

CITY OF BURLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT - 2020 APPLICATION

*Application must be no more than 9 total pages (including cover page) with 12 point font.
Refer to NOFA for required information for each question.*

Project Name: Domestic Violence Shelter

Project Location / Address: Confidential to be shared with CEDO staff

Applicant Organization / Agency: Champlain Housing Trust

Mailing Address: 88 King St.

Physical Address: 88 King St.

Contact: Amy Demetrowitz Title: Dir of Real Estate Development Phone #: 862-6244

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EIN #: 22-2536446 DUNS #: 868151226

<p>CDBG Funding Request: <u>\$40,000</u></p> <p>Total Estimated Program/Project Cost: <u>\$3,051,250</u></p> <p>Grant Duration: mark one _____ 1 Year _____ 2 Year <i>(Only Public Service programs with a focus on Housing or Homelessness are eligible for 2 year grant this year)</i></p> <p>Development: mark one ____ <i>Economic Development</i> <input checked="" type="checkbox"/> <i>Construction</i></p> <p>Public Service: ____ <i>Housing</i> ____ <i>Homelessness</i> ____ <i>Health</i> ____ <i>Econ Opportunity</i> <i>Mark one</i></p>
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1. Type of Organization

- | | |
|---|---|
| <input type="checkbox"/> Local Government | <input checked="" type="checkbox"/> Non-Profit Organization (please provide copy of your
IRS 501(c)(3) tax exemption letter) |
| <input type="checkbox"/> For-Profit Organization | <input type="checkbox"/> Institution of Higher Education |
| <input type="checkbox"/> Faith-Based Organization | |

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. In addition, this project is ready to proceed as of July 1, 2020.

Signature of Authorized Official

Name of Authorized Official

Title

Date

I. Demonstrated Need

1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives? *

This CDBG request will provide capacity funding to the Champlain Housing Trust (CHT) to support our work with Steps to End Domestic Violence (Steps) to purchase and renovate new shelter and administrative space.

This project serves and protects the vulnerable and increases affordable housing opportunities for victims of domestic violence as identified in the Consolidated Plan. Steps will be better able to serve this vulnerable population across the region by partnering with CHT to secure more adequate and efficient space.

II. Program/Project Design

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

The Champlain Housing Trust is partnering with Steps to End Domestic Violence to develop a new facility including an emergency shelter for people fleeing domestic abuse. The CDBG grant will support CHT's work with Steps to identify real estate opportunities, develop and implement a financing plan including applying for funding, purchase and renovate a property, and own and manage the facility long-term.

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)*

Steps currently occupies an old converted single family home in Burlington which operates as both their administrative offices and emergency shelter space. They have just 7 bedrooms in the shelter and so they house an average of 27 households per night in area motels. This off-site solution makes providing services inefficient and the current administrative offices are inadequate and in need of significant upgrades. CHT and Steps are currently in discussions with the owner of a potential property that could be renovated to meet the need for 25-30 rooms and approximately 5,800 sf of administrative and program space. Because of the sensitive nature and security concerns related to a shelter for victims of domestic violence, the specific location cannot be shared publically, though we will show evidence of site control to CEDO staff. A new shelter with expanded program/administrative space will allow Steps to more effectively support survivors of domestic violence.

The requested CDBG funding supports CHT's role in the partnership, leading the real estate development activity, while Steps can continue to focus on serving their clients.

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

This project meets the basic needs of stabilizing living situations and decreasing social isolation by providing public services to the vulnerable some of whom are homeless.

Steps provides temporary housing with support services for vulnerable populations - those fleeing domestic violence. Steps supports survivors of domestic violence in rebuilding independent lives with stable housing and economic self-sufficiency.

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

CHT's Board is made up of 1/3 municipal members (with a representative from the City), 1/3 from the general public, and 1/3 residents of our housing. The Board is elected by the membership, and all 4,000+ adults who live in our housing are members of the organization. Our board will represent the community as we move this project through the development process. Fundamental to the work of Steps is "listening to survivors" therefore participant input is central to their program design and they will be soliciting feedback from survivors in the location and design of a new facility.

III. Proposed Outcomes

1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating?

A new shelter with expanded program/administrative space will allow Steps to more effectively support survivors of domestic violence. They will no longer need to put up an average of 27 households per night in area hotels and will instead be able to provide safe transitional housing on-site, with more efficient and direct access to support services and peer connections. The staff of Steps will be able to all be located in the new space improving the overall efficiency and effectiveness of their work.

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

The goal of this project is to provide a new, efficient facility for Steps, so that they are better able to provide support and services, including temporary housing, to victims of domestic violence. The new facility will provide 25-30 shelter beds as well as 5,800 square feet of administrative and program space. The program space will include room for children's play groups as well as peer support meetings. The shelter will include private rooms for families and individuals including wheelchair accessible rooms, common kitchens and bathrooms. Security and safety are critical to the new location as well as being located on a bus line.

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. *

Steps uses a self-sufficiency matrix that assesses participants' ability to manage essential life skills. They refer participants to outside services to assist in aspects of their lives where they may need assistance.

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 2019 (or June 2018). For non-CDBG participants – report on your achievements from the previous year.

This is the first CDBG request for funding to support the development work that CHT will undertake on behalf of Steps. As such, there is no current data to report, but CHT has a 35 year history of successfully completing projects such as these and has had a major impact on the quality of the community due to its work.

V. Experience / Organizational Capacity

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

The Champlain Housing Trust is a Community Land Trust that supports the people of Northwest Vermont and strengthens their communities through the development and stewardship of permanently affordable homes. Our vision is that all communities in our service area will be diverse and inclusive with safe, decent, affordable, housing choices for all people. This includes transitional housing for people in crisis such as those fleeing domestic violence or struggling with addiction.

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.)*

CHT has been developing facilities such as a new Steps shelter and partnering with other non-profits since its founding in 1984. One of the first projects undertaken by what was then the Burlington Community Land Trust, was the development of the first Community Health Center on North Winooski Avenue. Other projects have included the Chittenden Emergency Food Shelf, Legal Aid, the Multi-generational Center, Harbor Place Motel and the Old North End Community Center. CHT's Chief Operating Officer, Michael Monte, is the lead on this projects and he has over 30 years' experience in developing community facilities. Also working on this project is Amy Demetrowitz, CHT's Director of Real Estate Development, who has over 25 years' experience developing affordable housing and other community development projects.

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

Over the past year, CHT has continued its focus on hiring a more diverse staff in a number of ways:

- Posting openings at our larger properties that have on-site offices, including the ONE Community Center that hosts one of the most diverse populations in our area on a daily basis;
- Directly sharing openings with leaders in minority communities and partner agencies including the Association of Africans Living in Vermont and VT Works for Women;
- Using the internet as a primary means of advertising job openings, which has dramatically increased the diversity of our applicant pool;
- Highlighting skills such as multiple language fluency as distinguishing qualifications for public-facing positions;

In addition to its efforts to attract a more diverse staff, CHT will begin including content to broaden cultural awareness in each quarterly all staff meeting. Content will relate to specific cultures, power dynamics, dominant culture, poverty, age differences, learning and communication style

differences, etc. Efforts are also under way to enhance new hire orientation and staff training and development opportunities with a focus on equity and inclusion.

The concept of cultural competency is very important Steps as domestic violence impacts people regardless of race, culture, income, gender, or sexual orientation. Steps provides staff training on issues of cultural competency and strives to make their programs as inclusive as possible.

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
If No, please explain:

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

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/2019-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)
Develop New Facilities Steps Shelter	250 Adults		250 Adults		

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, 2020?
 Yes NO Not Serving Limited Clientele

3. 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?

This project will serve Burlington and the regional need of providing transitional housing and support services to people fleeing domestic violence. The vast majority of Steps participants are extremely low-income or low-income and HUD presumes that victims are principally low-income. Steps reaches people in need through referral from other agencies/providers, law enforcement, word of mouth and educational presentations.

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

Staff receive training on cultural competency and the close peer-to-peer support built into the program provides the opportunity for participants to learn to listen and validate experiences different and similar to their own.

VII. 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.

The CDBG funds will be used to support CHT's efforts to develop the project. Payment will be based on meeting benchmarks which will include: identification and assessment of real estate opportunities; development of scope of work and financing plan; submitting funding applications including city, state and private sources; complying with funding requirements; bidding and managing construction work; on-going management of the properties.

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.

As with past projects, CHT will be paid based on achievement of specified benchmarks, not based on staff time.

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 CDBG hours worked, other hours worked, all 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, 2020? Yes No Not funding salaries

3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Acquisition	\$0	\$1,900,000	\$1,900,000
Rehabilitation	\$0	\$ 750,000	\$ 750,000
Soft Costs	\$ 40,000	\$ 361,250	\$ 401,250
	\$ 40,000	\$3,011,250	\$3,051,250

4. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$ 40,000	\$ 130,000	\$ 150,000
State (specify) VT Housing and Conservation		\$300,000	\$106,000	\$106,000
Federal (specify) Neighborworks Vermont Community Dev Program (State CDBG)		\$300,000	\$150,000	\$175,000
United Way			\$0	\$0
Private (specify) Contributions/Donations Bank Debt		\$200,000 \$1,811,250	\$250,000	\$300,000
Program Income			\$13,187,234	\$13,980,227
Other (<u>specify</u>) BHTF Program/Capacity grants TDBank Grant Equity from sale of Steps building		\$400,000	\$46,500 \$722,000	\$50,000 \$700,750
Total	\$	\$ 3,051,250	\$ 14,591,734	\$ 15,461,977

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

$$\frac{\$ \underline{40,000}}{\text{CDBG Funding}} \div \frac{\$ \underline{3,051,250}}{\text{Total Program/Project Costs}} = \underline{.013\%} \text{ Percentage}$$

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

$$\frac{\$ \underline{3,051,250}}{\text{Total Program/Project Cost}} \div \frac{\underline{250}}{\# \text{ Total Proposed Beneficiaries}} = \underline{\$12,205} \text{ Cost Per Person}$$

$$\frac{\$ \underline{40,000}}{\text{Total Amount of CDBG Funding}} \div \frac{\underline{250}}{\# \text{ Total Proposed CDBG Beneficiaries}} = \underline{\$ 160} \text{ Cost Per Person } \underline{\text{CDBG Investment}}$$

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

Over the past 30 years, CDBG funding has helped build and support CHT’s capacity to be a resource for area non-profits and social service providers who are in need of expanded or more affordable program space. Recently, organizations such as Spectrum, Howard Center and Outright Vermont have sought consultation with CHT about their space needs. Some discussions don't

result in a real estate project, but the organizations have a better understanding of their needs and possibilities after consulting with CHT staff. We are requesting CDBG funds for this project because it will support CHT's work with Steps to provide new expanded space to better serve their mission, but the funding will also support CHT as a resource for real estate advice across the non-profit sector.

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?*

CHT receives the assistance of more than 150 volunteers per year. We also raise contributions and secure grants to fund our programs and services that help people to succeed in their housing, such as our credit counseling and social work staff. This Steps project includes other resources as outlined in the budget.

VIII. Collaboration/Efficiency

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.

This project exemplifies the types of collaborations for which CHT is known - bringing our real estate experience to benefit area non-profits so they are able to concentrate on their missions rather than on developing real estate. Another example of this type of partnership includes the Old North End Community Center where we collaborated with AALV, Robin's Nest, the Family Room and Burlington Parks and Recreation to renovate the former St. Joseph's School into a thriving community center.

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

Steps to End Domestic Violence is the regional provider of services to victims of domestic violence. They partner and refer participants to other programs when warranted such as CVOEO, BHA, the Community Health Center, recovery/treatment centers, Howard Center, Turning Point, and others. Partnering with CHT allows them to focus on their mission, while CHT takes the lead on the real estate aspects of the project.

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

This project is a good example of Steps working to become more efficient. They are in need of new, efficient and affordable space in order to better serve their clients and have reached out to CHT for real estate development services rather than try to develop and manage properties on their own. CHT is always working to respond to community needs and by partnering with well-established service organizations, we can play a role in meeting those needs through our real estate expertise and not try to replicate services.

IX. Sustainability

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?

This project will create a new, larger and more efficient shelter for victims of domestic violence assuring that people are able to most efficiently get the services and support they need to rebuild their lives after being victimized. If the program were to end, the property would be repurposed to meet other community needs.

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

This request is to support CHT's development work, not to support the Steps program or the real estate purchase or renovation. Steps has its own funding sources independent from this funding. However, a new facility will help strengthen Steps by providing adequate shelter space co-located with their administrative offices allowing them to provide better services to survivors.

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

The requested funding will support the ongoing development work that CHT is currently undertaking to help Steps secure a new shelter space. Without this funding, CHT will have an organizational funding gap and will need to focus on projects that pay fees in order to support the organization.