

**Champlain Valley Office of Economic Opportunity
Burlington Warming Shelter
Operational Plan**

Rationale:

The state of Vermont has been spending millions of dollars on hotel rooms for the homeless every year for the past two years in the Chittenden County region. There is a less than .5 vacancy rate in housing in the Burlington area. There is a desperate need for affordable and subsidized housing. Funding from hotel stays if appropriated to permanent housing would begin to address the housing need. There needs to be a safe and comfortable alternative to hotel rooms giving true service to those in need in a transitional phase. A low barrier shelter does not exist in the region. A temporary well planned Warming Shelter could meet these needs.

1) Applicant Name, Address, Telephone

Champlain Valley Office of Economic Opportunity (CVOEO)

PO Box 1603

Burlington, VT 05402

802-862-2771 Ext. 740

Owner of Property

Champlain College

Contact Person, Telephone and Email

CVOEO - Jan F. Demers, 802-862-2771 Ext. 740, jdemers@cvoeo.org

Champlain College – Marvin Williams, 802-316-6098

2) Name of Shelter and Shelter Address

Burlington Warming Shelter – Ethan Allen Club

298 College Street

Burlington, VT 05401

3) Shelter Contact Person, Telephone & Email

Jan F. Demers, 802-862-2771 Ext. 740, jdemers@cvoeo.org

4) The request for funding will support the following emergency shelter capacity:

of emergency shelter beds: 20

Months of the year the shelter will be open: 2 months – February 9, 2015 – April 3, 2015

Hours the shelter will be open: 6 p.m. through 7 a.m. 6 p.m. through 8:00 a.m. on Saturday and Sunday

CVOEO is one of five Community Action Agencies in the State of Vermont. We provide emergency, stabilization and out of poverty programs for individuals and families who have low to moderate income. CVOEO has nine distinct programs covering Addison, Chittenden and Franklin Grand Isle Counties. CVOEO has been operating continuously since 1965. We have strong multifaceted programs within our nine departments. There are 12 Board Members who represent three sectors of society: Public (Elected Officials), Private (Business and specific areas of expertise) and Community (the voice of those we serve). Staffing for this endeavor will include a Full Time Shelter Director and Volunteer Coordinator and several Part-time Case Managers for occasional nigh-time relief responsibilities.

CVOEO's Board of the Directors has governance authority. CVOEO's administration has day-to-day decision making authority. CVOEO has a well-established Housing Assistance Program. The mission of CVOEO is to address fundamental issues of economic, social, and racial justice and works with people to achieve economic independence. Our vision is: Bridging gaps, building futures. This vision meshes

perfectly with providing temporary emergency housing for the homeless as permanent housing solutions are put into place.

CVOEO is a fully accredited Community Action Agency under the provisions of the Economic Opportunity Act of 1965, the Community Services Block Grant Act of 1981, and is recognized as such by the Office of Community Services of the US Department of Health and Human Services, and the Vermont Office of Economic Opportunity. We are a member of the National Community Action Association and The Northern New England Community Action Partnership, and have been HUD-certified as an official HUD Housing Counseling Agency for over 10 years. We have an HHS approved Federal Indirect Rate that applies agency administrative costs equitably to all grants in a manner consistent with federal best practices. All programs and agency financials are fully audited annually by a certified independent financial auditor, and have been found free of any findings. All of our programs are subject to regular performance reviews from federal and state funders, including AHS/ESD. Our Head Start Program has full state and federal accreditation as a child care, and preschool service, provider. The federal Department of Energy and Vermont OEO accredit our Weatherization division.

CVOEO currently possesses the organizational capacity to fully implement and perform the services set forth for this work in a timely and flexible manner that will allow for quick response to emergency situations. We have been the primary HRF service provider in our region. HMIS data entry, and the processing of weekly check requests, will be handled centrally at the CVOEO Administrative Offices by an administrative assistant. This activity will be overseen and closely monitored by the Fiscal Director. Partners will continue to be frequently updated and will continue to be engaged in regular discussions of barriers to be overcome, and goals to be achieved. We have found that on-going communication is critical to maintaining an efficient and transparent service delivery system.

Proposed plan

Location: - Residential - High Density

Safe, comfortable open space at the 298 Ethan Allen Club on College Street in Burlington

Opening date: February 9, 2015

Closing date: April 3, 2015

Open every night of the week

Hours of operation: 6:00 p.m. to 7:00 a.m. 6:00 p.m. through 8:00 a.m. on Saturday and Sunday

Doors close: 10:00 p.m.

Quiet time: 11:00 p.m.

Staffing: Job descriptions available

- Center Director - part time
- Volunteer Coordinator - part time
- Shelter Worker - full time
- 2 Volunteers at all times - possibly two shifts through the night
- Clean up crew to clean up and wipe down cots in the morning

Laundry service: Provided through the University of Vermont Medical Center - Pick up at 7 a.m. each day

Security:

- Locked doors
- Placement of desk and staff for visual review
- While doors are open an every ½ hour sweep around the building and in the bathrooms
- A drop in each night by Champlain College Security and continued conversation and coordination with the Burlington Police Department
- Log to be kept from shift to shift
- Shelter rules posted in prominent places throughout the building

Training for staff:

- Rapid Assessment training for substance abuse and mental health
- De-escalation training
- Blood borne pathogen training
- Orientation to services

Shelter rules: provided

Conversations and consultations with the Chittenden County Community of Care, City of Burlington (Brian Lowe from the Mayor's Office, Chief Michael Schirling, Rita Markley from COTS
Neighborhood Planning Assembly meeting with Neighbors on Monday, December 8th (Emily Lee, Larry Crist and Anne Brena)

Groups consulted:

COTS - Rita Markley

Charter House - Middlebury - Doug Sinclair, Director

Kris Lukens - CVOEO DVI Shelter Director

Burlington Police Department - Chief Michael Schirling

United Way of Chittenden County Volunteer Services – Martha Maksym and Laurie Dana

Red Cross - Larry Crist

State of Vermont –

- Office of Economic Opportunity – Paul Dragon, Chief Administrator and Sarah Phillips, Community Services Director
- Agency of Human Services – Angus Chaney, Housing Director; Jane Helmstetter, Regional Director
- Department of Children and Family – Commissioner Ken Schatz

Continued communication

- State of Vermont Economic Services
- COTS
- ANEW Place
- Burlington Police Department