

City of Burlington / CDBG 2011 Application Form

Eligibility _____ National Objective _____ NRSA _____
(Office Use)

Project # PS26
(Office Use)

Project Name: *Social and Economic Development Project*

Project Location/Address: *130 West Canal Street, Suite 2 Winooski, VT 05404*

Organization: *Somali Bantu Community Association of Vermont, Inc.*

Mailing Address: *130 West Canal Street, Suite 2 Winooski, VT 05404*

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I. CDBG Funding Request:

\$5,000.00

II. Project Summary: Briefly describe the project or program to be funded with CDBG. (Please use a one or two sentence description – there is room in Section IV for more detail.)

The Social and Economic Development Project supports a full range of services and educational programming provided by the Association to include administrative services, translation and interpretive services, employment aid and case management, English language classes for preliterate adult learners, citizenship classes, computer and financial literacy programs, health and parenting workshops, referrals, counseling services, tutoring services for young adults and adult learners, and a free computer lab with access to the internet and Rosetta Stone English language software.

III. Description of Organization: Describe the capacity of your organization to successfully carry out the program activities. What is your mission, and how do the proposed activities fit with your mission?

The Somali Bantu Community Association was created to facilitate the resettlement and integration of the Somali Bantu refugee community through providing education, cultural, and life skill training programs. We seek to promote English literacy, promote awareness of American culture, and encourage self-sufficiency within and among the individuals and families comprising the Somali Bantu community in the United States, especially in Vermont. As a part of our mission, we also support not only the Somali Bantu community, but also any fellow community member in need of service.

Created in 2007, the Association has focused on education as a means of “bridging the gap” for refugee populations and thus works to provide constituents with the opportunity and training vital to achieving independence and self-sufficiency. As such, the Association has created a full range of educational programming and workshops to include an English literacy program devoted to the specific needs of preliterate adult learners, the only class with this focus in the Burlington area additionally supported by a computer lab with Rosetta Stone English language software; parenting workshops and programming with curriculum support from the Visiting Nurse Association of Chittenden and Grand Isle Counties and Connecting Cultures; health workshops with input from the University Health Center and Imani Health Institute; computer literacy classes; financial literacy workshops with curriculum support from Opportunities Credit Union; a citizenship class; and tutoring opportunities for high school and adult students, specifically those that cannot access other similar programs either due to age, availability, or location.

Beyond this, the Association acknowledges the many barriers facing refugees and immigrants in the resettlement process not the least of which are barriers to human services aid due to a lack of English literacy or a lack of understanding of the practices and procedures involved in the application process and subsequent reporting. As such we provide case management and aid community members by providing translators or translated documents, transportation to appointments, and referrals.

In addition, many of our constituents are working to understand the new socio-cultural environment in which they now exist. We provide a full range of support groups for new parents, as an example, and case management, as well as counseling services to help community members overcome their very traumatic pasts. Beyond this, we provide referrals both to counseling, legal, and medical partners.

IV. Project Description:

- a. Describe the specific activities to be carried out by your project with CDBG dollars and the accomplishments you plan to achieve. Please distinguish the total number to be served from the number of Burlington clients to be served. Be specific about the tasks / work that CDBG will pay for. Use the table below, adding rows if necessary. You may add narrative below the table if needed for further description.

Specific Service / Activity:	CDBG will pay for:	Unduplicated Total # of Households / Persons to be Served in this Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	Outcome(s) to be Achieved:
English Class	Teaching Materials/Supplies, Internet	18 Families 130 Individuals	18 Families 126 Individuals	85% Improved English Proficiency; 15% Reduction in Unemployment Rate
Case Management	Printing, Phone, Internet	94 Families 664 Individuals	87 Families 612 Individuals	30% Decrease in Unemployment Rate, 45% Increase in Access to Human Services Aid
Life Skills Training Workshops	Materials and Printing Costs	50 Families 350 Individuals	48 Families 340 Individuals	Increased Financial and Computer Literacy, Health Awareness
Counseling Services	Materials, Printing, Phone, Postage, Internet	12 Families 24 Individuals	10 Families 20 Individuals	25% Increase in Participation due to Outreach; 45% Decrease in DCF and Legal Cases
General Operating Costs	Utilities and Rent	94 Families 664 Individuals	87 Families 612 Individuals	Continued Operation of SBCAVT and Its Services and Programming
Community Support Program	Translator Fees, Printing, Transportation, Postage	71 Families 500 Individuals	68 Families 480 Individuals	Ensure Equal Access to Medical and Legal Services, Human Services Aid, and Employment Opportunities

- b. If you plan to pay for staff with CDBG funding, describe what they do in relation to the specific service(s) / activity(ies) described above. All staff that appear in the salary / benefits line items in your budget (Section XV) must be described below. Add rows if necessary.

Specific Service / Activity	Position/Title	Work Related to CDBG-Funded	# of Hours per Week spent on this Specific	% of Hours per Week spent on this
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		Activity	Service / Activity	Specific Service / Activity to be paid with CDBG
Translator	Translator	Prepare translated materials, work with individuals as translator in meetings, interviews, etc., translate educational programming for partner organizations	35-40 Hrs/Wk - variable based on program and workshop schedule	8%

V. Beneficiary Information

a. For each service / activity you identified in Section IV, please project how the Burlington residents will break out into the following income categories. Use the Income Table at http://www.cedoburlington.org/cdbg/income_limits.htm.

Service / Activity:	Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
English Class	18/ 126	18/ 126	0	0	0
Case Management	612/ 87	612/ 87	0	0	0
Life Skills Training Workshops	340/ 48	340/ 48	0	0	0
Counseling Services	20/ 10	20/ 10	0	0	0
General Operating Costs	612/ 87	612/ 87	0	0	0
Community Support Program	480/ 68	480/ 68	0	0	0

b. Please provide a single unduplicated total beneficiary count below:

Unduplicated Total # of Burlington Households / Persons to be Served:	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
612/87	612/87			

c. How will/do you document beneficiary income levels? The Association will provide annual or biannual community wide surveys to document income levels and report them to CEDO and HUD if we are awarded funding. We will also make use of intake forms for programming (ie. classes, counseling, case management, etc.).

VI. Problem Statement

a. **What particular problem or need will this project address?** The majority of Somali Bantu community members have little to no formal education, cannot communicate in English, and are restricted by their lack of job skills. Both men and women are increasingly relegated to service positions with little opportunity for upward mobility or a livable wage. In addition community members are struggling to understand not only the economic environment in which they live, but also their socio-cultural context. They need support in basic life skills, and guidance in navigating “the system.” Beyond this, many community members are struggling to overcome the traumas they experienced both in Somalia and in the refugee camps of Kenya. Counseling and workshops devoted to interpersonal relations and healthy communication as well as classes devoted to parenting and marriage are also key to helping this community succeed.

b. **How was this need identified?** The Association was first established in 2007 due to a growing need for self-advocacy and programming devoted to the very specific challenges facing this community. The Association was created to be both representative of and governed by the community itself as it worked to address the issues presented above. As such, the concerns described above are those highlighted by the Board and detail community need based on community input and experience.

c. **Why is this a funding priority for Burlington?** The Association primarily works with Somali Bantu refugees, those placed in Chittenden County as a part of a resettlement program initiated in the United States in 1999. Over the past 6 ½ years the Somali Bantu community has grown to nearly 700 individuals, many of which are new transplants from other settlement communities throughout the United States or have exceeded the time limit for monetary or program support and are thus ineligible for aid from other settlement agencies. As stated above, many of these individuals do not have English language skills and most are preliterate. As such, community members are struggling to subsist, existing on meager paychecks without the opportunity for advancement. The funding provided by the CDBG program will allow the Association to continue to provide programs, classes, and workshops that will not only make human services more accessible, but will also provide educational opportunities and case management and counseling support that will help this community become self-sufficient; a unique and enriching addition to the greater Burlington community.

VII. Program Goals: How will this project reduce the number of people living in poverty? Will it help people move out of poverty? Prevent people from entering poverty? Address basic needs of people living in poverty? The Social and Economic Development Project is an on-going, year-round, compilation of workshops, programs, and services devoted to meeting the needs of the Somali Bantu community as well as other greater Burlington community members living in the low/moderate income bracket. As such, the Social and Economic Development Project is focused on providing services that will not only help those living in poverty, addressing their basic needs, such as access to human services, administrative services, referrals, case management, and counseling, but also provides educational opportunities and support that will afford those served the tools to become self-sufficient and independent.

a. **Are you targeting any specific disadvantaged population/group of people? If so, who are they? (i.e., people with disabilities, minorities, women with children living in poverty, people with limited English proficiency, at-risk youth, etc.)** As stated above, the Association works primarily with Somali Bantu refugees who have limited English skills and little to no formal education.

VIII. Equal Opportunity/Accessibility: How do you make sure your programs are accessible to all and culturally appropriate? What equal opportunity efforts do you make in hiring and, if applicable, Board recruitment? As outlined in our mission statement, while our primary beneficiaries are currently Somali Bantu community members, our services are open to the public, regardless of race, national origin, special needs, religion, age, color, sexual preference or gender. All members have the right to vote in elections for the Board and can be considered for Board election

themselves at any annual meeting. Membership can and shall be granted to every person, irrespective of race, creed, political affiliation, or ethnic background who is over 18 years of age, agrees to the Association's bylaws, supports its mission and purpose, and who is willing to attend annual meetings.

IX. *Impact and Evaluation:*

a. How do you define success? How do you measure it? How many of your beneficiaries achieve it?

The Association defines success in many different ways, with the overall goal of aiding our constituents in achieving socio-economic independence and self-sufficiency with equal access to all educational and life opportunities. However, in the short term, success is measured by the number of members that are gainfully employed, the number of members who are able to access government and state aid resources and maintain required reporting, and those that are able to access support services and educational programming (ESL classes, medical, legal, and mental health related services, etc.). The Association currently tracks program outreach through intake and roster forms, as well as case management files. We also implement a community-wide survey at the close of every fiscal year (Jan./Feb.) to gain a better understanding of our impact and current community need for planning purposes.

b. If this is an existing project:

1. What were your projected accomplishments for your most recent completed funding period or fiscal year? Our goals for 2010 were to 1. Increase Grant Funding, 2. Focus Community Outreach on Women's Issues, 3. Increase Community Partnerships to Make Use of Additional Resources, 4. Create Programming Designed to Fill Gaps in Services, 5. Improve Record Keeping, 6. Expand Case Management Services, 7. Increase Volunteer Base, 8. Increase In-Kind Donations, 9. Improve Outreach Through Publicity Tools, and 10. Increase Personal Monetary Donations.

2. What were your actual accomplishments for that period? If you did not meet projections, please explain (i) why and (ii) how you will overcome that issue in the future. In 2010 we successfully obtained two AmeriCorps State representatives focused on working on women's issues and making programming accessible and pertinent to the specific needs and challenges facing refugee women. We were able to substantially increase our partnerships and thus able to make use of additional resources to support our needs. We were able to improve much of our programming to make sure that all programming was designed to meet a gap in services (Ex. ESL classes focused on preliterate adult learners or our tutoring program which is designed for adults that cannot access other similar programs in Burlington). We have worked to implement better recording procedures (currently working on our second community-wide, door-to-door survey) and as a result we were able to improve our case management services. We have grown our volunteer base and increased our in-kind donations, partially due to the use of publicity tools. However, we are working on increasing our grant funding, and improving/increasing our personal donations. Our hope is to provide more outreach, making use of additional publicity tools and mailings, as well as making use of online donation tools in order to increase our personal donation support.

X. *Community Participation & Partners*

a. How are the community and/or program participants involved in decision-making and in identifying the program need, design and/or evaluation? The Community is closely involved in all decision-making processes surrounding the Association. The Association was created for and is run by Somali Bantu community members for the purpose of self-advocacy. In addition, the Association's governing Board is made up of elected members. Any member can be considered for election, and anyone can be considered for membership as long as they are 18

years old or older, agree to the Association's bylaws, support its mission and purpose, and are willing to attend annual meetings. Also, the governing Board is closely involved in the purpose and design of programs, meeting weekly to discuss community needs. Beyond this, program participants are invited to provide feedback on all programming, classes, and workshops during and at the conclusion of programming.

- b. **What other agencies or sectors (i.e., government, private) do you work with on this project/program?** Community Health Center, University Health Center, Imani Health Institute, UVM, Connecting Cultures, VRRP, Burlington College, Middlebury College, Burlington Police Department, DCF, Howard Center, Mercy Connections, Neighborkeepers, NESTT, Opportunities Credit Union, Parallel Justice, Peace and Justice Center, ReachUp, US Census Bureau-Burlington, Vermont Workers' Center, Visiting Nurse Association, Winooski Community Center, Women Helping Battered Women, CEDO, Vermont Immigration and Asylum Advocates, Burlington Housing Authority, ReSource, United Way, Vermont Center for Crime Victim Services.

XI. *Sustainability*

a. **How will this project have a long-term benefit to the City of Burlington?** This project will continue to aid refugees in becoming self-sufficient and in supporting refugee and low-income communities as they strive to reach economic independence. This project provides programming and support services that treat many of the elements that perpetuate the cycle of poverty. We are thus improving the prospects of many generations of Burlington families.

b. **If the project ends, will that benefit continue?** The Social and Economic Development Project is focused on providing educational and life skills training. As such, our hope is that the educational benefit will aid and strengthen community members who have gained access to this project. While the Association hopes to exist as a cultural and educational resource for refugees and low-income individuals in the future, the impact of education on current beneficiaries should long survive us.

c. **If CDBG funding ends, will the project be sustainable (i.e., able to continue)?** The Social and Economic Development Project has been maintained in its current form through membership dues, donations both in-kind and monetary, through small grants, volunteer participation, and through established partnerships. Our hope is that funding will continue so that we can expand our programming and improve our outreach to better meet the ever-changing needs of our growing community. However, we believe we will, with the continued support of our beneficiaries and volunteers, be able to sustain.

XII. *Consistency*

a. **What Consolidated Plan objective does this project support?** *OBJECTIVE EO-1.3: Help 50 residents with improved access to economic opportunity each year over the next five years.*

b. **What other City plans, if any, does this project support or complement?** The Social and Economic Development Project complements the Burlington Legacy Project in its focus on education, social equity, and economic development in improving the standard of living for residents and maintaining the qualities that make Burlington a great place to live. The Legacy Project's Common Vision states a focus on "maintaining Burlington as a regional population, government, cultural and economic center with livable wage jobs, full employment, social supports and housing that matches job growth and family income." Through the programs, workshops and services provided by the Social and Economic Development Project, the Association is working toward a similar vision for its members.

1. Readiness to Proceed

Is the project ready to begin July 1, 2011 and be completed by June 30, 2012? The Social and Economic Development Project is an on-going, year-round, compilation of programs and services. As such, the program will be sustained through July 1, 2011 and up to and beyond June 30, 2012.

- a. If not, what are the expected start and completion dates? N/A
- b. Are there any other conditions that may affect your ability to begin or complete this project? No

XIV. Financial Narrative

- a. **Why should CDBG resources, as opposed to other sources of funding, be used for this project?**
CDBG resources should be used for this project, mainly because the project’s mission and goals align with the needs and requirements of the grant, to include consolidated plan objective EO-1.3 and current city plans, namely the Burlington Legacy Project. The project works closely with refugee community members in moving individuals and families out of the low/moderate income bracket through educational workshops and support services. The project thus works closely with minority and disadvantaged Burlington community members.
- b.
- c. **Describe your use of community resources. For example, will your project be matched or leveraged with other funding sources or resources (such as volunteers) that don’t appear in the budget summary below?** The Association is always looking for competent instructors and professionals to donate their time and services. With this in mind, the total listing of volunteer resources is not currently available, but continued partnerships with other nonprofit organizations are invaluable in the implementation of educational programming and support services.
- d. **Has your organization had any significant changes in funding levels over the last year? If so, please describe.** Unfortunately the Association's grant funding decreased by nearly \$28,000 this past year. This has left our grant revenue for 2010 at roughly \$9,350.
- e. **What percent of Agency funds are used for administration vs. program costs?** Based on data for 2010, we are currently spending approximately 33% of our funds on administrative costs, and 67% on program costs.

XV. Budget

a. Summary

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 2000	\$ 5000	\$ 2000	\$ 5000
State		*		
Federal				
United Way		12000		12000
Private	7505	17500	8407	29500
Program Income				5000
Other		500	320	
Total	\$ 9505	\$ 30000 **	\$ 10727	\$ 51500

* Must match your CDBG request amount on Page 1.

** Must match in all three boxes on Pages 7 and 8.

b. Proposed Project Budget Sources

CDBG	\$ 5000 *
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
United Way of Chittenden County	\$ 12000
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
Vermont Women’s Foundation	\$ 6000
Haymarket People’s Fund	\$ 8000
Ben & Jerry’s Foundation	\$ 1000
Visiting Nurses Association	\$ 2500
Other – please specify (i.e., fee-for-service, etc.)	
Space Rental Fees	\$ 500
TOTAL	\$ 30000 **

c. Proposed Budget Uses

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
Teaching Materials	\$ 560	\$ 5000	\$ 5560
Printing	\$ 500	\$ 5000	\$ 5500
Phone	\$ 400	\$ 80	\$ 480
Internet	\$ 600	\$ 235	\$ 835
Utilities/rent	\$ 655	\$ 4510	\$ 5165
Translator Fees	\$ 555	\$ 2175	\$ 2730
Transportation	\$ 555	\$ 1000	\$ 1555
Supplies	\$ 620	\$ 5000	\$ 5620
Postage	\$ 555	\$ 2000	\$ 2555
TOTAL	\$ 5000 *	\$ 2500	\$ 30000 **

* Must match your CDBG request amount on Page 1.

** Must match in all three boxes on Pages 7 and 8.