

CDBG Advisory Board  
February 1, 2011  
MINUTES

Board Members Present: Barbara Bielawski, Emily Neilsen, Carole LaVigne, Lisa Lillibridge, Stephanie Seguino, Jason L'Ecuyer, Martha Maksym, Jane Helmstetter, Geoff Wyman, Cheryl McDonough

Others Present: Gary De Carolis (facilitator), Margaret Bozik and Denise Girard (CEDO staff)

The meeting opened at 6:02 p.m. with a welcome and review of the agenda. The minutes were approved without change. There were no public comments. The Board reviewed and approved the following ground rules for its meetings:

1. Meetings will start and end on time
2. Everyone participates – and encourage everyone to speak. But - pass if you wish.
4. Share the air: be brief and don't speak twice until all have had a chance to speak
5. Move on when opinions are established
6. Tell or ask about assumptions and conclusions – if you think you don't understand where someone's coming from, ask.
7. Respect opinions - disagree respectfully
8. Facilitator will acknowledge speakers. One speaker at a time - don't interrupt - let each speaker finish
9. Pose, accept and explore difficult questions
10. Operate by consensus; vote when needed
11. Don't have outside discussions about Board work

The Board then identified questions and conflicts for the Public Service applications:

**General questions for Margaret:**

Question: Is there still the opportunity for agencies to apply for A\*VISTA's? Several of the applications rely on a VISTA for some of the work. What's the status of things given Burlington did not receive its grant?

Answer: Yes, there is still an opportunity for CDBG applicants to apply for A\*VISTAs. The Corporation for National & Community Service awarded 10 VISTAs to do the work outlined in Burlington's application. That is 10 VISTAs less than we requested, so the competition will be tighter. We are still working with the Vermont Commission on National Service and Agency of Human Services to understand how that competition will work and how the VISTA program will be managed next year.

Question: In PS25, in section XIV, there is a question a) that asks about "the minimum amount of CDBG funding that would realistically be effective..." I don't show any other applications with this question. Is this an old application, or did everyone else use an old application?

Answer: The applicant used an old (pre-2010) application form.

**For all applicants:**

- What is the actual EO status of your staff for this program and Board – race, sex, etc. How does that compare with the EO status of the clients of this program (i.e., the one you’re requesting funding for)?
- Describe the diversity / cultural competency trainings that your staff and Board have participated in during the last year?

[Add progress to the application question for next year.]

**PS1 Affordable Housing Preservation & Resident Organizing Project**

**Conflicts: None**

- Given the agreement with BHA about the Wharf Lane and Bobbin Mill units, is there still a need for the activities outlined in the grant?
- Is any of the \$70,674 in private funding committed?
- Budget Section. c. Total of CDBG column should be \$8,000 not 0.
- Will efforts be focused on HUD properties only or on other affordable housing projects?
- Do resident leaders have a track record in organizing or will they need to be trained?

**PS2 Daystation/Streetwork Program (COTS)**

**Conflicts: None**

- Budget Section. a. Summary. Current Project amount from CDBG is listed as \$8,000. The spreadsheet we received indicates that the 2010 award was \$9,000.
- What is the current percent of clients leaving shelter who have employment?
- Are the client seats on the Board filled, and are those clients active on the Board?

**PS3 COTS Families in Transition**

**Conflicts: None**

- Budget Section. a. Summary, Current Project amount from CDBG is listed as \$9,500. The spreadsheet we received indicates that the 2010 award was \$9,000.
- Why are you asking for partial funding for multiple positions instead of focusing the funding on one position?
- Do we correctly understand that you track the immediate enrollment of children or are you also tracking children’s school attendance over the long term?
- Could you please correct the reference to PATH and update it to the current terminology?

**PS4 CVOEO Housing Assistance Program**

**Conflicts: None**

- You have the agency (CVOEO) budget projected to be \$16,734,000. P10 has agency budget (CVOEO) currently at \$17,418,600 which is not the total of the lines, and a projected budget at \$15,844,800 which is not the correct total of the lines, and which has UW income of \$1,149,600 which I don’t think is correct. Can we get clarification from CVOEO on the agency’s budget- current and projected – for all CVOEO applications?

**PS5 Safe Tonight (WHBW)**

**Conflicts: None**

- Budget Section. c. Staff Titles (Emergency Services Coordinator and Economic Justice Program Coordinator" don't match those in IV a and b "Shelter Director and Economic Justice Director"
- How do the Emergency Housing Advocates relate to the staff positions listed above?
- Why are you predicting a 3-fold increase in private donations? How much of that funding is committed?
- When you count Burlington residents, are those folks who were originally from Burlington or does it also include folks who were homeless and came to Burlington?
- In section V, could you explain how many people are served in more than one service activity? Do the numbers overlap? How did you arrive at your unduplicated count?

**PS6 WARMTH Support Program (CVOEO)**

**Conflicts: None**

- Have agency (CVOEO) budget projected to be \$16,734,000. P10 has agency budget (CVOEO) currently at \$17,418,600 which is not the total of the lines, and a projected budget at \$15,844,800 which is not the correct total of the lines, and which has UW income of \$1,149,600 which I don't think is correct. Can we get clarification from CVOEO on the agency's budget- current and projected?

**PS7 Waystation (COTS)**

**Conflicts: None**

- Budget Section. a. Summary, Current Project amount from CDBG is listed as \$7,000. The spreadsheet we received indicates that the 2010 award was \$8,000.

**PS8 Turning Point Center Recovery Coaching**

**Conflicts: Jane Helmstetter is on the Board**

- Section 9 – do you have a goal for rate of success? How will you establish that your program is successful?

**PS9 After School Food Program (Boys & Girls Club)**

**Conflicts: None**

- XIV d. Administration costs of 27% seems high in comparison with other organizations.

**PS10 Chittenden Emergency Food Shelf (CVOEO)**

**Conflicts: None**

**Interests: Barbara Bielawski volunteers there**

- Budget Section. c. Totals should read CDBG, \$12,000; Other \$1,125,091, and \$1,137,091.
- Have agency (CVOEO) budget projected to be \$16,734,000. P10 has agency budget (CVOEO) currently at \$17,418,600 which is not the total of the lines, and a projected budget at \$15,844,800 which is not the correct total of the lines, and which has UW income of \$1,149,600 which I don't think is correct. Can we get clarification from CVOEO on the agency's budget- current and projected?

**PS11 CVAA Case Management for Seniors**

**Conflicts: None**

**PS12 Heineberg Senior Center**

**Conflicts: None**

**PS13 Homesharing & Caregiving (HomeShare VT)**

**Conflicts: None**

**PS14 Building Community Preschool (King Street Center)**

**Conflicts: None**

- On p. 3, why did you choose to offer ESL classes to African mothers rather than to a broader group?

**PS15 Early Childhood Program and Childcare Center (Lund Family Center)**

**Conflicts:**

- Is Lund requesting \$12,000 shown on page 1, or \$10,000 shown in the budgets?

**PS16 Parent Sliding Tuition Scale (Burlington Children's Space)**

**Conflicts: None**

**PS17 Sara Holbrook Preschool Program**

**Conflicts: None**

- Why is there no state or federal money in your budget?

**PS18 After-School Youth Service Provider Collaborative (Boys & Girls Club, King Street Center, New NE Youth Ctr.)**

**Conflicts: None**

**Interests: Carole LaVigne uses the Miller Ctr. and was part of original group to get the NNE Ctr. started**

- What agency or agencies does the Agency Current and Projected budgets include? B&G Club, King St, and Sara Holbrook?
- The project description refers to three programs offered by the three agencies. It doesn't mention how they collaborate. For example, do they share, space, vehicles, staff, clients, etc.? Narrative says they are "run independently - but work cooperatively."
- Also mentions "one unified program."
- Budget Section a. Current CDBG listed as \$14,750. Spreadsheet indicates that \$12,000 was awarded in 2010. Not clear if the agency budget refers to all three agencies or to the Boys' and Girls' Club or some other combination.
- How did you come up with the 600 unduplicated number to be served at the NNE Ctr.?

**PS19 Healthy City Youth Gardening Initiative (Friends of Burlington Gardens)**

**Conflicts: None**

**Interests: Geoff Wyman is friends with E.D.**

**Lisa Lillibrige's husband just left the Board**

**PS20 Intensive Residential Life Experience Summer Camps (VT Assoc. Blind)**

**Conflicts: None**

- Projected Project Budget, including CDBG funding, should total \$12,000, not \$10,000. Has any of the other \$10k private funding been secured or it is applied for?
- Budget not clear. For example, section A, Project projected costs listed as \$10,000. Actually adds up to \$12,000. But that doesn't seem to be enough money to run the summer camp program.

**PS21 New Arrivals Summer English Language Learners (Sara Holbrook Ctr.)**

**Conflicts: None**

**PS22 YWCA Opportunity Project (YWCA VT)**

**Conflicts: Emily Neilsen is on the Board**

**PS23 Community Radio Station Outreach/Training (Big Heavy World)**

**Conflicts: None**

- Can we get a better, more clear budget? I have no sense if any of the funding is likely, realistic, pie in the sky. We have no current budget, for either the program or the agency, and the agency proposed budget does not include any CDBG funding in the totals. Has any of the \$30,000 agency proposed budget been secured? Where might it come from?
- "Provides a no-barrier-to-entry, positive-spirited opportunity for skills-building. . .that will lead to quality employment." I realize that the program does not have a regular curriculum, but would like more information on topics staff/volunteers think are important to become "technically educated." Also, would like some indication of the composition of the audience listening to the station. For example, how many people in a particular ethnic group are in the radius of the station and are likely to listen?

**PS24 Credit Action VITA Site Project (CVOEO)**

**Conflicts: None**

**Interests: Martha Maksym, United Way runs a separate VITA site**

- Have agency (CVOEO) budget projected to be \$16,734,000. P10 has agency budget (CVOEO) currently at \$17,418,600 which is not the total of the lines, and a projected budget at \$15,844,800 which is not the correct total of the lines, and which has UW income of \$1,149,600 which I don't think is correct. Can we get clarification from CVOEO on the agency's budget- current and projected?

**PS25 Project Integration (Assoc. of Africans Living in VT)**

**Conflicts: None**

- Please submit using a current 2011 application form– some information from the current form is missing.

**PS26 Social & Economic Development Project (Somali Bantu Comm. Assoc.)**

**Conflicts: Jason L'Ecuyer's wife will be joining the Board**

- United Way does not fund this program or agency, so the \$12,000 in the proposed budget is unrealistic unless they get a tremendous amount of donor designations. A current program budget of \$9,505 and a projected budget of \$30,000 (minus \$12k which I don't believe will come from UW) seems like a stretch. Also a current agency budget of \$10,727 and a

**PS27 Technology Training for Hunt Families (Hunt Middle School)**

**Conflicts: None**

**Interests: Carole LaVigne works for the School District**

- Why is Hunt Middle School getting into this business? Is this a direction the entire school district wants to go in? Is there an opportunity to let a local agency that provides technology training use Hunt's facilities? Just not sure how this fits with school district plans. Please explain.
- Under section 7a, you say will target magnet school families - Why not include multigenerational poverty families in the NNE?
- Are you targeting just parents, or also children?

**PS28 Volunteer Income Tax Assistance (CVOEO)**

**Conflicts: None**

**Interests: Martha Maksym is a member of CASH Coalition and United Way operates another VITA site**

- Have agency (CVOEO) budget projected to be \$16,734,000. P10 has agency budget (CVOEO) currently at \$17,418,600 which is not the total of the lines, and a projected budget at \$15,844,800 which is not the correct total of the lines, and which has UW income of \$1,149,600 which I don't think is correct. Can we get clarification from CVOEO on the agency's budget- current and projected?

**PS29 Caring for our Neighbors (VNA)**

**Conflicts:**

**Jason L'Ecuyer's wife works for VNA in another program**

- Do you include instruction to parents on raising bilingual children? Do you have language goals for youth served?

**PS30 Patient Prescription Assistance (CHC)**

**Conflicts: None**

**PS31 Prevention of Poverty-Inducing Crime & Assistance to Survivors Facing Poverty (Women's Rape Crisis Ctr.)**

**Conflicts: None**

The Board then reviewed its assignment for its next meeting, which is on March 2. Applicants must answer the questions no later than February 11. The answers will be forwarded to Board members as they are received. Board members should submit their completed Public Service rating sheet (including the budget numbers) to CEDO no later than February 28.

The rating sheet is a two-step process. Step One is rating the applications. If an application does NOT meet the anti-poverty goals, give it a “D” and move on to the next application. If the application does meet the anti-poverty goals, rate H, M or L and go to the next criterion. Some criteria may not apply to all applications; in that case, give the application a “D” for that criterion. When you get to the “Overall Priority” column, give the application an overall rating of H, M, L or D. Please do not rate proposals where you have a conflict of interest; leave them blank.

H = High: The project does a good to excellent job of meeting the objective

M = Medium: The project does a fair to good job of meeting the objective

L = Low: The project does a poor to fair job of meeting the objective

D = Does not address this particular objective / Does not deserve funding

CEDO will convert the “H, M, L, D” ratings to a group composite rating and ranking for each application. That information will be available for the next meeting.

Step Two is balancing your budget. Give each application a recommended funding amount. (That amount may be zero, if the application ended up with a “D” rating.) Then, add up all your recommended amounts and compare your total with the total amount of money available. Adjust your amounts until you are equal to the amount available. If you have a conflict of interest on a project, leave the funding amount for that project blank.

When you hand your rating sheets in, CEDO will assign dots for each application based on your funding recommendation. Then, when you meet to discuss the applications, CEDO will have postings on the wall showing (by dot color) the Board members’ recommended funding amounts for each application as follows:

Blue Dot	= 75% to 100% of the requested amount
Green Dot	= 50% to 75% of the requested amount
Orange Dot	= 25% to 50% of the requested amount
Red Dot	= \$0

CEDO will also compute the median recommended funding amount for each application as a starting point for the allocation discussion at the next meeting.

Feedback from Board members included the following:

- Don’t try to finish the rating sheet in one sitting; it’s easier to split up this work over time.
- Do be willing to give \$0 funding to an application if that’s what you feel it deserves.
- Next year, put 10 minutes in up front on the agenda for generic questions.
- Add ½ hour to the meeting time for this meeting year; it felt rushed with only two hours.

The meeting adjourned at approximately 8:10 p.m.