

**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: Safe Tonight

Project Location / Address: 294 North Winooski Ave., Burlington, VT 05402

Applicant Organization / Agency: Steps to End Domestic Violence

Mailing Address: P.O. Box 1535, Burlington, VT 05401

Physical Address: 294 North Winooski Ave, Burlington, VT 05402

Contact: Elyssa Boisselle Title: Grants Manager Phone #: 802.658.3131 ext 1093

Web Address: www.stepsvt.org E-mail: grantsmanager@stepsvt.org

EIN #: 03-0283657 DUNS #: 162200463

**CDBG Funding Request: \$ 32,000**

**Total Estimated Program/Project Cost: \$ \_\_\_\_\_**

**Grant Duration: mark one \_\_\_\_\_ 1 Year X 2 Year**

*(Only Public Service programs with a focus on Housing and Homelessness are eligible for 2 year grant this year)*

**Development: mark one \_\_\_\_\_ Economic Development \_\_\_\_\_ Construction**

**Public Service:** \_\_\_\_\_ Housing    X Homelessness    \_\_\_\_\_ Health    X Econ Opportunity  
*Mark one*

**1. Type of Organization**

\_\_\_\_\_ Local Government

\_\_\_\_\_ For-Profit Organization

\_\_\_\_\_ Faith-Based Organization

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

\_\_\_\_\_ Institution of Higher Education

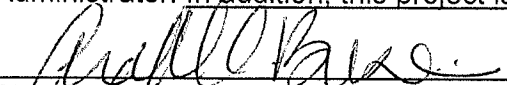
**Certification**

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

Ana Burke  
\_\_\_\_\_  
Name of Authorized Official

Interim Executive Director  
\_\_\_\_\_  
Title

1/15/2020  
\_\_\_\_\_  
Date

Questions with an asterisk (\*) are collaborative questions that may be found on funding applications for the United Way of Northwest Vermont.

## ***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? \***

The Steps to End Domestic Violence, Safe Tonight project addresses the need for safe housing for those who are homeless as a result of domestic violence, through the provision of emergency housing and support services designed to prevent and address homelessness and foster economic self-sufficiency. In fiscal year 2019, Steps to End Domestic Violence provided emergency housing to 226 adults and 99 children for a total of 14,719 bednights.

The Safe Tonight project contributes to CDBG's national objectives through the provision of emergency and transitional housing services to a subpopulation of people presumed by HUD to be low/moderate income. Steps to End Domestic Violence is the only emergency shelter in Chittenden County that provides services specifically for victims of domestic violence. Additionally, this project contributes to the city's CDBG objective of protecting the vulnerable, which specifically includes victims of domestic violence.

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

---

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

This project will use CDBG funds to support adults and children fleeing domestic violence. While in emergency housing people experiencing domestic violence can work with our advocates to increase self-sufficiency and establish economic independence.

### **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 intended outcomes of the Safe Tonight project are to ensure immediate, safe, stable housing, and necessary crisis services for those fleeing domestic violence. Many local programs lack expertise as to how to best serve those fleeing domestic violence, or simply do not have facilities that provide the appropriate level of security and confidentiality to meet the unique safety needs of those fleeing. The services provided by Steps to End Domestic Violence are designed specifically to respond to the emotional and physical needs of victims of domestic violence, providing trauma-informed access to emergency and post-crisis housing and supportive services. Meeting the housing needs for those who have experienced domestic violence can be particularly difficult. In addition to physical, emotional and or sexual abuse, economic abuse is a common tactic of abusers, which can leave a victim with few or no economic resources. Poor employment, credit and housing histories, due to the effects of domestic violence, can leave victims feeling that they have no choice but to stay with, or return to, an abusive partner. When they do leave, they are at risk for prolonged homelessness since these issues take time to repair, longer than the time available in an emergency shelter or Safehome. Steps to End Domestic Violence can advocate on victims' behalf to landlords, help access funds for back rent, security deposits, and other needs, as well as facilitate enrollment in matched savings and other financial programs through the Opportunities Credit Union.

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

The services provided through this project address the city's goals of meeting basic needs and stabilizing living situations, including access to and retention of affordable housing for the city's vulnerable residents. In addition, the support services we provide, including trauma-informed

emotional support and advocacy, address the city's goal of mitigating the long-term collateral consequences of crime on victims. Stable housing helps to stabilize other aspects of one's life including childcare, education and employment, which in turn facilitates economic self-sufficiency and long-term stability.

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

For the past 46 years, Steps to End Domestic Violence has and continues to server victims of domestic violence in Chittenden County. As the only agency in Chittenden County providing these specialized services, we work closely with relevant community partners and key stakeholders. Participant input is fundamental to our work with every person we serve. Our approach is to meet those we serve where they are, encouraging them to establish their own priorities and goals within the framework of services we provide. Access to housing is consistently identified as a primary need.

**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 outcomes of the Safe Tonight project are the economic self-sufficiency and long-term stability of those who have experienced domestic violence, thereby decreasing the chances that they will return to homelessness. We will accomplish this through the provision of emergency shelter and to safely and sustainably re-house individuals and families who are marginally housed or homeless as a result of domestic violence.

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

Goal/Objective	Activity Funded	Outcomes
Emergency Housing and transitional housing is provided to victims of domestic violence fleeing their homes	Director of Program Services position - 5 hours/week: Oversight of emergency shelter, intakes, supportive service provision, information/referral, housing support, oversight of Steps Housing Team Safehome Advocate position- 6 hours/week: Intakes, supportive services, next-step housing for those in emergency housing at Harbor Place and other motels.	Burlington residents fleeing domestic violence have access to safe, confidential and supportive shelter/transitional housing. We anticipate serving 327 adults and 191 children in the two-year grant period.
Staff provide comprehensive services to victims of domestic violence in emergency housing and for those who are homeless or marginally housed.	Director of Program Services position - 5 hours/week: Oversight of emergency shelter, intakes, supportive service provision, information/referral, housing support, oversight of Steps Housing Team Safehome Advocate position- 6 hours/week: Intakes, supportive services, next-step housing for those in emergency housing at Harbor Place and other motels Economic Justice Advocate – 5 hours/week: Intakes, supportive service provision, housing support, economic stability programming	Shelter residents will have assistance with basic needs and access to Steps' supportive services. Safehome residents and those homeless/marginally housed will receive supportive services. We anticipate serving 327 adults and 191 children in the emergency housing program. We also anticipate serving 241 adults and 140 children who are homeless or marginally housed.
Staff work with victims of domestic violence to find permanent housing, including people in emergency housing and	Director of Program Services position – 5 hours/week: Oversight of emergency shelter, intakes, supportive service provision, information/referral, housing support, oversight of Steps' Housing Team. Safehome Advocate position- 6 hours/week: Intakes,	Victims of domestic violence who are homeless/marginally housed are able to find safe, permanent and sustainable housing. We anticipate 250

homeless in the community.	supportive services, next-step housing for those in emergency housing at Harbor Place and other motels Economic Justice Advocate – 5 hours/week: Intakes, supportive services, next-step housing support, economic stability programming	people will move into permanent housing in the two year grant period.
----------------------------	--	---

#### ***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. \***

Steps to End Domestic Violence uses a self-sufficiency matrix (SSM) to evaluate program participants in various domains at entry to the program, after 28 days, after 90 days, and when they exit the program. SSM's measure the capacity of program participants to manage essential life skills as well as their level of self-sufficiency in fundamental areas including community involvement, safety, shelter/housing, parenting, adult education, child care, mobility, children's education, personal finances, income, family/social relations, legal status, life skills, employment, food, disabilities, legal needs, health care coverage, mental health, substance abuse and job search skills. SSM's gauge the level of need in each area, allowing staff to make internal and external referrals, as appropriate. The SSM's also clearly identify for program participants the aspects of their life in which they may need assistance as they move towards increased self-sufficiency.

- 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 2019 (or June 2018). For non-CDBG participants – report on your achievements from the previous year.**

Safe Tonight and EJ program served 597 individuals in FY 2018, greater than the 571 we proposed in our 2018 application. In FY2018, we were able to assist 88 households with permanent housing. Per the 4<sup>th</sup> quarter FY18 Attachment C, 35 individuals exited emergency housing to transitional or permanent housing, 5 individuals exited transitional housing into permanent, 26 households exiting Rental Assistance into permanent housing, and 22 Burlington residents moved into permanent housing. Based on the SSM results, on a scale of 1 to 5, 1 being in-crisis and 5 being completely self-sufficient, the mean number reported at entry into the program in the area of shelter/housing was a 1.7. The mean number reported at exit from the program in the area of shelter/housing was a 3.5, with a 3 being defined as "Stable/Safe." The progress made by program participants in the shelter/housing domain was statistically significant and the greatest increase in self-sufficiency seen in any of the twenty-one domains.

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

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

The mission of Steps to End Domestic Violence 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. The safety and stability provided by emergency housing, along with supportive services, are an essential first step to a safe, self-sufficient and independent life.

**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.)\***

Steps to End Domestic Violence has operated an emergency shelter in Burlington since 1983, so has longstanding organizational expertise in providing emergency housing. All Steps to End Domestic Violence staff are required to attend a formal twenty-hour training that encompasses trauma-informed, culturally competent service provision to those who have experienced domestic violence. This is complemented by on-the-job training in their particular program area as well as on going professional development through additional trainings and conferences. Steps to End Domestic Violence is and has been the recipient of a variety of federal and state grants and has a proven track record in financial management of federal and state grant awards.

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

Following the benchmarks set forth in the strategic plan, Steps to End Domestic Violence has made advances in the overall cultural competency of our organization. We have adopted the term cultural humility as it more appropriately reflects the overall scope of interacting with a diverse population and striving to understand and meet the needs of all the people we serve. Our staff and volunteers gain a strong understanding of inclusion and diversity through our required twenty-hour training. Our Education and Prevention Coordinator, has integrated cultural humility training into their workshops within Chittenden County's schools and businesses. Steps to End Domestic Violence is committed to continuing its efforts to be an accessible resource by continuing our partnership with African Americans Living in Vermont, expanding our available resources in multiple languages, and making changes to our services as needed.

**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:**

- 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)
Emergency/Transitional Housing and supportive services are provided to victims of domestic violence fleeing from their homes	Adults 327 Children 191	Adults 327 Children 191			
Staff work with Burlington Residents, not housed in our	Adults 241	Adults 241			

Transitional or Emergency Housing Program, to find permanent housing	Children 140	Children 140			
Total number victims of domestic violence to be served in FY20	Adults 568 Children 331	Adults 568 Children 331			

**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

- 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?**

The program is designed to benefit victims of domestic violence. There is no "typical" victim of domestic violence. Our statistics show that a vast majority of our program participants are extremely low-income or low-income, and HUD presumes that victims of domestic violence are principally extremely low-income, thus our program reflects the needs of extremely low-income victims of domestic violence. We reach out to the community at large through educational presentations at schools and colleges, healthcare facilities, places of worship, as well as through an extensive and growing social media presence.

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

The emergency shelter has an ADA approved bedroom with an integrated accessible bathroom. Immediate access to telephonic interpreters is available via the hotline, and in-person interpretation is provided for in-person interactions with those who are deaf/hard of hearing and those with limited English proficiency. Since our rebranding in 2016, we have seen an increase in non-female identified individuals accessing our services. Steps to End Domestic Violence continues to make strategic efforts to not only meet the needs of our diversifying community but to organically integrate culturally inclusive values into all aspects of our work.

## ***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.**

CDBG's investment will go to support staff in the Emergency Housing and Economic Justice programs. The Director of Program Services oversees all aspects of the emergency housing program including management of the shelter, Safehome staff and the Economic Justice Advocate. They also work with the State of Vermont on our Safehome program and with staff to ensure the emergency housing needs of victims are met. Finally, the Director of Program Services oversees and facilitates the programmatic Housing Team, which is comprised of the Shelter Advocate, Safehome Advocate, Economic Justice Advocate, Transitional Housing Advocate and Grants Manager. The Housing Team meets weekly to ensure that service users' housing needs are being met in a coordinated fashion, that internal and community resources are being used efficiently and appropriately, and that all grant requirements are being met.

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
Emergency/Transitional Housing and supportive services are provided to victims of domestic violence fleeing from their homes	Director of Direct Services	Oversight of emergency shelter facility, staff and programming, supportive service provision, information and referral, housing support, participation in Housing Team	5	25%
Emergency/Transitional Housing and Supportive services are provided to victims of domestic violence fleeing from their homes	Safehome Advocate	Intakes, supportive service provision, next-step housing for those in emergency housing in ESD approved motels	6	15%
Staff work with Burlington Residents, not housed in our Transitional or Emergency Housing Program, to find permanent housing	Economic Justice Advocate	Intakes, supportive service provision, housing support, economic stability programming	5	12.5%

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  Not funding salaries

3. Program/Project Budget

Line Item	CDBG Funds	Other	Total
Salary and Benefits for Emergency Housing and Economic Justice Staff	\$32,000	\$777,116	\$809,116
Professional Services and Supplies	\$	\$50,563	\$50,569
Occupancy	\$	\$101,744	\$101,744
Other	\$	\$311,717	\$311,717
<b>Total</b>	<b>\$32,000</b>	<b>\$1,241,140</b>	<b>\$1,273,140</b>

4. Funding Sources	Project		Agency	
	Current	Projected	Current	Projected
CDBG	\$ 17,764	\$ 32,000	\$ 17,764	\$ 32,000

State (specify) VCCVS State DV/SV Omnibus & EA HOP/ESG State State Buildings and General Services VT Network Travel			\$49,134 \$35,157 \$64,118	\$97,673 \$47,614 \$158,000
Federal (specify) STOP Transitional Housing CoC Rapid Rehousing VOCA FEMA Consolidated Youth Grant LAV VT Children's Trust Foundation			\$12,959 \$48,899 \$78,201 \$20,462 \$10,231 \$13,089 \$4,093	\$26,735 \$121,146 \$156,442 \$44,577 \$10,423 \$18,610 \$10,505
United Way				
Private (specify) Private/Corporate Foundations Fundraising (including towns)			\$22,177 \$136,897	\$5,118 \$461,709
Program Income				
Other ( <u>specify</u> ) Misc/In Kind			\$31,470	\$82,588
<b>Total</b>	\$17,764	\$32,000	\$534,651	\$1,273,140

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

$$\frac{\$32,000}{\$1,273,140} \div \frac{\$1,273,140}{\$1,273,140} = \underline{2.5\%}$$

CDBG Funding                      Total Program/Project Costs      Percentage

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

$$\frac{\$1,273,140}{899} = \$1,416.17$$

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

$$\frac{\$32,000}{899} = \$35.59$$

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

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

Domestic violence is a leading cause of homelessness. Using CDBG funds to help victims of domestic violence move into more stable, secure housing demonstrates the city's support for addressing both domestic violence and homelessness in Burlington and falls perfectly in-line with the City's Anti-Poverty Strategy and national and local CDBG objectives.

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?\*

Steps to End Domestic Violence relies on volunteers to provide direct services and other organizational support. We also benefit from in-kind donations such as toiletries, food, cleaning supplies and school supplies for children. Funding for CDBG-supported programs is diverse, however, local support for these initiatives helps us leverage state and national support.



## ***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.**

Steps to End Domestic Violence partners with Vermont Works for Women. This has been an extremely beneficial collaboration of services in supporting people to have access to resources that support them in advancing their self-sufficiency. Another valuable partnership has been with Opportunities Credit Union. Through collaborative partnerships, we are able to provide and benefit from cross trainings, and we are able to create efficient pathways for accessing services.

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

Steps to End Domestic Violence is the only domestic violence service provider in Chittenden County and the housing services we provide include emergency housing, transitional housing, rental assistance and economic justice services. Although there are other emergency shelters in the county, they either specifically do not serve victims of domestic violence, or lack the expertise or facilities to ensure a safe and secure environment for domestic violence survivors.

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

We have continued to refine our coordinated internal approach to managing the housing needs of our service users, particularly since we began receiving HUD Rapid Rehousing funding. The Steps to End Domestic Violence Housing Team meets weekly to coordinate housing support for service users, ensure that resources are being used efficiently and appropriately, and that grant requirements are being met.

## ***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?**

Steps to End Domestic Violence has provided emergency and supportive services to thousands of individuals who have experienced domestic violence over the past 46 years. We have a diverse mix of public and private funding and, although the City's support is critical to our success, we are committed to finding sources of funding to continue services should we lose the support of the City of Burlington.

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

The Emergency Housing and Economic Justice programs of Steps to End Domestic Violence has diverse sources of funding. Thus if CDBG funding ends, the project will continue.

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

We will likely seek alternative funding for the proposed funding for the Economic Justice Advocate since they serve individuals from all over Chittenden County, and therefore must separate out those who live in Burlington for CDBG report purposes. Because all of our shelter residents, by definition, are residents of Burlington, it makes sense to prioritize the work related to emergency housing for CDBG funding.

