

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: ReSOURCE YouthBuild – Weatherization 101 Intensive Training

Project Location / Address: 339 Pine Street, Burlington VT 05401

Applicant Organization / Agency: ReSOURCE: A Nonprofit Community Enterprise

Mailing Address: 329 Harvest Lane, Suite 200, Williston, VT 05495

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Title: Grants Administrator

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EIN #: 03-0326293

DUNS #: 784197477

CDBG Funding Request: \$ 11,539

Total Estimated Program/Project Cost: \$ 41,370

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

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

Development: mark one **Economic Development** **Construction**

Public Service: **Housing** **Homelessness** **Health** **Econ Opportunity**
Mark one

1. Type of Organization

Local Government

Non-Profit Organization (please provide copy of your
IRS 501(c)(3) tax exemption letter)

For-Profit Organization

Faith-Based Organization

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

Thomas Longstreth

Name of Authorized Official

Executive Director

01/15/2020

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 project contributes to national CDBG objectives by providing direct benefits to low and moderate-income persons through increasing employment and economic opportunities. For 28 years ReSOURCE has been adapting to community needs, and as Vermont’s un-and-under employed population has shifted, ReSOURCE has continued to evolve its job skills training to help more Vermonters prepare for and enter the workforce. Through ReSOURCE’s workshop intensives, individuals are prepared and qualified for livable wage jobs that will arise from local development and building projects, thereby increasing the pool of skilled labor in the trade industry.

This project also contributes to the neighborhood revitalization strategy for Burlington. As Vermont's largest city, Burlington is the regional hub of Chittenden County and has a crisis of affordable housing with a high rent burden above the national average. This old housing is poorly insulated and results in drafty, dangerous homes that families struggle to heat resulting in onerous energy cost burdens. We are offering an innovative program that helps to meet the urgent labor force demands of the weatherization industry in Vermont that presents an opportunity for Vermonters to improve the performance of their communities in terms of health, comfort and cost to ensure an affordable and stable cost of living.

Evidence of Need ¹	Burlington	U.S. Avg.
Housing built prior to 1939	38.8%	12.9%
Housing built prior to 1979	75%	54.8%
% of Households receiving Food Stamps	17%	13%
Owners spending more than 35% of household income on housing (SMOCAPI)	22.5%	22.3%
Renters spending more than 35% of income on housing	50.2%	41.5%
Renter-occupied housing tenure	61.2%	36.2%

II. Program/Project Design

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

Open to the public, ReSOURCE YouthBuild Workshop Intensives are designed to equip individuals with the skills necessary for entry level job readiness in carpentry, construction, and now weatherization. Weatherization 101 focuses on transferable skills, trade skills, and careers in the weatherization industry, as they are designed to provide trainees access to the instruction and resources needed to become skilled tradespersons.

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)*

ReSOURCE YouthBuild’s Workshop Intensive activities are the right strategies to achieve our goals because of the dual impact provided for low-income Burlington residents. Program design goes beyond benefits to low-income Burlington residents through weatherizing the area’s aging housing stock, but also provides low-income Burlington residents with valuable job-skill training that has a strong community impact. Once trainees have completed four weeks of instruction at ReSOURCE, they’ll be placed with local employee partners in the weatherization industry for two weeks to gain hands-on job experience in the

¹ Source: U.S. Census Bureau, American Community Survey 5-Year Estimates, 2017

field. We've seen these job placements lead to full-time employment opportunities through our other workshop intensives, with average starting wages well above the minimum wage. Our training model combining technical training, employability skills, and exposure to local employers is helping individuals gain access to new and growing career opportunities in their community.

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

ReSOURCE YouthBuild's Weatherization 101 intensive contributes to two of the City's 5 years goals: (1) EO 1.2 Retain/Create Jobs: Under this goal, the City hopes to increase employment and economic opportunities. And (2), EO 1.4 Reduce Economic Barriers - Access Resources: Under this goal, the City will support programs for LMI households to access additional resources like job training. Through the Weatherization 101 Workshop Intensive we are providing access to training in the weatherization industry. These resources reduce economic barriers through gaining both job and life skills training and industry recognized specialized training that lead to promising career pathways in Vermont. As stated in the Consolidated Plan, "*job training programs for adults and youth, as well as a facilitation between employers and education programs, ensures local companies can hire a local and skilled workforce.*" That is at the heart of our intensive training. Providing targeting training into local industries where we have employee partners who are interested in hiring our graduates knowing they have received the training and certifications necessary to be successful in their careers. In particular, this training aligns well with the City's recently approved recommendations to improve energy efficiency in rental housing and the likely corresponding demand for services. Increasing energy efficiency will improve the quality and comfort of rental units and will largely benefit low-moderate income Burlington residents who live in these units.

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

As part of program design ReSOURCE and its partner network worked together to determine on the job-specific skills to be taught through the intensive training model. We are also in conversations with local company partners such as VEIC and CVOEO, to ensure that trainees who participate in the training will have opportunities to complete short-term work placements on job sites as they prepare to enter the industry after completing training with ReSOURCE.

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?

Weatherization 101 is a new a six-week workshop intensive that will be held at the South End Joinery, ReSOURCE's wood shop on Pine Street in Burlington. ReSOURCE will enroll up to 8 individuals into each program cohort for ideal individual attention, increased participation, and better communication between the instructor and trainees. The weatherization intensive will provide individuals access to the instruction and resources needed to become tradespersons, as well as connect them to local companies with paths to employment.

The Weatherization intensive will measure outcomes and effectiveness using an outcome-based evaluation plan. Outcomes include:

- Increased ability to find full-time employment in entry-level weatherization and weatherization-related livable wage jobs
- Increased knowledge and skills among trainees leading to full-time employment in weatherization
- Improved functional literacy and numeracy skills
- Increased ability of trade employers to find local, qualified candidates for entry-level weatherization related livable wage jobs

- Strong basic employability and life skills, including increased reliability for trainees
- Improved quality of life for trainees and their families
- Earnings sufficient to meet family and independent living needs
- Increased collaboration between workforce training institutions and general contractors/sub-contractors in developing successful training programs

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

Measurement	Burlington Residents	Program Goal
Info session attendees	10	15
Participants invited to apply	6	10
Participants enrolled in the intensive	4	8
Participants complete training		88%
Placed in employment 1-month after programming		72%
Starting wage		\$15-\$17

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 know individuals who participate in this program are better off because of the new skills, both personal and professional, that make them more competitive in the workforce that they wouldn't have without our program. All of our graduates leave ReSOURCE with confidence in their abilities to find work in their trained profession having gained real-work experience in the field, with employers that are interested in filling positions at their companies with our graduates. We collect feedback from both our trainees and our employer partners to learn how well we are doing, and how our graduates are doing. Data is collected at the start and end of the program, and at 3-, 6-, and 12-months following completion of the program.

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.

Since the workshop intensives launched, ReSOURCE has run four cohorts of students, including one cohort that consisted of 14 new Americans. Initial results are inspiring with 78% of graduates employed or pursuing further training. Half of the most recent class (7) have already been placed in employment with reported average starting wages of \$14.97/hour, well above the minimum wage. We expect more placements especially as the significant construction projects in downtown Burlington move forward.

V. Experience / Organizational Capacity

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

ReSOURCE empowers individuals and strengthens Vermont communities through Workforce Development, Poverty Relief, and Environmental Stewardship. The proposed activities of the ReSOURCE Workshop Intensives are essential in mission fulfillment in that it addresses all three components of the organization's mission by providing training for Vermont's workforce in industries that are focused on improving housing for low income families, while improving the energy efficiency of Vermont's housing.

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.)*

ReSOURCE has offered Workshop Intensives over the past three years, developing strong program design that is accessible to the general public, providing an area wide benefit to Burlington and neighboring communities. Staffing is well-established and instruction and program implementation are on-going. Staff have a great depth of training, construction, education, and management experience. Andrew Jope, has served as the Program Director at ReSOURCE YouthBuild since 2005. During his time at ReSOURCE YouthBuild, the program has grown to serve more young adults each year, expanded to operate out of both Burlington and Barre, and continued to shift student experiences to fit the job market. He has worked in experiential and technical education since 1999 with the Vermont Youth Conservation Corps and Northlands Job Corps Center. He holds a BA from Bucknell University, a Vermont Teacher’s License from Trinity College, and a Master of Public Administration from UVM.

Chris Parsons, ReSOURCE YouthBuild Weatherization Instructor, has over 15 years of experience in construction and youth services with ReSOURCE YouthBuild. He holds certifications in Green PACT, BPT, is Lead Safe Certified, and is a licensed OSHA-10 and NCCER Instructor. Parsons has also received a variety of professional development opportunities with ReSOURCE, as well as through YouthBuild USA, and partner organizations.

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

During the past three years, ReSOURCE has provided several internal training opportunities to all staff and some board members to enhance our cultural competency. Annually, ReSOURCE provides training for instructing and working with blind and visually impaired students/youth; anti-harassment training; ADA training: working with/supervising people with disabilities; Bridges out of Poverty training for supervisors and trainers; training for instructing and working with youth with physical or cognitive disabilities; also recently, ReSOURCE hosted a Trauma Informed Care training, training for those in recovery; and advocacy training as employer support/encouragement to employ Vermonters with disabilities.

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. 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)
Burlington residents enrolled in the intensive	4		1	3	

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?

All of ReSOURCE's training programs address barriers faced by high need individuals when seeking rewarding employment. ReSOURCE is committed to providing equal opportunity to all qualified persons. While open to the public, most or all of the program participants are categorized as low or very low income; many are unemployed or under-employed and ready to make a change and find successful employment. Most of our recruitment is through partnerships we have VT DOL, VSAC, and CEDO but we've also seen interest for our workshop intensives from other social service agencies that have been referring their clients to ReSOURCE for training for years.

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

ReSOURCE strives to make all of its programs, operations, and employment opportunities accessible to all, promoting an atmosphere defined by trust, open communications, and mutual respect to ensure that all staff and trainees are able to become successful and contributing members of ReSOURCE. We work closely with VT Dept. of Children and Families, VT DOL, Howard Center, VT Refugee Resettlement, Association of Africans Living in Vermont, the Division for the Blind and Visually Impaired, and many others to make sure a diverse group of people know about our programs and are supported during enrollment. All announcements for staff vacancies include EOE language. It is the policy of our Board to recruit members who represent the organization's diverse stakeholders. Board members are selected because of particular skills, knowledge, and experiences that would benefit the organization and ability to represent the community.

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.

CDBG funding will be used for staff time instructing Weatherization 101 intensive participants in weatherization techniques and practice modules, and for the equipment that will be needed for each participant (pants, boots, basic tool belt, PPE (gloves, safety glasses, hard hats)) during the workshop intensive. Staff time includes training module preparation, module supervision and instruction, certification instruction and training, as well as PPD (Personal and Professional Development) training, and safety training that will occur both on and off the job site.

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

Weatherization & Basic Construction Training	YouthBuild Weatherization Instructor	Train and lead participants in weatherization intensive	30	75%
Project Management	YouthBuild Program Director	Facilitate recruitment and manage technical training of intensive	10	25%
Personal & Professional Development (PPD) Training	YouthBuild Program Manager	Teach PPD to the intensive participants	8	20%

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
Payroll	\$ 5,112	\$ -	\$ 5,112
Fringe Benefits	\$ 1,176	\$ -	\$ 1,176
Trainee Stipends	\$ -	\$ 19,440	\$ 19,440
Transportation Costs	\$ -	\$ 5,000	\$ 5,000
Supplies/ Materials	\$ 3,746	\$ -	\$ 3,746
Other Costs (Marketing/ Promotion)	\$ -	\$ 1,500	\$ 1,500
Indirect & Administration	\$ 1,505	\$ 3,891	\$ 5,396
TOTAL	\$ 11,539	\$ 29,831	\$ 41,370

4. Funding Sources

	Project - YouthBuild		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 0	\$ 11,539	\$ 0	\$ 11,539
State (specify)				
ACVT			312,647	220,700
VT DOL				40,200
Other State			35,333	66,400
Federal (specify)				
AmeriCorps State	104,100	113,055	109,576	119,005
DOL YouthBuild	169,768	288,900	186,025	321,000
Other Federal	1,950		8,099	158,750
United Way	12,666	12,666	38,000	38,000
Private (specify) - Foundation	28,834	114,834	341,000	270,461
Individual/Corporate			589,451	260,000
Donated Goods/ Services	9,025	5,000	25,050	25,000
Program Income	2,333		117,450	443,053
Other (specify) – Social Enterprise Earned Income	94,257	68,981	3,461,700	3,876,184
Total	\$ 422,933	\$ 614,975	\$ 5,224,401	\$ 5,850,292

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

$$\frac{\$ 11,539}{\text{CDBG Funding}} \div \frac{\$ 41,370}{\text{Total Program/Project Costs}} = \frac{28 \%}{\text{Percentage}}$$

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

$$\frac{\$ 41,370}{\text{Total Program/Project Cost}} \div \frac{8}{\# \text{ Total Proposed Beneficiaries}} = \frac{\$ 5,171}{\text{Cost Per Person}}$$
$$\frac{\$ 11,539}{\text{CDBG Funding}} \div \frac{4}{\# \text{ Total Proposed CDBG Beneficiaries}} = \frac{\$ 2,885}{\text{Cost Per Person CDBG Investment}}$$

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

ReSOURCE’s YouthBuild goals are well aligned with the U.S. Housing & Urban Development Agency (HUD) that distributes CDBG funding; the federal YouthBuild program used to be based out of HUD before shifting to the Department of Labor. CDBG funds directed at easing poverty, removing blight, and improving housing are a good match for the YouthBuild program that directly rehabilitates affordable housing and expands the capacity to build affordable housing by training disadvantaged youth and adults for jobs in construction trades.

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?*

ReSOURCE has a variety of community partners and has leveraged the following resources that are not listed in our budget: Association of General Contractors of Vermont: trainings, OSHA safety class, job placements; Lake Champlain Regional Chamber of Commerce: support for job placement; VT Department of Labor: funding and placement support; VSAC: trainee tuition/participation fees; VT Energy Efficiency Investment Corporation: housing construction partner, workshops, and BPI certification.

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.

ReSOURCE has been successful at collaborating with our employer partners to focus on advancing employment opportunities in Vermont. Our primarily focus is on helping our trainees take the step in obtaining necessary industry recognized certifications and training with area employers for success in their chosen field and future employment. Employer partners are eager to participate in program design and work-experiences to train qualified candidates for hard-to-fill middle-skill jobs that remain unfilled in an economy with a low unemployment rate.

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

In Vermont there is a recognized need for weatherizing homes, primarily those of low-income Vermonters, to save money for our residents and to improve the durability and efficiency of Vermont homes. While there are weatherization partners throughout the state, ReSOURCE is unique because we have chosen to focus on what we do well, provide workforce development training. We utilize our network of partners within the construction and weatherization industries by providing basic training and certification attainment services.

All of ReSOURCE's training programs are designed to provide benefit in each of the organization's three mission areas. Combining these elements provides important synergies and value. Trainees are trained in green-efficiency weatherization practices for affordable housing while learning on-the-job.

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

ReSOURCE has become more efficient in managing our program by having designated administrative staff manage our grant. Our Grants Administrator is responsible for tracking staff time and effort, collecting project paperwork, and maintaining our records and database outcomes throughout the duration of each grant year. This process was created out of a need for more efficient file management that has been refined over the years and has created open dialog between program instructors and administrative staff to assure attainable outcomes and complete documentation.

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?

As mentioned previously, in November of 2019 the City of Burlington approved recommendations to improve energy efficiency in rental housing, with weatherization as a main action listed in new housing codes to enforce higher standards of housing in Burlington ensuring that landlords weatherize area homes. For years Burlington has reported a high rent burden above the national average as well as having some of the oldest housing stock in the nation. This old housing is poorly insulated and often results in drafty and dangerous homes that families struggle to heat resulting in onerous energy cost burdens. This cost burden contributes to the high incidence of poverty and homelessness. Increasing energy efficiency will improve the quality and comfort of rental units and will largely benefit low-moderate income Burlington residents who live in these units. These new policies will likely correspond with a demand for services, and skilled workers to complete this work. Our Weatherization 101 Intensive is focused on preparing more individuals for jobs in the weatherization industry with the skills and certifications ready to start working.

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

ReSOURCE provides many services and programs to lend a hand in closing the opportunity gap for Vermonters and their communities. We have run several cohorts of the Construction 101 training intensives, and would now like to expand our offering into other high-need areas of technical training, such as Weatherization. Over the past two years we have utilized our partnerships with DOL, VSAC and CEDO to fund the tuition costs of our intensive workshops for the first four weeks of training allowing us to reach a wider range of participants without barriers to funding. ReSOURCE has been able continue and grow support from increased private and foundation support, but CDBG funding remains a critical part of ReSOURCE's 2020 YouthBuild budget plan, although we would certainly do everything possible to continue and seek alternative funding plans.

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

Ultimately, reduced funding would require ReSOURCE to pursue alternative sources of funding to be able to host the next few sessions of workshop intensives. CDBG funding allows ReSOURCE to offer our programming to Vermonters without barriers. Any reduced funding would not jeopardize the quality of training provided, but may require us to limit the number of trainees we can serve in each session or the timing of when we could host each intensive.