

**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: Recovery Housing

Project Location / Address: 1005, 1006, 1007 Ethan Allen Ave, Essex

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

**CDBG Funding Request: \$35,000**

**Total Estimated Program/Project Cost: \$1,885,000**

**Grant Duration:** mark one \_\_\_\_\_ **1 Year** \_\_\_\_\_ **2 Year**

*(Only Public Service programs with a focus on Housing or Homelessness are eligible for 2 year grant this year )*

**Development:** mark one \_\_\_ *Economic Development* x *Construction*

**Public Service:** \_\_\_ *Housing* \_\_\_ *Homelessness* \_\_\_ *Health* \_\_\_ *Econ Opportunity*

*Mark one*

**1. Type of Organization**

\_\_\_ Local Government

\_\_\_ For-Profit Organization

\_\_\_ Faith-Based Organization

x 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. 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 real estate development services work with Vermont Foundation of Recovery (VFOR) to provide “recovery homes” serving Burlington and regional needs. VFOR provides clean and sober-living “recovery homes” for people suffering from addiction in the Chittenden County region.

Providing recovery homes for up to 32 people suffering from addiction meets the objective of protecting the vulnerable and increasing affordable housing opportunities for vulnerable populations as identified in the Consolidated Plan. The efficiencies and cost-savings of co-locating these homes will strengthen VFOR as an organization allowing it to expand its network of homes.

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

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

The Champlain Housing Trust is partnering with Vermont Foundation of Recovery to develop recovery homes for 32 people with substance abuse disorder in three buildings we currently own at Fort Ethan Allen. The CDBG grant will support CHT's work on developing the real estate project for VFOR including implementing financing plans, applying for funding, renovating the properties, coordinating the transition of the buildings to recovery home occupancy, owning and managing the buildings 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)\***

VFOR currently operates a number of recovery homes, but they are in various locations around Chittenden County and so are inefficient and costly to operate. Co-locating homes for 32 people in one location provides an expanded community of support and connection for people committing themselves to sober living. The homes will be owned and managed by CHT, and the efficiencies will provide a projected \$150,000 annual cost savings for VFOR allowing them to expand their network of recovery homes. While the project is not located in Burlington, the identified buildings at the Fort in Essex are ideal for serving Burlington and the regions need for recovery housing. Having three buildings on one site is also an ideal configuration for VFOR to begin to provide transitional housing for parents to be reunified with their children from whom they have been separated due to substance abuse issues.

This grant request is to support CHT's development work on behalf of VFOR. This partnership allows each organization to focus on their missions and strengths – CHT leads the real estate development and VFOR focuses on better serving their members and eventually serving more people in need across the state.

### **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 and may be from Burlington.

VFOR provides temporary housing for vulnerable populations, those struggling with addiction, in a way that provides peer support and other support services. The objective of the Recovery Home model is to create family-like connections between occupants who manage the homes cooperatively and see their own struggles with addiction reflected and understood by their housemates. All residents are expected to make a contribution to the community through work or volunteering, steps that also help them put their financial lives back on track.

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

CHT staff have been participating members of the Chittenden County Continuum of Care at which issues of housing people with substance abuse disorder are regularly discussed and also participated in a session to discuss housing that was sponsored through the State Opioid Council. It was through partnering with VFOR that CHT was able to find a direct way to respond to this community identified issue.

A high percentage of the staff and board of VFOR are people in recovery and recovery homes are managed cooperatively by the residents each with facilitation from a housing coordinator who is a person in long-term recovery. The experiences and insights of people in recovery are integral to who they are as an organization. After identifying this specific location for recovery housing, CHT and VFOR held a number of neighborhood meetings which have also helped to shape the proposal.

### ***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?**

In partnership with VFOR, we have identified three buildings with 12 apartments currently owned by CHT at Fort Ethan Allen that we will convert to recovery homes and master lease to VFOR. This project will provide short-term, supportive, sober housing for 32 individuals struggling with addiction in Burlington and the surrounding region. The transition from active addiction into lasting recovery is often difficult with relapse rates of 40%-60%. Community connection is a critical aspect of achieving and maintaining recovery. With an average stay of 5 months, these homes will conservatively serve 64 people per year. Two of the four-unit buildings will be converted to include four 6-bed cooperative apartments where a family-like culture of peer support is developed to help people remain drug and alcohol free. One building will remain as four 2-bedroom apartments that will be used for a pilot program of homes to reunite parents who have been separated from their children due to their addictions. By co-locating space for 32 residents in homes with affordable costs, VFOR will have projected annual operating cost savings of \$150,000, which will allow them to expand their programs. Recovery housing is a high priority for the State as we struggle from the impacts of the opioid crisis and VFOR has been identified by those addressing the crisis as having the potential to grow its network of well-operated recovery homes to help meet the demand.

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

With VFOR, CHT will develop 32 transitional beds for people in recovery from addiction. The co-location of recovery homes will result in an estimated \$150,000 annual cost savings for VFOR and allow the expansion of their services. CHT has developed a construction scope of work and financing plan and has applied for some funding. We will apply for additional funding throughout the spring and summer and if the requests are funded, VFOR will begin to occupy a portion of the property by Summer 2020. The final phase will be ready for occupancy in Summer 2021.

#### ***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. \***

VFOR assesses members' success based on their ability to remain sober and move on to more independent living situations. The transition from active addiction into lasting recovery is often difficult with relapse rates of 40%-60%. Community connection is a critical aspect of achieving and maintaining recovery. The program requires regular participation in addiction recovery meetings and has regular, unannounced drug testing. Any use of substances results in immediate removal from the home with the ability to return once a recommitment to recovery has been made.

- 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 VFOR. As such, there is no current data to report, but CHT has a 35 year history of successfully completing projects such as this and has had a major impact on the quality of the community due to its work.

#### ***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?**

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 these types of facilities 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, has been the lead on this project 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 VFOR as substance abuse impacts people regardless of race, culture, income, gender, or sexual orientation. They provide staff training on issues of cultural competency.

**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:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Abused Children                 | <input type="checkbox"/> Elderly (62 years +) | <input type="checkbox"/> People with AIDS  |
| <input type="checkbox"/> Battered Spouses                | <input type="checkbox"/> Homeless Persons     | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> 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 Recovery Homes	32 Person/HH		10 Per/HH	17 Per/HH	5/Per/HH

**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?**

VFOR serves people in recovery from substance abuse disorder throughout the region including residents of Burlington, regardless of income. We have conservatively projected that each transitional bed serves two people per year (the average stay is 5 months) and that half are from Burlington. While most participants are low-income, we have conservatively projected that 5 will be above 80% of AMI. VFOR reaches people in need through referral from other agencies/providers, treatment centers, law enforcement, word of mouth and educational presentations.

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

Staff of VFOR receive training on cultural competency and the close peer-to-peer support built into the recovery home model 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 this project and will not be used for acquisition or construction costs. Payment will be based on meeting benchmarks which will include: development of scopes of work and financing plans; 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
<b>Acquisition</b>	\$0	\$1,326,150	\$1,326,150
<b>Rehabilitation</b>	\$0	\$ 368,000	\$ 368,000
<b>Soft Costs</b>	\$ 35,000	\$ 155,850	\$ 190,850
	\$ 35,000	\$1,850,000	\$1,885,000

4. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$ 35,000	\$ 130,000	\$ 150,000
State (specify) VT Housing and Conservation		\$600,000	\$106,000	\$106,000
Federal (specify) Neighborworks Vermont Community Dev Program (State CDBG)		\$700,000	\$150,000	\$175,000
United Way			\$0	\$0
Private (specify) Contributions/Donations Bank Debt UVM loan OneCare grant		\$100,000 \$200,000	\$250,000	\$300,000
Program Income			\$13,187,234	\$13,980,227
Other (specify) Private Foundations		\$125,000	\$46,500 \$722,000	\$50,000 \$700,750
<b>Total</b>	\$	\$ 1,885,000	\$ 14,591,734	\$ 15,461,977

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

$$\frac{\$ 35,000}{\text{CDBG Funding}} \div \frac{\$1,885,000}{\text{Total Program/Project Costs}} = \frac{.02\%}{\text{Percentage}}$$

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

$$\frac{\$ 1,885,000}{\text{Total Program/Project Cost}} \div \frac{32}{\# \text{ Total Proposed Beneficiaries}} = \frac{\$58,906}{\text{Cost Per Person}}$$

$$\frac{\$ 35,000}{\text{Total Amount of CDBG Funding}} \div \frac{32}{\# \text{ Total Proposed CDBG Beneficiaries}} = \frac{\$ 1,094}{\text{Cost Per Person CDBG Investment}}$$

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 to support CHT's work with VFOR because these co-located recovery homes will help them better serve Burlington and the region, 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. The development budgets for recovery homes includes other resources as outlined above.

### 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?**

The Agency of Human Services has identified VFOR as one of the strongest providers of recovery homes in the state and is promoting them to expand into other unserved communities. They also partner with 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 and property management 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 an effort by VFOR to become more efficient and be able to expand their programs. They 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 provides a group of recovery homes for people in recovery from substance abuse across the region including those from Burlington. In the event that the need for this program ends, the properties would be converted to affordable apartments.

**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 for the acquisition or rehabilitation of the buildings or to support VFOR programs which have their own funding sources independent from this funding. However, one of the main impetuses for this project is to provide more cost-effective and efficient homes for VFOR to operate. Having room for 32 people in one location at affordable costs will allow them to expand their network of homes to underserved areas.

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

CHT is currently working with VFOR on securing funding for this project. Without this CDBG support, CHT will have a gap in our operating budget, it would be difficult to pursue this project and may necessitate not pursuing other projects.