

# City of Burlington / 2015 CDBG Application Form

Project Name: ReSOURCE YouthBuild Energy Efficiency and Housing Rehabilitation  
Project Location / Address: Multiple affordable housing projects/sites planned in Burlington  
Applicant Organization / Agency: ReSOURCE: A Nonprofit Community Enterprise  
Mailing Address: 266 Pine Street, Burlington, Vermont 05401  
Physical Address: Construction operations are based out of 339 Pine Street, Burlington  
Contact: Tom Longstreth Title: Executive Director Phone #: 658-4143 x14  
Web Address: www.resourcevt.org Fax #: (802) 658-0543 E-mail: tlongstreth@resourcevt.org  
EIN #: 03-0326293 DUNS #: 784197477

<b>CDBG Funding Request: \$ <u>51,795</u></b>	
<b>Check <u>ONE</u>:</b>	<input checked="" type="checkbox"/> <b>1 year</b> (Equal Access, Health, Development Projects)
	<input type="checkbox"/> <b>2 years</b> (Childcare, Early Childhood, Youth)

**1. Type of Organization**

Local Government  
 For-Profit Organization  
 Faith-Based Organization  
 Non-Profit Organization (please provide copy of your IRS 501(c)(3) tax exemption letter)  
 Institution of Higher Education

**2. Conflict of Interest:**  Please complete and sign attached form.

**3. List of Board of Directors:**  Please attach.

**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, 2015.



\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Title

Thomas Longstreth

\_\_\_\_\_  
Name of Authorized Official

\_\_\_\_\_  
January 12, 2015

\_\_\_\_\_  
Date

(Refer to NOFA for required information for each question.)

## **I. Demonstrated Need**

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

Burlington has a crisis of affordable housing, a significant concentration of poverty, and a high rent burden above the national average as well 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 homelessness.

This project will address and ameliorate these problems and provide direct benefit to low and moderate income persons through housing and job training. ReSOURCE's affordable housing rehabilitation work will also aid in the prevention or elimination of slums and blight and through service work on public facilities and to support needs of low income families will solve community challenges.

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

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### **1. Describe the program/project activities. [UWCC]**

ReSOURCE seeks funding to support its YouthBuild program and specifically the weatherization and housing rehabilitation work completed through the program. YouthBuild will build affordable housing, train at-risk youth in fields which provide a livable wage and have an increasing demand for skilled workers, and weatherize homes for low income families. These services will provide substantial relief for low income families living in Burlington. YouthBuild trainees will move out of poverty by completing their high school degree, obtaining industry recognized skill certifications, and finding gainful employment.

ReSOURCE will provide construction services to affordable housing providers including Champlain Housing Trust and Green Mountain Habitat for Humanity. Weatherization services will be provided to low income clients referred by Vermont Gas and Champlain Valley Office of Economic Opportunity and to nonprofits such as Howard Center that manage housing for low income and disadvantaged people.

### **2. Why is the program/project designed the way it is? Explain why the program activities are the right strategies to use to achieve the intended outcomes. [UWCC]**

All of ReSOURCE's training programs are designed to provide benefit in each of the organization's three mission areas: environmental stewardship, educational training, and economic opportunity. Combining these elements provides important synergies and value. Trainees, by providing valuable service to others, find a new sense of purpose and pride in accomplishment. This feeds and supports their learning. They are able to cost-effectively rehabilitate affordable housing, complete community service projects & work on public facilities, and complete energy efficiency & weatherization projects while learning on-the-job. Building and improving housing gives meaning to the trainees' work, motivating them to succeed; the attainment of academic and professional certifications gives employers confidence in hiring program graduates.

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

This project reduces the number of people living in poverty in three ways: (1) by increasing the stock of affordable and safe housing in Burlington; (2) by reducing the fuel costs for many low-income families in Burlington; and (3) by allowing at-risk youth to learn new skills, complete their high school education, and become gainfully employed and contributing members of the community.

The YouthBuild program targets 16 to 24-year-olds who have dropped out of high school, are economically disadvantaged, and have other barriers to employment such as a history with incarceration. Each year over 95% of YouthBuild graduates become employed and increase incomes. This project also provides services to low-income Burlington residents so that they can make their homes safer, more comfortable, more efficient, and last longer. In addition, annual cost savings per unit of housing are estimated at \$750.

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

ReSOURCE’s Policy Committee is elected by fellow participants and meets once weekly with the Program Director and once quarterly with the Executive Director. The Policy Committee administers disciplinary rules and regulations, and assists staff with program design, evaluation, and partner selection. ReSOURCE gains community input from employers and uses this information to tailor the training program structure and curriculum to meet employer needs. In 2011, ReSOURCE convened a Green Jobs Council composed of community members and employers. This council helped ReSOURCE focus its training on emerging high grown jobs. ReSOURCE’s Board of Directors also helps the organization gain community feedback. New for 2015, ReSOURCE is forming a Burlington Regional Advisory Council to guide strategic program design and support development activities. This council will include current and former Board members as well as other members of the community with relevant expertise, experience, knowledge, and community connections.

**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? [UWCC]**

Over the course of this project, 20 disadvantaged youth who have dropped out of high school will earn a living stipend, learn energy efficiency job skills, complete a high school education, and develop vocational & leadership skills that lead to gainful employment. Housing beneficiaries will obtain affordable housing or home improvement construction services. All housing built will be 5-star energy rated. Weatherization projects will result in approximately \$750 per unit in energy cost savings annually. By weatherizing 6 homes, ReSOURCE will produce \$4,500 in annual cost savings for the families served or \$90,000 over the next 20-years.

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

Goals/Objectives	Activities	Expected Outcomes
Increase the stock of affordable housing. Remove blights and slums.	Renovate affordable housing: collaborate/contract with affordable housing developers.	Substantially rehabilitate 1 unit of affordable housing (1 family=3 beneficiaries)
Improve housing energy efficiency and reduce cost burden	Weatherize housing: collaborate and contract with CVOEO, VT Gas, and Howard Center.	Weatherize 6 units of affordable housing. (6 x 3 = 18 beneficiaries). \$750 x 6 annual energy savings or \$90,000 over 20-years.
Enable disadvantaged youth to become gainfully employed and contributing members of community	Provide PACT Certified construction training in construction and weatherization	20 (12 Burlington) low income HS dropouts enrolled. 65% graduate. 95% of graduates placed in jobs, obtain high school degree, and industry recognized skill certification.

**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. [UWCC]**

ReSOURCE uses pre- and post-testing data (TABE) to measure academic progress, employment information (wage rate, employment status), and attainment of high school degree & industry recognized skill certifications to obtain objective measures of forward progress and success. Data is collected at the start and end of the program, and from graduates at 3-, 6-, and 12-months following graduation.

Housing beneficiary data is obtained through an income survey completed prior to construction. Energy improvements are measured through the use of a blower door test done at the start and end of a job, and infrared camera to evaluate heat loss.

- 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 2014 (or June 2013). For non-CDBG participants – just report on your achievements from the previous year.**

<b>Burlington ReSOURCE YouthBuild Annual Outcomes</b>	<b>Goals 2013-2014 From Attachment A</b>		<b>Outcomes 2013-2014 #</b>	<b>%</b>
Applicants	40		33	
Selected for enrollment	27		27	
Enrolled	20		16	
Graduates/Completers	14	70%	7 (incomplete - 5 still active)	64% (7/11)
Graduates/Completers who entered w/o GED/HS Diploma	14	100%	7 (incomplete)	100%
Earned GED or diploma	13	93%	5 (incomplete)	71% (5/7)
Literacy & numeracy gains of graduates/completers	14	100%	7 (incomplete)	100%
Placed in employment or training 1st Q after graduation	13	93%	7 (incomplete)	100%
Wage of graduates placed	\$10.25/hr		\$10.04	
Number of Burlington housing units rehabbed/WX	5		9	

- 3. How does this data reflect beneficial outcomes of this project/program? Has this impacted your program planning at all? [UWCC]**

The outcomes above show that students that stick through the 10-month program, no matter what barriers may exist at the start, are very likely to obtain their high school degree and get placed into employment. Enrollment was somewhat below our target but has rebounded after more outreach. Assuming the 5 who remain active graduate as expected, final completion rate will rise to 86% above our target of 70%. Final degree attainment and job placement rates are also expected to meet or exceed our 93% goal once the five who remain active complete. The high rates of post-graduation success the program achieves is a factor of the rigor of the program. The lower rate of program completion is a function of the barriers many trainees face and the challenges they face in resisting negative pressures.

ReSOURCE exceeded its goals for affordable housing production. Nine units of affordable housing in Burlington were weatherized. One of these was also a complete gut rehab. The benefits in terms of lower energy costs will accrue to the low income beneficiaries; society as a whole will benefit from avoided emissions.

## ***V. Experience / Organizational Capacity***

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

ReSOURCE’s mission is to meet community and individual needs through (1) education and job skills training, (2) environmental stewardship, and (3) economic opportunities. The YouthBuild program is essential in mission fulfillment in that it addresses all three components of the organization’s mission by providing training, improving housing for low income families, and improving energy efficiency.

- 2. Please describe any indications of program quality, such as staff qualifications and/or training, adherence to best practices or standards, feedback from other programs or organizations you partner with, etc.**

YouthBuild students are credentialed through Home Builders Institute’s (HBI) Green Pre-Apprenticeship Certificate Training (PACT) program. ReSOURCE employs certified Green PACT Instructors able to train and certify competencies in Carpentry & Weatherization on site. Trainers are certified through the state of Vermont’s EPA Renovation, Repair, & Painting (RRP)/Lead Safe certification program, and through the Building Performance Institute (BPI). ReSOURCE is also certified by the state of Vermont to install solar hot water and solar photovoltaic energy systems (REV Certified).

ReSOURCE YouthBuild has been recognized with multiple awards including: 2012 Service Impact Award for Economic Opportunity from the Corporation for National & Community Service; YouthBuild USA’s 2012 “Green Achievement” Award in recognition of our work in weatherization and solar energy, Honorable Mention 2012 Award for Wage Attainment, Outstanding Achievement Award (2007), and Rookie of the Year Award (2007).

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

ReSOURCE provided the following to all training staff and some board members in 2014:

- Training for instructing and working with blind and visually impaired students/youth
- Anti-harassment training
- ADA training: working/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

**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 target a specific (solely) 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. 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 <http://www.burlingtonvt.gov/CEDO/2014-HUD-Income-Limits>**

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Housing Beneficiaries (weatherization + affordable housing construction)	7 HH's/21 persons (assuming average 3 per HH)	3 HH's 9 persons	1 HH 3 persons	2 HH's 6 persons	1 HH's 3 persons
YouthBuild Trainees	12 of 20 trainees from Burlington	4	6	2	0
Total Burlington Beneficiaries	33	13	9	8	3

**3. a. 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. [UWCC]**

Housing construction activities benefit low and moderate income families. Most of ReSOURCE’s construction work is completed in partnership with one of several affordable housing developers who screen and select beneficiaries, allowing ReSOURCE to focus on construction & job training. YouthBuild trainees must be between 16-24, have dropped out of high school, and be below 185 percent of poverty level.

**b. How do you select and reach your target population?**

YouthBuild participants are selected based on interest, ability to succeed, and need for support. Requirements include attendance at an information session, submission of an application, and an individual interview. Using the application essay and the interview, staff rate candidates on need for the program and readiness for the program. In addition, applicants must complete an academic pre-TABE test. Only applicants who score at NRS level 3 or above in Reading and Math are eligible.

ReSOURCE recruits eligible youth through a broad recruitment network. To ensure the success of and maintain full enrollment, ReSOURCE seeks referrals from courts and probation officers, public agencies, schools, and community & faith-based organizations. ReSOURCE distributes recruitment flyers to members of this network and uses frequent e-mails, phone calls, and presentations at agency staff meetings to inform case workers and other youth service providers about training opportunities. ReSOURCE used both radio and TV ads and public service announcements to recruit trainees and make them aware of the job training opportunities.

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

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 Department of Children and Families (DCF), VT Dept. of Labor (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 program. How will you spend the money? Give specific details. [UWCC]**

CDBG funding will be used for staff time to setup and complete affordable housing construction and weatherization projects. Staff time includes coordination with developers, job site supervision & instruction, as well as crew leadership and student instruction & safety training that will occur both on and off the job site. Additional uses of funds include construction materials & supplies and vehicle costs for a pickup truck, weatherization service truck, and small bus to transport trainees & materials to job sites.

**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.**

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	Weatherization Trainer	Train and lead Youth Build crews on Weatherization projects	40	50%

Construction	Construction Instructor	Train and lead Youth Build crews on Affordable Housing	40	25%
Coordination with housing agencies. Management.	Executive Director	Coordinate with affordable housing agencies. Manage and support overall program.	4	50%

### 3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Payroll	\$ 33,609.00	\$ 58,092.00	\$ 91,701.00
Fringe Benefits	\$ 7,730.00	\$ 13,361.00	\$ 21,091.00
YouthBuild Student Stipends	\$ -	\$ 15,000.00	\$ 15,000.00
Vehicle Costs	\$ 3,700.00	\$ 3,800.00	\$ 7,500.00
Equipment Depreciation	\$ -	\$ 8,500.00	\$ 8,500.00
Supplies/ Materials	\$ -	\$ 25,000.00	\$ 25,000.00
Indirect and Administration	\$ 6,756.00	\$ 18,563.00	\$ 25,319.00
<b>TOTAL</b>	<b>\$ 51,795.00</b>	<b>\$ 142,316.00</b>	<b>\$ 194,111.00</b>

### 4. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	50,395	51,795	50,395	51,795
State (specify) WETF VT Office of Economic Opportunity			80,000 25,000	50,000 25,000
Federal (includes Americorps grant through YouthBuild USA, Pass through Federal training grant from State Office of Refugee Services)			274,625	429,111
United Way				
Private (foundation) (individual & corporate) (donated facilities, goods and services)	25,000 30,000	30,000 27,316	493,429 211,401 38,250	600,000 300,000 50,000
Program Income	87,264	85,000	3,160,676	3,497,367
Other (includes sub-lease and other misc. payments for service)			25,570	20,391
<b>Total</b>	<b>192,659</b>	<b>194,111</b>	<b>4,359,346</b>	<b>5,023,664</b>

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

$$\frac{\$51,795}{\text{CDBG Funding}} \div \frac{\$194,111}{\text{Total Program/Project Costs}} = \frac{27\%}{\text{Percentage}}$$

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

$$\frac{\$194,111}{\text{Total Program/Project Cost}} \div \frac{33}{\text{\# Proposed Beneficiaries}} = \frac{\$5,882}{\text{Cost Per Person}}$$

**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 (ReSOURCE has completed over 100 units of housing in the last five years) and expands the capacity to build affordable housing by training disadvantaged youth 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; Linking Learning to Life: college connections program, Accuplacer assessment, student counseling, college classes; PINS: graduation support; VT Adult Learning: educational support and high school completion administration; VT Department of Corrections: Educational support and resources, recruitment; VT Department of Education: funding for high school completion; VT Department of Labor: funding and placement support; VT Energy Efficiency Investment Corporation: Housing construction partner, workshops, BPI certification; VT Student Assistance Corporation: College counseling, workshops on higher education funding/financing; YouthBuild USA: Americorps grant, education awards, individual development accounts for graduates, and staff development and training.

Recruitment and outreach support is provided by 16 agencies. Counseling and leadership support is provided by 18 agencies including employers, social service agencies, and a mentoring coordination agency. Education and job training commitments are provided by over 24 employers.

**9. If your organization has experienced any significant changes in funding levels during the past year, please explain.**

Other federal funding that has supported our YouthBuild program has declined or disappeared. In 2011 & 2012, ReSOURCE used approximately \$900,000 each year mostly to support its job training programs. This funding fell below \$500,000 in 2013 and below \$300,000 in 2014. In 2014 ReSOURCE was selected to run a new training program serving refugees. While this new program provided \$150,000 in new federal funding, it does nothing to support our pre-existing training programs. ReSOURCE intends to sustain its affordable housing & construction training programs despite this loss by expanding earned income, private donations, and foundation grants. More earned income will come from our various social enterprises and from the YouthBuild construction program itself; while most work is done on affordable housing, ReSOURCE also installs solar panels and does other construction work, projected to earn \$80,000 for the Burlington YouthBuild program.

**10. What cost-cutting measures has your organization implemented?**

To offset the loss of federal grant funding in 2013, RESOURCE cut five FTE positions and also reduced the level of stipends paid to YouthBuild and Apprentice-style trainees. These cuts were difficult but were achieved through mostly voluntary reductions in time. ReSOURCE's entire administrative infrastructure—furniture, computers, equipment—is used and donated, keeping overhead costs low.

## ***VIII. Collaboration/Efficiency***

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**1. Share specific examples of how your agency collaborates with other programs or agencies to address the needs of the people you serve. Do not just list organizations with whom you collaborate. [UWCC]**

In developing YouthBuild, ReSOURCE created staff positions for essential functions that could not be better provided by other existing organizations, but defined clear roles & responsibilities for outside agencies to provide key services. As a result, we do not provide our own affordable housing development services but instead provide construction services to Champlain Housing Trust, CVOEO, and Green Mountain Habitat for Humanity.

Those agencies handle all property development work. Educational services were initially provided by a Vermont Adult Learning (VAL) teacher in our classroom. The teacher position is now a ReSOURCE staff position, but we continue to collaborate closely with VAL to design individual learning plans for each student. With support from Navicate & Community College of Vermont, each YouthBuild student is able to take an introduction to college studies class and earn a credit toward a college degree. Finally, all YouthBuild students are co-enrolled as Americorps members and thus earn an educational award that can be used for further training and college. (See also response to question #8).

**2. Describe your agency's efforts at becoming more efficient in achieving your outcomes or managing your project/program.**

ReSOURCE continues to adjust to the loss of 5 FTE positions in 2013. We no longer employ our own case managers, but instead rely on outside agencies and our academic & construction instructors to support students with barriers to success including substance abuse, mental health, and the management of child care, housing, and continuing obligations to the department of corrections. We also significantly reduced the size of our deconstruction staff, but are using more volunteers and rotating YouthBuild students on deconstruction jobs, as this provides additional skill-building opportunities for the students and greater capacity for large projects.

**3. What other agencies provide similar services or programs? [UWCC]**

Essex Tech provides some construction training, but does not do affordable housing construction & weatherization. Vermont Works for Women (VWW) provides a variety of construction training programs to women. ReSOURCE and VWW collaborate and make referrals to each other's programs. Vermont Adult Learning offers high school completion to dropouts, but does not provide job training. CVOEO provides weatherization services to low income families, but does not provide job training.

## ***IX. Sustainability***

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**1. How will this project have a long-term benefit to the City of Burlington? If this project ends, will that benefit continue?**

This project will increase the value of the Burlington grand list and improve the housing stock while decreasing the cost of homeownership; reduce the negative impact of the high school dropout rate; result in low-income youth becoming successful workers at local businesses; and increase the level of community service through the direct involvement of the YouthBuild crews, creating a culture of responsibility, service, and caring. There is no plan for the project to end, but if it did, the benefits are long-lasting both in terms of the housing and the high school dropouts whose lives were fundamentally altered by successfully completing the program and gaining pride by helping others through the housing built and rehabilitated. The energy cost and environmental benefits will last for the lifetime of the housing.

**2. If CDBG funding ends, will the project be able to continue?**

The loss of other federal funding has seriously threatened the YouthBuild program. ReSOURCE has cut costs and found replacement funding. CDBG funding is a critical part of ReSOURCE's 2015 budget plan and could not be easily replaced. It is unclear whether the program could survive with further large cuts but we would certainly do everything possible to continue.