

**CITY OF BURLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT - 2023 APPLICATION**

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

Project Name: Roof, Window & Porch Renovation @ St. John's Hall

Project Location / Address: 184 Elmwood Avenue, Burlington, VT 05401

Applicant Organization / Agency: Committee on Temporary Shelter (COTS)

Mailing Address: PO Box 1616, Burlington, VT 05402

Physical Address: 95 North Avenue, Burlington, VT 05401

Contact: Jonathan Farrell Title: Executive Director Phone #: [REDACTED]

Web Address: [www.cotsonline.org](http://www.cotsonline.org)

E-mail: [jonathanf@cotsonline.org](mailto:jonathanf@cotsonline.org)

EIN #: [REDACTED]

DUNS #: [REDACTED]

**CDBG Funding Request: \$100,856**

**Total Estimated Program/Project Cost: \$144,080**

*Choose one category from Development OR one category from Public Service:*

**Development:** (choose one) \_\_\_ Economic Development  Affordable Housing  
\_\_\_ Public Facilities/Improvements

**OR**

**Public Service:** (choose one) \_\_\_ Early Childhood Ed/Childcare \_\_\_ Youth Services \_\_\_ Health  
\_\_\_ Economic Opportunity \_\_\_ Housing and Homelessness

**1. Type of Organization**

\_\_\_ Local Government

\_\_\_ For-Profit Organization

\_\_\_ Faith-Based Organization

Non-Profit Organization (please provide copy of your  
IRS 501(c)(3) tax exemption letter)

\_\_\_ Institution of Higher Education

**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.

\_\_\_\_\_  
Signature of Authorized Official

Jonathan Farrell

\_\_\_\_\_  
Name of Authorized Official

Executive Director

Title

\_\_\_\_\_  
Date

1-18-23

## ***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?**

St. John's Hall currently provides permanent affordable housing for up to 26 residents in 18 single-resident occupancy rooms and 4 apartments. These critical repairs to the exterior shell of this historic building will preserve the existing housing capacity and prepare us for a subsequent campaign to renovate the entire property, converting all the units to apartments and adding new units within the existing footprint.

This project preserves historic architecture, maintains permanent affordable housing, and helps to improve the aesthetic quality of the streetscape.

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

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

In anticipation of a major site overhaul that will transform the site from an SRO based housing facility to permanently affordable efficiencies, we are taking care of some critical exterior maintenance on the building to preserve the existing housing stock and then prepare for the expansion of availability at the site.

- 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)**

With interior work on the near horizon, and the advanced age of the building (Built in 1895, redeveloped by COTS in 1990), ensuring the soundness of the exterior is a critical step. The sharply sloping side roofing needs to be replaced and the porches which are both a structural and aesthetic feature need to be removed and completely rebuilt to restore both the safety and dignity of the building.

- 3. How will this program/project contribute to the City's anti-poverty strategy? If this activity is to respond to COVID-19, please also describe how this activity prepares or responds to the impacts of the COVID-19 pandemic.**

Permanent Deeply Affordable housing is a serious challenge for Burlington, and even with more projects coming on-line, many hard to house clients still find themselves without a reliable option. As COTS works to make 100% of the units in St. John's eligible for portable project-based vouchers, this will allow residents who re-establish a pattern of being safely housed with COTS and the flexibility to take their benefits to new housing when the time is right.

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

Input is gathered via house meetings, by the resident manager, and via direct input from tenants to Facilities and Operations. COTS hired a full-time Housing Retention Specialist for our permanent housing units in 2022, providing another channel for residents to offer their direct input on the use and operations of the facility.

### ***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?**

22 residents will have improved safety and access to the three front entrances of the building, and roof improvements to protect the structural integrity of the building. These repairs will advance the overall goal of a total building overhaul in the coming 24 months. Window screen replacements throughout the building will provide all residents with improved airflow.

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

1. Bids and scheduling for the demolition and reconstruction of 3 front porches
2. Bids and scheduling for the repair of both angled roof surfaces
3. Bids and scheduling for the replacement of all window screens.

### ***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.**

Our success will be predicated on the completion of the renovations. We anticipate receiving direct feedback from residents about the improvements during our regular house meetings.

**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 2022 (or June 2021). For non-CDBG participants – report on your achievements from the previous year.**

Please see attached “More Than Shelter” report.

## ***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?**

COTS provides emergency shelter, services, and housing for those who are homeless or marginally housed. We believe: in the value and dignity of every human life; that housing is a fundamental human right; and that emergency shelter is not the solution to homelessness.

The 22 units at St. John's Hall are part of a larger pool of 98 permanent affordable housing units operated by COTS, with an additional 16 units for families with children under construction for occupancy in 2023.

**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.)**

COTS has been operating St. John's hall as a permanent affordable housing option for single adults since acquiring the property in 1990. We have a full-time, on-site, resident manager, and all residents have access to peer support and daytime services at our Daystation, as well as access to additional housing navigation, resource, and financial assistance options at our Housing Resource Center. We have a full time Housing Retention Specialist who works with all of our permanent residents.

**3. What steps has your organization/board taken in the past year to address racial equity, inclusion, and belonging internally? What new commitments have been made to address racial equity, inclusion, and belonging internally in the year ahead?**

We recognize the significance of pursuing a robust DEI strategy, not only for the well-being of our guests, staff, and volunteer, but as an obligation to the well-being of the broader community in which we serve. Our desire to be a trauma informed human service provider and housing advocacy organization requires that we acknowledge and look for avenues to transform institutional inherent biases and center the needs of marginalized people, whether they are coming in the door for services, new employment, or a board meeting. This also includes taking advantage of both internal and external capacity for training, personal development, and the recognition that overcoming systems of bias and harm is a lifelong goal for each of us, not a program objective that can be checked off by a due date. Our efforts to address these challenges extend to all parts of our organization, and we'd love to highlight the ways in which we are learning, growing, and transforming together.

**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

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/2022-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)
Affordable housing at St. John's Hall	19 Households	18	1	0	0

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, 2023?  
 Yes                       NO                       Not Serving Limited Clientele

## VII. Commitment to Equity, Inclusion and Belonging

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

All residents have experienced homelessness, we do house veterans (there is no preference for veterans in this building) and there are 21 housing assistance vouchers in the building, 18 of which are targeted to those experiencing homelessness, and 3 of which are targeted to elderly and/or disabled persons through the Vermont State Housing Authority.

Referrals for tenancy are reviewed through the COTS Housing Support Team which meets weekly. The team screens for eligibility, desire of the applicant to live in the housing, and financial sustainability.

2. Describe the steps you take to ensure the project/program is accessible, inclusive, addressing racially equity, and culturally appropriate for the target population.

COTS follows all fair housing laws and requirements. We used trauma informed design for our living spaces and work closely with our guests and residents to ensure successful outcomes that are tailored to their unique needs.

## VIII. Budget / Financial Feasibility

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.**

Please see attached scope of work.

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.**

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

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 hours worked on CDBG-funded programs, hours worked on non-CDBG funded programs and the corresponding program name/funding source(s). Timecards must include a narrative for all CDBG and non-CDBG funded activities, and 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, 2023?  Yes  No  Not funding salaries

3. **Program/Project Budget**

Line Item	CDBG Funds	Other	Total
Porch Rebuild	\$8,750	\$3,750	\$ 12,500.00
Roof repairs, Snowbelt & Standpipes	\$89,660	\$38,426	\$128,085.00
Window Screens	\$2,446.50	\$1,048.50	\$ 3,495.00
<b>TOTAL</b>	<b>\$100,856</b>	<b>\$43,224</b>	<b>\$144,080.00</b>

**4. Funding Sources**

	Program/Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$100,856	\$	\$
State (specify)				
Federal (specify)				
United Way				
Private (specify)				
Program Income				
Other (specify) COTS Capital Reserve		\$43,224		
<b>Total</b>	\$	\$144,080	\$	\$

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

$$\frac{\$ \underline{100,856}}{\text{CDBG Funding}} \div \frac{\$ \underline{144,080}}{\text{Total Program/Project Costs}} = \underline{70} \% \text{ Percentage}$$

**6. Of the total program/project cost, what would be the total cost per person?**

$$\frac{\$ \underline{144,080}}{\text{Total Program/Project Cost}} \div \frac{\underline{24}}{\# \text{ Total Proposed Beneficiaries}} = \frac{\$ \underline{6,003}}{\text{Cost Per Person}}$$

$$\frac{\$ \underline{100,856}}{\text{Total Amount of CDBG Funding}} \div \frac{\underline{24}}{\# \text{ Total Proposed CDBG Beneficiaries}} = \frac{\$ \underline{4,202}}{\text{Cost Per Person CDBG Investment}}$$

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

The use of CDBG resources will meet the goals of the block grant, while also preserving our limited pool of capital reserves for unforeseen maintenance and repair emergencies.

**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?**

COTS has been highly effective at engaging private sector funds. Donations from individuals and businesses make up the largest share of our budget (34%). Funding from foundations contributes another 13% of the budget. Together, these funding sources make up nearly half of the annual budget for COTS, illustrating our effectiveness at raising private sector funds.

***IX. 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.**

COTS has partnered for several years with the Howard Center to conduct a successful Family Supportive Housing program out of our Housing Resource Center. We are always excited to pursue community partnerships that strengthen the city and support our neighbors.

We have long-standing and successful relationships with CHCB's Safe Harbor Homeless Healthcare program and with Turning Point's Recovery Coaching efforts through the operation of our Daystation.

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

COTS Single Adult Housing remains unique in the community as housing for those who have experienced homelessness, for extreme affordability, and for affording a housing opportunity to those who have significant barriers to obtaining housing on their own.

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

COTS was able to leverage an existing facility on North Avenue and to reimagine the space in such a way that it consolidated four key components (Daytime drop-in center, Housing Resource Center, Administration, and permanent affordable housing) of the organization under one roof, while winning a Preservation Trust of Vermont Award in 2018 for the historic preservation efforts.



## ***X. 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?**

Preserving and improving deeply affordable housing stock will allow other affordable housing construction projects create a net gain in housing for the city.

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

The renovations will be completed within the funding period.

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

Our Executive Director, will prioritize items that enhance life & safety within the property for our CDBG funding.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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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)*

The project will be overseen by Jonathan Farrell, Executive Director, [jonathanf@cotsonline.org](mailto:jonathanf@cotsonline.org), 802-540-2476

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

Yes. The redevelopment of 95 North Avenue in Burlington which created 14 new units of affordable housing included a mixture of tax credits, HOME funds, and historic preservation dollars.

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

Yes. Jonathan was Director of Facilities and Operations at the time of redeveloping 95 North and was the lead manager on the project.

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.*

Already done: Estimates requested, one in hand

To be done: Permitting

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

None

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

March 1, 2023

**3. If the project includes an expansion: N/A**

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

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

Detailed Scope of Work for 184 Elmwood Avenue

Proposed Work:	Source of Funding		
	COST	COTS Capital Reserve	CDBG
Double Hung Replacement Window	\$ 1,015.00	\$ 304.50	\$ 710.50
16 Newly Fabricated Window Screens	\$ 800.00	\$ 240.00	\$ 560.00
Install Labor for all windows	\$ 1,680.00	\$ 504.00	\$ 1,176.00
Demolition and rebuild of 3 front porches	\$ 12,500.00	\$ 3,750.00	\$ 8,750.00
Roof Access: Scaffolding and safety	\$ 12,000.00	\$ 3,600.00	\$ 8,400.00
Roofing Demoliton	\$ 10,500.00	\$ 3,150.00	\$ 7,350.00
Underlayment for waterproofing	\$ 3,000.00	\$ 900.00	\$ 2,100.00
Roofing Slate materials	\$ 19,500.00	\$ 5,850.00	\$ 13,650.00
Roofing Slate installation	\$ 41,250.00	\$ 12,375.00	\$ 28,875.00
Copper Snowbelt	\$ 7,000.00	\$ 2,100.00	\$ 4,900.00
Copper flashing- drip edge	\$ 1,485.00	\$ 445.50	\$ 1,039.50
Copper flashing ridge cap	\$ 3,600.00	\$ 1,080.00	\$ 2,520.00
Skylights- Install 4	\$ 7,400.00	\$ 2,220.00	\$ 5,180.00
Skylights- Install 6	\$ 12,600.00	\$ 3,780.00	\$ 8,820.00
Snow retention- Alpine snowguards	\$ 9,750.00	\$ 2,925.00	\$ 6,825.00
<b>Total Scope of Work</b>	<b>\$ 144,080.00</b>	<b>\$ 43,224.00</b>	<b>\$ 100,856.00</b>