

City of Burlington / 2013 CDBG Application Form

Project Name: Sara Holbrook Community Center's Teen Program

Project Location / Address: 130 Gosse Court

Applicant Organization / Agency: Sara Holbrook Community Center

Mailing Address: 66 North Avenue, Burlington, VT 05401

Physical Address: same

Contact: Leisa Pollander Title: Executive Director Phone #: 862-0080

Web Address: www.saraholbrookcc.org Fax #: 862-0080 E-mail: lpollander@saraholbrookcc.org

EIN #: 03-0179595 DUNS #: applied for

CDBG Funding Request: \$10,000

1. Type of Organization

- | | |
|---|--|
| <input type="checkbox"/> Local Government | <input checked="" type="checkbox"/> Non-Profit Organization (please provide copy of your |
| <input type="checkbox"/> For-Profit Organization | IRS 501(c)(3) tax exemption letter) |
| <input type="checkbox"/> Faith-Based Organization | <input type="checkbox"/> 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.

Signature of Authorized Official

Leisa Pollander
Name of Authorized Official

Executive Director
Title

1/4/12
Date

I. Demonstrated Need

1. Project Narrative: Provide a description of the project/program to be funded with CDBG. (Refer to NOFA for required information in this section.)

The SHCC provides teens with drop-in and programmed services at 2 sites in the city – the New North End Youth Center, located at the Robert Miller Recreation Center and Hunt Middle School. An additional component of programming, the Green Family Adventure Program, is added during the summer months.

Research shows that youth benefit when they spend time participating in activities that offer opportunities for positive peer and adult interaction encouraging them to participate in new activities and engage in activities that support new skill development. (American Youth Policy Forum 2006, Carnegie Corporation, 1992 and National Research Council & Institute of Medicine, 2002) The SHCC Teen Program adheres to the following best practices as laid out by the National Institute of Out-of School Time: structure with flexibility; variety of appropriate activities, and exploration of skills and interests; staff who are committed, caring, and well prepared; choices and opportunities to give input and develop responsibility; development of social skills; and opportunities to do something real. The Teen program provides structure with flexibility by providing two kinds of afterschool programming- drop-in and enrichment based activities. There are schedules in place, yet students can make choices as to how long they will pursue an activity. The program offers a wide variety of age-appropriate activities from a drop-in space where offerings include basketball and other recreational activities, and a hang out area with various games like pool and foosball, to organized six-week long classes where kids can learn a new skill, spark a new interest or continue exploring an interest they've always had such as drawing, pottery, website design, acoustic and electric guitar, exploration of the Arabic lands, and much more. SHCC seeks to find employees, interns and volunteers who are committed, caring and well prepared. SHCC only hires people with a track record of positive experience with youth and offers ongoing training opportunities to safeguard that staff are well equipped to deal with everyday scenarios as well as intermittent situations that arise. The program staff develop activities based on input from the youth both formally through surveys and informally through everyday dialogue that allows the kids choices and opportunities to give input and develop responsibility. Youth develop social skills in many ways; building self confidence through the activities they're involved with, learning appropriate behaviors through guidance by the staff, and offering kids the opportunity to share their experience through group discussions. Lastly, youth are offered opportunities to do something real by being encouraged to participate in volunteer opportunities (a number of SHCC youth volunteered with a soup supper and with a community celebration).

The SHCC Teen program engages youth with committed, caring adults in fun programming that not only keeps kids safe during out-of-school time when parents are working; programming sets the stage for trying new activities that boost developmental assets and spur interest in recreational activities that have the potential to become life-long interests.

2. Innovation

a. What new programs and/or services will be provided as a result of CDBG assistance?

CDBG funding will not be adding new programming or services – our focus is on maintaining the exemplary services we are currently providing.

b. How will existing programs and/or services be expanded as a result of CDBG assistance? Use actual numbers to demonstrate expansion.

Every year the SHCC starts with a zero based budget, then builds services with available funding – none of the agency’s funding streams are guaranteed year to year. The small amount of funding available through CDBG does not support expansion.

c. Are there other programs in the community that address similar issues? Yes No If Yes, how is this proposal different?

The Boys and Girls Club of Burlington and the King Street Center both offer teen programming. Teens tend to attend programming that is easily accessible to their home address – The SHCC tends to serve youth from the old and the new north end, King Street serves youth from the south end of the city and Boys & Girls Club tends to serve youth from the H. O Wheeler neighborhood.

.II. Proposed Outcomes

1. How will this project/program impact individuals and contribute to the City’s anti-poverty strategy?

The prevention focus of this program helps improve quality of life by engaging youth in safe, well supervised activities; it also thwarts substance abuse, criminal activity and risk taking. The program addresses Objective SL01.3., in that it “helps 400 youth access afterschool and summer recreational opportunities each year over the next 5 years”.

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

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:
Positive, healthy activities planned and implemented	Staff salaries	600	600	Youth make constructive use of non-school time by participating in positive, well supervised recreational activities

III. Experience / Organizational Capacity

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

For 75 years, the SHCC has been providing an array of services to meet the needs of the community. Modeled after the settlement houses of New York City, the mission of the agency is to develop responsible and productive children, youth and families thorough social development, educational and recreational opportunities. The Center serves Chittenden County, with a primary focus on the north end of Burlington.

Founded in 1937, the Center primarily served the newly-arrived Irish, French-Canadian and Italian families who migrated to Burlington to work in the mills, lumber yards, and quarries and on the Burlington waterfront. With the influx of new arrivals from around the world, the vision – and the work – of Sara Holbrook continues.

2. How long has your agency been in operation?

For 75 years, since 1937.

3. What programs and services do you offer?

In addition to preschool, the SHCC provides afterschool and school vacation care for 36 K – 5th graders, 6 weeks of summer day camp for 60 K – 5th graders, summer youth adventure camp for 40 5th – 9th graders, after school enrichment at Hunt Middle School for 400 6th- 8th graders, Summer English Language programming for 65 children ages 4 – 14, 5 weeks of summer enrichment classes for 200 middle schoolers, after-school drop in services for 600 middle and high school students, and a food pantry.

4. 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 Narrative.

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
planning & implementing program offerings	Teen Director	<ul style="list-style-type: none"> Hiring/supervising Staff Planning & executing teen activities 	40	28.5%

5. Explain how your agency has the capacity to carry out the proposed activity (i.e., staff qualifications and years of experience related to this type of activity, etc.)

Kathy Olwell, MSW and director of the site, founded the New North End Youth Center site 17 years ago, working with a group of parents from the new north end of the city. They recognized that while over 50% of the city’s children resided in the NNE, there was no place for kids to hang out in a safe, well-supervised venue. Over 50% of middle and high school students were going home where no adult was present because of work hours. Community members worked with the Vermont National Guard to dedicate space in the armory on Gosse Court, now known as the New North End Youth Center (NNEYC) in the Robert Miller Recreational Center. These caring, committed volunteers wrote grants and scouted out private funding sources to staff the space 2 afternoons per week. In 2002, the NNEYC came under the umbrella of the Sara Holbrook Community Center, building agency capacity and saving on administrative costs. Kathy has worked 30+ years as a social worker in the field of youth development.

6. Have you received Federal or State grant funds in the past three years? Yes No (CDBG funding & Child care subsidy)

7. Were the activities funded by these sources successfully completed? Yes No If No, please explain:

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

1. Will the program target any specific group of people? (check one below):

Abused Children Elderly (62 years +) People with AIDS
 Battered Spouses Homeless Persons Illiterate Adults
 People with Severe Disabilities Teens (the cohort of 600 youth that are served by this program includes children who are impacted by all of the above categories)

2. For your proposed project, please estimate how the **Burlington residents** will break out into the following income categories. Use the Income Table at <http://www.burlingtonvt.gov/cedo/cdbq/2012-HUD-Income-Limits>.

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income	# Low-Income	# Moderate-Income	# Above Moderate-Income
Planning & implementing program offerings	600	500	100		

3. Explain how the target population is selected, qualified and monitored.

Drop-in programming is available to any youth who chooses to participate. The SHCC shares sign-in data with the Burlington School District because the district counts SHCC teens for the 21 Century Afterschool grant through the Vermont Dept. of Education; the school district then reports back the total number of youth receiving free and reduced lunch. Hunt Middle School currently has a 60% free/reduced lunch cohort.

4. How do you ensure that your programs are accessible to all, inclusive and culturally appropriate?

The SHCC is an equal opportunity employer, as specified in agency personnel policies; this is indicated in all employment advertisements. The building itself is handicap-accessible. All staff are trained annually on issues impacting the populations served by the agency. Board members are recruited congruent with the individual's support of the agency's mission. Because the board is charged with fund-raising on behalf of the agency, board members are recruited based in part on the business/corporate/personal connections they may bring to build agency capacity. The staff and board includes members of the GLBT community; the Asian community is represented both on the staff and on the board.

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

The Executive Director attended a symposium on cultural reciprocity hosted by UVM last spring led by Dr. Beth Harry. In June, Dr. Dan Balon from the Burlington School District led an all day staff/board inservice on racism and other "isms". Three staff attended a discussion on race hosted by the Burlington School District at Echo on 1/2/13.

V. Budget / Financial Feasibility

1. Project Budget

Line Item	CDBG Funds	Other	Total
salary	\$10,000	\$130,000	\$140,000
benefits	\$0	\$34,500	\$34,500
occupancy	\$0	\$17,000	\$17,000
other	\$0	\$21,500	\$21,500
Total	\$10,000	\$203,000	\$213,000

2. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$5,000	\$ 10,000	\$16,000	\$21,000
State (specify) child care subsidy	\$0	\$0	\$175,000	\$177,000
Federal (specify)	\$0	\$0	\$0	\$0
United Way	\$24,000	\$26,000	\$104,000	\$108,000
Private (specify) (donations, special events, private foundations)	\$180,042	\$174,000	\$331,618	\$332,787
Program Income	\$0	\$0	\$0	\$0
Other (specify) (investment inc., rental inc.)	\$1,200	\$2,513	\$7,500	\$8,500

Total	\$ 210,242	\$ 213,000	\$ 634,118	\$ 647,287
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3. Of the total project cost, what percentage will be financed with CDBG?

$$\frac{\$10,000}{\text{CDBG Funding}} \div \frac{\$213,000}{\text{Total Project Cost}} = \frac{4.6}{\text{Percentage}} \%$$

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

$$\frac{\$10,000}{\text{CDBG Funding}} \div \frac{600}{\text{\# Proposed Beneficiaries}} = \frac{\$16,66}{\text{Cost Per Person}}$$

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

CDBG monies used for this project address the needs of people living in poverty; in supporting efforts toward self-sufficiency, the program helps move people move out of poverty. Parents can work or attend classes, knowing that their teens are well-supervised in the hours after school, before parents return home. This program – indeed, the entire agency – has a long history of collaborating with other service providers to stretch resources and to enhance sustainability. This program is culturally sensitive and fully accessible.

6. Describe your use of community resources. Include any resources not listed in your budget.

Burlington Parks and Recreation, King Street Center, Boys and Girls Club of Burlington, The Burlington School District, Essex Recreation, the Burlington Police Department and the United Way of Chittenden County are all key players. Parks & Rec provides below market rental of space; King Street and Boys & Girls Club share training and come together to offer joint programming. Essex Recreation provides reduced-rate access to the town pool. Burlington School District provides the funding for enrichment programming at Hunt during the academic year and during the summer. BPD and the United Way offer volunteers who help staff activities.

7. Has your organization experienced any significant changes in funding levels during the past year? Yes No

If Yes, please explain.

The SHCC has experienced the good, the bad and the ugly. Last year the agency received a partial distribution of an estate from a long time supporter; that infusion of cash has been placed in reserve account, in anticipation of the initiation of a capital campaign. The SHCC requires a larger facility before we can expand any services – we outgrew our current facility eons ago. As of this writing, we are running slightly in the red for current budget - grant income and child care subsidy are at projections, but solicited contributions and holiday appeal are down from last year.

8. What cost-cutting measures has your organization implemented?

This year's 8.7% spike in health care premiums necessitated the implementation of a higher cost share from employees – they are now contributing approximately 30% of cost so that the agency could maintain a quality health care package. Program supplies and staff development are currently the 2 categories that the agency is holding the line on.

VI. Community Support / Participation

1. What other organizations or key individuals (if any) have given support to this project?

The United Way reviews evaluation data every year and based on program success opts to fund the project. The City of Burlington has a \$5,000 allocation dedicated to teen services at Sara Holbrook.

3. How are the community or program participants involved in decision-making and/or identifying the program need, design and/or evaluation?

Youth are surveyed annually to assess program satisfaction and to evaluate 5 core outcomes. The 5 outcomes, and the specific questions used to assess each outcome, were designed by SHCC staff whom met regularly with staff from the King Street Center and the Boys and Girls Club of Burlington from 2006-2008 as part of a youth affinity group facilitated by the United Way of Chittenden County. This group defined the 5 core outcomes as the fundamental outcomes desired for the youth attending their programs, and as the basis for additional, longer-term outcomes youth experience as a result of their participation in youth programs. Youth are also surveyed to extract input that assists with designing program offerings.

VII. Readiness to Implement

1. Is the project ready to begin on July 1, 2013 and be completed by June 30, 2014?

Yes No

If not, what are the expected start and completion dates?

2. List any conditions (i.e., obtaining permits, availability of other funding, etc.) that may affect your ability to begin or complete this project.

There are no foreseen conditions that would impact the agency's ability to carry out the project.

VIII. Impact / Evaluation

1. Describe how this project will effectively measure outcomes.

Success is evaluated through annual surveys, asking youth to assess 5 core program outcomes. This survey was designed in conjunction with the United Way, the King Street Center and the Boys & Girls Club.

- Safety: Youth feel safe at the program/site
- Adults: Youth feel connected to caring adults who act as positive role models
- Connection: Youth feel connected to their community
- Values: Youth develop a strong sense of self and core values that shape their choices and interactions
- Decisions: Youth make healthy decisions that help them succeed

Specific questions for youth to respond to include:

- Safety: Do you feel comfortable at the SHCC? & Is this a good place for you to be after school?
- Adults: Would you say the staff care about the kids here? & Are the staff at the SHCC helpful?
- Connection: Do you feel like you belong when you are at the SHCC?
- Values: Does coming to the SHCC help kids figure out what is "right" for them?
- Decisions: Does coming to the SHCC help you stay away from things that aren't good for you?

2. What strategies will you implement to collect the data necessary to analyze your results?

Staff “incentivize” teens to participate by offering pizza for completed surveys; staff assists with explaining what questions mean for students who have difficulty reading. Our experience has been that most teens want their input to be heard.

3. How are clients better off as a result of your program?

Youth – and the community in general – are better off in that youth report that they feel safe in an environment supervised by well-trained adults that provide a positive role model. Kids connect to caring adults. Keeping youth safe and well supervised in the critical out of school time hours reduces police, correction and property damage costs, and enhances community health, safety and quality of life, while enhancing positive youth development.

IX. Sustainability

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 boosts youth assets; teens need to feel valued by the community. This prevention program reduces unsupervised out-of-school time and links youth to positive adult role models. If the project ends, on-going benefits would be questionable - if the project ends, then many of the city’s most vulnerable youth are left unsupervised.

2. Provide evidence of long-term support for this project.

When this project was initiated, then-mayor Clavelle committed \$19,000 of the city’s budget to underwrite program costs. When the New North End Youth Center became a Sara Holbrook site, the United Way ramped up the allocation to the teen program in recognition of the greater number of youth being served. In its heyday, CDBG grants provided \$32,000 to teen services; this funding was distributed equally between Sara Holbrook, King Street and the Boys and Girls Club. There was a steady erosion of CDBG support to youth programming as the available funding to public service projects dwindled. The city of Burlington continues to fund each of the 3 youth serving agencies with a \$5,000/agency commitment.

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

If CDBG funding ends and another funding source cannot be located to fill the void, the agency will be forced to reduce hours and staffing.