

**CITY OF BURLINGTON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT - 2023 APPLICATION**

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

Project Name: Community Resource Center/Feeding Chittenden Addition

Project Location / Address: 228 No. Winooski Ave

Applicant Organization / Agency: CHT for CVOEO

Mailing Address: 88 King St, Burlington, VT 05401

Physical Address: 88 King St, Burlington, VT 05401

Contact: Amy Demetrowitz Title: COO Phone #: [REDACTED]

Web Address: <https://feedingchittenden.org> E-mail: amyd@champlainhousingtrust.org

CHT EIN #: [REDACTED] DUNS #: [REDACTED]

**CDBG Funding Request: \$425,000**

**Total Estimated Program/Project Cost: \$1,500,000**

***Choose one category from Development OR one category from Public Service:***

***Development:*** (choose one)  *Economic Development*  *Affordable Housing*  
 *Public Facilities/Improvements*

**OR**

***Public Service:*** (choose one)  *Early Childhood Ed/Childcare*  *Youth Services*  *Health*  
 *Economic Opportunity*  *Housing and Homelessness*

**1. Type of Organization**

- Local Government  Non-Profit Organization (please provide copy of your  
IRS 501(c)(3) tax exemption letter)  
 For-Profit Organization  Institution of Higher Education  
 Faith-Based Organization


**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

Amy Demetrowitz  
Name of Authorized Official

COO  
Title

1/19/23  
Date

## ***I. Demonstrated Need***

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

In May 2022, the Community Resource Center, which provides services, meals and warming/cooling space to unhoused people, moved into the Feeding Chittenden building at 288 North Winooski Ave. This was a logical move as both programs are operated by CVOEO and many CRC guests were also getting groceries from Feeding Chittenden, but it has overwhelmed the physical space. The CRC is regularly working with 100 guests a day, while Feeding Chittenden is providing hot meals, groceries and a culinary training program called Community Kitchen Academy.

A Phase I of renovations within the existing footprint of the building has been funded by the City and construction will be complete by early Summer. The planned improvements will help with the overcrowding by expanding dining and resting/resource space for guests and other services, but it has also required that staff offices be moved temporarily off-site. This application is for the expansion of the building through the construction of a two-story addition that will provide fully functional space for both staffing and services. This project addresses the national objectives 1.b, L/M Income Limited Clientele and 3. Urgent Needs (meeting the urgent need for food and day-time shelter of people without homes).

## ***II. Program/Project Design***

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

The Champlain Housing Trust will work on behalf of CVOEO to construct a two-story addition to the Feeding Chittenden building to better accommodate the staffing and services of the food shelf and Community Resource Center.

### **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 CRC meets critical needs for people experiencing homelessness – a warm (or cool) place to be during the day with access to food, clothing, computers, emergency housing resources, essential services and support in accessing public benefits. The co-location of the center at Feeding Chittenden has been very successful, but the building was not designed to comfortably accommodate the growing number of people needing meals and services. Feeding Chittenden also operates the emergency grocery distribution and the Community Kitchen Academy and so the building is a continual hub of activity. CRC is in the right place at Feeding Chittenden – it's a central, accessible location and CVOEO provides the rent, operation costs and food as a matching cost - but the space needs to be renovated and enlarged to better accommodate the additional need and activities. The planned Phase I of renovations will help make the space more functional

and better able to accommodate the large volume of people being served daily, but ultimately more space is needed. A two-story addition will provide expanded program space on the first floor and administrative offices and meeting space on the second floor.

**3. How will this program/project contribute to the City's anti-poverty strategy? If this activity is to respond to COVID-19, please also describe how this activity prepares or responds to the impacts of the COVID-19 pandemic.**

Two key components of the City's anti-poverty strategy includes (1) meeting basic needs and stabilizing living situations, including access to and retention of safe, decent and healthy, affordable housing and to income supports and (2) decreasing social isolation and increasing social capital. Both of these key components are directly addressed by the work of the Community Resource Center. Addressing the basic needs of people without homes (including those living on the streets, in encampments and in cars) providing food, clothing, a safe space to meet with advocates and service providers, and facilitating access to shelter and homes – is a critical first step in an anti-poverty strategy. While this project isn't directly in response to the pandemic, the pandemic did drastically increase the number of people experiencing homelessness. Nationally homelessness increased by 20% and in Vermont it rose by 6% in 2021. Due to changes in state run programs for people experiencing homelessness we can expect the number of people experiencing homelessness to rise over the next year, and as pandemic era 3SquaresVT emergency allotment benefits will end in February 2023 (statewide, a loss of roughly six million in benefits per month, according to the State), we expect the need for meal services and emergency grocery distribution will also increase. The CRC and Feeding Chittenden are needed now more than ever.

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

The staff of the CRC and Feeding Chittenden are working directly with service-users every day. This day-to-day interaction and user feedback has directly informed the renovation plans from the need for privacy during Community Kitchen Academy training sessions in the kitchen, to the need for sound attenuation in the dining room, comfortable lounging areas, more even distribution of heat and the addition central air-conditioning. In addition, CVOEO recently completed a very thorough and in-depth Community Needs Assessment and received feedback from over 1000 people pointing to the need for better mental health, food and housing supports.

### ***III. Proposed Outcomes***

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

The requested funding will allow us to expand the size of the building, helping to improve the capacity and level of services for two existing, very active programs - the CRC and Feeding Chittenden. The addition will expand space on the first floor to provide a quiet lounge area for guests which will have computers for employment search, separate from the noise and activity of the dining room; provide private meeting space for the CRC staff to meet one on one with clients in

a confidential environment; provide adequate office space for administrative staff who manage the various programs including meeting space; enhance outdoor gathering/waiting space for guests.

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

In 2022, Feeding Chittenden served 27,438 meals and provided over 2 million pounds of food to 10,763 individuals (4,090 of whom were Burlington residents). The Community Kitchen Academy graduated 13 individuals who were prepared for jobs in the food industry. The goal of this expansion is to better accommodate the CRC while not compromising these existing critical services. On a daily basis, the CRC welcomes 90 to 140 individuals for meal service, basic needs and advocacy services. Expanding the space to provide offices and meeting space on a second floor will allow programming to expand into more of the ground floor and better accommodate people congregating and receiving the resources, assistance and respite they need. It will allow the Community Kitchen Academy, which provides important job training for low-income people including new Americans, to better serve the trainees. The facility is conservatively projected to serve approximately 500 Burlington households with meals/groceries and 200 Burlington households with services related to being unhoused.

#### ***IV. Impact / Evaluation***

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**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.**

CVOEO undertakes an extensive Community Needs Assessment every 3 years that is used to create annual work plans to better meet the needs of both service-users and non-service-users. The 2022 Assessment gathered responses from over 1,000 residents of the four northwestern counties. Of the service-users who responded 17% accessed food services and 20% accessed housing counseling services. Each quarter we report on our progress to the State of Vermont for guests at the CRC and for those accessing services from our community outreach team.

**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 2022 (or June 2021). For non-CDBG participants – report on your achievements from the previous year.**

The programs offered at Feeding Chittenden provide for critical human needs – food and shelter from the elements. They also help people improve their lives through assistance in accessing public benefits and housing and providing job training.

Feeding Chittenden meals served: 27,438

Feeding Chittenden pounds of food distributed: 2 million

Community Kitchen Academy graduates: 13

Community Resources Center participants: 100 on average daily

## ***V. Experience / Organizational Capacity***

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

The Champlain Valley Office of Economic Opportunity (CVOEO) addresses fundamental issues of economic, social, racial, and environmental justice and works with people to achieve economic independence.

The Champlain Housing Trust is a Community Land Trust that supports the people of Northwestern Vermont and strengthens their communities through the construction and stewardship of permanently affordable homes and related community assets.

The partnership between CHT and CVOEO on the Feeding Chittenden building dates back to 1994 when together we raised the funds to construct the facility. Then as now, the organizations work together to serve people in need – CHT focused on the building and CVOEO focused on the services provided therein. Both organizations work to combat poverty and provide basic services and opportunity to low-income people.

### **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.)**

CVOEO has decades of experience providing the emergency services of Feeding Chittenden to the community and the Champlain Housing Trust will manage the construction project. CHT currently owns the building and has many decades of experience with construction projects such as this. The Old North End Community Center, while much larger, is a similar project that CHT completed in 2019 that involved renovating an existing building while minimizing interruption to the services provided in the building. The project includes the original design team including the architect, Duncan Wisniewski Architecture, which will make the design phase more efficient because of their familiarity with the building.

### **3. What steps has your organization/board taken in the past year to address racial equity, inclusion, and belonging internally? What new commitments have been made to address racial equity, inclusion, and belonging internally in the year ahead?**

CVOEO has been an anti-racist agency since its creation in 1965 and a strong advocate for diversity, equity and inclusion. CVOEO considers racism a public health emergency and decided to formalize its commitment to racial justice in 2020 by creating a Racial Equity Committee (made up of 26 staff) and the position of Director of Racial Equity. The organization is involved in a variety of local and statewide initiatives to address racial justice and has adopted a very strong Diversity, Equity and Inclusion Code of Conduct.

CHT is equally as committed to fighting racism and creating an inclusive community. This is especially important to CHT as a housing organization because the real estate industry has a long history of racial exclusion that has led to the wealth and opportunity disparities we live with today. CHT continually reviews all internal policies and programs to screen for racial bias and affirmatively

promotes fair housing and inclusion. CHT has made a strong commitment to increasing homeownership opportunities for BIPOC people through the development of a new Housing Equity Program which provides homebuyer assistance including special down payment assistance to BIPOC households.

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**

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

- 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/2022-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)
Groceries and Meals	500 HH	400 HH	100 HH		
Homeless Outreach Services	200 HH	200 HH			

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, 2023?  
 Yes                       NO                       Not Serving Limited Clientele

**VII. Commitment to Equity, Inclusion and Belonging**

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

Feeding Chittenden is the largest emergency food provider in Vermont and has worked for decades in this location to alleviate hunger by feeding people and cultivating opportunity. The food

shelf provides a week's supply of groceries to local families and individuals experiencing food insecurity; the hot meal program provides a hot meal every day to anyone in need; the Community Kitchen Academy is a culinary job training program that teaches low-income students the professional and interpersonal skills they need to find jobs in the food/hospitality industries. All of these programs are offered to people regardless of age, race or ethnicity. Outreach regarding these critical programs is mostly through the network of social services partners working with people who are food insecure.

The Community Resource Center within Feeding Chittenden serves people experiencing homelessness including individuals living on the streets, in cars and in encampments as well as people living in shelters and the marginally housed regardless of age, gender, race, ethnicity, or ability. The CRC includes three Housing Advocates that provide people access to mainstream resources, shelter and permanent housing. CVOEO's Street Outreach team works closely with the CRC Housing Advocates to seek out people living outside or in cars and referring them to the CRC. The outreach team has a mobile van that brings essentials including meals and provides information about services available at the CRC. CVOEO will also be providing outreach services to residents of the Elmwood Shelter when the pod-style shelter opens in February 2023.

**2. Describe the steps you take to ensure the project/program is accessible, inclusive, addressing racially equity, and culturally appropriate for the target population.**

CVOEO's Diversity, Equity and Inclusion Mission Statement and Code of Conduct sets the standard for treating all service-users and staff with respect and equality. CVOEO has a Director of Racial Equity who on the CVOEO leadership team. The Racial Equity Director works with a 20-member Racial Equity Committee that oversees CVOEO's work in diversity, equity and inclusion. CVOEO's values for diversity, equity and inclusion are posted at the CRC and all staff have access to monthly diversity, equity and inclusion trainings hosted by the CVOEO. At least three trainings are required each year for all employees and diversity trainings are part of our orientation process.

## ***VIII. Budget / Financial Feasibility***

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**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.**

CDBG funds will be used to build a two-story addition on the front of the Feeding Chittenden facility. The space on the first floor will allow the dining area, and CRC lounge to expand including the provision of private meeting space for staff to meet with clients. The second floor will contain administrative offices and meeting space. This will be a significant construction project that will require permitting, ground disturbance and management of urban soils all while keeping the programs operational. CDBG funds will be used for construction costs with soft costs including architectural and engineering design, permitting, environmental assessments, construction management and temporary relocation costs, being allocated to other sources.

**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.

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
N/A				

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 hours worked on CDBG-funded programs, hours worked on non-CDBG funded programs and the corresponding program name/funding source(s). Timecards must include a narrative for all CDBG and non-CDBG funded activities, and 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, 2023?  Yes  No  Not funding salaries

3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
<b>Construction</b>	\$ 425,000	\$ 925,000	\$1,350,000
<b>Soft costs</b>	\$	\$ 150,000	\$ 150,000
	\$	\$	\$
	\$425,000	\$1,075,000	\$1,500,000

4. Funding Sources for Feeding Chittenden/CHT	Program/Project		Agency	
	Current	Projected	Current	Projected
<b>CDBG</b>	\$	\$425,000	\$61,000	\$486,000
<b>State (specify)</b>				
Employment & Training Programs				
Housing & Homeless Programs			\$329,123	\$329,123
Nutrition Programs			\$6,882	\$6,882
Utility Assistance & Energy Programs				
Victim Services & Prevention				



Head Start & Education Programs				
<b>Federal (specify)</b>				
Health & Human Services			\$252,846	\$252,846
USDA			\$14,623	\$14,623
ARPA		\$300,000		\$300,000
HUD				
VCDP		\$500,000		\$500,000
Treasury				
<b>United Way</b>			\$ 29,750	\$ 29,750
<b>Private (specify)</b>				
Donations			\$1,470,000	\$1,470,000
Foundations			\$200,000	\$200,000
Private Organizations			\$175,000	\$175,000
Fundraising		275,000		\$275,000
Fee for Service				
Other (specify)				
City & Town Grants			\$ 1,500	\$ 1,500
Interest				
In-Kind Food			\$ 500,000	\$ 500,000
In-Kind Volunteer			\$ 50,000	\$ 50,000
<b>Total</b>	<b>\$ -</b>	<b>\$1,500,000</b>	<b>\$3,090,724</b>	<b>\$5,015,724</b>

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

$$\frac{\$425,000}{\text{CDBG Funding}} \div \frac{\$1,500,000}{\text{Total Program/Project Costs}} = \frac{28\%}{\text{Percentage}}$$

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

$$\frac{\$1,500,000}{\text{Total Program/Project Cost}} \div \frac{700}{\# \text{ Total Proposed Beneficiaries}} = \frac{\$2,142}{\text{Cost Per Person}}$$

$$\frac{\$425,000}{\text{Total Amount of CDBG Funding}} \div \frac{700}{\# \text{ Total Proposed CDBG Beneficiaries}} = \frac{\$607}{\text{Cost Per Person CDBG Investment}}$$

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

The majority of clients utilizing CRC services are Burlington residents as are a large percentage of people receiving groceries and meals through Feeding Chittenden. The services CVOEO provides at the CRC and at Feeding Chittenden, are entirely focused on alleviating the symptoms of poverty, helping people meet their basic needs, and helping people experiencing homelessness and housing instability develop a path toward safe, secure, affordable housing.

CVOEO will be pursuing other sources for this significant expansion project including: ARPA, State sources such as VCDP and private fundraising. Feeding Chittenden is a regional service that provides food, training, and other social services to low-income people through-out the Burlington MSA and so will be eligible for other funding sources.

**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?**

Feeding Chittenden has historically relied heavily on volunteers who help cook meals, pick-up donations and help in the grocery distribution service. Multiple supermarkets, restaurants, caterers and farms donate time, food and funds to support hunger relief efforts at Feeding Chittenden. Community support comes from EFNEP nutritionists, UVM medical students, Community Health Center clinicians and Safe Harbor Clinic social workers. Sister non-profits partner on initiatives and including COTS, Howard Center, Family Room, Sara Holbrook Center, King Street Youth Center, Vermont Youth Corps, Intervale, Vermont Foodbank, Hunger Free Vermont, ACORN, Healthy Roots Collaborative. Many corporations and civic groups donate time on food and fund drive events including IBM, Dealer.com, Seventh Generation, Rotary Clubs, and Moose Lodge to name a few. Our advocates work closely with Congressional delegates and all media avenues to raise awareness and visibility of local and regional hunger and homelessness issues.

The estimated cost of the construction project is \$1.5 million. An allocation of Burlington CDBG funds will help leverage resources from the State, philanthropic donors, foundations and corporate sponsors.

## ***IX. Collaboration/Efficiency***

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**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.**

The existence of the Feeding Chittenden facility is due to the long-standing partnership between CVOEO and CHT. In 1994 the project brought the strengths of each organization to the table with CVOEO taking the lead with the programming and CHT taking the lead with the real estate development and both working together to raise the funds for the construction. In summer 2022, the organizations again partnered to assure that the only emergency shelter in Franklin County, Tim's House, will continue to operate. CHT took title to the property and is managing a renovation, while CVOEO is managing the ongoing operations.

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

The Community Resource Center is the only low – barrier resource center in Burlington. It is unique in that visitors receive a wide variety of services from emergency and basic human needs to ongoing case management in a designated low-income area of need in the O.N.E. of Burlington. Nutrition services provided include breakfast and lunch, ongoing snacks and beverages, full service grocery store with food and nonfood items as well as packaged to go foods created by a culinary job training program comprised of participants with lived experience. Clinicians visit FC/CRC to provide medical, dental, health care assessments, referrals and treatment. Advocates work with visitors to navigate housing opportunities and to provide warmth and respite on site during the day. For people living outside, the CRC is a place to come in out of the cold, be nourished and taken care of. The program works with sister non-profits on case management, mental health, corrections after care, substance abuse treatment and promotes racial justice and equity.

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

The Community Resource Center works closely with another CVOEO program CORA, Community Outreach Resource Advocates who ensure people living in encampments or homeless with or without a roof to make sure services are provided throughout the community. The CORA outreach truck brings computer access, food, clothing, blankets and more to people. The advocates at CRC and Feeding Chittenden provide food and supplies to the CORA truck.

**X. Sustainability**

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**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 Feeding Chittenden facility has been serving food insecure people with meals and groceries for decades. Investing CDBG funds in this building to make all of the services and required staffing fit more comfortably and efficiently will surely benefit the City for years to come. The conservatively projected beneficiaries of this project only reflect one year of Burlington residents served – that number can be multiplied over multiple years to get the true benefit to the City.

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

CDBG funds will be used to create a permanent asset in an expanded renovated space at Feeding Chittenden. The operations will not need ongoing CDBG support.

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

We will seek additional sources including a community fundraising campaign.



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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**Champlain Housing Trust - Feeding Chittenden Addition**

**CDBG FY2023 Application**

**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)*

Donal Dugan, Project Manager, will manage the construction project:

[donal.dugan@champlainhousingtrust.org](mailto:donal.dugan@champlainhousingtrust.org)

802-399-9335

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

CHT has extensive experience managing federally funded construction projects. Over 90% of our housing projects including recent projects such as Laurentide Apartments, Garden Apartments in South Burlington and Congress Apartments in St. Albans are funded with Low-Income Housing Tax Credits as well as other federal sources such as HOME, National Housing Trust Funds and CDBG. We regularly manage Environmental Review conditions, Davis–Bacon and Section 3 requirements. We are experienced with competitive procurement processes.

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

Yes, Donal has managed our most recent ARPA and tax credit project at Zephyr Place, the conversion of a 99-room hotel into 72 permanent apartments.

d. Does your organization own the proposed project property?

Yes, CHT owns the building at 288 No. Winooski Ave and has a master lease with CVOEO to operate Feeding Chittenden. This will be a project that is developed in partnership with CVOEO. CHT will take the lead on managing construction, but CVOEO will have direct input into the design of the new addition.

**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.*



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CHT owns the building and Duncan Wisniewski Architects has developed a preliminary design for the addition. We are modifying the design to incorporate what work is able to be accomplished within the CDBG funded renovation – Phase I. We have a preliminary cost estimate that needs to be updated once we have the final design. We are in the process of procuring a Construction Manager who will work on Phase I and Phase II of the project. Because the addition will require soil disturbance, a second and more extensive Environmental Review will need to be done which will likely include a soil mitigation plan. The architect has had conversations with zoning staff and once a final design is confirmed, a zoning permit will be required.

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

We have not assembled all of the funding required to complete the project. Because Feeding Chittenden serves the larger Burlington area, the project will be eligible for non-Burlington resources such as VCDP and State-ARPA funds. It is also a strong project for a private fundraising campaign.

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

Depending on funding, this project could be ready to be under construction by Fall 2023.

**3. If the project includes an expansion:**

**Existing facility** 5,400 square feet    **Addition** 1,200 square feet    **Total Proposed** 6,600 square feet

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

Construction of a new two-story, wood-framed addition on the west elevation of the existing building at 288 No Winooski Ave. Includes new foundation; cementitious clapboard siding; windows and doors; spray-foam insulation; membrane roof; stairs; commercial electrical and lighting package; electric heat-pump heating and cooling; commercial finishes; tile flooring.

Site work includes: new concrete walks and installation of exterior canopy; paving; new landscaping.