

CITY OF BURLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT - 2024 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: Ethan Allen Residence Lighting Upgrade

Project Location / Address: Ethan Allen Residence, 1200 North Ave, Burlington, VT 05408

Applicant Organization / Agency: Living Well Group

Mailing Address: 1205 North Ave., Burlington, VT 05408

Physical Address: SAME

Contact: Amy Perry Title: Development & Communications Director Phone #: [REDACTED]

Web Address: livingwellgroup.org E-mail: [REDACTED]

EIN #: [REDACTED] DUNS #: [REDACTED]

<p>CDBG Funding Request: \$13,000</p> <p>Total Estimated Program/Project Cost: \$13,000</p> <p><i>Choose one category from Development <u>OR</u> one category from Public Service:</i></p> <p>Development: (choose one) <u> </u> Economic Development <u>X</u> Affordable Housing <u> </u> Public Facilities/Improvements</p> <p><u>OR</u></p> <p>Public Service: (choose one) <u> </u> Early Childhood Ed/Childcare <u> </u> Youth Services <u> </u> Health <u> </u> Economic Opportunity <u> </u> Housing and Homelessness</p>
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- 1. Type of Organization**
- | | |
|--|---|
| <u> </u> Local Government | <u>X</u> Non-Profit Organization (please provide copy of your IRS 501(c)(3) tax exemption letter) |
| <u> </u> For-Profit Organization | <u> </u> Institution of Higher Education |
| <u> </u> 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.

<u>Amy Perry</u> Signature of Authorized Official	<u>Amy Perry</u> Name of Authorized Official
<u>Development & Communications Director</u> Title	<u>1/12/2024</u> 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?

Living Well Group, a nonprofit organization that operates two Level III Residential Care homes in Vermont, including Ethan Allen Residence in Burlington, provides affordable housing for vulnerable older Vermonters who are age 65+ and fit into the low and very-low income categories. A majority of our residents qualify for Medicaid, which covers only half the actual cost of care. Without our housing, many of our residents would likely be in a skilled nursing home, at twice the cost to the state, or out on the street.

Our philosophy is to help residents age in place through the end of life, when possible, in the neighborhood they call home and regardless of financial abilities. We strive to provide them a safe, secure, and affordable environment and a high-quality model of elder care that honors, respects and elevates each individual while redefining aging.

We are seeking funding to help upgrade and replace all of our fluorescent lighting in the building with new LED lighting. This is a necessary upgrade for many reasons. First, with the new law in Vermont banning the sale of fluorescent lights going into effect in 2024, it will make it harder for us to replace lighting in the current fixtures in the building. LED lighting has also proven to have health benefits for older adults. It can help reduce glare that makes it harder to move around, it can help prevent eye strain and cataracts, it promotes healthy sleep patterns, and it increases overall happiness in older adults. The cost savings and environmental benefits also lend to this being a more efficient way of lighting our facilities, allowing us to put this savings to use in other beneficial ways for our residents.

This upgrade to our Ethan Allen Residence is a direct benefit to the residents in our facility, thus meeting one of the national objectives of this grant: "Benefits low- and moderate-income persons as per the guidelines established by the U.S. Department of Housing and Urban Development." All our residents will directly benefit from the better lighting in our building, resulting in better sleep, more confidence in moving around and overall improvement in happiness.

II. Program/Project Design

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

Our plan is to replace all of our fluorescent lighting and fixtures in Ethan Allen Residence with new LED lighting. This will (1) make our lighting more energy efficient, (2) provide cost savings to allow us to focus more on our residents in other areas, and (3) most importantly, promote health benefits such as reducing glare that can cause eye strain and headaches, helping to prevent cataracts, promoting better sleep patterns, and contributing to more confidence in movement.

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)

We are committed to providing a safe, affordable and healthy environment for all of our residents. Upgrading all of our current, older fluorescent lighting with newer LED lighting will help support our efforts to achieve this. The new lighting will be more cost effective, reducing costs by 30-40% and contributing to reduced cooling costs with our HVAC system. LED lighting will also help with the overall health of our residents. A study by Brown University School of Public Health found that LED lighting can cut in half the number of sleep disturbances among older adults, disturbances that can place residents at risk for poor health outcomes, including depression.

Better lighting can help reduce glare for older adults, while also providing a brightness that is needed for older eyes to be able to move with more confidence. It is a good alternative to natural light which can help promote healthier sleep patterns. And this can lead to increased happiness in older adults, contributing to a higher quality of life. An added benefit is that LED lighting is environmentally friendly containing no mercury. And with Vermont's recent law to not sell fluorescent lighting starting in 2024, this seems like the best time for us to make this update to our facilities.

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.

Upgrading the lighting in the building from our older fluorescent lighting to newer more energy- and cost-efficient LED lighting helps contribute to a more healthy, safe and secure environment for our residents, many who are low or very-low income seniors. Without this living option, many of our residents would find themselves in nursing homes or living on the streets. A majority of our residents are low or very low-income and Medicaid qualified. And while Medicaid only covers half the actual cost of a resident's care, we've chosen to prioritize providing affordable housing for residents regardless of financial abilities. Our philosophy is to help residents age in place through end of life when possible, and to provide them with the compassion and dignity they deserve, including a healthy and safe environment.

This project directly contributes to a key component of the City of Burlington's anti-poverty strategy described in CEDO's 2018 Consolidated Program (page 144): "Meeting basic needs and stabilizing living situations, including access to and retention of safe, decent and healthy, affordable housing and to income supports."

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

We follow best practice recommendations from the CDC, Vermont Department of Disabilities, Aging & Independent Living (DAIL), and other sources. We also continuously listen to our residents, families, and staff regarding safety concerns. We believe that it takes a village working together to meet these needs and we strive for consistent communication with our village made up of staff, residents, families, and community members.

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?

The project is one simple action – to replace all fluorescent lights with LED lighting. But, the benefits are many and extensive.

Health benefits for our residents:

- **Reduces glare.** The eyes become more sensitive to glare as we age. And for older adults, that glare can impact mobility and depth perception. But, lower lighting can also impact mobility and depth perception. LEDs provide the brightness needed for elders to see, but without the glare.
- **LED lighting can help prevent vision loss and eye disorders.** UV light can contribute to cataracts, cause eye strain, and bring on headaches.
- **Healthy sleep patterns** - Not being able to enjoy the outside benefits of natural sunlight and being under the harsh fluorescent lighting all day can be disruptive and “confuse” an adult’s circadian rhythm, which defined by the National Institute of Health is “the 24-hour internal clock in our brain that regulates cycles of alertness and sleepiness by responding to light changes in our environment.” Simply put, it’s our sleep/wake cycle.
- **Increase happiness** – Better sleep patterns and less eye strain can be a boost to an elder person’s mood. With improved lighting, their confidence in moving can build, they will feel more rested, and will become more active in social activities, decreasing feelings of isolation.

Benefits to the residence and Living Well Group:

- **Cost savings** – replacing fluorescent lights with LED lights has been shown to reduce costs of lighting by as much as 30-40%. And because these lights are generally cooler than fluorescent lights, there can be a slight savings and a less wear and tear on the HVAC system over the years.
- **Reduced maintenance** – LED lights will last much longer than fluorescent lights and need very little maintenance, which is time that can be spent on other projects.

Benefits to the community:

- **Environmentally friendly.** LED lights do not contain mercury and are not harmful to the environment like fluorescent lighting.

As mentioned in the City’s Consolidated Plan on page 121, “All the citizens of Burlington have the right to live and raise their families in homes that are safe and sound...Investing in the health and safety of a vulnerable population – our elderly Burlington residents.” Our philosophy matches this idea perfectly, to provide a safe and affordable home for our vulnerable elder population where they can be surrounded by a high-quality level of care 24 hours a day, 7 days a week, 365 days a year.

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

Our goals with this are to replace all of our fluorescent lighting in the building. This includes the common areas where residents gather during the day, the hallways, and all of the residents’ rooms. The electrician plans to install 2x2 flat panel LED lights where possible and new wrap style lights or a retrofit kit in some areas where the flat panels won’t work. There are 24 rooms with a recess light that will require a new round light to cover the existing recess light.

These improvements will benefit our residents age 65+. We average 36-39 residents at any one time, with a waiting list as rooms become available. We are home to about 45+ residents over the course of one year. With a lifetime expectancy of about 10 years for the LED lights,

we expect that these lights will be benefitted by at least 450 residents during the lifetime of the lights.

These improvements will also benefit our 60+ employees at Ethan Allen Residence as well as family and friends who visit.

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.**

We frequently talk with residents and meet with family members and staff. Our residents have an opportunity at their monthly resident council meeting when any and all concerns or issues can be brought to the attention of staff, as well. We are in constant communication with them and will be able to monitor our residents' overall health. Our nursing staff also keep records of the care given to our residents and can monitor if there are any changes to their health. We use PointClickCare to keep all nursing records and our staff has access to this information.

Our finance director also keeps records of all our bills and expenses and keeps our leadership and board apprised of any significant changes in costs. Quickbooks is used and these reports pulled from here will show any significant savings or costs associated with this project.

- 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 2023 (or June 2022). For non-CDBG participants – report on your achievements from the previous year.**

We did not have a grant from CDBG in FY23, but did have a project for FY22. This was to replace windows in all of the residents' rooms, install a new heat pump setup in the nurses' station, and update the heating system in the residents' common area. We are happy to report that all of this has successfully been completed and the grant has finished. The residents were overjoyed by the new windows, and it has kept the temperature in their rooms more controlled. The heat pump and heating system are both working well and keeping the temperatures in these areas controlled.

The number of beneficiaries we intended to serve with these projects was 39 housing units and 800-1000 beneficiaries over the course of the units' lifetimes. Our numbers have remained consistent with our projections, so we are on target for the lifetime outcome.

V. Experience / Organizational Capacity

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

The mission of Living Well Group is to create a model of whole-person elder care that honors, respects, and elevates each individual while redefining aging. This proposed project will enhance the quality of life for all our assisted living residents age 65+. It will offer each

individual respect, comfort, and safety within their private and shared spaces. This fits well with our mission to honor the whole person beyond just medical care.

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.)

Our full-time facilities director position is currently open, but we are fortunate to have the expertise of our previous maintenance director, Dennis Filion, who is working for us on a part-time basis until the full-time position is filled. He worked at Ethan Allen Residence for over 15 years and is very well-versed in our residential building. He has over 35 years of experience managing buildings and grounds and is qualified to manage this project and maintain all work done. He will also provide all information needed to our new director when they are hired and will stay on board to train and mentor the new director. Dennis also has many contacts in the area and has experience working with the company who will be doing the installation work.

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?

Living Well Group actively recruits and hires a socially and racially diverse and aware board and staff. Living Well Group's staff is comprised of people from Africa, Bosnia, India, Pakistan, and many other regions around the world. Our staff is trained to work across cultural and language differences. We have started a regular diversity training program and often reach out to the Vermont Refugee Resettlement Program and Association of Africans Living in VT to ensure our workplace welcomes and attracts New Americans as well as volunteers and residents from diverse backgrounds. Living Well is committed to a policy of providing equal employment and housing opportunities to all.

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: *Below are the outstanding grants that have not been completed, yet.*

Federal Grants:

1. **FY22 – 2 FEMA Nonprofit Security Grants**, one for Ethan Allen Residence for keypads and cameras, one for Heaton Woods Residence for keypads and cameras. We had a delay due to misquotes from the original company and needing to find a new company and amend both budgets. We are now back on track and finishing up the paperwork for approval to start the physical work on these two residences.
2. **FY23 – 1 FEMA Nonprofit Security Grant** for Ethan Allen Residence for a back up generator. We just received the award and are working on the final paperwork needed for approval to start the physical work.

State Grant:

1. **Dept. of Economic Development Capital Improvement Program Grant** for updating showers at Heaton Woods Residence. This is a big project that is being done in phases. We also had a temporary hold on non-emergency spending this past fall during some transitions in upper-level management, but are back on track.

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

If this activity/project is designed to serve the population experiencing homelessness through housing or supportive services, is your organization or entity partnered with the Chittenden County Continuum of Care and participating in the Coordinated Entry system for the project:

- Yes No Not applicable to activity/project

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/2023-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)
Upgrading of light fixtures from fluorescent to LED.	45 persons during grant period 450+ over equipment life span (10 years)			45 during grant period 450+ over equipment life span	

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, 2024?

- 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?

The beneficiaries of this project are all our Burlington assisted-living residents age 65+. Residents come to us through recommendations from caregivers, doctors, family and other community members and organizations. We often have a waitlist. A majority of our residents are Medicaid approved. Those who come in as private pay will not be asked to leave when they have depleted their funds and must transition to Medicaid. Ethan Allen Residence is open

to all seniors in Vermont looking for affordable housing, regardless of gender, income, race, or ethnicity. We welcome all.

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

Our building is fully handicapped accessible with policies and procedures in place to ensure inclusivity. We welcome and include all seniors, regardless of race, income, or abilities. Any upgrades to our building are beneficial to all of our residents, staff and visitors from diverse backgrounds and regardless of socioeconomic status.

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.

We have worked with Matthew Amstein of Amstein Alarm & Electrical Solutions (AAES) to assess the cost for the project. His plan is to replace 45 fluorescent lights with new LED lights or retrofits. He has figured in the cost of both the lighting and labor and plans to look for any rebates that might be available for us to use.

The \$13,000 grant will be used solely for the light fixtures and his work installing them.

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, 2024? Yes No Not funding salaries

3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
45 new LED lights, mostly 2x2 flat panel, with 24 rooms needing recess lighting. Labor is included in this quote.	\$13,000	\$	\$13,000
Total	\$13,000		\$13,000

4. Funding Sources

	Program/Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$	\$ 13,000	\$	\$
State (specify)				
Federal (specify)				
United Way				
Private (specify)				
Program Income				
Other (<u>specify</u>)				
Total	\$	\$ 13,000	\$	\$

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

$$\frac{\$ \underline{13,000}}{\text{CDBG Funding}} \div \frac{\$ \underline{13,000}}{\text{Total Program/Project Costs}} = \underline{100} \% \text{ Percentage}$$

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

$$\frac{\$ \underline{13,000}}{\text{Total Program/Project Cost}} \div \frac{\underline{450}}{\# \text{ Total Proposed Beneficiaries}} = \$ \underline{28.89} \text{ Cost Per Person}$$

$$\frac{\$ \underline{13,000}}{\text{Total Amount of CDBG Funding}} \div \frac{\underline{450}}{\# \text{ Total Proposed CDBG Beneficiaries}} = \$ \underline{28.89} \text{ Cost Per Person CDBG Investment}$$

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

CEDO’s Consolidated Plan lists 11 housing challenges that Burlington’s 65+ special needs population face (page 56). Living Well Group’s Ethan Allen Residence responds to every one of the challenges in a way that honors each individual resident while maintaining their quality of life.

What makes the CDBG resources the best source of funding for this project is how we uniquely and especially respond to the following challenges in particular:

- *Lack of 24-hour protective oversight to assist with unscheduled needs;*
- *Needing help with meal preparation, housekeeping, shopping and other activities of daily living;*
- *Housing that accommodates, or is made to accommodate, changing physical needs;*
- *Being 'overhoused' as they age in place in the homes in which they raised their families, but which are now large and expensive to maintain;*

- *Social isolation, which leads to depression - according to a local provider, around 70% of those receiving home health visits are suffering from clinical depression;*
- *Unavailable housing options, with local waiting lists for supportive housing that can be as long as two and a half years.*

Because of our financial and wraparound care models, our vulnerable elder residents are not as hesitant to move to our assisted living facility. Regardless of changing health or financial needs, we strive to meet all their needs and make necessary accommodations to ensure that residents age in place with us to the end of life if possible.

Residents are less likely to worry that moving into our assisted living facility is the beginning of several moves and the loss of freedom. This is reassuring to older adults and comforts them when it's time to leave their private homes once it becomes expensive or unsafe to stay.

Our mission to create a model of whole-person elder care that honors, respects, and elevates each individual while redefining aging aligns with CEDO's Consolidated Plan objective and goals. Funding this project is a natural fit as it also allows us to focus on providing the same continuous care without the additional stressors of significant building and safety upgrades.

- 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?**
The installation of these upgrades and repairs will need to be done by an experienced company with the electrical skills required. We will not be using volunteers or leveraging any other resources outside of the hired contractors for the installation.

IX. 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.**

Ethan Allen Residence has proudly collaborated with:

- Vermont Community Garden Network (VCGN) - This partnership each spring allows us to work together to cultivate beautiful gardens with our residents. The residents enjoy the flowers growing in beds around the patio and get to cultivate a bounty of vegetables in the garden beds. Some of the vegetables are used in healthy meals created by our kitchen staff for our residents. And some of the vegetables are sold to our community members for them to enjoy.
- CEDO – we have partnered to offer LNA clinicals and training at our facility.

The recent changes in leadership at Living Well Group have also re-opened the possibilities of future collaborations with Bayada Hospice. We are also hoping to connect with our neighbors at the Heineberg Senior Center in 2024 to find ways we can collaborate on activities and events.

- 2. Do identical or similar community programs exist? How does this program complement or collaborate rather than duplicate services? What makes this program unique?**
There are only three other Level III residential care facilities in Burlington. By comparison, Ethan Allen Residence is unique in that we offer a continuation of care from the time residents

move into end of life. We do not ask residents to move on after they have spent down their savings, we simply transition them to Medicaid. This is not always the case at other facilities.

In the 2010 Census (page 54), it says that of the 3,986 seniors in Burlington, 36% lived alone. But with many of them experiencing independent living difficulties, there is a need for alternative housing options that provide them a safer place to live. We feel that we complement any current efforts that are being made to address this issue.

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

While we are in a transitional period, we are very fortunate to have Dennis Filion handling our maintenance needs while we are in the process of hiring a full-time director. Dennis is our former Maintenance Director and is very knowledgeable of our residence. He brings with him years of experience and a vetted list of reputable vendors. He will stay on to train and mentor the next person to ensure continuity with procedures and processes already in place for maintenance issues/needs. This also has allowed our Residence Administrator to not have to be directly involved in the daily maintenance work. She can turn more of her attention to the daily care of our residents, while also being kept apprised of all work through frequent check ins with Dennis.

X. 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?

With the help of the City of Burlington to fund this project of upgrading our lighting system, it allows us to ensure that we are providing the safest and most affordable living environment for our residents. By helping us maintain and improve our residence in Burlington, it's allowing our vulnerable elder residents the chance to age with dignity and respect in their neighborhood. We can continue to provide them with a safe residential home where they can receive care for their needs, such as nursing oversight, medication management, 24-hour care supervision, transportation to appointments, and healthy meals. We provide them with varying levels of assistance with activities of daily living such as transferring, maintaining continence, dressing, eating, and ensuring proper personal hygiene. And we create days that are as unique as each resident to meet their physical, mental, spiritual, and emotional needs. Helping us maintain the building allows us to turn more of our focus on meeting these needs. Together, we are promoting wellbeing and an elevated quality of life.

Being able to offer Ethan Allen Residence as a safe and healthy housing option for our vulnerable elder Vermonters allows us to help meet some of the needs laid out in the Consolidated Plan. As stated in the plan, "According to the 2016 American Community Survey Census, 850 individuals, ages 65+ in the City, identified an independent living difficulty." Also mentioned in the report is how there is often a two and a half year wait for suitable senior housing or assisted living. With 36% of our 3,986 seniors in Burlington living alone, and many needing help and support, having a safe living option for them is crucial. Ethan Allen Residence supports the City in responding to the housing shortage while relieving demands on Burlington medical facilities and other elder care residences.

Once the lighting upgrade has been completed, we will be able to maintain this investment with oversight from our current and future facilities directors. Records are kept in the director's office of all equipment and maintenance, periodic checks will be made on the equipment, lightbulbs will be replaced as needed, and we will ensure that any repairs or replacements that need to be made in the future are planned for.

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

This upgrade is a one-time expenditure. Our experienced staff will be able to maintain the systems as needed. We also have a current per diem maintenance director, Dennis, who will oversee this project until we have hired a full-time facilities director. Dennis is our former facilities director who has since retired, so he is familiar with our building. This is a necessary upgrade due to recent Vermont laws that have gone into effect, and we will be finishing this project regardless of whether the CDBG funding ends. It will mean that we will need to find resources elsewhere or redistribute funds and hold off on other necessary projects. Our current budget does cover a set number of maintenance needs for our buildings.

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

Not only is it a necessary project due to the recent law in Vermont taking effect, but it also is necessary to help ensure our residents and staff are in a residential care home that is safe and not negatively affecting their overall health. If we do not receive the full amount, we will work with Matthew Amstein at AAES to prioritize the work and create a plan as funds allow. We will also explore the possibility of an appeal to our donors and community members to help us maintain this needed service in our city.