

City of Burlington / 2013 CDBG Application Form

Project Name: Safe Tonight: Shelter and Housing for Victims of Domestic Violence

Project Location / Address: Shelter is a confidential Burlington location - 05401

Applicant Organization / Agency: Women Helping Battered Women, Inc

Mailing Address: PO Box 1535 Burlington VT 05402

Physical Address: 294 North Winooski Ave, Burlington VT 05401

Contact: Annie Paumgarten Title: Grants Manager Phone #: 802-658-3131 x1065

Web Address: www.whbw.org Fax # 802-658-3832 E-mail: grantsmanager@whbw.org

EIN #: 03-0283657 DUNS #: 162200463

CDBG Funding Request: \$12,000

1. Type of Organization

Local Government

For-Profit Organization

Faith-Based Organization

Non-Profit Organization (please provide copy of your
IRS 501(c)(3) tax exemption letter)

Institution of Higher Education

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

3. List of Board of Directors: Please attach.

Certification

To the best of my knowledge and belief, data in this proposal are true and correct.

I have been duly authorized to apply for this funding on behalf of this agency.

I understand that this grant funding is conditioned upon compliance with federal CDBG regulations.

I further certify that no contracts have been awarded, funds committed or construction begun on the proposed program, and that none will be prior to issuance of a Release of Funds by the Program Administrator.

Signature of Authorized Official

Jane A. Van Buren
Name of Authorized Official

Title

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.)

Community Need: The HUD 2012 Continuum of Care Summary of Homeless Persons by Subpopulations tells us that on January 26, 2012 there were **119 individuals** sheltered in Burlington (57% of total number of people in shelters) as a result of **domestic violence**. Women Helping Battered Women is the only service provider in Chittenden County working specifically with victims of domestic violence and their children.

Program Description: The Safe Tonight program provides housing on a continuum ranging from: emergency shelter to longer-term housing. Frequently, the initial contact victims and their children have with our programs is to call the hotline and be screened for placement in our confidential emergency shelter, a turn of the century home in Burlington which can sleep 19 people. If the shelter is full, or not an appropriate placement, victims and their children may access State emergency services money for a motel stay, and receive case management services from WHBW staff. After they have stabilized and if available and appropriate, individuals may move into Sophie's Place – an 11 unit transitional housing apartment building located in Burlington where survivors are able to live for between 6 and 24 months while rebuilding their lives. Alternatively, WHBW can support victims in scattered site apartments with rental assistance. Every individual, regardless of placement receives individualized supportive services from WHBW staff.

Program Operations: The Safe Tonight program is managed by the Shelter Coordinator. Also available to residents are WHBW's "wrap – around" services including: Therapeutic Children's Programs, Employment Training, Financial Counseling and Legal Advocacy, Support Group and a Legal Clinic. The Coordinator is supervised by Jennie Davis, MPA Director of Programs.

Addressing Identified Need: The Safe Tonight program has grown over the years in response to an identified community need. The HUD point in time data demonstrates clearly the need. Victims of domestic abuse with no place to turn, sometimes with only the clothes on their backs are able to receive shelter, stabilize and plan a future all the while receiving supportive service from our highly qualified staff.

Who benefits? Domestic Violence affects entire communities including: places of employment, schools, places of worship and most directly the individuals being abused. Thus, when services are available to house and support victims and transition them to safe, affordable permanent housing the entire community benefits.

2. Innovation

- a. What new programs and/or services will be provided as a result of CDBG assistance?**
- b. How will existing programs and/or services be expanded as a result of CDBG assistance? Use actual numbers to demonstrate expansion.**
- c. Are there other programs in the community that address similar issues? Yes No
If Yes, how is this proposal different?**

Burlington is fortunate to have a few organizations providing shelter and services to people who are homeless or at the risk of becoming homeless. Women Helping Battered Women is the only service provider in Burlington addressing specifically domestic violence, and the unique needs victims of violence have in securing housing and preventing homelessness.

II. Proposed Outcomes

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

The component of the city’s anti-poverty strategy with which we have the greatest impact is: **meeting basic needs and stabilizing living situations**. Domestic violence is more than physical battering. Victims of on-going abuse have frequently lost their jobs due to injury and poor attendance, or have been forced by their abuser to stay out of the workforce; have poor or nonexistent credit; have very low self-esteem and many live with post traumatic stress disorder. At WHBW we assist in meeting basic needs of food and shelter, transportation and clothing and emotional support. We provide stable, supportive housing and for residents of Sophie’s Place or our scattered site locations we provide access to Section 8 Vouchers. We also provide assistance in employment readiness, credit repair and budgeting.

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

Goal/Objective	Activity Funded	Outcomes
Emergency Housing is provided to victims of domestic violence fleeing their homes	Shelter Coordinator – 3 hours a week	Burlington residents fleeing domestic violence have access to safe, confidential and supportive shelter. Based on FY12 actual numbers we know that approximately 265 adults and 198 children will be served.
Staff provide comprehensive services to victims of domestic violence in emergency housing	Shelter Coordinator – 3 hours a week	Shelter residents will have assistance meeting basic needs, advocacy with local human service agencies, emotional support groups, playgroups and therapeutic activities for their children, and information and referrals for local resources. Same numbers served as above.
Staff works with victims of domestic violence to find permanent housing	Shelter Coordinator – 4 hours a week	Victims of domestic violence who are homeless or marginally housed are able to find safe, permanent and sustainable housing. Based on FY12 numbers between 11-13 households will move into permanent housing.

III. Experience / Organizational Capacity

1. What is your agency’s mission, and how do the proposed activities fit with your mission? Our mission is to assist in the transition to a safe, independent life for all those who have been affected physically, sexually, emotionally, or economically by domestic abuse. We work daily to promote a culture that fosters justice, equity and safety. The safe, supportive, and sustainable housing along with intensive support services accessed through the Safe Tonight Program are an absolutely essential ingredient for a safe and independent life.

2. How long has your agency been in operation? 39 years; we were founded in 1974.

3. What programs and services do you offer? Since 1974, Women Helping Battered Women has responded to the high level of need in Chittenden County for services which house, support, counsel and advocate for victims and survivors of domestic abuse. The following programs were all developed in response to a need for services to address specifically the unique situations of victims and their children.

The Children and Youth Services Program offers crisis intervention, and advocacy for the rights and needs of children who are staying in the shelter, or are participating in one of our programs and/or are living in the community. Other services include childcare, recreational activities, training in schools, and support for parents, and educational/therapeutic playgroups for pre-and school-aged children.

The Legal Advocacy Program provides support to victims of domestic violence as they navigate complex legal systems such as Family and District Court, law enforcement and the Department of Corrections. Legal Advocates provide information about laws related to domestic violence, the court process and legal options. The Legal Program also offers a free weekly legal clinic where volunteer attorneys provide legal advice to individuals who have been impacted by domestic violence.

The Hotline Program is a 24/7 service that functions as the first tier of response to survivors in need. The hotline staff and trained volunteers provide crisis intervention, safety planning, emotional support, options counseling, referrals to agency programs, and proactive advocacy to survivors, as well as their families, friends, and the community in general. This year, we expanded the daytime hotline to our public office enabling us to have “drop-in” hours.

The Safe Tonight: Emergency Services Program meets the immediate need for safe housing as well as advocacy and support for survivors fleeing domestic violence. While residing with us, staff provides survivors with referrals to, and advocacy with, social service providers in the community and assist in the search for safe and affordable housing using individualized housing search plans. In addition to these services WHBW offers a weekly support group open to all survivors of domestic abuse. The shelter is located in Burlington and is staffed 24 hours a day, seven days a week. The goal of Emergency Services is to stabilize victims of trauma and provide them with the support and advocacy they need to stabilize their lives. Residents have weekly house meetings and are invited to participate in the weekly support group. They meet with WHBW staff to create safety plans, housing plans and to begin to work on credit repair and financial management. If they need to find employment they can meet with the employment advocate and begin the job search process.

The Economic Justice Program works with individuals and systems to break down the barriers that prevent survivors from accessing crucial economic resources. Our work includes direct advocacy with; for example, the state benefits offices, employers, credit card companies and banks, landlords, etc. We also provide emotional support, options counseling and referrals as well as a focus on systems advocacy at the local and statewide level. The lack of access to affordable safe housing, stable income or employment, health insurance, transportation and other basic economic needs narrows the options for many victims. This program also manages our **Transitional Housing Program**. We operate an 11-unit apartment building in Burlington where victims and their children can live for up to 2 years, accessing all of our services. We also provide rental assistance funds and have an Employment Advocate on staff who is available to assist victims in preparing a resume, practicing interview skills and finding suitable employment options.

The Safe at Work Network is a new workplace initiative that engages the business community in a proactive approach in addressing domestic violence. Women Helping Battered Women is building a network of companies and organizations in Chittenden County who acknowledge the seriousness of domestic violence and recognize that domestic violence affects their workplaces. These companies have agreed that Domestic Violence is a serious threat to not only the direct victims, but co-workers, and even potentially the bottom-line of their business. The goals of the Safe at Work Network are to: Reduce harm to victims; Improve workplace safety; Decrease workplace isolation

for victims; Help businesses pro-actively prepare for and respond to domestic violence in the workplace; and ultimately, Create a safer and stronger community.

Lastly, the **Education and Outreach Program** provides Chittenden County residents with information and awareness about domestic and dating abuse and WHBW’s programs and services. Outreach is done in a wide variety of settings in the community such as public/private events, high schools and colleges, technical schools, Fletcher Allen Healthcare and Community Health Centers and much more.

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
Emergency Housing is provided to victims of domestic violence fleeing from their homes	Shelter Coordinator	The Coordinator supervises shelter staff and oversees all aspects of the shelter and safehome operations, including development of policies	20	15%
Staff provide comprehensive services to victims of domestic violence in emergency housing	Shelter Coordinator	The Coordinator meets with shelter and safehome residents throughout their stay to help them develop and achieve goals, to provide information and referrals, to provide emotional support and meet other needs. The Coordinator also supervises shelter staff who meet regularly with residents.	10	30%
Staff works with victims of domestic violence to find permanent housing	Shelter Coordinator	The Coordinator meets regularly with service users to identify and meet housing needs. She helps with housing searches, advocates with landlords and provides financial assistance such as initial funding for security deposits.	10	40%

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.) Kim Thevenet, Shelter Coordinator is very experienced, starting with Women Helping as an intern several years ago, and then as an emergency housing advocate and residential advocate before moving into her current position. She is supervised by Jennie Davis, Director of Direct Service Programs who has a Master’s in Public Administration and specializes in housing. Jennie has been employed by Women Helping since 2008, and was the author of the original grant which funded the creation of Sophie’s Place. Women Helping Battered Women has been in the emergency shelter and housing business for almost 40 years. We have developed best practices grounded in trauma informed care. Our transitional housing program is considered a national model by the Federal Office of Violence Against Women.

6. Have you received Federal or State grant funds in the past three years? X Yes ___ No

7. Were the activities funded by these sources successfully completed? X 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

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/cdbg/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
Emergency housing is provided to victims of domestic violence fleeing from their homes	265 adults 198 children	239 adults 178 children	26 adults 20 children	0 0	0 0
Staff provide comprehensive services to victims of domestic violence in emergency housing	265 adults 198 children	239 adults 178 children	26 adults 20 children	0 0	0 0
Staff works with victims of domestic violence to find permanent housing	103 adults 134 children	93 adults 121 children	10 adults 13 children	0 0	0 0

3. Explain how the target population is selected, qualified and monitored. Most service users access the services at Women Helping Battered Women for the first time by calling our 24/7 confidential hotline. The hotline screens callers for emergency shelter placement, and/or refers the caller to the appropriate program – such as Economic Justice, Legal, Children. To qualify for emergency shelter the caller must be a current victim of domestic abuse in need of safe, confidential emergency shelter. The hotline worker uses a screening tool to determine qualification for shelter.

4. How do you ensure that your programs are accessible to all, inclusive and culturally appropriate? All residential programs operated by WHBW are accessible to people with physical limitations, including people who are blind and to the deaf and hard of hearing. Members of the deaf community access the hotline by TTY and Video Phone. Non-English speaking individuals have immediate access to an interpreter when they call the hotline. WHBW has Spanish speaking individuals on staff and efforts are currently underway to translate our brochures and literature into different languages.

5. What steps has your organization/board taken in the past year to become more culturally competent? Members of staff and board participated in the We All Belong initiative coordinated by the Burlington CEDO office. Staff and Board attended trainings and affinity groups throughout the year. We established an internal Cultural Competency committee which met periodically to review policies and monitor progress on established goals. Because we have seen a dramatic increase in the need for services in Burlington’s refugee and new American populations, many of our efforts have been focused on increasing outreach and accessibility for those populations.

V. Budget / Financial Feasibility

1. Project Budget

Line Item	CDBG Funds	Other	Total
Salary and Benefits for Project Staff	\$ 12,000	\$ 297,101	\$ 309,101
Supplies and Professional Services	\$	\$ 19,660	\$ 19,660
Occupancy	\$	\$ 72,465	\$ 72,465
Other	\$	\$ 67,525	\$ 67,525

2. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 10,516	\$ 12,000	\$ 10,516	\$ 12,000
State (specify)				
VCCVS Legislative Allocation	8,371	44,323	88,732	88,788
VCCVS Omnibus Fund	6,000	6,000	44,446	44,446
General State Homeless Fund	50,000	50,000	50,000	50,000
Vt Human Svcs Facilities Grant	15,000	0	15,000	0
Vt Network Travel Reimbursement	0	600	467	1,200
Federal (specify)				
Legal Assistance to Victims Grant	0	0	3,660	0
OJP Transitional Housing Program	133,414	72,335	163,002	91,923
OJP STOP Grant	0	0	19,900	19,900
OVW Advoc /Respond to Youth Grt	0	0	6,240	6,240
OVW Youth Grant	0	0	0	40,683
OVW Grants to Encourage Arrest Pol	0	0	71,650	0
Children's Trust Fund	0	0	4,400	12,300
CDBG Capital Grant	0	19,141	0	19,141
Victims' of Crime Act	24,753	24,753	24,753	24,753
Supportive Housing Advocacy Program	25,466	25,466	25,466	25,466
Family Violence Prevention Svcs Act	20,380	55,460	79,012	79,012
Emergency Food Shelter Program	10,000	10,159	10,000	10,159
United Way	63,106	102,000	122,885	171,700
Private (specify)				
Private Foundations	37,000	30,000	90,000	100,000
Community Fundraising	7,820	16,214	217,949	266,900
Miscellaneous	300	300	2,300	660
Program Income	0	0	0	0
Other (specify)	0	0	0	0
Total	\$ 412,126	\$ 468,751	\$ 1,050,378	\$ 1,065,271

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

$$\frac{\$12,000}{\text{CDBG Funding}} \div \frac{\$468,751}{\text{Total Project Cost}} = \frac{2.6\%}{\text{Percentage}}$$

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

$$\frac{\$468,751}{\text{Total Project Cost}} \div \frac{463}{\text{\# Proposed Beneficiaries}} = \frac{\$1,012}{\text{Cost Per Person}}$$

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

CDBG resources comprise 2.5% of the funding for this project. Using CDBG funds demonstrates that Domestic Violence is a social issue that affects the entire Burlington community. The funds help raise awareness that a leading cause of homelessness in Burlington is domestic violence. As the above breakdown of funds demonstrates, support for this project is diverse, and the CDBG funding brings in the very important local piece.

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

We use CDBG funding to help leverage additional funds including support from the state and federal government. In addition we rely extensively on our large network of volunteers to augment the quality services provided in this project.

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

If Yes, please explain. Two major federal grants (GEAP and LAV) were not renewed for FY13. Private foundations have decreased giving as the economic recession catches up to foundation giving. State and local funding has either been level funded or decreased, not keeping pace with increased demand for services.

8. What cost-cutting measures has your organization implemented? Staff did not receive raises or bonuses in FY12, nor do we anticipate raises in FY13. The Executive Director, Grants Manager and Director of Finance all decreased their hours; two departing advocates were not replaced. Several line items in the budget were reduced. In addition, staff now contributes toward the cost of health insurance.

VI. Community Support / Participation

1. What other organizations or key individuals (if any) have given support to this project? WHBW has been operating in Burlington for almost 40 years. Our community networks are extensive and we rely on our community partners for referrals back and forth. We have a unique collaborative relationship with the Burlington Housing Authority which is an integral component of moving victims from shelter to permanent housing. We also collaborate with 2-1-1 and CVOEO to move victims into emergency shelter when our facility is full.

2. How are the community or program participants involved in decision-making and/or identifying the program need, design and/or evaluation? Our shelter services are tailored to individual client needs based on each individual's circumstances; an assessment instrument is completed in collaboration with service users upon entry into the program. When trends or patterns of need emerge, WHBW staff fosters relationships with relevant community partners to help meet those needs and identify larger systemic issues that can be addressed through enhanced partnerships or existing coalitions.

Community members participate on our board and take an active role in program design and strategic planning for the organization.

VII. Readiness to Implement

- 1. Is the project ready to begin on July 1, 2013 and be completed by June 30, 2014?**
X 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.** None

VIII. Impact / Evaluation

- 1. Describe how this project will effectively measure outcomes.**

Women Helping Battered Women is in the process of implementing an assessment tool this month (January 2013) that will measure service user needs, target services and evaluate service user outcomes. The tool is called the 'Self-Sufficiency Matrix' (SSM) and is used nationally in many states, cities and counties to evaluate family homelessness programs. WHBW took the standard SSM and tailored it to individual program; shelter service users will be measured on a 5-point scale at entry and exit in the following domains: safety planning, housing, basic needs, transportation, health insurance, physical health, social, family, alcohol and drug use, mental health, legal, education, employment, life skills and childcare.

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

A SSM will be completed with all shelter residents within a week of entering the program and then again upon exit. Results will be used to create a profile of shelter residents needs, determine systems'-level barriers that need to be addressed in the community and evaluate program performance.

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

Service users will make statistically significant progress in the domains that are identified as obstacles to self-sufficiency through intensive support services.

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 already has had a long term benefit to the City of Burlington because it has been in continuous operation for the past 39 years. In those years we have provided emergency shelter and support services to thousands of victims and their children who would otherwise be without a place to sleep, or would be living in their cars or would return to their batterer. If the project ends the benefit for victims in the future would cease, however WHBW is dedicated to securing the resources to serve all victims of domestic abuse.
- 2. Provide evidence of long-term support for this project.** As mentioned above, with generous community, state and federal support the Safe Tonight Project has been providing emergency shelter to victims of domestic violence and their children since 1974. In the beginning days the support was primarily local and private. After VAWA passed in 1994 Federal funds greatly increased our capacity to serve victims.
- 3. If CDBG funding ends, will the project be able to continue?** Yes, Women Helping Battered Women is committed to on-going resource development for this project. For the reasons articulated above, however, it would be unfortunate if there ceased to be local City of Burlington support for these crucial services.