

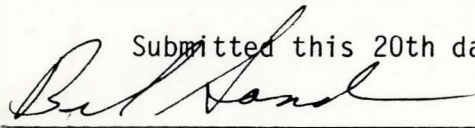
APPLICATION

FOR

PROJECT SELF-SUFFICIENCY

BURLINGTON, VERMONT

Submitted this 20th day of August, 1985.



Mayor Bernard Sanders

8/20/85

Date

Chief Executive Officer: Mayor Bernard Sanders
Room 31 - City hall
Burlington, Vermont 05401
(802) 658-9300

Public Housing Authority: Michael McNamara
Executive Director
Burlington Housing Authority
390 St. Paul Street
Burlington, VT 05401

Contact: Michael Monte
Assistant Director for Community
Development
Community & Economic Development
Office
Room 32 - City Hall
Burlington, Vermont 05401
(802) 658-9300, Ext. 150

CONTENTS

I. LETTER FROM MAYOR BERNARD SANDERS

II. LETTER FROM BURLINGTON HOUSING AUTHORITY

III. WHY PROJECT SELF-SUFFICIENCY IS NEEDED Pg. 1

IV. NEEDS ASSESSMENT Pg. 1

V. REQUEST FOR SECTION 8 CERTIFICATES Pg. 3

VI. PROVISION OF SERVICES Pg. 3

VII. TASK FORCE DESCRIPTION Pg. 6

VIII. STATUS REPORT Pg. 9

LETTERS OF SUPPORT

Office of the Mayor



BURLINGTON
VERMONT 05401
658-9300 Ext. 101

Bernard Sanders
Mayor

August 20, 1985

Dr. June Q. Koch
Assistant Secretary for Policy
Development & Research
Department of Housing and
Urban Development
Room 8126
451 Seventh Street, SW
Washington, DC 20410

Dear Dr. Koch:

Project Self-Sufficiency has my full commitment and support. Since the beginning, I have pledged the resources of the Community & Economic Development Office (CEDO) of the City of Burlington. They have donated numerous hours of staff time and resources into the development of Project Self-Sufficiency. I have also appropriated Community Development Block Grant funds to PSS to assist in the provision of day care and transportation services.

You should note that CEDO, which is an integral part of my administration, has recently conducted a study titled, "Jobs & People: A Strategic Analysis of the Greater Burlington Economy." A key finding of this report is that there is a growing "feminization of poverty" in Burlington. This report calls for the development of resources to financially assist women, particularly single parents. To this end, I have also funded the Women's Economic Opportunity Project, which will assist women in the establishment of new business enterprises. I have also instructed the Director of CEDO to motivate his staff to provide opportunities to single parents through new or existing programs, whenever possible.

In summary, PSS has my full support. The City will continue to assist and develop PSS through participation on the Task Force and through in-kind labor and resources.

Sincerely,

Bernard Sanders
Mayor

BURLINGTON HOUSING AUTHORITY

230 St. Paul Street • Burlington, Vermont 05401

Telephone 802 864-0538

August 20, 1985

Mr. Peter Clavelle, Director
Community and Economic Development Office
City Hall
Burlington, Vt. 05401

RE: Project Self-Sufficiency

Dear Mr. Clavelle:

Please be advised that the Burlington Housing Authority enthusiastically supports the City of Burlington's proposal for a Project Self-Sufficiency program. As you know, we have already made application to HUD for the Section 8 Certificates to be utilized in support of this proposal.

This is to certify that the Burlington Housing Authority readily agrees to participate in this demonstration, is willing to administer the certificates and has been, and will continue to be, represented at Project Self-Sufficiency Task Force meetings.

We look forward to working with your office in the coming months to make this demonstration a success.

Sincerely,



Michael F. McNamara
Executive Director

III. WHY PROJECT SELF-SUFFICIENCY IS NEEDED

Project Self-Sufficiency is a critical program for single parents in Burlington. The reasons are straightforward and apparent:

- A. There is a growing poverty among single-parent families residing in Burlington--the "feminization of poverty".
- B. Housing units are a source of severe stress for the low-income single-parent families who inhabit them; the stress may result from unsafe, unsanitary or overcrowded conditions and/or rental costs which far exceed what the family can reasonably afford.
- C. There are few alternatives to dependence on public assistance programs for single-parent families.
- D. Lack of networking, advocacy and coordination of services and information among local public and private agencies is detrimental to low-income single-parent families.

To this end, Burlington Project Self-Sufficiency has established the following goals:

- A. To provide services, through information, referral and case advocacy to single-parent, Burlington residents so that they may achieve self-sufficiency. Self-sufficiency is the achievement of financial independence from public welfare and public assistance through housing, education, training, skill building, and support services which will lead to the eventual placement or securing of decent-paying, productive work.
- B. To continue to build an effective and responsive network of public and private non-profit social agencies, interested and concerned citizens and consumers, and business and public leaders who support the basic needs and aspirations of single parents.
- C. To analyze and understand the needs of single parents, and to advocate for systemic change to the obstacles that are faced by single parents.

IV. NEEDS ASSESSMENT

- A. The 1980 Census data indicates that the City of Burlington has a significant number of single-parent households and families, predominantly female headed. The median income of many female-headed families significantly trails the City's median income for families. Census data also shows that the younger the age of the children in the families, the worse the situation becomes. This information is summarized below.

1. Household Information:

- Total Households:	13,107 (100%)
- Female Households:	3,548 (27%)
- Female Households, no husband:	1,326 (10%)
- Female Households, no husband, with children 0-17 years old:	782 (6%)

- Female Households, no husband, children 0-17 years; below poverty: 306 (2.3%)
- Female Households, no husbands, renters: 801 (6%)

2. Family Information:

- Total Families 7,187 (100%)
- Female-Headed Families: 1,361 (19%)
- Female-Headed Families, with children 0-17 years 720 (10%)
- Median Family Income \$18,560 (100%)
- Median Income, female-headed families: \$10,385 (56%)
- Median Income, female-headed families with children under 18 years old: \$ 7,500 (40%)
- Median Income, female-headed families with children under 6 years old: \$ 5,181 (28%)

3. Female headed families living below the poverty level increased from 45% in 1970 to 59% in 1980.

4. The female population in Burlington has increased 36% from 1970 to 1980 for the age population 15-34 years old, from 8,268 females to 11,237 females.

5. Rental Units:

- Total Rental Units: 7,415
- Vacant Units for Rent: 217
- Vacant Less Than 2 Months: 164

B. The City of Burlington has a less than 1% vacancy rate (in effect, no vacancy at all). HUD's own standards consider less than a 5% vacancy rate a serious shortage. As a result of this shortage, rents have doubled between 1970 and 1980, and a recent comprehensive rent survey conducted by Housing staff of CEDO indicates that they will double in the next decade.

Additionally, Burlington has an older housing stock. Over 60% of our housing is over 40 years old. Therefore, many of the City's housing units are substandard and in need of repair.

In sum, the shortage of decent, affordable housing in Burlington requires many people to live in substandard housing, and to pay dearly for that housing.

C. The needs of single parent families, specifically female headed, are clearly articulated in the Request for Proposal issued by HUD. Locally, they are defined as follows:

- Housing
- Job Training & Placement
- Child Care
- GED Training
- Preventative Health Care
- Counseling and Personal Development

- Transportation
- Financial Counseling

The local Project Self-Sufficiency Task Force has specifically identified housing, child care and transportation as the most critical services needed by single parents.

Section VI outlines how PSS will provide these services.

V. REQUEST FOR SECTION 8 CERTIFICATES

Burlington's Project Self-Sufficiency is requesting an additional twenty-five (25) Section 8 Certificates. This would be added to the existing twenty-five (25) certificates which have been awarded to the City of Burlington.

The Burlington Housing Authority has a waiting list of 317 families for Section 8 Certificates. Of these, an estimated 238 are single parents. Since Burlington serves as the urban core for Chittenden County, waiting list information for other Housing Authorities is relevant. The Winooski Housing Authority has a waiting list of 162, of which 121 are single parents. (The City of Winooski borders Burlington to its north).

In addition to providing the basic need of shelter, the Section 8 Certificates will provide decent, safe and affordable housing to Project Self-Sufficiency participants. The securing of housing through the Section 8 Program will provide stability in the lives of single parents, allowing them to concentrate on training, education and job related concerns.

VI. PROVISION OF SERVICES

(Please note that this section corresponds with number 6.4 and 6.5 of the Notice of Fund Availability for Project Self-Sufficiency.)

Burlington's Project Self-Sufficiency has two critical elements which make it unique in the local provision of services to single parents.

First, Task Force members represent key agencies and organizations who regularly provide services to single parents. The networking of the service agencies provides quick access for participants and speeds the information and referral process. Once participants are selected, the Task Force acts as a case management team. It can quickly assess gaps in services for participants, and quickly coordinates its services so that participants have the highest potential for success.

Second, the Task Force has hired a case manager. The case manager develops individual self-sufficiency plans for each participant. Self-Sufficiency plans are coordinated with and evaluated by the Task Force on a regular basis. The case manager has easy access to agency selection criteria through the Task Force. In addition, the development of individual self-sufficiency plans allows for individual attention and care that will more likely meet the needs, goals and aspirations of participants. In many ways, the case manager will also act as an advocate for project self-sufficiency participants.

Below is a breakdown of the services needed by the participants and how Burlington's Project Self-Sufficiency will meet those needs.

A. Housing

The Section 8 Certificates are key in the provision of housing. In addition, the Burlington Housing Authority can assist a tenant in locating housing, and Chittenden Community Action also keeps a list of potential rental sites.

The Community & Economic Development Office (CEDO) has an active housing program with activities ranging from new construction to rehabilitation loans. Two (2) program components may provide an interesting and creative twist for Project Self-Sufficiency participants.

One is the Community Land Trust, which provides affordable housing to low and moderate income families. The Land Trust is presently developing a model whereby low income tenants can utilize their Section 8 Certificates to build equity towards the purchase of a home. The Land Trust would rent a home to a tenant, and then turn over the ownership of the home after a five (5) year period. Care would be taken that tenants are not overburdened with a high mortgage, since the Land Trust subsidizes the purchase of the home.

CEDO is also providing financing for a mixed-use development of 160 cooperative and rental units. Negotiations presently underway may provide PSS participants with preferred selection.

B. Job Training

PSS has at its disposal a variety of job training options. These are:

- 1) The WIN Program's Single Parent Opportunity Program (SPOP) and the TOPS Program (Training Opportunities in the Private Sector).
- 2) The Burlington Youth Employment Program will provide job training and employment in the construction trades for single parents between the ages of 16 and 24 years old.
- 3) The Job Training and Partnership Act (JTPA) will provide work experience and OJT slots (on the job training).
- 4) The PSS Task Force has secured training slots through the Essex Junction Area Vocational Center through a grant from the Vermont Department of Education. The Vermont Department of Education funding is available from the Carl D. Perkins Vocational Education Act. Up to ten (10) slots are available to PSS participants for training in Culinary, Printing, Typing and Bookkeeping/Accounting.
- 5) Finally, PSS will make available educational training through local area colleges; tuition can be funded through the Vermont Student Assistance Corporation (VSAC).

C. Employment

A number of resources are available:

- 1) The JTPA will provide OJT slots.
- 2) Vermont Job Service will assist in information and referral.
- 3) The Community & Economic Development Office (CEDO) also has a number of programs which would assist participants in this area.

The Director of CEDO has agreed to include in all negotiations with developers who want financing from the City the provision of potential job placement for PSS participants.

CEDO also employs a small business development specialist who will assist participants with technical assistance, as well as potentially provide loan funds for the start-up of a small business.

Finally, CEDO has recently initiated the Women's Economic Opportunity Program (WEOP) which will provide intensive technical assistance and training for women who want to start-up a business.

D. Transportation

The Chittenden County Transportation Authority will provide discounts for PSS participants. The Essex Voc Ed, WIN and JTPA programs will provide transportation subsidies, if needed. Finally, the Task Force has secured a small grant through the City's Community Development Block Grant Program for transportation subsidies for participants.

E. Counseling

Counseling, both general and specialized, is available for participants through the following programs:

- 1) Maternal Child Health, VNA
- 2) Young Parents Program
- 3) Spectrum, Inc.
- 4) Women Helping Battered Women
- 5) King Street Area Youth Program

In addition, the case manager will establish participant support groups.

F. Child Care

Day Care is the most difficult service to provide for PSS participants. The Task Force has approached this problem in a number of ways.

- 1) The Child Care Resource & Referral Center will provide information and referral services. CCRRC is also under contract with the City for the provision of training and technical assistance in the start-up of home day care centers.

The Task Force has supported the potential of a participant starting a day care service in their home.

- 2) Essex Voc Ed, WIN and JTPA also will provide day care subsidies.

3) Finally, the small grant from the Community Development Block Grant Program will assist in the payment of day care subsidies.

G. GED

Adult Basic Education will provide GED training as well as other literacy education.

H. Preventative Health

The Community Health Center, the Maternal Child Health Program and the Young Parents Program will provide preventative health care services.

I. Financial Counseling

This service is available through Chittenden Community action and the WIN Program.

VII. TASK FORCE DESCRIPTION

Burlington's Project Self-Sufficiency Task Force is currently comprised of twenty-three (23) individuals who are either concerned citizens or representing agencies and organizations.

The Task Force has three (3) working committees. These are: Selection; Services; and Delivery System Analysis. A Steering Committee acts as an Executive Committee; it is comprised of a representative elected from each Committee.

The Task Force meets at least monthly, but has also met bi-weekly when it is warranted. Committees have met when needed. It has met regularly since June, 1984.

The Task Force is democratically structured and task oriented. All policies and decisions are developed by committees and reviewed and approved by the Task Force.

Members of the Task Force, their titles, organizational representation, committee membership and services they contribute are outlined below. Letters of commitment were submitted with our initial application.

1. Name: Bob Kiss
Title: Director
Organization: Chittenden Community Action
Committees: Steering; System Analysis
Services: Information & Referral; Advocacy; Food Shelf; Housing Information & Referral
Additional Comment: Bob is a Board member of the Burl. Housing Authority.
2. Name: Joyce Shortt
Title: Director
Organization: Childcare Resource & Referral Center
Committees: Steering; Services
Services: Day Care resource & referral; assistance in participants starting up home day care services.

3. Name: Ginni Winn
Title: N/A
Organization: Citizen At Large
Committees: Steering; Selection
Services: Advocacy
Additional Comment: Ginni has been a case worker of Women Helping Battered Women.
4. Name: Tom Zenaty
Title: Supervisor
Organization: WIN Social Services
Committees: Selection
Services: WIN Services: counseling, referral, support services, etc.
5. Name: Susan Kuntz
Title: Director
Organization: Children's Space
Committees: Selection
Services: Day Care Services
6. Name: Janet Munt, ACSW
Title: Director
Organization: Maternal Child Health, Visiting Nurses Association
Committees: Selection
Services: Health & Counseling Services
7. Name: Peter Rubin
Title: Teacher
Organization: Adult Basic Education
Committees: Services
Services: GED Training, literacy skills
8. Name: Claudia Donovan
Title: In-Take Officer
Organization: Burlington Housing Authority
Committees: None
Services: Section 8 In-takes
9. Name: Jim Hokans
Title: Director
Organization: Burlington Youth Employment Program
Committees: Delivery System Analysis
Services: Youth Employment (16-24 years old)
Additional Comment: Jim is a Board member of the Burl. Housing Authority.
10. Name: Ferris Donoso
Title: Director
Organization: Community Health Center
Committees: None
Services: Health screening
11. Name: Jeannie Bock
Title: Director
Organization: Young Parents Program
Committees: Selection
Services: Information, Referral, Counseling, Support Groups

12. Name: Laura Smith, ACSW
Title: Network Member
Organization: Community Child Protection Network
Committees: Selection
Services: Information & Referral
13. Name: Adele Dienno
Title: N/A
Organization: Single Parent
Committees: Advocacy
Services: N/A
Additional Comment: Adele is a staffperson of the Visiting Nurses Association.
14. Name: Donna Stoddert
Title: Case Worker
Organization: Spectrum, Inc.
Committees: None
Services: Counseling & Support Groups
15. Name: Karin Hammer
Title: Case Worker
Organization: Women Helping Battered Women
Committees: None
Services: Counseling & Support Groups
16. Name: Susan Roche
Title: Director
Organization: King Street Area Youth Program
Committees: None
Services: Counseling & Support Groups
17. Name: Laura Simon, MSW
Title: Social Worker
Organization: Burlington Housing Authority
Committees: Service
Services: Counseling; Information & Referral
18. Name: Dave Conant
Title: Director
Organization: JTPA
Committees: Delivery System Analysis
Services: Employment, training & support services
19. Name: Sandra Dooley
Title: Planning Committee Member
Organization: United Way of Chittenden County
Committees: Delivery System Analysis
Services: N/A
Additional Comment: Sandra is presently a consultant with the State of Vermont's Agency of Human Services.
20. Name: Kathy Hunter
Title: Member
Organization: Burlington Women's Council
Committees: None
Services: Information & Referral

21. Name: Aileen Iachs
Title: N/A
Organization: Citizen At Large
Committees: Services
Services: Advocacy
22. Name: Michael Monte
Title: Assistant Director for Community Development
Organization: Community & Economic Development Office
Committees: All
Services: Staff to PSS
23. Name: Helen Keith
Title: N/A
Organization: Single Parent
Committees: None
Services: Advocacy
Additional Comment: Helen is the day care policy specialist with the State of Vermont's Agency of Human Services.

VIII. STATUS REPORT

Burlington's Project Self-Sufficiency has been very active in the past year. It should be noted that the Task Force has made a conscious decision to move slowly and deliberately in the development of the PSS Program. Nevertheless, the Task Force has been very active and has steadily deliberated and refined the many components of PSS in order to insure the success of its participants and the program model as a whole. In many ways, this first year has been one of building our administrative capacity in order to serve participants in our second year.

Below are some of the highlights of the past year:

- July (1984) Community & Economic Development Office (CEDO) receives RFP for Project Self-Sufficiency (PSS) by the Department of Housing and Urban Development (HUD).
- August Interested organizations and individuals are invited to attend an initial meeting to discuss the potential of developing an application for PSS.
- Aug/Sept Two (2) additional organizational meetings are held.
- September An application is submitted to HUD. Organizations express support.
- November The application is approved by HUD for twenty-five (25) Section 8 Housing Certificates, to be used in tandem with PSS.
- Dec/Jan Committees are formed. Committees and Task Force meet to develop policies and procedures.
- January (1985) Action Plan finalized, including:

- Program Goals
- Criteria & Selection of Participants
- Application Process
- Service Provision and Case Management
- System Analysis & Advocacy

February

The Burlington Housing Authority grants \$5,396 for general administration of PSS. It will pay 50% of case manager position, including clerical services. In exchange, PSS agrees to provide PSS services to five (5) single parents already living in public housing.

PSS Task Force applies to United Way for \$5,396 for balance of administrative costs.

March

PSS applies for Community Development Block Grant funds (\$4,000) to assist in the payment of transportation and day care costs.

PSS selects Chittenden Community Action to be the administering agency for PSS.

April

PSS, in cooperation with Essex Junction Area Vocational Center, applies for Carl D. Perkins funds. United Way of Chittenden County awards \$5,396.

May

Community Development Block Grant proposal funded.

Carl D. Perkins grant proposal funded.

June

Case Manager/Administrative Coordinator hired.

July

Case Manager and City liaison attend Washington conference.

August

Twenty-five potential participants are presently being reviewed for final selection.

Throughout this period, the range of potential services for participants have been strengthened and refined through continuous committee and Task Force meetings.



STATE OF VERMONT
AGENCY OF HUMAN SERVICES

August 14, 1985

The Honorable Bernard Sanders
City Hall
Burlington, VT 05401

Dear Mayor Sanders:

I am writing to convey the Agency of Human Services' support for the City of Burlington and the Burlington Housing Authority's Application to the Federal Department of Housing and Urban Development (HUD) for additional Section 8 housing certificates to expand the number of single parent families served by Project Self-Sufficiency.

We commend the City's Community and Economic Development Office for its efforts in bringing together the large Task Force which oversees the administration of Project Self-Sufficiency. It is our understanding that 21 private and public human services agencies are represented on the Task Force and that two employees of the Department of Social Welfare (an AHS department), Sandra Dooley and Thomas Zenaty, are members of the Task Force.

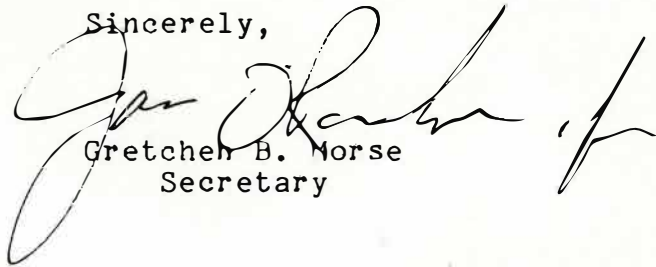
The Agency of Human Services has long been aware of the difficulty low income single parent families encounter in obtaining housing in Burlington and elsewhere in Chittenden County. Thus, we strongly support the City's efforts to assist these families in acquiring adequate suitable and affordable housing through the Section 8 program.

We also applaud the innovative linkage of housing subsidies to pursuit of education, training, or employment leading to self-sufficiency which HUD's Project Self-Sufficiency demonstration program created.

As you know, through its Family Services Project, the Agency of Human Services has been exploring ways to develop better working relationships among private non-profit and public human services agencies. We are pleased that at the local level Project Self-Sufficiency has demonstrated the capacity of a large number of agencies to serve low income single parent families more effectively through increased networking and coordination.

In closing, we reiterate our support for your proposal to expand Project Self-Sufficiency by seeking additional Section 8 certificates from HUD. Please let us know if we can be of any further assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Gretchen B. Morse', written in dark ink. The signature is fluid and somewhat stylized, with a large loop at the end.

Gretchen B. Morse
Secretary

GBM:s

Commissioner's Office
Tel: (802) 241-2852



STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF SOCIAL WELFARE
103 SOUTH MAIN STREET
WATERBURY, VERMONT 05676

August 15, 1985

The Honorable Bernard Sanders
City Hall
Burlington, VT 05401

Dear Mayor Sanders:

I am writing to convey the Department of Social Welfare's support for the city of Burlington and the Burlington Housing Authority's application to the federal Department of Housing and Urban Development (HUD) for additional Section 8 housing certificates to expand the number of single-parent families served by Project Self-Sufficiency.

We commend the City's Community and Economic Development Office for its efforts in bringing together the large Task Force which oversees the Administration of Project Self-Sufficiency. It is our understanding that 21 private and public human services agencies are represented on the Task Force and that two Department of Social Welfare employees, Sandra Dooley and Thomas Zenaty are members of the Task Force.

The Department of Social Welfare has long been aware of the difficulty low-income single-parent families encounter in obtaining housing in Burlington and elsewhere in Chittenden County. Thus, we strongly support the City's efforts to assist these families in acquiring adequate, suitable and affordable housing through the Section 8 program.

We also applaud the innovative linkage of housing subsidies to pursuit of education, training or employment leading to self-sufficiency which HUD's Project Self-Sufficiency demonstration program created.

Project Self-Sufficiency has demonstrated the capacity of a large number of human services agencies to serve low-income single-parent families more effectively through increased networking and coordination. The Department of Social Welfare is pleased to be an active participant in this process at the local level.

Mayor Sanders
Page 2
August 15, 1985

In closing, we reiterate our support for your proposal to expand Project Self-Sufficiency by seeking additional Section 8 certificates from HUD.

Please let us know if we can be of any further assistance.

Sincerely,


Veronica H. Celani
Commissioner

VHC/sdq