

CITY OF BURLINGTON
COMMUNITY DEVELOPMENT BLOCK GRANT - 2020 APPLICATION

*Application must be no more than 9 total pages (including cover page) with 12 point font.
Refer to NOFA for required information for each question.*

Project Name: Old North End Community Center

Project Location / Address: 20 Allen Street

Applicant Organization / Agency: Champlain Housing Trust

Mailing Address: 88 King Street, Burlington, Vermont 05401

Physical Address: 88 King Street

Contact: Chris Donnelly Title: Director of Community Relations Phone #: 862-6244

Web Address: www.getahome.org E-mail: chris@champlainhousingtrust.org

EIN #: 22-2536446 DUNS #: 868151226

<p>CDBG Funding Request: \$41,956</p> <p>Total Estimated Program/Project Cost: \$7,800,000</p> <p>Grant Duration: mark one X 1 Year _____ 2 Year <i>(Only Public Service programs with a focus on Housing and Homelessness are eligible for 2 year grant this year)</i></p> <p>Development: mark one _____ Economic Development X Construction</p> <p>Public Service: _____ Housing _____ Homelessness _____ Health _____ Econ Opportunity <i>Mark one</i></p>

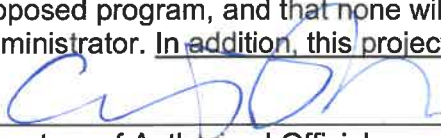
1. Type of Organization

- | | |
|--|--|
| <p>_____ Local Government</p> <p>_____ For-Profit Organization</p> <p>_____ Faith-Based Organization</p> | <p>X Non-Profit Organization (<u>please provide copy of your IRS 501(c)(3) tax exemption letter</u>)</p> <p>_____ Institution of Higher Education</p> |
|--|--|

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. In addition, this project is ready to proceed as of July 1, 2020.



Signature of Authorized Official

Chris Donnelly

Name of Authorized Official

Director of Community Relations

Title

1/14/2020

Date

I. Demonstrated Need

1. What is the need/opportunity being addressed by this program/project and how does that contribute to CDBG's national objectives? *

This project will create a lasting, multi-purpose community center for the Old North End, provide security for nonprofits that serve the neighborhood and beyond, and support a hub of activities that will help families and individuals thrive in the City. There is no such facility in the City, and judging upon the tremendous demand and use of the building since our purchase, it fills a gap in need.

The City's priorities, as detailed in its most recent Consolidated Plan, are to restore and rehab existing public facilities over developing new ones, and "to support public and nonprofit facilities where there is identified community support for the project and where there are not other sufficient, more appropriate resources." The Old North End Community Center hits all of these local priorities. There is a dearth of resources for such community buildings and CDBG is one of the few.

On top of this, the Center's tenants provide services that focus on the needs of children, refugees and immigrants, seniors, at risk youth and other vulnerable populations. As a public facility located in a low-income census tract, the project also fits CDBG's national objectives.

By now, this project is likely well known by City staff and residents. Thousands of people access programs and services in the building each year. As stated below, this is the fourth and final request for funding for the project. We very much appreciate the City's commitment to this lasting resource.

II. Program/Project Design

1. Give us a short summary (2 sentences) that describe the program/project.

We have received three years of funding through CDBG already so our apologies to the reviewers if the material is familiar – the City's commitment of a total of \$477,000 was impossible to do in a shorter time frame with the resources allocated and this will be our final request. The project began with our agreement to purchase and significantly renovate the former St. Joseph School at 20 Allen Street in 2017 and renovate it to serve four primary tenants and the 4,000 people they and their sub-lessees serve each year: Robin's Nest Children's Center, The Family Room, AALV, and the Burlington Parks, Recreation and Waterfront Department.

2. Explain why the program activities are the right strategies to use to achieve the intended outcomes. Why is the program designed the way it is? (cite evidence, best practices, or community input)*

The building perfectly situated in the Old North End where the need is greatest for the people that the tenants serve. There is no community space for these services in the Old North End; acquiring land or another property to construct a community center would have been cost prohibitive. The opportunity here is truly once in a generation.

The purchase was also made viable when the BPRW Department agreed to take one-third of the space. Based on data from peer cities, Burlington has roughly 63% of the amount of indoor multi-purpose space it should for a community of its size, facing a 22,340 SF deficit. This building will provide them with roughly 17,000 square feet.

Beyond simply providing community building opportunities (which has value in and of itself) multi-purpose community space should be a priority for the City in trying to address issues of obesity, health, crime and needs of youth, refugees, low-income families, early childhood education, new learning programs, arts, culture and much more. The building is a foundation for addressing various current and even unknown future needs

We engaged public officials and community members in 2016 prior to our purchase, including hosting a public meeting attended by over 100 people. We also met with several other nonprofits in the City and two neighborhood school principals and were encouraged to move forward.

3. How will this program/project contribute to the City's anti-poverty strategy?

All of the programs that will use the public facility serve low-income households and support their ability to move out of poverty. These activities include access to child care and preschool education which puts kids on the right path in their early years while allowing parents to work. They also include support and training for New Americans, and connection to needed services or supports such as health care and housing. The availability of indoor space for both youth and seniors is critical to their well-being. The Family Room's programs have been vital to hundreds of low-income households over the years.

All of this – and more – is facilitated by the affordable rents provided and the functioning of this community resource.

4. How do you use community and/or participant input in planning the program design and activities?*

The existing tenants approached CHT to purchase the building when they thought they might lose their long-term homes. CHT then turned to the BPRW Department to see whether additional indoor space was in their strategic planning, and it had been identified as a need for the Old North End. The central hardwood floored gymnasium with a full stage is of specific appeal to BPRW as was the stage to the Very Merry Theatre. A third party will manage the ground floor community space, and a commercial kitchen has been installed to support those (and other) uses. All of these entities provided input in our design of the renovations and systems. In this way, CHT is relying on the nonprofit's and government agency's programs to respond to the community's needs, we are focusing on the acquisition and rehabilitation of the property, and then simply being an owner, manager and landlord. As mentioned earlier, community meeting in November, 2016 was attended by over 100 people who offered input on design and uses of the building.

III. Proposed Outcomes

1. What are the intended outcomes for this project/program? How are people meant to be better off as a result of participating?

The intended outcome for this project is a fully-functional, sustainable community center in the Old North End that serves the people of the neighborhood, as well as other Burlington and Chittenden County residents. Already, we've stabilized rents and provided security of tenure for the tenants and their program participants through long term, renewable leases with below market rents.

We have almost completed construction and the building has been full of activity for the past few years. Since the nonprofits and the BPRW Department design their own programs – and have already found ways to bring in new partners and build collaborations for new services. The services

offered by the tenants in the building are designed to meet people's basic needs such as child care, health services, meals, exercise, education, and social interactions.

We have made accessibility improvements (an elevator and new entrance), safety (the building being occupied with lighting and cameras should improve neighborhood safety), and the systems in the building. We've also worked to alleviate traffic safety issues on Allen Street by expanding the parking lot in the back of the building.

CHT is making investments in energy efficiencies by replacing two large old boilers with new ones, and we've improved the comfort of people working in or accessing services in the building by adding a cooling system (the building is sweltering in the summer, and often windows get opened in the winter). Similarly, energy efficient lighting and new wiring will benefit the tenants and public who access the services there.

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

The building is very solid and has been a cornerstone in the neighborhood since it was built almost one hundred years ago. That said, it was in need of substantial modernization and repairs, including becoming accessible (we created a new street level entrance and installed an elevator), new efficient heating and cooling systems, and new windows, and new wiring and technology upgrades, among other improvements including some site work and expanding parking.

Most of the construction is complete, and we were able to do this without displacing any of the programs and without major disruptions to the services the tenants offered. We have a few more items left to finish, such as paving and striping the parking lot, creating and improving signage for the building to help people access services, and adding shades to reduce energy usage in the summer, and paying CHT a small development fee when the project is complete.

IV. Impact / Evaluation

1. How do you assess whether/how program participants are better off? Describe how you assess project/program outcomes; your description should include: what type of data, the method/tool for collecting the data, from whom you collect data, and when it is collected. *

The creation of this community center as a place where various nonprofits and government agencies can efficiently and effectively deliver critical services and programs is the goal of this project. Keeping rents low provide an opportunity for the programs to prosper and potentially grow; improving the physical systems and structure allows for more participation through accessibility modifications, improved technology such as broadband and wiring, and a community kitchen to support meal preparation.

We will not collect participant outcomes from the individual tenants' programs, but we do anticipate that they do collect this information and we could request it as needed.

2. How successful has the project/program been during the most recent reporting year for your CDBG project? Report the number of beneficiaries you intended to serve with which activities (as noted in your last Attachment A) and your final outcomes (as noted on your Attachment C) from June 2018 (or June 2017). For non-CDBG participants – report on your achievements from the previous year.

As a project that serves an area as opposed to a project or service, we do not track the number of beneficiaries as other projects do (though to better understand the beneficiaries, the tenants did

provide an estimate of who they serve at the outset of our project and those numbers are in the chart below).

We have nearly completed the renovations that we set to do when we originally decided to pursue this project. We also used CDBG and other investments to leverage another \$2.2 million in community gifts and \$2.45 in tax credits to carry out this project.

V. Experience / Organizational Capacity

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

The Champlain Housing Trust is a Community Land Trust that supports the people of Northwest Vermont and strengthens their communities through the development and stewardship of permanently affordable homes and community assets. Over the years, as part of our mission to "strengthen communities," we have engaged in targeted community development as well, including the development of several buildings that are homes to nonprofits such as the Chittenden Emergency Food Shelf, the original Community Health Center, Vermont Legal Aid, the Children's Space, Outright Vermont, a building on South Winooski that serves as both a home to Turning Point and a seasonal Warming Shelter (and other nonprofits), and the original Good News Garage, now the Old Spokes Home.

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

Our real estate developer, Amy Demetrowitz, has 25 years of experience in real estate development including permitting, hiring contractors, securing financing, and adherence to regulatory and environmental requirements. She's leading the construction coordination with the tenants along with contractor JA Morrissey. CHT's executive team – CEO Brenda Torpy and COO/CFO Michael Monte – both have long histories in development and assembling the funding needed for such a project.

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

Our minority head count is currently 9.5% of staff. Over the past year, CHT has continued its focus on hiring a more diverse staff in a number of ways:

- Posting openings at our larger properties that have on-site offices, including the Old North End Community Center that hosts one of the most diverse populations in our area on a daily basis
- Directly sharing openings with leaders in minority communities and partner agencies including the Association of Africans Living in Vermont and VT Works for Women
- Using the internet as a primary means of advertising job openings, which has dramatically increased the diversity of our applicant pool
- Highlighting skills such as multiple language fluency as distinguishing qualifications for public-facing positions

In addition to its efforts to attract a more diverse staff, CHT will begin including content to broaden cultural awareness in each quarterly all staff meeting. Content will relate to specific cultures, power dynamics, dominant culture, poverty, age differences, learning and communication style differences, etc. Efforts are also under way to enhance new hire orientation and staff training and development opportunities with a focus on equity and inclusion.

Cultural competency among staff has also improved as we have hired a more racially and ethnically diverse work force. This is evident as Google Translate has become an everyday tool to assist a Maintenance Technician who speaks French as his first language in understanding the details of his assigned work orders and as we have had to consider Sharia compliance as it relates to our retirement benefits.

4. Have you received Federal or State grant funds in the past three years? Yes No
5. Were the activities funded by these sources successfully completed? Yes No N/A
If No, please explain.

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

1. Will the program solely serve a specific group of people? If so, check ONE below: N/A

- Abused Children Elderly (62 years +) People with AIDS
 Battered Spouses Homeless Persons Illiterate Adults
 People with Severe Disabilities

2. a. For your proposed project, please estimate how the Burlington residents will break out into the following income categories during the total grant period. Use the Income Table at <https://www.burlingtonvt.gov/CEDO/2019-HUD-Income-Limits>

Service / Activity	Unduplicated Total # of Burlington HH / Persons to be Served	# Extremely Low-Income (30% median)	# Very Low-Income (50% median)	# Low-Income (80% median)	# Above Income Limits (above 80% median)
Robin's Nest	23 HH/50 persons	5	4	10	4
AALV	507 HH/1,500 persons	50	405	52	0
The Family Room	414 HH/1,000 persons	83	310	21	0
BPRW	475 HH/1,450 persons	80	225	130	40

* NOTE: as a facility providing an area wide benefit, this data collection isn't required. We've provided this information given to us by the tenants for background purposes only.

b. All CDBG grantees serving limited clientele will be required to use CEDO's CDBG Beneficiary Self-Certification form to collect beneficiary data including race, ethnicity, annual income, and family size. Is your organization willing and prepared to add this documentation to the intake process for your CDBG funded program by July 1, 2020?

- Yes NO Not Serving Limited Clientele (public facilities only)

3. Who is the project/program designed to benefit? Describe the project/program's target population, citing (if relevant) specific age, gender, income, community/location or other characteristic of the people this program is intended to serve. How do you select and reach your target population?

All are welcome at the Old North End Community Center.

4. Describe the steps you take to make the project/program accessible, inclusive and culturally appropriate for the target population. *

We installed a new elevator, created a new ground-level door and curb cut to improve accessibility. On the first floor we installed several gender neutral bathrooms (a couple with changing tables). Further renovations will improve access to lighting and the facility more broadly. Different tenants have incorporated signage in languages to assist their clients.

VII. Budget / Financial Feasibility

1. Budget Narrative: Provide a clear description of what you will do with CDBG's investment in the project/program. How will you spend the money? Give specific details.

The CDBG funds to date has been invested in making the property accessible, expanding the parking lot to help the public access the services, and make other renovations to the building including electrical work, heating and cooling, replacing windows, and new water systems and fixtures. The City's CEDO director forwarded committed (pending City approval and access to CDBG funds) this remaining amount to allow us to leverage other sources and close our final funding gap.

The budget of funding sources below detail the project's development income. The agency budgets detail CHT's overall operating income, which does not include any of the capital expenses of this project or other construction costs of housing development.

2. 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/Program Design.

a. The bulk of CDBG funds pay for construction activity. The small amount dedicated to soft costs, as with other CDBG funded projects, are requisitioned upon meeting specific benchmarks – in this case completion of the project.

b. All CDBG grantees that use CDBG funds for salaries must submit timesheets that capture total time and effort of staff members funded with CDBG. These timesheets must record CDBG hours worked, other hours worked, all funding sources, and a narrative for all CDBG and non-CDBG funded activities, and they must be signed by the employee and supervisor. Does your organization have the ability to implement a timekeeping system for CDBG funded staff that meets these requirements by July 1, 2020? ___Yes ___No X Not funding salaries

3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Acquisition (including title search/insurance and survey)		\$2,170,000	\$2,170,000
Rehab (includes site work, construction, architects, and carrying costs)	457,000	4,353,000	4,810,000
Soft Costs (includes development fee, financing and campaign costs, legal and permits)	20,000	480,000	500,000
Start-Up (operating reserve and working capital)		320,000	320,000
Total	\$477,000	7,323,000	\$7,800,000

4. Funding Sources

	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$435,044	\$477,000	\$130,000	\$130,000
State				
VHCB	92,500	92,500	106,000	106,000
VCDP	100,000	100,000		
Federal				
NeighborWorks	200,000	200,000	150,000	175,000
New Market Tax Credits	2,450,000	2,450,000		

United Way			0	0
Private				
Debt	2,256,465	2,256,465		
Contributions	2,224,035	2,224,035	250,000	300,000
Program Income			13,187,234	13,980,227
Other				
Burlington Housing Trust Fund			46,500	50,000
Capacity grants			722,000	700,750
Total	\$7,758,044	\$7,800,000	\$14,591,734	\$15,441,977

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

$$\frac{\$477,000}{\$7,800,000} = 6.1\%$$

CDBG Funding Total Program/Project Costs Percentage

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

$$\frac{\$7,800,000}{4,000} = \$1,950$$

Total Program/Project Cost # Total Proposed Beneficiaries Cost Per Person

$$\frac{\$477,000}{4,000} = \$119.25$$

Total Amount of CDBG Funding # Total Proposed Beneficiaries Cost Per Person CDBG Investment

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

This is an excellent use of CDBG resources, and the City made a very much appreciated commitment to the project of a total of \$477,000. This was too large to fund in one round, and we appreciate the ability to return multiple times for funding.

8. Describe your use of community resources, including volunteers. Include any resources not listed in your budget. Will CDBG be used to leverage other resources?*

We were supported by 20 volunteers over the course of nearly three years to raise over \$2.2 million in charitable contributions. We have also borrowed heavily – all of this financing together, including CDBG commitments, were able to leverage about \$2.5 million in federal tax credits. The commitment from the City directly leveraged support from the State.

VIII. Collaboration/Efficiency

1. Give 1 or 2 examples of key successful collaboration(s) between your program/project and another agency/program/group to address the needs of the people you serve.

One of the exciting parts of this project is the collaboration it has already fostered, and the various community uses that are now working together out of the same building. A few examples include children from Robin’s Nest or The Family Room reading with seniors that access the daily programs; AALV supporting Bhutanese seniors to cook lunch every Wednesday to share with others in the building; the BPRW Department developing a youth center with AALV to support youth at risk; and Very Merry Theatre working with children attending The Family Room programs.

2. Do identical or similar community programs exist? How does this program compliment or collaborate rather than duplicate services? What makes this program unique?

Other buildings that provide space for similar services may exist throughout the City and even components exist in the Old North End. But those are fully-subscribed and aren't able to meet the needs of the neighborhood.

Many services, such as AALV, the Family Room and programming such as the Senior Center and Very Merry Theatre, aren't duplicative either at all or don't operate in the neighborhood. Indoor recreation space is sorely lacking in the Old North End. All leaders of similar types of organizations in the City have been approached and have offered their support for this endeavor.

3. Provide 1 example of how your agency has become more efficient in achieving your outcomes or managing your project/program.

We have multiple needs for databases ranging from very specialized property management platforms, to our financials, to our donor database and homeownership program. Over the past few years we have migrated our property management database to one that can be connected to the finance department, streamlining the payment of bills and allowing for residents to pay online and access their tenant record through an online portal. Similarly, we are in the process of transferring our donor database onto the same data management system that our homeownership center uses. This new Salesforce based platform will save staff time and create back up support for both programs if ever needed.

IX. Sustainability

1. How will this project have a long-term benefit to the City of Burlington? If this program/project ends, how will that benefit continue?

The long term benefit will be the creation of a community center and the long-term sustainability of the programs housed there. This request is for a capital investment to improve the physical infrastructure of the building to support the operations of the tenants and the services their clients access. Once the capital investments are made, we will operate the building charging affordable rents for tenants while being able to service current debt and contribute to both operating and capital need reserve funds. In seven years, we will need to refinance the building, assess debt repayment options, and unwind the tax credit partnership.

2. CDBG funding is intended for new or expanded services. If CDBG funding ends, will the project be able to continue?

This is the last piece of our funding for the project aside from debt reduction which will happen over time.

3. How will you prioritize the proposed project activities if you do not receive the full amount requested?

The last pieces of the work are important to complete to make the building accessible. If we don't receive the full amount of funding we would prioritize the finishing of paving first, signage second, shades third and repayment of debt to CHT last. All of these, however, need to get funded somehow.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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CDBG Application - Construction Attachment

1. Management of Proposed Activity:

a. *Who* will manage the grant funded construction project? One staff member must be identified as the primary contact for project compliance. *(Include contact information)*

Amy Demetrowitz, 862-6244, amyd@champlainhousingtrust.org

b. Does your organization have experience successfully managing a federally funded construction project? Give an example.

Yes, virtually all of our construction projects are federally funded. Laurentide Apartments in a recently completed one.

c. Does the responsible staff member have experience managing a federally funded construction project? Give an example.

Yes, Amy has over 20 years of experience with federally funded construction projects. She's overseen dozens of projects, including the recent construction of Laurentide Apartments.

d. Does your organization own the proposed project property?

Yes

2. Readiness to Proceed:

a. Describe the steps that have *been* completed and/or must *be* completed to bring the project to construction start. *These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval, etc.*

We are in the middle of construction.

b. Describe any existing and/or potential impediments to project initiation.

There are none.

c. What is the estimated date that the project will be construction ready?

It is under construction.

3. If the project includes an expansion:

Existing facility _____ square feet Addition _____ square feet Total Proposed _____ square feet



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4. Scope of Work: Please insert scope of work here or attach.

ACCESSIBILITY. A new elevator will provide accessibility to all three floors.

WINDOWS. High-efficiency, historically-correct windows will be installed throughout, and to full original height on the south, bringing back the historic Allen Street façade and replacing small, inoperable windows.

INSULATION. The renovation includes increasing the insulation in the attic to an R-60 level.

FIRE SAFETY. A new sprinkler system, along with new water service will be installed and the fire alarm system will be updated.

HEATING AND COOLING. The old heating system and asbestos-covered pipes need to be removed and replaced with highly efficient boilers that allow control of heat by room. Air-to-air heat pumps will provide air-conditioning, and a rooftop system will bring in fresh air and dehumidification to increase the efficiency of heating and cooling.

PLUMBING. New accessible bathrooms will be added in the lobby of each floor for public use of the multi-purpose room and gymnasium. All plumbing fixtures will be replaced with water-saving models. Hot water will be supplied by new boilers replacing the multiple existing small water heaters.

ELECTRICAL & LIGHTING. The current electrical service is inadequate. Outlets and switches will be added to each room to meet code. LED fixtures will replace the current wasteful lighting systems.

TELECOMMUNICATIONS. The building will be entirely outfitted with new technological infrastructure.

SITE WORK. The parking on the north side of the property will be enlarged and reconfigured in order to add more parking. New bike racks will be installed.

PLAY AREAS. In addition to the Robin's Nest playground, the backyard playground will be updated for safety and fun, for use by the public.

Virtually all of this work has been complete, we still need to install wayfinding signage, pave and stripe the parking lot, add shades to the third floor windows and collect our developer fee.