

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

APPLICANT ORGANIZATION <b>HomeShare Vermont</b>
CONTACT NAME <b>Kirby Dunn, Executive Director</b>
DAYTIME PHONE & E-MAIL <b>Phone: 802-863-5625 E-Mail: Kirby@HomeShareVermont.org</b>
NAME OF PROJECT <b>HomeShare Vermont</b>
AMOUNT REQUESTED <b>\$ 7,500</b>
ESTIMATED CONSTRUCTION START DATE (FOR FEASIBILITY/PREDEVELOPMENT GRANTS)
ESTIMATED COMPLETION DATE <b>6/30/2018</b>
TOTAL ESTIMATED PROJECT COST <b>\$453,000</b>

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.):

HomeShare Vermont provides a comprehensive recruitment, screening and matching service to bring together those who have a home to share (homeshare hosts) with those looking for an affordable place to live (homeshare guests). Very often homeshare hosts are seniors or person with disabilities who offer a private bedroom and shared common space in exchange for rent, help around the home or a combination of the two. Our average rent of 98 matches last year was only \$254/month; truly very affordable housing. We currently have 4 times as many people looking for housing as we have homes available and most people want to live in Burlington or the surrounding area, near jobs and transportation. We are focused on finding more homeshare hosts to meet this need. Funding from the Burlington Housing Trust Fund would go to pay for outreach and marketing to encourage more people to share their home.

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

While we don't construct new housing we do create new affordable housing by working with hosts who have an extra bedroom and make that available to someone who needs a place to live. We provide a client driven process to assure we find the best match possible for both hosts and guests. A recent survey of those 50+ told us their biggest concerns about sharing their home were: losing privacy, safety and security and compatibility. This is the focus of our service. In the next year we will work with the city to also promote accessory dwelling units which can be a great way for people to downsize, and maintain more privacy. With our help they can still have the benefit of a homesharer to help them stay in their neighborhood where they want to be with an organization there helping them to find just the right person.

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

The City's Housing Action Plan specifically discusses continued support and possible incentives to encourage more homesharing opportunities in the City as a way to expand affordable housing. For the past two years we have met regularly with CEDO staff to review our data and discuss promoting the model. We have worked on a new video, developed a mobile friendly website, put outreach materials into the hands of City residents and employees. We are developing new marketing approaches to encourage people of all ages to share their home as a way to increase the numbers of homeshare hosts. This past year saw the highest number of homesharing matches ever and we expect to exceed that this year.

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

Affordable housing is the highest priority in the City's Consolidated Plan, both creating new housing and preserving existing housing. Homesharing does this at a fraction of the cost of building new housing, renovating or providing rent subsidies. This year we assisted 183 individuals to find or maintain housing in our program at a total cost to the organization of only \$2,500 per person. HomeShare Vermont is specifically discussed in the Consolidated Plan as a way to provide Special Needs Housing for Seniors and Persons with Disabilities. The majority of our hosts are seniors or person with disabilities.

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

Our project budget is our organizational budget which we have attached. The Burlington Housing Trust Funds are included under municipal grants as we also get funding from South Burlington, Essex and Williston. As you can see from the budget we have developed a very diverse funding base. However, we have to raise nearly one-third of our operating funds from fundraising and donations. That is a very high percentage compared to most non-profit organizations. Funding from the City of Burlington HTF has been a crucial piece of our revenue.

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

As mentioned earlier, HomeShare Vermont is a highly cost-effective program. To actually be able to house people or to help them maintain their housing at a cost of only \$2,500/ year is probably one of the most cost effective types of housing program around. If not funded, we will likely have to spend more of our time trying to raise funds. If not successful, it will result in matching fewer people.

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

Here is a look at the program data of who we matched this past year. As you can see, we serve predominantly low income, women and elderly.

	<b>Hosts</b>	<b>Guests</b>
Total Number	86	97
Female	64	62
Age Range	28-100	22- 82
Average Age	67	45
50% of median & below	53%	57%
80% of median & below	74%	85%

**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.

Kirby Dunn, Executive Director  
 Print Name

  
 Applicant Signature

11/10/17  
 Date

HomeShare Vermont

FY 18 Budget

**Revenue**

Rental Income	3,000
In Kind Donations (Volunteer hours)	22,000
Match Fees	8,000
Investment income	17,000
<b>GRANTS</b>	
-State Grants	179,940
-Municipal Grants	13,000
- CDBG	6,500
-Foundations	70,000
Donations	35,000
United Way	26,700
<b>FUNDRAISING</b>	
-Inns Raffle	-
-Annual Appeal	29,360
-Business Fundraising	5,000
-Event	25,000
<b>Total Revenue</b>	<b>440,500</b>

**Expenses**

In-Kind Donated Services (volunteers)	22,000
Donation expense (credit card,event etc)	2,000
Event Expense	5,000
Trainings/Meetings	3,500
Advertising/Outreach	25,000
Occupancy	7,600
Travel/Mileage	4,200
<b>OFFICE SALARIES</b>	
-Salaries	233,500
-Salaries - CDBG	6,500
<b>OFFICE EXPENSES</b>	
-Postage	4,500
-Printing/photos/design	20,000
-Technology (copier, database,etc)	3,000
-Supplies	3,500
Legal Expenses ( & Consultants)	2,000
Audit	4,500
Accounting/Bookkeeping (payroll fees)	1,500
Telephone	4,000
Payroll Taxes	24,000
Insurance General (Liability, D&O)	5,000
Workers Comp Insurance	1,500
Health & Dental Insurance	48,000
<b>OTHER EXPENSE</b>	
-Client Services Fund	2,500
-Volunteer recognition	2,500
-Misc	2,200
-Video	-
-Background Checks	2,500
- Guidebook	5,000
-Website upgrade	7,500
<b>Total Expenses</b>	<b>453,000</b>

## Todd Rawlings

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**From:** Todd Rawlings  
**Sent:** Monday, November 13, 2017 12:21 PM  
**To:** 'Kirby Dunn'  
**Cc:** Ian Jakus; Gillian Nanton  
**Subject:** RE: HTF application

Good afternoon Kirby,

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:** Kirby Dunn [<mailto:kirby@homesharevermont.org>]  
**Sent:** Friday, November 10, 2017 9:46 AM  
**To:** Todd Rawlings  
**Cc:** Ian Jakus; Gillian Nanton  
**Subject:** HTF application

Hello Todd,

Please find attached HomeShare Vermont's application for FY 18 for funding from the Burlington Housing Trust Fund. HomeShare Vermont is celebrating our 35<sup>th</sup> Anniversary this year and we are proud to be one of the oldest and strongest homesharing programs in the country.

We look forward to working closely with CEDO over the next year to encourage more people to share housing and to explore how ADU's can play a part in helping more people find affordable housing while giving another alternative to seniors and others to stay in their neighborhood.

Please let me know if you have any questions or need further information. Thank you for all you do for the City and affordable housing.

Regards,  
Kirby

Kirby Dunn  
Executive Director

HomeShare Vermont  
(802) 865-4151 Direct Line  
(802) 863-5625 Front Desk

412 Farrell Street, Suite 300  
South Burlington, Vermont 05403

<https://www.homesharevermont.org/>

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