

City of Burlington / CDBG 2012 Application Form

Eligibility _____
(Office Use)

National Objective _____ NRSA _____

Project # _____
(Office Use)

Project Name: Project Integration

Project Location/Address: 72 North Champlain Street, Burlington

Organization: Association of Africans Living in Vermont, Inc.

Mailing Address: 72 North Champlain Street, Burlington, Vermont 05401

Contact: Yacouba Jacob Bogre Title: Executive Director Phone #: 802-985-3106

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I. CDBG Funding Request: \$ 10,065

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.)

Project Integration is the name of the Association of Africans Living in Vermont's (AALV) flagship case management program. Project Integration connects recently arrived refugees and former refugees living in poverty with services and resources they need to provide for their household's basic needs. Project Integration outreach workers are from the refugee communities that they serve and provide assistance to their communities in a linguistically and culturally appropriate manner. CDBG funds will contribute to the salary of an additional Bhutanese outreach worker.

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 AALV promotes the equal opportunity, dignity, and self-sufficiency of refugee and immigrant individuals and families in Vermont, regardless of race, ethnic group, religious or political affiliation, or sexual orientation. The AALV serves all refugees and immigrants regardless of whether or not they descend from the African continent. The AALV maintains a multicultural staff of nine, who speak a combined twelve languages. AALV connects refugees and immigrants with the services, resources, and jobs they need and does so in a manner which respects clients' culture and while ensuring their linguistic comprehension.

The AALV has implemented Project Integration successfully for the past 6 years. During that time, the project has grown from 1 outreach worker to 4, and assisted a total of 623 adult clients. During this period, Burlington's refugee and immigrant population has both grown and diversified: between 250 and 375 refugees have been resettled each year and the countries of origin of these arrivals have broadened from the Congo and Somali to include Bhutan, Iraq, and Burma. The AALV has adjusted its mission, expanded and diversified its staff, and modified its programming to meet the varied needs of this changing community.

The AALV is a maturing non-profit community-based organization with approved 501(c) 3 tax-exempt status from the federal government. The AALV operates on an annual budget of \$735,743.89 and conducts an independent audit of its financial position. The AALV is a federal grant recipient, with active awards from the U.S. Department of Health and Human Services and the U.S. Department of Agriculture. The AALV abides by all regulations outlined in federal OMB Circulars A-110, A-122, and A-133. The AALV has a Board of Directors, which is more than 50% representative of the community it serves. The AALV owes no federal debt and publishes its 990 filing with Guidestar. The AALV is a United Way Member Agency.

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:
Home visit outreach and education	¼ - time Outreach Worker (BHU)*	28 Bhutanese Households	24 Bhutanese Households	28 Bhutanese households will monthly receive linguistically and culturally appropriate social service outreach information from a range of mainstream providers
Assessments of household needs	¼ - time Outreach Worker (BHU)	28 Bhutanese Households	24 Bhutanese Households	28 Bhutanese households will at least monthly have their integration needs assessed in a linguistically

				and culturally appropriate manner
Referral for social service assistance and job security	¼ - time Outreach Worker (BHU)	28 Bhutanese Households	24 Bhutanese Households	28 Bhutanese households will receive a projected annual total of 84 referrals to basic needs assistance programs within AALV and at outside organizations in a linguistically appropriate manner

*The AALV will hire a full-time Bhutanese Outreach Worker, of which CDBG funds will pay for 25% of that staff member's salary and fringe. The work outlined within these tables is what will be accomplished solely by CDBG funds. The additional 75% load of work will be funded with funds from the federal Office of Refugee Resettlement, the Vermont Agency of Human Services Office of the State Refugee Coordinator, the United Way of Chittenden County, and private donations.

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
Home visit outreach and education	¼ - time Outreach Worker (BHU)	Bilingual Outreach Worker visits Bhutanese refugee households to explain information on the existence of, how to access, and how to use services at outside providers (e.g. Head Start; SNAP; WIC; health services at CHCB) and answer questions	3 hours per week for 52 weeks	100%
Assessments of household needs	¼ - time Outreach Worker (BHU)	During home visits and at the office, Bhutanese Outreach Worker asks household members what problems / needs they are facing and documents these as the first step in problem solving	2 hours per week for 52 weeks	100%
Referral for social service assistance and job security	¼ - time Outreach Worker (BHU)	In coordination with other AALV Outreach Workers, Bhutanese Outreach Worker liaises with 'best-fit' mainstream social service providers to resolve households problems and needs; Bhutanese Outreach Worker oversees the delivery of services to ensure linguistic comprehension and cross-cultural understanding	5 hours per week for 52 weeks	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
Home visit outreach and education	24 households / 72 persons	20 households / 60 persons	3 households / 9 persons	1 household / 3 people	nil
Assessments of household needs	24 households / 72 persons	20 households / 60 persons	3 households / 9 persons	1 household / 3 people	nil
Referral for social service assistance and job security	24 households / 72 persons	20 households / 60 persons	3 households / 9 persons	1 household / 3 people	nil

- 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
24 households / 72 persons	20 households / 60 persons	3 households / 9 persons	1 household / 3 people	nil

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

The AALV recently transitioned to the Penelope Case Management client information management system from Athena Software. This platform allows AALV staff to track client household income. The AALV is also a Reach Up case management contractor. To the extent that a household served by this project is also a Reach Up client, household income could be cross-checked against the Reach Up ACCESS system.

VI. Problem Statement

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

The AALV serves refugees and immigrants living in the greater Burlington area. Refugees and immigrants in Vermont face multiple barriers to economic and social self-sufficiency. All refugees and most immigrants arrive in the state in poverty, with little or no assets and, for refugees, often in debt from their Refugee Travel Loan, which they must pay back to their national resettlement agency. The AALV typically begins providing services to refugees within six months from their date of arrival in the US, and immediately after arrival for other immigrants.

At this time after arrival, the typical AALV new client is just as likely to not have a job as to have a job (based on resettlement program job placement rates). They may or may not be able to pay for their rent after leaving the formal resettlement period of cash assistance, and they may or may not understand how to maintain compliance with DCF for use of TANF, SNAP, or Medicaid. Awareness about how to access and use various 'mainstream' social and health service programs is highly variable. Most refugees and immigrants accessing the AALV experience limited English proficiency.

The AALV serves all refugees and immigrants regardless of country of origin – despite the organization's name, which is rooted in the communities that founded it. The AALV has served clients from 29 countries since 2006. The AALV, because of this experience with different groups of people, has identified the following needs that transcend ethnic / national communities:

1. Accessing services, resources, and jobs at parity with US-born residents
2. Understanding the cultural context in which services, resources, and jobs are made available
3. Upward income mobility often initially requires advocacy and assistance beyond pulling one up by his or her 'bootstraps'

- b. How was this need identified?

The AALV has provided referral case management to refugees and immigrants since 2006. Six years later, the number of refugees and immigrants arriving in Vermont has steadily increased. The same needs that presented themselves between 2006 and 2008, exist with greater severity today during this period of economic decline. TANF caseloads have increased, as have the number of families qualifying for and enrolling in SNAP. The number of clients approaching the AALV for job placement assistance has increased 60% since 2008.

c. Why is this a funding priority for Burlington?

There are many reasons for Burlington treat this challenge as a priority. The city has an obligation to ensure that all of its community members can equally access opportunity, regardless of race, ethnicity, national origin, or language spoken at home. The city is also committed to transitioning its residents out of poverty and into lives of self-sufficiency, through job placement and social services that support employment retention. Finally, with large scale reform of the refugee resettlement system stalled within the National Security Council and the country's economic morass deepening, it appears unlikely that enhanced job placement, English language instruction, and refugee cash assistance solutions will see implementation during the next year.

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?

This project will reduce the number of households living in extreme poverty. Of the 28 households this project will assist, it is projected that 19 will see growth in their monthly household income by the end of the project period. This will be achieved directly through job placement and job upgrade placement, and indirectly through improved household utilization of services that support job retention (e.g. access to childcare, improved utilization of health care, improved utilization of subsidized transportation resources). Income growth will move people in poverty out of poverty and reduce the number of households entering poverty.

This project will also address the needs of families that living in extreme poverty by better connecting these households to essential services. Priority services for which all AALV Outreach Workers routinely monitor client utilization include: SNAP, Medicaid, public housing assistance, WIC, Head Start, fuel assistance, EITC, and bank accounts (usually with Opportunities Credit Union). Specialized assistance is accessed on a case-by-case basis.

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.)

One hundred percent of AALV's clients are ethnic / racial minorities. All served households are headed by foreign-born individuals. Roughly ¾'s of households have at least one child. The large majority speak a language other than English at home, and 80% live in extreme or low-income conditions.

VIII. Equal Opportunity/Accessibility:

a. How do you make sure your programs are accessible to all, inclusive and culturally appropriate?

The AALV hires Outreach Workers who are from the ethnic and national backgrounds of the people it routinely serves. The AALV's use of CDBG funds to hire a second Bhutanese Outreach Worker reflects the demographics of Burlington's most recently arrived community. Other Outreach Workers are members of the Burundian, Bhutanese, and Somali Bantu communities. These staff members speak the languages of their community members as well as English. They have been through the refugee resettlement system, themselves, and while they may not be 'elders' of their communities, they are effective 'operators', with deep understanding of the Burlington service provider network and their own ethnic social networks. For ethnic and national groups which are not as large but face similar transitional challenges (e.g. Iraqi, Burmese), AALV Outreach Workers leverage the organization's professional interpreter services program, AALV Interpret. AALV Interpret's interpreters are third-party screened, regularly trained, and contracted by Fletcher Allen Health Care and the Vermont Agency of Human Services.

b. Describe the diversity status of (i) your staff for this program and (ii) your Board. How does that compare with the diversity status of the clients of the program / project you're requesting funding for?

The AALV staff and Board are 90% ethnic and racial minority, while the population that they serve are nearly 100% ethnic and racial minority. Staff and Board members also live either in Burlington proper or live in greater Burlington area. Nearly all staff and Board members are refugees and immigrants themselves.

c. Describe the diversity / cultural competency trainings that your staff and Board have participated in during the last year.

Unlike many non-profits in the greater Burlington area, the AALV is largely comprised of minorities. In the one example of a staff member who is not a minority, she has worked her entire professional career with refugees and other immigrant populations and has lived in southern Africa. The AALV believes diversity and cultural competency include more than white Vermont-born individuals learning about the service preferences and backgrounds of racial and ethnic minorities. Members of our community should also understand the cultural and social backgrounds of those who have lived in Vermont for centuries. The AALV staff and Board of Directors have been committed to graduating its members from the Leadership Champlain program through the Lake Champlain Regional Chamber of Commerce. During the past 5 years, the AALV has put 4 Board and staff members through this training. We hope that in so doing, we have helped to educate local leaders about the needs and concerns of our communities.

IX. Impact and Evaluation:

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

Success for our community members and our organization is for immigrants and refugees living in Vermont to experience the same degree of self-sufficiency, social comfort, and autonomy as any household of native-born Vermonters. This means securing jobs for community members and helping them retain those jobs. Success is helping community members access all of the social services and resources to which they are entitled. Success is enabling our community members to both understand and utilize information that helps their integration into American society.

For this project, the AALV will measure:

- Whether or not households receiving informational home visits understand and then utilize the information being provided to them
- Whether or not all households believe the Outreach Worker was responsive to the needs raised by them
- Whether or not households felt that the AALV, either through direct service or through linguistically and culturally appropriate referral adequately addressed their needs and resolved their integration challenges

Each year in December, the AALV conducts qualitative interviews with a sampling of its served communities. These responses augment basic output-based data, now generated by the AALV's Penelope Case Management Information System. Output measures include: number of home visits and informational subjects taught; number of service contacts with the household; types of services provided to the household; referrals and follow-up notation of those referrals to mainstream providers. Quantitative outcomes measures include: movement off of TANF; 90-day job retention; and annual increases in household income.

b. If this is an existing project:

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

The AALV intends to successfully address all of the needs of its refugee and immigrant clients during each reporting period. The AALV does not set projections on the number of clients it will serve or the types of needs it will address. Instead, the AALV looks at trends in service need over periods of time. During the past two years, for example, the AALV has seen a pronounced increase in the need for assistance with employment. Consequently, more time has been spent by Outreach Workers helping clients find jobs.

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.

During the most recent reporting period (April 1, 2011 – September 30, 2011), the AALV served a total of 113 refugee households through Project Integration. Thirty-seven (37) of these households were new clients to AALV. A total of 703 client service contacts took place during this period resulting in 314 referrals to outside agencies for linguistically and culturally appropriate care. The large majority of these referrals were made to employers (119) for jobs. An additional 71 referrals were made to DCF. Other referrals were for housing, health, and immigration legal services. The AALV also conducted 102 home visits during the period to educate community members on a variety of integration topics.

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 program design for AALV's Project Integration is purposefully broad. This is to accommodate for the wide variety of integration needs refugee and immigrant clients present. To the extent that a client presents difficulty finding a job, we help him/her address that challenge from a client-centered, household-systems approach. Using this approach, the job placement is the goal, but that goal is not achieved if job placement results in haphazard child supervision as a result of that parent taking the job. Similarly, if placing one parent in a job results in transportation not being available for the other parent to get to work, then this is not fulfillment of the goal. Their needs as expressed by them drive Outreach Worker action.

At the community level, the AALV annually conducts qualitative evaluations with a sampling of current clients. Evaluation results inform program design modification. For example, if clients responded during evaluations that home visits education was not a preferred method of education, than the AALV would solicit ideas from clients about other community education methods.

b. Who do you mainly work with (i.e., what partners) to get the outcomes you want for your clients?

The purpose of Project Integration (and AALV, generally) requires that the organization work closely with a broad cross-section of area service providers. A sampling of the organizations with which the AALV works most closely includes: Vermont Department of Children and Families, Burlington Housing Authority, Winooski Housing Authority, a large number of area employers (e.g. IBM, Rhino Foods, Shelburne Plastics); the Joint Urban Ministry Project; CVOEO; the Vermont Department of Health; Community Health Center of Burlington; the Behavior Therapy Center; and Community College of Vermont.

XI. Sustainability

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

This project will result in families moving out of poverty and increasing their household earnings from year to year. This benefits Burlington by having fewer community members using taxpayer supported welfare benefits, which compared to the taxpayer investment of this CDBG grant, are many times larger. When community members gain employment, they become net contributors to the local economy. This benefits the government, local business, and tax paying residents.

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

The AALV does monitor job retention based on a family/household-systems approach. This means that if a household has not retained a job placement for longer than 90 days, the job search begins, anew. Furthermore, job placements are made in concert with supportive services that will ensure the longevity of those placements – childcare, insurance, transportation, and job skills training assistance (for certain industries). In this way, while job security can never be guaranteed, it can be maximally supported.

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

The AALV has worked hard to diversify the funding sources supporting Project Integration. At present, these include: CDBG, federal Office of Refugee Resettlement, State Refugee Coordinator funds, United Way of Chittenden County funding, and earned income investment from AALV Interpret program revenue. The AALV believes Project Integration is its most vital program and will continue to ensure its funding.

XII. Consistency

a. What Consolidated Plan objective does this project support?

This project will help the City fulfill its federal requirements under the Community Development Block Grant program and the HOME Investment Partnership Act to reduce the number of families living poverty.

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

This project will also help the City target its CDBG income to low-income, minority residents.

XIII. Readiness to Proceed

a. Is the project ready to begin July 1, 2012 and be completed by June 30, 2013? This project is already in existence. It will continue to be in operation on July 1, 2012. The Bhutanese Outreach Worker for which these funds are sought may be hired part-time before July but would become full-time on July 1.

b. If not, what are the expected start and completion dates? N/A

c. Are there any other conditions (i.e., obtaining permits, the availability of other funding, etc.) 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?

Project Integration uses a combination of funding sources, including CDBG to accomplish its objectives. The combination of resources allows multiple constituencies to take stake in services to New Americans living in Burlington. For example:

The Office of Refugee Resettlement: federal stakeholder

The United Way of Chittenden County: local, private stakeholder

Community Development Block Grant: local stakeholder using federal funds

State of Vermont, State Refugee Coordinator: state stakeholder using federal funds

AALV/Interpret Income: refugees and immigrants investing revenue generated by their own community

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?

See answer to question XIV.a.

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

The AALV has generally experienced top line growth, while maintaining a balanced programs and administration budget. Budget growth between federal fiscal 2011 (\$761,103) and federal fiscal 2012 (\$912,772) was 20%.

d. What percent of Agency funds are used for administration vs. program costs? As published in the organization's 990, 4.70% of the AALV's funds are spent on administration.

XV. Budget

a. Summary

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 3910	\$ 10065*	\$ 3910	\$ 10065
State	55000	55000	229331	229331
Federal	165531	165531	240531	240531
United Way	14000	14000	14000	14000
Private	1000	1000	4000	4000
Program Gross Income	15000	15000	396000	396000
Other	0	0	25000	25000
Total	\$ 254441	\$ 260,596**	\$ 912,772	\$ 918,927

* 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	\$ 10065 *
Other Federal – please specify funder and program (i.e., HUD – Emergency Shelter Grant, etc.)	
HHS/ORR – Ethnic Communities Discretionary Grant	\$ 165,531
	\$
	\$
	\$
State – please specify funder and program (i.e., Department of Health – AIDS Prevention, etc.)	
Vermont AHS State Refugee Coordinator – Refugee Social Services	\$ 55,000
	\$
	\$
	\$
United Way of Chittenden County	\$ 14,000
Private – please specify (i.e., individual donations, foundations, faith-based organizations, etc.)	
Individual Donations	\$ 1,000
	\$
	\$
Other – please specify (i.e., fee-for-service, etc.)	
Net revenue from AALVInterpret	\$ 15,000
	\$
TOTAL	\$ 260,596 **

c. Proposed Budget Uses: Please be sure that all funding uses (including staff) that appear in Section IV also appear here.

<u>Line Item</u>	<u>CDBG</u>	<u>Other</u>	<u>Total</u>
Bhutanese Outreach Worker #2 – Salary and Fringe	\$ 10,065	\$ 30,195	\$ 40,260
Program Staff	\$ 0	\$ 185,000	\$ 185,000
Supplies	\$ 0	\$ 5,000	\$ 5,000
Occupancy	\$ 0	\$ 20,847	\$ 20,847
Other	\$ 0	\$ 9,489	\$ 9,489
TOTAL	\$ 10,065 *	\$ 250,531	\$ 260,596 **

* Must match your CDBG request amount on Page 1.

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