PS2
Request: $30,000
2 Year Grant

CITY OF BURLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT - 20

Application must be no more than 8 total pages with 12 point font.
Refer to NOFA for required information for each question.

Organization/Agency: Steps to End Domestic Violence

Project Name: Safe Tonight

(questions with an asterisk are collaborative questions that may be found on funding applications for the United Way of Northwest Vermont)

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? *

The Steps to End Domestic Violence Safe Tonight project addresses the need for safe housing for those who are homeless as a result of domestic violence, through the provision of emergency housing and supportive services designed to prevent and address homelessness, as well as foster economic self-sufficiency. In fiscal year 2017, Steps to End Domestic Violence provided emergency housing to 226 adults and 114 children, transitional housing to 23 adults and children, and transitional rental assistance to 15 adults and children. Additionally, we assisted twelve households achieve permanent housing through the use of CoC Rapid Rehousing funds. The 2017 Continuum of Care Point-in-Time Count found that of the 291 individuals in Chittenden County who were experiencing homelessness, 80 (27%) reported having experienced domestic violence. The Safe Tonight project contributes to CDBG's national objectives through the provision of emergency and transitional housing services to a subpopulation of people presumed by HUD to be low/moderate income. In addition, this project contributes to the city's CDBG objective of protecting the vulnerable, which specifically includes victims of domestic violence.

. Program/Project Design

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

The Safe Tonight project is comprised of a confidentially located shelter in Burlington, our Safehome program, which utilizes state-funded motel stays for additional emergency housing capacity; and our Economic Justice program, which is designed to stabilize housing and address economic barriers to self-sufficiency.

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)*

The first priority of the Safe Tonight project is to ensure immediate, safe, stable housing and associated crisis services for those fleeing domestic violence. Many local programs lack expertise as to how to best serve those fleeing domestic violence, or simply do not have facilities that provide the appropriate level of security and confidentiality to meet their needs. Services provided by Steps to End Domestic Violence are designed specifically to respond to the emotional and physical needs of victims of domestic violence, providing trauma-informed access to emergency and post-crisis housing and supportive services. Meeting the housing needs for those who have experienced domestic violence can be particularly difficult. In addition to physical, emotional and/or sexual abuse, economic abuse is a common tactic of abusers, which can leave a victim with few or no economic resources. Poor employment, credit and housing histories can leave victims feeling that they have no choice but to stay with, or return to, an abusive partner. When they do leave, they are at risk for prolonged homelessness since these issues take time to repair, longer than the time available in an emergency shelter or Safehome. Steps to End Domestic Violence can advocate on victims' behalf to landlords, help access funds for back rent, security deposits, and other needs, and facilitate enrollment in matched savings and other financial programs through Opportunities Credit Union.

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

The services provided through this project address the city's goal of meeting basic needs and stabilizing living situations, including access to and retention of affordable housing for the city's vulnerable residents. In addition, the support services we provide, including trauma-informed emotional support and advocacy, address the city's goal of mitigating the long-term collateral consequences of crime on victims. Stable housing helps to stabilize other aspects of one's life including childcare, education and employment, which in turn facilitates economic s sufficiency and long-term stability.

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

For 44 years, Steps to End Domestic Violence has served victims of domestic violence in Chittenden County. Our approach is to meet those we serve where they are, allowing them to establish their own priorities and goals within the framework of services we provide. Participant input is, therefore, fundamental to our work with every person we serve. That said, housing is consistently identified as a primary need by those we serve.

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 intended outcomes of the Safe Tonight project are the economic self-sufficiency and long-term stability of those who have experienced domestic violence, thereby decreasing the chances that they will return to homelessness. We will accomplish this through the provision of emergency shelter and to safely and sustainably re-house individuals and families who are marginally housed or homeless as a result of domestic violence.

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

Goal/Objective	Activity Funded	Outcomes
Emergency Housing and transitional housing is provided to victims of domestic violence fleeing their homes	Emergency Housing Manager position – 4.7 hours/week: Oversight of emergency shelter, intakes, supportive service provision, information/referral, housing support, participation in agency Housing Team Safehome Advocate position- 4 hours/week: Intakes, supportive services, next-step housing for those in emergency housing at Harbor Place and other Chittenden County motels	Burlington residents fleeing domestic violence have access to safe, confidential and supportive shelter/transitional housing. We anticipate serving 465 adults and 234 children in the two-year grant period.
Staff provide comprehensive services to victims of domestic violence in emergency housing and for those who are homeless or marginally housed.	Emergency Housing Manager position – 4.7 hours/week: Oversight of emergency shelter, intakes, supportive service provision, information/referral, housing support, participation in agency Housing Team Safehome Advocate position- 4 hours/week: Intakes, supportive services, next-step housing for those in emergency housing at Harbor Place and other motels Economic Justice Advocate – 4 hours/week: Intakes, supportive service provision, housing support, economic stability programming	Shelter residents will have assistance with basic needs and access to supportive services. Safehome residents and those who are homeless or marginally housed will receive supportive services. We anticipate serving 465 adults and 234 children in the emergency housing program. We also anticipate serving 106 adults and approximately 100 children who are homeless or marginally housed.
Staff work with victims of domestic violence to find permanent housing, including people in emergency housing and homeless in the community.	Emergency Housing Manager – 4.7 hours/week: Oversight of emergency shelter, intakes, supportive service provision, information/referral, housing support, participation in agency Housing Team Safehome Advocate position- 4 hours/week: Intakes, supportive services, next-step housing for those in emergency housing at Harbor Place and other motels Economic Justice Advocate – 4 hours/week: Intakes, supportive services, next-step housing support, economic stability programming	Victims of domestic violence who are homeless/marginally housed are able to find safe, permanent and sustainable housing. We anticipate 254 people will move into permanent housing in the two year grant period.

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. ***

For several years, Steps to End Domestic Violence has used a self-sufficiency matrix (SSM) to evaluate program participants in various domains at entry to the program, after 28 days, after 90 days, and when they exit the program. SSM's measure the capacity of program participants to manage essential life skills as well as their level of self-sufficiency in fundamental areas, allowing staff to make internal and external referrals, as appropriate. The SSM's also clearly identify for program participants the aspects of their life in which they may need assistance as they move towards increased self-sufficiency.

In addition, in 2018, we are implementing a participant survey to be used in all agency programs. The survey is largely derived from the validated "Trauma-Informed Practice Scales. The scales assess participants' experience of the environment of the agency and mutual respect, access to information on trauma, opportunities for connection, emphasis on strengths, cultural responsiveness and inclusivity, and support for parenting. Our survey will also ask participants whether they set specific goals for themselves in the program, and whether those goals were met. The implementation of this survey will allow us to determine how well we are doing, as well as whether participants are better off after having participated in the program – key measures – along with numbers served – for a results-based accountability approach.

In our emergency shelter, participants will be provided with the survey as they approach their exit date. In Safehome, participants will be provided the survey at their first meeting with an advocate, and encouraged to complete it as the near the end of their emergency motel stay. Because the eventual length of stay for motel residents is often unpredictable, we may not know when they are about to exit the program, which is why the survey will be provided upon entry. In the Economic Justice Program, participants will be provided with the survey only after they have met with/had contact with the Economic Justice Advocate at least 2 nes. Again, often the length of engagement with services is unpredictable in the Economic Justice program. Therefore, we want to be sure that there has been enough contact in order for the service user to be able to provide meaningful feedback, but not wait so long that they are lost to follow-up. The survey will also be available on-line.

2. **How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2017 (or June 2016). For non-CDBG participants – report on your achievements from the previous year.**

We projected that 943 individuals would be served by the project throughout the grant's two-year duration. In the first year of the grant, we served 515 individuals, more than half of what we proposed for the entire two year grant period. Additionally, we estimated that 241 people would move into permanent housing during the two-year grant. In the first year alone, we assisted 216 people with securing permanent housing. Per the 4th quarter FY17 Attachment C, 106 individuals exited emergency housing to transitional or permanent housing, 14 individuals exited transitional housing into permanent, 4 individuals exited rental assistance into permanent housing, and 92 Burlington residents moved into permanent housing. Based on the SSM results, on a scale of 1 to 5, 1 being in-crisis and 5 being completely self-sufficient, the mean number reported at entry into the program in the area of shelter/housing was a 1.1. The mean number reported at exit from the program in the area of shelter/housing was a 2.7, with a 3 being defined as "Stable/Safe." The progress made by program participants in the shelter/housing domain was statistically significant and the greatest increase in self-sufficiency seen in any of the twenty-one domains.

V. Experience / Organizational Capacity

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

The mission of Steps to End Domestic Violence is to assist in the transition to a safe, independent life for all those who have been affected physically, sexually, emotionally, or economically by domestic abuse. The safety and stability provided by emergency housing, along with supportive services, are an essential first step to a safe, self-sufficient and independent life.

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.)***

Steps to End Domestic Violence has operated an emergency shelter in Burlington since 1983, so has longstanding organizational expertise in providing emergency housing. All Steps to End Domestic Violence staff are required to attend a formal twenty-hour training that encompasses trauma-informed, culturally competent service provision to those who have experienced domestic violence. This is complemented by on-the-job training in their particular program area. Steps to End Domestic Violence is and has been the recipient of a variety of federal and state grants. Wanda Bezio, Director of Finance and Administration, has been with Steps to End Domestic Violence for over 29 years and has particular expertise in the financial management of federal grant awards. In addition, Kelly Dougherty, Executive Director, has had extensive experience managing federal and state grant awards in various settings throughout her career.

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

The Steps to End Domestic Violence Board of Directors has been in a period of recruitment over the past year. They utilize a tool to "screen" potential Board members, and increasing Board diversity is a priority in this process. In 2016, we recruited two new male Board members, which was a priority. Currently, we are conducting a strategic planning process in which both the Board of Directors and staff will be engaged. The overall cultural competency of the organization will certainly be focus in this process.

4. **Have you received Federal or State grant funds in the past three years? _X_Yes ___No**
5. **Were the activities funded by these sources successfully completed? _X_Yes ___No ___N/A**
   If No, please explain:

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

1. a. For your proposed project, please estimate how the Burlington residents will break out into the following income categories during the total grant period. Use the Income Table at https://www.burlingtonvt.gov/CEDO/2017-HUD-Income-Limits

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate -Income
Emergency/Transitional Housing and supportive services are provided to victims of domestic violence fleeing from their homes	Adults 465 Children 234	Adults 465 Children 234	Adults Children		
Staff work with Burlington Residents, not housed in our Transitional or Emergency Housing Program, to find permanent housing	Adults 106 Children 100	Adults 106 Children 100	Adults Children		
Total number victims of domestic violence to be served in FY17	Adults 571 Children 334	Adults 571 Children 334	Adults Children		

b. All CDBG grantees serving limited clientele will be required to use CEDO's *CDBG Beneficiary Self-Certification* form to collect beneficiary data including race, ethnicity, annual income, and family size. Is your organization willing and prepared to add this documentation to the intake process for your CDBG funded program by July 1, 2018?

_x__Yes ___ NO ___ Not Serving Limited Clientele *(public facilities only)*

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

. he program is designed to benefit victims of domestic violence. There is no "typical" victim of domestic violence. Our records show that a vast majority of our program participants are extremely low-income or low-income, and HUD presumes that victims of domestic violence are principally extremely low-income, thus our program reflects the needs of extremely low-income victims of domestic violence. We reach out to the community at large via educational presentations at schools/colleges, healthcare facilities, places of worship as well as through an extensive and growing social media presence. We also get the word out via Executive Director appearances in traditional media such as newspaper and television.

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

The emergency shelter has an ADA approved bedroom with an integrated accessible bathroom. Immediate access to telephonic interpreters and TTY is available via the hotline, and in-person interpretation is provided for in person interactions with those who are deaf/hard of hearing and those with limited English proficiency. In 2016, we changed our name and rebranded, in large part to be more accessible to those who do not identify as women (e.g., youth, male-identified, etc.). We have diversified our staff to include a person who has experienced domestic violence and formerly used our services, and a bilingual staff person of color. We have expanded our relationship/partnership with the Association of Africans Living in Vermont in recent years, especially as we have seen in an increase in demand from the Nepali community in response to the October 2017 domestic violence homicide in Burlington. In 2018, we plan to further explore how to make our services more welcoming and accessible particularly to the new American community. As we have seen an increase in requests for services from these populations, we have identified areas for improvement, including the potential need for translated written materials, a more diverse offering of material assistance (e.g., food cards for ethnic groceries instead of traditional supermarkets), and a better understanding of the varying cultural manifestations of violence and dominance.

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's investment will go to support staff in the Emergency Housing and Economic Justice programs. The Emergency Housing Manager oversees all aspects of the emergency housing program including management of the Steps to End Domestic Violence shelter and Safehome staff. The Safehome Advocate provides services to those in state-funded emergency motels. The Economic Justice Advocate works with individuals who are not in emergency housing, but are at risk of homelessness and/or have issues related to economic stability. The Emergency Housing Manager, Safehome Advocate and Economic Justice Advocate participate in the Steps to End Domestic Violence Housing Team, which is also comprised of the Director of Program Services, Shelter Advocate, Transitional Housing Advocate and Grants Manager. The Housing Team meets weekly to ensure that service users' housing needs are being met in a coordinated fashion, that internal and community resources are being used efficiently and appropriately, and that all grant requirements are being met.

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
Emergency/Transitional	**Emergency Housing**	Oversight of emergency	**4.7 hrs/wk**	**11.8%**

Housing and supportive services are provided to victims of domestic violence fleeing from their homes	**Manager**	shelter facility, staff and programming; supportive service provision, information and referral, housing support, participation in Housing Team		
Emergency/Transitional Housing and supportive services are provided to victims of domestic violence fleeing from their homes	**Safehome Advocate**	Intakes, supportive service provision, next-step housing for those in emergency housing at Harbor Place and other motels	**4 hrs/wk**	**10%**
Staff work with Burlington Residents, not housed in our Transitional or Emergency Housing Program, to find permanent housing	**EJ Advocate**	Intakes, supportive service provision, housing support, economic stability programming	**4 hrs/wk**	**10%**

b. All CDBG grantees that use CDBG funds for salaries must submit timesheets that capture total time and effort of staff members funded with CDBG. These timesheets must record CDBG hours worked, other hours worked and funding sources, and a narrative for all CDBG and non-CDBG funded activities, and they must be signed by the employee and supervisor. Does your organization have the ability to implement a timekeeping system for CDBG funded staff that meets these requirements by July 1, 2018? __x_Yes ___No ___ Not funding salaries

3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Salary and Benefits for Emergency Housing and Economic Justice Staff	$30,000	$775,464	$805,464
Professional Services/Supplies	$	$50,462	$50,462
Occupancy	$	$100,478	$100,478
Other	$	$404,410	$404,410
Total	**$30,000**	**$1,330,814**	**$1,360,814**

3. Funding Sources	**Project**		**Agency**	
	Current	Projected	Current	Projected
CDBG	$26,992.00	$30,000	$26,992	$30,000
State (specify)				
VCCVS State	$47,324	$47,556	$189,296	$193,578
DV/SV Omnibus & EA	$16,750	$17,088	$93,268	$94,462
HOP / ESG State	$306,018	$306,036	$306,018	$306,036
State Buildings and General Services	$6,908	$20,000	$6,908	$20,000
VT Network Travel	$100	-	$1,395	$2,000
Federal (specify)				
STOP	-	-	$51,544	$51,544
Transitional Housing	$146,402	$214,742	$146,402	$214,742

CoC Rapid Rehousing	$105,050	$295,724	$107,370	$295,724
VOCA	$19,173	$41,692	$114,590	$128,900
FVPSA	$0	$11,634	$162,132	$155,530
FEMA	$24,755	$21,902	$24,755	$21,902
Consolidated Youth Grant	-	-	$34,097	$55,612
LAV	-	-	$2,605	-
VT Children's Trust Foundation	-	-	-	$24,718
United Way	$110,400	$179,216	$223,848	$283,200
Private (specify)				
Private/Corp Fdtns	$79,200	$113,000	$281,482	$280,600
Fundraising (incl towns)	$61,702	$62,224	$708,005	$569,030
Program Income	-	-	-	-
Other (specify)				
Misc/In Kind	$98,143	-	$106,591	$7,286
Total	**$1,048,917**	**$1,360,814**	**$2,587,298**	**$2,734,864**

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

$ 30,000 (CDBG Funding) ÷ $ 1,360,814 (Total Program/Project Costs) = 2.2 % (Percentage)

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

$ 1,360,814 (Total Program/Project Cost) ÷ 905 (# Total Proposed Beneficiaries) = $ 1504 (Cost Per Person)

$ 30,000 (Total Amount of CDBG Funding) ÷ 905 (# Total Proposed Beneficiaries) = $ 33 (Cost Per Person CDBG Investment)

7. Why should CDBG resources, as opposed to other sources of funding, be used for this project?
Domestic violence is a leading cause of homelessness. Using CDBG funds to help victims of domestic violence move into more stable, secure housing demonstrates the city's support for addressing both domestic violence and homelessness in Burlington and falls perfectly in-line with the City's Anti-Poverty Strategy and national and local CDBG objectives.

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?*
Steps to End Domestic Violence relies on volunteers to provide direct services and other organizational support. We also benefit from in-kind donations such as toiletries, food, cleaning supplies and school supplies for children. Funding for CDBG-supported programs is diverse, however, local support for these initiatives helps us leverage state and national support.

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.
Steps to End Domestic Violence has been an active partner in the planning and implementation of the Coordinated Entry System (CES) in Chittenden County, which is being designed to create a more efficient and effective system for housing the community's most vulnerable households. Steps staff and the CES Committee worked together to create a comprehensive plan for addressing the unique safety and confidentiality needs of domestic violence victims, as well as to create a vulnerability assessment tool specifically tailored to capture the experience of victims of domestic violence. The collaboration between Steps and the CES Committee on making the CES inclusive, safe, and trauma-informed for victims was a

true success. In addition, another of our many partnerships include Champlain Housing Trust with whom we collaborate to provide on-site support at Harbor Place, which has helped us to provide more comprehensive and accessible services to those in our Safehome program.

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

Steps to End Domestic Violence is the only domestic violence service provider in Chittenden County that provides emergency housing, transitional housing, and economic justice services. Although there are other emergency shelters in county, they are not designed to meet the needs of those fleeing domestic violence.

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

We have continued to refine our coordinated internal approach to managing the housing needs of our service users, particularly since we began receiving HUD Rapid Rehousing funding. The Steps to End Domestic Violence Housing Team meets weekly to coordinate housing support for service users, ensure that resources are being used efficiently and appropriately, and that grant requirements are being met.

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?**

Steps to End Domestic Violence has provided emergency and supportive services to thousands of individuals who have experienced domestic violence victims over the past 44 years. We have a diverse mix of public and private funding and, although the City's support is critical to our success, we are committed to finding sources of funding to continue services should we lose the support of the City of Burlington.

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

The Emergency Housing and Economic Justice programs of Steps to End Domestic Violence has diverse sources of funding. Thus, if CDBG funding ends, the project will continue.

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

We will likely seek alternative funding for the proposed funding for the Economic Justice Advocate since they serve individuals from all over Chittenden County, and therefore must separate out those who live in Burlington for CDBG reporting purposes. Because all of our shelter residents, by definition, are residents of Burlington, it makes sense to prioritize the work related to emergency housing for CDBG funding.

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

Signature of Authorized Official	Kelly Dougherty Name of Authorized Official
Executive Director Title	1/15/18 Date