

City of Burlington / CDBG 2011 Application Form

Eligibility _____ National Objective _____ NRSA _____
(Office Use)

Project # PS29
(Office Use)

Project Name: Caring for our Neighbors

Project Location/Address: VNA Family Room, 20 Allen Street, Burlington, VT 05401

Organization: Visiting Nurse Association of Chittenden and Grand Isle Counties

Mailing Address: 1110 Prim Road Colchester, VT 05446

Contact: Danielle Hartwick

Title: Family Room

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Program Manager

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I. CDBG Funding Request:

\$ 7,168.00

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 **VNA Family Room Caring for our Neighbors** project will provide part-day child care services to adults attending English as a Second Language classes at the Family Room or GED and computer classes at Mercy Connections.

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 Visiting Nurse Association of Chittenden and Grand Isle Counties (VNA) is a 104-year-old nonprofit home health agency delivering services to people of all ages. The VNA cares for individuals and families through health and related services in homes and other community settings.

The VNA Family and Children's Services offers the Family Room, a state-designated Parent-Child Center. Established in 1988, the mission of the VNA Family Room is to build the five family protective factors associated with child abuse prevention: 1) Social and emotional competence of children, fostered through healthy parent-child attachment and nurturing; 2) Knowledge of parenting and child development; 3) Parental resilience; 4) Social connections; and 5) Concrete support for parents in times of need including access to community resources. We also promote school readiness factors such as the child's ability to interact with others and the child's early literacy skills through family literacy programming and preschool services.

Our programs include:

- **Strong Families:** A twenty-week parenting education program with a concurrent children's program.
- **Family Play Program and Baby Room:** Parent-child interactive play and literacy sessions with parent education and support, English as a Second Language (ESL) classes, projects to promote cross-cultural relationships, sewing and a summer gardening/outdoor education program.

- FACT (Fathers and Children Together) program and father-focused parenting education classes: Father-child activities to foster strong relationships, father-focused parent education, and dad-to-dad peer support. FACT groups are offered in Burlington, Winooski, St. Albans and Milton.
- Early Education Initiative Preschool: State-funded preschool services for three- and four-year-olds considered at-risk of school failure.
- Early Months Group: Weekly program for first time moms with infants up to 4 months old, fostering strong and secure parent-child attachment through yoga and infant massage.
- Crawlers, Waddlers, and Toddlers: Weekly program for families with infants and toddlers to support developmental play, music and movement.
- Resource information and referral, and community collaboration for enhanced services.

The proposed **VNA Family Room Caring for our Neighbors** project fits with the Family Room mission to build parent success while providing high-quality child development opportunities for young children.

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:
Quality child care services	Staff time	30-40 adults	30-40 households	ESL and Adult education students will have access to classes two days/week.
		30-40 children	30-40 children	Children will have access to quality child care while parents are attending adult education classes.

- 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 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
Quality child care for ages 0-2 years	Child Development Specialist	Staff will provide free child care to 10-20 children	4 hours per day/2 days =8 hours per week	100%
Quality child care for ages 3-5 years	Child Development Specialist	Staff will provide free child care to 10-20 children	4 hours per day/2 days =8 hours per week	100%

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
Quality child care services	40	35	5		

- 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
Quality child care services	40	35	5	

- c. How will/do you document beneficiary income levels?

The VNA Family Room currently collects income data through a satisfaction survey collected from families currently attending programs.

VI. *Problem Statement*

- a. What particular problem or need will this project address?

Muslimo and her family came to Burlington through the Vermont Refugee Resettlement Program. She is excited to have the opportunity to live in America and is currently living in Burlington. She wants to learn English so she can help her children in school and to eventually have a job. When Muslimo applied for child care assistance she was denied, as there were no full-day ESL classes for her to attend while her young children could be in child care. She also could not find part-time child care that would allow her to attend the part time ESL classes. While Muslimo is very motivated to help meet her family needs, she is not able to afford full-time child care and unable to find a part-time child care opening.

On Tuesdays and Thursdays, Muslimo travels by bus across Burlington, with her two young children, to reach the VNA Family Room where she knows her children will have free, quality child care while she attends ESL classes. She also knows that she will be able to share a nutritious lunch with her children before she leaves for the bus stop and returns home. Without the on-site child care, Muslimo would not be able to attend ESL classes and would be struggling in her new community.

- b. How was this need identified?

This need has been discussed in community meetings including the Refugee and Immigration Service Provider Network (RISPNet) and the Child Care Resource and Referral Family Support meetings. Discussions of need have also occurred with the VNA Family Room staff, English as Second Language teachers from Vermont Adult Learning and teachers from Mercy Connections.

- c. Why is this a funding priority for Burlington?

The **VNA Caring for our Neighbors** will address two strategic goals of CDBG grant funding:

- **This project will help people move out of poverty** by reducing barriers to economic opportunity and improve economic opportunity for refugee residents by providing free childcare so families may access English Language classes.
- **This project will address the basic needs of people living in poverty** by offering free, nutritious community meals during the Family Play program to all Family Room participants two times per week.

“Vermont’s racial and ethnic populations are growing at a much faster rate than the population overall. Between 1990 and 2007, Blacks or African Americans have been the fastest growing population in Vermont, with their numbers more than tripling in the past 18 years.” (VT Health Disparities Report, 2010) State data such as this leads us to believe that we will continue to serve this population in the city of Burlington and resources will continue to be necessary to support the success of all Burlington residents.

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?

VNA Caring for our Neighbors will provide the opportunity for 30-50 low-income Burlington residents to access ESL classes through Vermont Adult Learning, and GED and computer classes through Mercy Connections. These classes will prepare families in poverty to gain skills in language and working skills to further their ability to move out of poverty. In addition, the project will provide child care, a basic need of people living in poverty. We will support approximately 30-40 young children in school readiness factors through social-emotional, physical and cognitive development while interacting with our child development specialists in an age appropriate space.

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.)

Each year, the VNA Family Room serves more than 350 families with children from birth through six years of age – over 1,000 individuals came through our doors last year. Almost half of participants are recently re-settled, pre-literate African refugees with limited English. Approximately 87% of our families live below federal poverty guidelines and in 75% of families neither parent has a high school diploma or GED. Approximately 90% of the families attending the VNA Family Room live in Burlington’s Old North End. This neighborhood has high rates of poverty, child abuse and neglect and low levels of school readiness compared with the rest of the county and state.

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?

The VNA Family Room provides all services free of cost to participants in order to be accessible to all. Our diverse staff represents the clients served in the Family Room through their knowledge of the population in the community. Many of the staff is comprised of individuals from the community who have been previous clients of the VNA Family Room, refugees, AmeriCorps members and professionals who have lived and worked in the Burlington for many years. The Family Room Program Manager is also a member of the VNA Agency Leadership team. In this role, the Family Room activities are shared monthly with the VNA Leadership Team and the President of the VNA, Churchill Hindes. The information from these meetings is shared with the Board of Directors to ensure agency-wide program and client representation.

IX. Impact and Evaluation:

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

Success at the VNA Family Room is measured through:

- 1) Statistics of the number of individual and families served,
- 2) Reduction in stress-factors/child abuse factors as measured through client satisfaction surveys and pre- and post-class surveys through specific parenting classes, and
- 3) Our ability to provide services as requested by participants in Parent Advisory meetings.

b. If this is an existing project:

1. What were your projected accomplishments for your most recent completed funding period or fiscal year?

The VNA Family Room was projected to serve 300-350 families in the past fiscal year. We anticipate continuing all services offered at the VNA Family Room through the current fiscal year.

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 fiscal year 2010, the VNA Family Room served 396 families, a total of 1001 individuals. With the VNA Family Room providing childcare, Vermont Adult Learning was able to serve 51 different students since June 2010 and with 38 current students. This education included the provision of 1,114 instructional hours, including a slower summer season. Mercy Connections has provided services to an additional six students.

The VNA Family Room was able to secure grant funding to add additional programming that offered a focus of healthy habits through nutritional food and physical activities with children and families.

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 interests of the Family Room clients are represented through our Advisory Group, which includes parents, staff and community members. Participants of this group serve as liaisons between all families attending our programs and provide valuable input and perspective regarding our services to the community. In addition, we conduct satisfaction surveys and focus groups yearly. Furthermore, we foster a caring and respectful climate at the Family Room, which encourages families to share their ideas and concerns.

b. What other agencies or sectors (i.e., government, private) do you work with on this project/program?

The VNA Family Room collaborates with Vermont Adult Learning and Mercy Connections to support adult education opportunities within the Family Room space.

XI. Sustainability

a. How will this project have a long-term benefit to the City of Burlington?

The **VNA Family Room Caring for our Neighbors** will have many long-term benefits for adults including increased English-language and job-readiness skills. The participants will also have opportunities to meet other members of their community and bridge relationships for additional refugee residents of the Burlington community. The young children of our community will have the

opportunity to build relationships, develop friendship skills and increase their cognitive abilities through their interactions with other children and the VNA Family Room staff.

b. If the project ends, will that benefit continue?

If this projected ended, the educational benefits to the children, adults and the Burlington community would continue.

c. If CDBG funding ends, will the project be sustainable (i.e., able to continue)?

The VNA Family Room Program Manager will continue to seek funding from grants and contributions to support the VNA Family Room programs. Each year's funding source remains varied and unpredictable.

XII. Consistency

a. What Consolidated Plan objective does this project support? n/a

b. What other City plans, if any, does this project support or complement? n/a

XIII. Readiness to Proceed

a. Is the project ready to begin July 1, 2011 and be completed by June 30, 2012? Yes

b. If not, what are the expected start and completion dates? n/a

c. Are there any other conditions that may affect your ability to begin or complete this project? n/a

XIV. Financial Narrative

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

The resources requested for this project are critical to the long-term success of the participating Burlington residents. This opportunity will provide essential services while helping people move out of poverty.

b. 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 VNA Family Room provides internship and volunteer opportunities to the local colleges.

c. Has your organization had any significant changes in funding levels over the last year? If so, please describe.

The VNA agency has been experiencing significant changes in funding levels over the last year due to challenging economic times. Many foundations have reduced gift giving, community support has not continued at previous rates and more recently, changes in Medicare and Medicaid funding have left the agency concerned about future reimbursement for other services. These additional VNA services often provide charitable support to the VNA Family Room.

d. What percent of Agency funds are used for administration vs. program costs?

The VNA allocates 16% of funding to administrative costs and 84% to program costs.

XV. Budget
a. Summary

	Project		Agency - VNA Family Room	
	Current	Projected	Current	Projected
CDBG	\$0	\$7,168	\$0	\$7,168
State	\$10,000	\$10,000	\$50,925	\$50,925
Federal	\$0	\$0	\$0	\$0
United Way	\$20,000	\$20,000	\$55,463	\$55,463
Private	\$26,657	\$26,657	\$216,275	\$216,275
Program Income	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0
Total	\$56,657	\$63,825	\$322,663	\$329,831

* 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	\$ 7,168 *
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
	\$ 0
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
	\$ 10,000
United Way of Chittenden County	\$ 20,000
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
Private Foundations	\$ 10,000
Community Support and Donations	\$ 16,657
	\$
Other – please specify (i.e., fee-for-service, etc.)	\$ 0
TOTAL	\$ 63,825 **

c. Proposed Budget Uses

Line Item	CDBG	Other	Total
Child Development Specialist	\$ 7,168	\$ -	\$ 7,168
Other program staff		\$ 35,239	\$ 35,239
Fringe Benefits @ \$0.2765		\$ 11,726	\$ 11,726
Operating Costs – Food, Phone, Printing, etc.		\$ 2,146	\$ 2,146
Lease and Utilities		\$ 6,000	\$ 6,000
Supplies (consumable art materials, paint and paper)		\$ 1,546	\$ 1,546
Total	\$ 7,168	\$ 56,657	\$ 63,825

* Must match your CDBG request amount on Page 1. ** Must match in all three boxes on Page 7.