
41220 Church	2,000.00
41270 Phoneathon	36,000.00
<b>Total 41200 Campaigns</b>	<b>\$ 46,500.00</b>
41500 Newsletter	5,000.00
41700 Plant Sale	5,000.00
<b>Total 41000 Fundraising</b>	<b>\$ 100,000.00</b>
42000 Grants	
42100 Grants Over 5K	53,000.00
42200 Grants Under 5K	7,000.00
42300 State of VT	225,136.00
<b>Total 42000 Grants</b>	<b>\$ 285,136.00</b>
48000 Program Fees	43,000.00
<b>Total Income</b>	<b>\$ 431,136.00</b>
<b>Gross Profit</b>	<b>\$ 431,136.00</b>
<b>Expenses</b>	<b>\$ 431,136.00</b>
60200 Advertising	
60800 Auto Expense	350.00
60810 Fuel Purchases	
60820 Auto Maintenance	1,800.00
<b>Total 60800 Auto Expense</b>	<b>\$ 600.00</b>
61200 Bank Charges & Other Fees	2,400.00
61500 Board/Volunteer Expense	850.00
61800 Computer Expense	1,200.00
61810 Internet/Website Services	1,800.00
61820 Purchase/Repair	2,000.00
61830 Software Support	1,000.00
<b>Total 61800 Computer Expense</b>	<b>\$ 4,800.00</b>
62000 Contracted Services	
62030 Other Contractors	2,000.00

62040 Contracted Labor		500.00
Total 62000 Contracted Services	\$	2,500.00
62400 Employee Benefits		
62420 Health Reimbursement/Opt-Out		3,000.00
62430 Insurance - Health		21,600.00
62440 Insurance - Life & Disability		2,700.00
62460 Retirement		3,813.89
Total 62400 Employee Benefits	\$	31,113.89
62500 Equipment/Furnishings Under \$500		2,300.00
62600 Groceries		
62610 Store Purchases		27,500.00
Total 62600 Groceries	\$	27,500.00
63200 Leased Property		34,500.00
65000 Operations Expenses		
65010 Dues/Subscriptions		600.00
65020 Postage/Shipping		5,000.00
65030 Printing/Copying		6,225.00
65040 Supplies/Office		2,900.00
Total 65000 Operations Expenses	\$	14,725.00
65600 Payroll Expenses		
65610 Services		800.00
65620 Taxes - FICA Match		14,817.65
65630 Taxes - Unemployment		3,100.00
Total 65600 Payroll Expenses	\$	18,717.65
65640 Salaries/Wages		199,014.78
65700 Prof. Development/Training		1,000.00
65800 Programs for Residents		7,500.00
66000 Repairs/Maintenance		4,000.00
66500 Special Events Expense		12,000.00
66600 State Office Support		82,547.00
68000 Telephone Expense		3,600.00
68400 Travel Expense		
68410 Meals/Lodging		600.00
68420 Meetings/Conferences		700.00
68430 Mileage Reimbursement		4,000.00
Total 68400 Travel Expense	\$	5,300.00
68800 Utilities		
68810 Cable TV		2,400.00
68820 Electricity		6,000.00
68830 Heating Fuel		4,500.00
68840 Sewer		2,600.00
68850 Trash/Recycling		1,600.00
68860 Water		2,000.00
Total 68800 Utilities	\$	19,100.00
Total Expenses	\$	475,018.32
Net Operating Income		
Other Expenses	-\$	43,882.32

80500 Capital Reserve Contribution		7,956.72
Total Other Expenses	\$	7,956.72
Net Other Income	-\$	7,956.72
Net Income	-\$	51,839.04

Tuesday, Nov 14, 2017 - Accrual Basis





## Todd Rawlings

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**From:** Todd Rawlings  
**Sent:** Wednesday, November 15, 2017 2:49 PM  
**To:** 'Kim Parsons'  
**Subject:** RE: HTF Grant Application

Good afternoon Kim,

This is your confirmation that I have 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 the middle of December. I will notify you as soon as possible regarding the HTFAC’s decisions regarding awards. In the meantime, I may contact you if there are questions about your proposal.

Very Best,

Todd Rawlings  
CEDO Housing Program Manager  
652-4209

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**From:** Kim Parsons [<mailto:kim@dismasoft.org>]  
**Sent:** Wednesday, November 15, 2017 2:39 PM  
**To:** Todd Rawlings  
**Subject:** HTF Grant Application

Todd:

Thanks again for taking time to meet with us a few weeks ago. We did not end up applying for funding for the sprinkler system as we were not able to get everything we needed from the Fire Marshall and businesses. We did find out that it will probably be more like a \$40,000 to \$45,000 project but could go higher if the Fire Marshall determines we need call boxes etc. We did get a good start on the project and do have some estimates and hope to move forward with this in the near future.

We do have a new project that we have been trying to get off the ground as we have seen more residents struggle with finding affordable housing when they leave Dismas House. They often move on to less than ideal situations and may end up back in jail or living on the street. We have been working on this project for about six months and will be adding a Finance & Budgeting for Transitional Housing piece to our program. We have had a UVM Volunteer working on gathering data for the past few months and are ready to move forward but need more staff time for this project. We have a part time administrative position that we would like to extend to an additional 8 hours a week so that program staff can start working with residents on post Dismas housing. We have even talked to the Board about trying to raise some matching funds to support residents who are able to save and budget for this transition.

Let me know if you have any questions.

Thanks

Kim

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

**Kim Parsons**

**Director**

**[kim@dismasofvt.org](mailto:kim@dismasofvt.org)**

**Buell Street Dismas House**

**96 Buell Street**

**Burlington, VT 05401**

**802-658-0381**

**[www.dismasofvt.org](http://www.dismasofvt.org)**