

***This project***  
**CITY OF BURLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT - 2018 APPLICATION**

Organization/Agency: Burlington Children's Space \_\_\_\_\_

Project Name: Burlington Children's Space Nutrition Program  
*(questions with an asterisk are collaborative questions that may be found on funding applications for the United Way of Northwest Vermont)*

## ***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? \***

Hunger Free Vermont reports that 14% of children under age 18 live in food insecure homes. At the Burlington Children's Space, at least 40% of children qualify for free and reduced meals and additional children live in homes where parents report they need help affording food. CDBG funding allows BCS to provide a nutrition program that meets the basic needs of residents living in poverty. At least 51% of Burlington participants are low/moderate income.

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

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

BCS is a full day, full year child care program serving children from 6 months to 5 years, which is nationally accredited and offers two meals and a snack to all participants each day. Federal reimbursements through the USDA's Child and Adult Care Food Program (CACFP) cover the cost of food, staff time for completing paperwork and a portion of the Chef's time; BCS is seeking CDBG funding to cover the remaining portion of the Chef's time and kitchen overhead costs.

- 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) \***

According to the USDA children who participate in school meals receive far more nutrients than those children who do not participate. Children who eat school breakfast eat more fruits, drink more milk, and consume less saturated fat than those who don't eat breakfast or have breakfast at home. School breakfast has repeatedly been shown to reduce problem behaviors and improve children's focus and academic performance (USDA, 2017). Hunger Free Vermont reports that only 9% of childcare providers offer meal programs through the federal nutrition program, in part because of extensive paperwork requirements and uncovered costs. BCS utilizes CACFP to provide breakfast, lunch and snack to 54 enrolled children. Additional components such as weekly take home meal kits, taste tests, and free family dinners are covered by other grants.

Over the past 10 years BCS has developed a full nutrition program for children of all ages with additional supports for families. During this time, supported by three research projects conducted by students at the UVM School of Medicine and health initiatives of Head Start, BCS has learned that feeding children improves health outcomes, attendance, behavior, sense of community and children's working knowledge of food cycles. Providing school meals for children from food

insecure homes can have a much greater and sustainable impact if families are also learning how to provide nutritious meals at home and accessing community resources such as free gleaning programs and WIC benefits. All of these activities are done using the Strengthening Families Protective Factors approach developed by the Center for the Study of Social Policy, used throughout the State of Vermont.

**3. How will this program/project contribute to the City's anti-poverty strategy?**

This project directly relates to the City's priority of providing public services to at risk populations by funding agencies and programs that improve the health, safety and quality of life of its most vulnerable citizens. Out of BCS's 54 enrolled children in 2017, 42 were Burlington residents, 62% were of very low, low or moderate income. A number of these families were experiencing additional stress caused by mental illness, domestic violence, or substance abuse- all populations identified for prioritization in the City's strategic plan.

Based on requests for free meals, BCS knows that even families with two working parents earning low wages struggle to put food on the table. Many times food, heat, housing, and health care are competing for limited funds and can push working families into unstable housing or other at risk categories due to chronic stress. Parents have reported that meals offered at BCS can lower their family food costs by up to \$200 per month for a family of 4.

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

BCS's nutrition program has been developed with input from many program participants as well as BCS's collaborating agencies Head Start and the HowardCenter. BCS works with Child Care Resource, which holds the USDA license under which CACFP funding is provided. BCS also works with Head Start to ensure it is meeting Health and Nutrition standards for Head Start and Early Head Start programming. BCS sits on the Chittenden County Hunger Council. BCS was a 2016 City Market Seedling Grantee for its gardening programming and City Market has paid for the ingredients for Family Dinners for the past 5 years. In 2016 BCS was also the St. Michaels College Fix It With 5 grant recipient for its Take Home Meal Bag Project and continues to report to the Fix It With 5 organization.

BCS works collaboratively with each of these partners to increase the quality of its program offerings and advocate for overall increased awareness of hunger and child nutrition in the community. Parents are asked to comment on BCS's nutrition program on an annual survey. Weekly take home food bags, which contain the ingredients and instructions to make a meal for 4-6 people, include a short survey about the content of the bag and the impact it had on the family.

### ***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?**

By offering a school-wide nutrition program, all families can participate without stigma. Over income families can participate in the meals program by purchasing lunch and all recipients receive breakfast and snack for free. All families, regardless of income, receive education about available resources that can help improve overall family nutrition and promote healthy habits that can last a lifetime.

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

Goal	Activity	Target Outcomes
Improved nutrition through school meals program	Provide 2 meals and snack each day through CACFP	40 Burlington children
Increased parent awareness of resources available to help improve access to nutritious foods at home	Host health and nutrition related parent engagement activities at BCS	80% of parents participate in at least one event
Positive impacts on family nutrition and stress levels due to BCS's nutrition program	Parents self-report on impacts of BCS's program	80% report positive impacts

***IV. Impact / Evaluation***

**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. \***

Data collected includes family demographics, daily counts of children participating in nutrition programming, counts of parents participating in engagement activities, and parents' self-reporting on the nutrition program's impact on their family's nutrition. Demographics are collected at enrollment, full program surveys are completed annually, and education events are held monthly.

**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 2017 (or June 2016). For non-CDBG participants – report on your achievements from the previous year.**

BCS estimated it would serve 35 Burlington residents, its most recent report showed 42 Burlington participants. 67% of participants (all towns) reported the food program had improved their child's overall nutrition and 83% reported it lowered overall stress.

***V. Experience / Organizational Capacity***

**1. What is your agency's mission, and how do the proposed activities fit with your mission?**

The Burlington Children's Space embraces, enriches, empowers and educates young children and families in our community.

Nutrition programming physically strengthens children and contributes to overall health, but also increases families' ability provide for their children and lowers overall stress.

**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.)\***

BCS has been operating for over 30 years, is accredited by the National Association for the Education of Young Children and receives a 5 STAR rating from the State of Vermont. BCS is a Child Development Division Strengthening Families grantee because of its commitment to strength

based work with the CDD’s most vulnerable families. BCS is a Head Start partner and one of the HowardCenter’s Therapeutic Childcare programs. By working with Child Care Resource over the past 5 years, BCS has been able to expand its nutrition program and successfully meet all of the requirements of CACFP.

**3. What steps has your organization/board taken in the past year to become more culturally competent internally?**

The majority of staff members have attended Cultural and Linguistic Competency training with Mercedes Avilia offered through Vermont Health Improvement Project, BCS staff participate in monthly conversations using the Courageous Conversations framework led by BCS’s Program Director. BCS also participated in a Language Access PLC hosted by Building Bright Futures.

**4. Have you received Federal or State grant funds in the past three years?  Yes  No**

**5. Were the activities funded by these sources successfully completed?  Yes  No  N/A  
If No, please explain:**

**VI. Proposed Low & Moderate Income Beneficiaries / Commitment to Diversity**

**1. 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/2017-HUD-Income-Limits>**

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Nutrition Program	40	17	7	4	12

**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, 2018?**

Yes  NO  Not Serving Limited Clientele (public facilities only)

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

Enrollment is based on availability, with priority given to balancing the sliding scale, maintaining a full Head Start caseload of 22 and a full caseload for the embedded HowardCenter Clinician who provides onsite supports for children and families with mental health issues. BCS provides interpreter services for families who would like support in the enrollment process.

**3. Describe the steps you take to make the project/program accessible, inclusive and culturally appropriate for the target population. \***

BCS is one of a very few programs that accepts child care subsidies without charging a co-pay and offers a sliding scale for tuition based on family income. All families at BCS are asked to enroll in CACFP and each year. The application is simple and support is offered for anyone who needs language assistance. Meals are served family style, reinforcing the sense of community and teachers are sensitive to differences in home traditions. BCS does not serve pork or red meat due to many families' dietary restrictions based on religion.

## ***VII. Budget / Financial Feasibility***

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**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.**

Funds will be directed toward staff costs not covered by federal reimbursements through the Child and Adult Care Food Program including staff time for preparing and serving food, providing education and outreach to parents as well as overhead for kitchen space ( 10% of overall building overhead).

**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
Nutrition Program	Chef	Shopping, food preparation, recordkeeping, parent outreach/education	25-28	50%

**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 CDBG hours worked, other hours worked and funding sources, and a narrative for all CDBG and non-CDBG funded activities, and they 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, 2018?  Yes  No  Not funding salaries**

**3. Program/Project Budget**

Line Item	CDBG Year 1	CDBG Year 2	Other Year 1	Other Year 2	Total Year 1	Total Year 2
<b>Chef Salary</b>	<b>11,000</b>	<b>11,000</b>	<b>9,688</b>	<b>10,308</b>	<b>20,688</b>	<b>21,308</b>
<b>Overhead for 2 small kitchens</b>	<b>6,700</b>	<b>6,700</b>			<b>\$6,700</b>	<b>\$6,700</b>

**4. Funding Sources**

	Project			Agency		
	Current	Projected Year 1	Projected Year 2	Current	Projected Year 1	Projected Year 2
CDBG	\$ 16,700	\$ 17,700	\$17,700	\$ 16,700	\$17,700	\$17,700
State (specify)						
CDD Subsidies for Tuition				\$188,315	\$220,226	\$225,000
CDD Strengthening				\$35,264	\$32,100	\$33,000
Families Grant				\$10,391	\$5,268	
Vt Children's Trust Fund				\$68,542	\$79,450	\$81,500
Pre-K payments from school districts						
Federal (specify)						
CACFP	\$30,424	\$30,000	\$30,000	\$27,803	\$30,000	\$30,000
Head Start	\$7150	\$7150	\$7150	\$48,131	\$39,150	\$39,150
Insurance Rebate						
United Way				\$44,693	\$50,000	\$50,000
Private (specify)						
Lunch tickets for over income families	\$13,695	\$13,000	\$13,000	\$13,695	\$13,000	\$13,000
Fund raising, foundation support, donations	\$10,000			\$78,506	\$88,088	\$130,350
Program Income	\$3,300	\$2,077	\$850	\$370,212	\$322,950	\$332,630
Tuition						
Other (specify)						
Misc.						
Vt Arts Council grant				\$11,196	\$10,000	\$1,000
Investments						
<b>Total</b>	<b>\$ 81,269</b>	<b>\$ 69,927</b>	<b>\$473,700</b>	<b>\$ 913,448</b>	<b>\$ 907,932</b>	<b>\$953,330</b>

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

\$ 35,400 ( 2 years ) ÷ \$ 143,627 ( two year total ) = 25 %  
 CDBG Funding Total Program/Project Costs Percentage

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

\$ 143,627 ( two year total ) ÷ 80 = \$ 1795.34 ( per year )  
 Total Program/Project Cost # Total Proposed Beneficiaries Cost Per Person

$$\text{\$ } \underline{\quad 35,400 \quad} \text{ ( two year total) } \div \underline{\quad 8 \quad} = \text{\$ } \underline{\quad 442.50 \quad} \text{ ( per year) } \underline{\hspace{2cm}}$$

Total Amount of CDBG Funding # Total Proposed Beneficiaries Cost Per Person CDBG Investment

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

BCS has been providing essential services to Burlington residents for over 30 years. Despite a very lean budget, BCS must blend funding from a number of sources to fill the gap not covered by tuition and other sources. The nutrition program has a very direct benefit to children and impacts families' ability to become or remain financially independent. Good nutrition and the related benefits of lower stress in the home have long term financial impacts on the community through lower health and mental health costs.

**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?\***

Each year BCS engages almost 100 parents, students and community volunteers. BCS partners with Head Start, HowardCenter, Children's Integrated Services and the public schools to reduce costs and expand services available to families. CDBG funding helps to illustrate BCS's effort to diligently pursue available resources and develop innovative partnerships that benefit families.

***VIII. 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.**

In 2018 BCS will partner with the Fletcher Allen Foundation to add take home meal kits to its nutrition program. Families who are low on food or do not know how to cook can get a kit with recipes and ingredients to make a family meal at home. This project allows BCS to address child and family nutrition at the same time- children get meals at school and parents get help providing similarly healthy and nutritious meals at home.

This year BCS has also been strengthening its connection to the Department of Children and Families, especially when children in the program are at risk for entering the foster care system. By working together, BCS and DCF have convened a team that supports the child, the birth parent, and potential foster parents during a very stressful time. Health, mental health, transportation, special education, and nutrition can all be addressed by the team, typically leveraging more resources than any one agency working alone.

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

BCS can only serve enrolled children and BCS has a waiting list of over 150 children. The opportunity for growth comes when BCS can serve as a model of how use and build on CACFP funding. Hunger Free Vermont often uses BCS as an example for other programs considering starting their own nutrition program. In 2017 Governor Paul Scott's signed a bill on BCS's playground expanding Farm to School funding, highlighting the benefits of child nutrition programs.

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

In 2016 BCS expanded its Head Start partnership to include 10 slots for infants and toddlers. Because BCS was already serving Head Start eligible infants and toddlers the program was added at no cost to BCS. The partnership provides a small amount of per child funding to help cover the

gap between tuition and the actual cost of care, a full time Early Care Advocate who provides classroom support and home visits, a health coordinator who provides health screening, parent education components, and a stipend for the nutrition program. In addition to free diapers, the services Head Start offers to families are invaluable- although it is difficult to measure the impact, they probably mitigate many of the stresses vulnerable parents of very young children are feeling.

## ***IX. 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?**

BCS's nutrition program serves up to 70 children each year, over half of which are Burlington residents. The nutrition program directly impacts children and has health, behavior, and school attendance benefits. Access to two free meals and a snack each day reduces stress on food budgets and impacts families' ability to become or remain financially independent. If BCS's nutrition program ended many families would struggle to find enough food to pack breakfast, lunch and snack for their children to eat at school and children's overall nutrition would decline at a time of critical brain development.

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

Without CDBG funding, BCS would struggle to participate in CACFP and might have to return to asking families to bring food from home. If required to function on CACFP reimbursements alone, BCS would have to drastically reduce the quality and quantity of food served, lessening many of the benefits children receive by eating a wide variety of fresh fruits and vegetables and being exposed to a range of nutritious dishes.

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

Running the school meals program is BCS's top priority. The parent education aspects of the project could be eliminated if necessary, but would lessen the impact of coupling excellent school food with family engagement that supports healthy eating at home.

## ***X. Certification***

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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. **In addition, I certify that this project is ready to proceed as of July 1, 2018.**

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

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date