

City of Burlington Housing Trust Fund (HTF)

APPLICANT ORGANIZATION: Lighthouse Commons Condominium Association

CONTACT NAME: Hayley Shriner, Board Secretary

DAYTIME PHONE & E-MAIL: 207-831-1820, hayley.shriner@gmail.com

NAME OF PROJECT: 24 Blodgett Street siding replacement

AMOUNT REQUESTED: \$50,000

ESTIMATED CONSTRUCTION START DATE: December 2022

ESTIMATED COMPLETION DATE: December 2022

TOTAL ESTIMATED PROJECT COST: \$49,875

TOTAL NUMBER OF AFFORDABLE HOUSING UNITS: 11 affordable units in the association, 3 in this building

TOTAL ESTIMATED PROJECT COST / TOTAL NUMBER OF AFFORDABLE HOUSING UNITS (PER UNIT COST):

Project Award Application

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):

Lighthouse Commons is requesting financial support to replace rotten siding on 24 Blodgett Street, a historic building which once resided on Burlington's breakwater and is now part of Champlain Housing Trust's Shared Equity Housing portfolio. This project is part of a major effort to restore the buildings in our association, which are located in one of the Geographic Priority Areas Outlined in the City's Consolidated Plan. Our association is made

up of 13 units, 11 of which are part of the Chaplain Housing Trust Shared Equity Program, an affordable housing initiative (one unit was purchased on the open market, and one unit is used to house equipment).

Over the last year, our board has focused on addressing some of the long-term issues present in our association, identifying, funding, and initiating critical projects necessary to maintain the safety, sustainability, value, and dignity of our homes. Historically, maintenance of these properties was completed at a low standard or deferred, and extensive work is needed. We have been working with our property management company, Full Circle, and with Champlain Housing Trust to identify and fund the most urgent needs in our community.

We are undergoing the following projects:

- 30 Blodgett Street, roof replacement- extensive rot- cost: \$11,200- completed June 2022
- 20 Blodgett Street, skylight replacement- leaks- estimated cost: \$18,200- anticipated Fall/Winter 2022
- 24 Blodgett Street, siding replacement- extensive rot- estimated cost: \$49,875 anticipated December 2022
- 24 Blodgett Street, roof replacement- extensive rot- estimated cost: \$13,682- anticipated Fall 2022
- 33 North Street, slate roof repair- cost: \$5,112.56- completed September 2022
- 33 North Street, siding replacement- estimated cost \$60,000- anticipated summer 2023

In order to fund these projects, our board put in place a \$100,000 special assessment, which we are collecting from owners between July of 2022 and July of 2023. We also received a \$30,000 grant from CHT. We understand that \$130,000 will not cover the extensive work that needs to be done for our housing to remain safe and sustainable. We are also painfully aware of the impact that a special assessment of this size puts on individuals and families of modest means and have actively pursued funding support at every opportunity.

We are requesting support for the 24 Blodgett Street siding replacement because this is the current area of highest need. The building has extensive rot. The owner of the unit most impacted by this issue has been living with water leaks for several years. Because 24 Blodgett Street is on the historical registry, it must be restored to historical standards, increasing the cost of the project. We were not able to access funding through the Vermont State Historic Preservation Office.

If we are able to access funding for this project, it will allow us to use the income from the special assessment to complete the other high needs projects outlined above. Our board is committed to completing the critical repairs that are needed and to working toward a more financially sustainable future for our owners. We are doing this by increasing dues to save for future special assessments, working with a professional property management company, taking multiple bids on projects, and only working with licensed contractors. We are committed to making our homes permanently affordable and in sound, safe, and sustainable condition.

Details describing the scope of this project, materials cost, etc., are outlined in the attached proposal from Polli Construction.

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

Out of the 12 housing units in our association, 11 units are owned through the Shared Equity Program. All owners were below 100% of the AMI at the time of purchase. We do not have current data on owner incomes, however, there is 75% new ownership in the past several years, indicating that recent ownership falls below the AMI. Anecdotal reporting from owners indicates that many are struggling financially and feel overwhelmed taking on even small increases in their housing costs. Owners who express this concern often indicate that they are also priced-out of the rental housing market.

If needed for the purpose of this application, the board can survey owners and request voluntary sharing of income data.

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

Please see above. We know of at least 1 household below 50% AMI and can further survey owners upon request.

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:

We have not partnered with the City on this project. We would appreciate your interest, support, and technical assistance very much.

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

While the application does not align with the explicit priorities in the Mayor's 2021 Action Plan, it does offer benefits to retaining affordable housing.

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

The application aligns with the following priorities from the 2018-2022 Consolidated Plan for Housing and Community Development:

1. Decent Housing: Retaining affordable housing stock.
 - a. Support of this project would help to ensure that 12 households, 11 of which are financially vulnerable, would retain their housing.
2. A Suitable Living Environment: Eliminating blighting influences and the deterioration of property and facilities.
 - a. This project, and several of our other upcoming projects, would reduce decay and the appearance of decay in our community.
3. A Suitable Living Environment: Restoring and preserving properties of special historic, architectural, or aesthetic value.
 - a. This project would ensure the preservation of a Burlington building on the historic registry.

Notes from the summary of objectives and outcomes:

- As indicated in the summary, there is a disproportionately greater need for housing stability for individuals and families of color. Within our association there are several families which experience this impact.
- This project preserves affordable units by renovating owner-occupied affordable housing.

Notes from SP-10 Geographic Priorities/Table 40

- The table states: "In the housing arena.... The city will be aware of preserving perpetually affordable housing along or in close proximity to stem gentrification and displacement."

Notes from SP-25 Priority Needs/Table 41

- This table outlines the need to "maintain affordable housing units through rehabilitation or preserve units from being lost in the affordable housing inventory."
- Additionally, the table indicates the need "To provide emergency repairs/access modifications to LMI renters and homeowners to assist in housing retention."

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

11 out of 13 owners purchased their homes through the CHT Shared Equity Program and have a low to moderate income. Our community includes families with young children, elderly individuals, immigrants, and people from a wide range of backgrounds and roles in our community, including healthcare workers, social workers, armed service members, academics, artists, and frontline workers.

Please describe the experience of the development team:

Our board is working primarily with Full Circle Property Management but also receives feedback from Champlain Housing Trust. All construction elements in this proposal will be performed with the appropriate zoning permits for work on entities in the historic registry and completed to historic standards.

Full Circle is well established in the Burlington-area and their staff have extensive knowledge of permitting and zoning regulations, historic preservation standards, and work exclusively with licensed, reputable vendors.

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

This project does not include community or mixed use spaces.

Please describe how the project addresses community need:

This project allows 11 low to modest-income households to maintain their housing, remain homeowners, build equity, and remain housed. The completion of this project will contribute to the retention of homes under the umbrella of permanent housing affordability covenants, as well preserve a Burlington landmark.

Please describe how the project would impact the community:

Funding this project allows us to use our own capital to fund the other critical projects, to maintain permanently affordable housing for our owners and future owners. It allows us to increase the safety, value, and dignity of our homes.

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.

Hayley Shriner P
Print Name

[Signature] A
Applicant Signature

11/11/22
Date



Full Circle Property Management
Jesse Lee
24 Blodgett Street
Burlington, VT 05401

Prepared by Sam

July 26, 2022

SIDING

- Remove and dispose of existing siding and house wrap on front, left and right sides of building only:
 - House wrap to have 1" ear left behind trim.
 - Assumes no work to window/door trim or soffits needed.
 - Excludes existing new spruce clapboard.
 - Repairs to sheathing or trim will be completed on a time and materials basis.
- Furnish and install new Tyvek house wrap where removed.
- Furnish and install 6" spruce clapboard siding where old siding was removed:
 - (2) coats paint to closely match existing.
- Clean up jobsite at end of each day and final clean-up at end of project.
- **\$49,875.00 labor, materials and permit**

NOTES:

- No work to soffits and fascia.
 - Assumes nail gun can be used.
 - Assumes no trim extensions needed for new siding. In the event new siding sits proud of existing trim, it will be additional work.
 - Any repairs to sheathing below siding will be completed on a time and materials basis. This includes adding sheathing if not present.
 - Assumes trim can stay as is. Any repairs will be completed on a time and materials basis.
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TIME AND MATERIAL WORK

- Any additional work not mentioned (including, but not limited to, rot repair/mold remediation) will be completed on a time and materials basis:
 - The labor rate is \$87 per man hour (e.g. 2 men working for 10 hours = 20 man hours).
 - To be transparent there is a 50% contractor overhead markup on the cost of supplies, disposal fees, subcontractors (electrical, plumbing, etc.) and any equipment rentals.
 - Estimates are ONLY estimates and cannot be guaranteed to fall within a 10-15% range.
 - You are billed for all hours worked on your project including but not limited to on-site hours, material pick up, disposal drop off, shop time, permitting and travel. You are not billed for office admin except for permitting.
 - You will be responsible for any permit fees associated with the work.
 - Due to the nature of time and materials work, we do not offer a workmanship warranty.
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IMPORTANT INFORMATION ABOUT TIME & MATERIALS WORK

- There are pros and cons to time and materials. Please see our blog: <https://polliconstruction.com/blog/fixed-priced-contract-vs-time-materials/>
 - A time and materials contract is akin to an employee / employer relationship. Client will be responsible for all the time and materials at the agreed rates.
 - The client can stop the work at any time but you will be responsible for payment up to that time.
 - The client can add work at your own discretion and will be responsible for payment for all the work.
 - This type of contract can be stressful for you. The final cost is unknown and you may not be comfortable with that stress.
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GENERAL NOTES

- Client waives liability if we have to move furniture or disconnect appliances and electronics.
- All trash will be removed at project completion.
- We are fully insured. A copy of COI can be provided per request.



- Any code changes effective after the proposal date may incur additional costs. Building inspections sometimes will find other areas to address before the permit can be closed. Correcting these code violations would be additional work.

GENERAL ASSUMPTIONS

JOBSITE ACCESS

- We can have uninterrupted use of the project space and clear access to use equipment as needed.

CARPENTRY & SUBCONTRACTORS

- No repairs needed outside of the construction area. Any necessary repairs needed outside of the construction area would be additional work.
- No other mechanicals/services to be moved, rerouted or relocated. This would be additional work.
- All exterior flashing will be chemically compatible with the decking or roofing products.
- Client provides on-site access to electric, water and bathroom facilities.

WARRANTIES

- Labor: 3 year workmanship on bid projects (excludes wear and tear).
- Due to the nature of time and materials work, we do not offer a workmanship warranty.
- Product Supplies: Per manufacturer
- Painting Labor: 1 year. No warranty on any exterior flat surface.
- Repairs to cracks or fastener pops in drywall for 1 year only
- No warranty on any work inherited by previous contractor or on partially completed work.



TERMS AND CONDITIONS

Price valid for 30 days. POLLI reserves the right to re-bid project after 30 days

Contract may be cancelled by either party within 10 days from date of signature.

POLLI will provide an insurance certificate upon request and will maintain the insurance throughout the project.

Unless otherwise noted, permits are the responsibility of the owner.

Payment schedule: 35 % deposit, 50% on substantial completion and the remaining 15% due upon completion. Projects over \$50,000 will have a TBD payment schedule. Scheduled progress payments to be made immediately upon receipt of invoice. No retainage shall be held.

Client agrees to maintain a balance under \$ 20,000 for Time & Materials projects.

Credit card payments have a 3.5% additional service charge.

Any "BUDGET ITEMS" that we purchase for you must be paid in advance and is not considered a part of any deposit or progress payment.

Client allows POLLI to photograph the project for use in promotional material and place signage on site for the duration.

Any work not detailed in the contract and/or beyond the original scope (including but not limited to, plumbing, electrical or bringing items up to code) will be billed out on a time and materials basis unless another agreement is entered into.

POLLI reserves the right to subcontract any portion of the work.

Client will notify POLLI of any disputes in writing within 48 hours or waives right to dispute. Client will allow POLLI to make any corrections on disputed work POLLI deems fit. No back charges unless agreed to in writing by POLLI.

Unpaid accounts will be charged 1.5% per month from date of billing. Costs of collection, including but not limited to court costs and reasonable attorney's fees to be paid by client.

Client agrees to Vermont binding arbitration on any disputes within 60 days of dispute and waives rights to litigation. Cost of collection, including but not limited to attorney's fees to be paid by client.

Please make two (2) copies of the proposal. Sign one copy and send it to us with the deposit.
Please keep the other copy for your records.

SIGNATURE

DATE