

Cumberland County Community Development Program  
2014 CDBG General Program Application  
*Community Cover Page*

**Project Title**            Falmouth Food Pantry Renovation

**Lead Community**            Town of Falmouth

**Additional Communities**    City of Westbrook

**Contact Information**        Name    Theo Holtwijk, Director of Long-Range Planning

Address    271 Falmouth Road, Falmouth, ME 04105

Email        tholtwijk@town.falmouth.me.us                      Tel    699-5340

**Program Category**

Public Infrastructure/Facility    X                      Downtown Revitalization    \_\_\_\_\_

Public Service    \_\_\_\_\_                      Housing    \_\_\_\_\_                      Economic Development    \_\_\_\_\_

**CDBG "National Objective"**

Low/Moderate Income:            Area-Wide    \_\_\_\_\_                      Limited Clientele    X

Direct Benefit:    Presumed Group    \_\_\_\_\_                      (Identify Group)

Slum/Blight:            Area-Wide    \_\_\_\_\_                      Spot Basis    \_\_\_\_\_

**Amount of CDBG Funds Requested**            \$40,000

**Total Estimated Project Cost**                      \$50,000

**Name of Authorized Official**                      Nathan A. Poore, Town Manager

**Signature of Authorized Official**            

## 2014 General Application Questions

1. Provide a **brief summary** (400 words maximum) of the proposed project. - 10 points. Focus your answer on issues such as: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

Imagine a woman named "Gail"... sitting in a wheelchair, outside in the cold, being hungry, waiting for her number (#41) to be called, having to provide sensitive, personal financial information in a public setting, squeezing by narrow doors, cramped hallways, and other people, in order to select critically-needed food from dimly-lit shelves...

Yet, Gail is happy that the Food Pantry is there, its doors are open, and the volunteer staff is smiling... Gail is especially happy because she knows that next year things, thanks to a CDBG grant and Town support, will be a whole lot better!

The proposed project consists of a renovation and expansion of the existing Falmouth Food Pantry space located in Falmouth Town Hall. Current pantry space is 550 sf. The expanded, renovated space will be 880 sf. Improvements will include: creating ADA-compliant access, creating an indoor client sign-in area, waiting area, private counseling area, conducting electrical work, ceiling replacement, carpet replacement to resilient flooring, painting, and installing appliances and furnishings. The Pantry's renovation needs were identified through a CDBG-funded Planning Study conducted by Oak Point Associates, Architects-Engineers in 2013.

When the Falmouth Food Pantry (which has been in existence for 25 years) moved into Town Hall in July 2008, it served just 35 families. Only 5 ½ years later the Pantry fulfills an important sub-regional function as it serves in 2013-14 approximately 300 families (more than 1,000 people) from five (5) Cumberland County communities: Falmouth, Cumberland, Yarmouth, Portland, and Westbrook (a 700+% increase in the number of clients).

The Pantry provides food supplies, household items (i.e. necessities that cannot be purchased with Food Stamps), and some financial assistance to needy people in Falmouth as well as its immediately adjacent communities Portland, Westbrook, and Cumberland (Yarmouth residents also qualify through a grandfather agreement).

All Falmouth Food Pantry's clients are from LMI households (100%). Ninety-six percent (96%) of the Falmouth Food Pantry's clients have incomes that are below the State of Maine Poverty Guidelines. Many of them are new Mainers, recent immigrants attempting to establish their new lives. Others are elderly persons on very limited incomes.

The project will occur in the Falmouth Town Hall building. Amy Lamontagne, Assistant Town Manager of the Town of Falmouth will be in charge of the renovation project.

2. Provide a response to the four questions below defining and justifying the need for the activity. - 20 points

a. Convey the magnitude and severity of the issue to be addressed.

The Falmouth Food Pantry has operated out of Town Hall since July 2008. The Town has donated the use of this space and provided utilities at no cost to the Pantry and has agreed to continue to do so into the foreseeable future. Since 2008, demand for the Pantry's services has grown exponentially (from 35 to 300 families) and the Pantry has requested to occupy urgently-needed, additional space in Town Hall. The Falmouth Food Pantry specific needs include: insufficient and inadequate space for food storage, waiting space, intake space, and counseling space.

A July 2013 comprehensive building assessment for Town Hall – a building that is 100+ years old – was conducted by Oak Point Associates. It indicated facility maintenance needs for that building, including for the Pantry space (that portion of the study was conducted through a CDBG-funded Planning Study). Deficiencies at the Pantry include:

- Non-ADA compliant entrance vestibule space (insufficient clear floor space requirements, insufficient door width clearances, insufficient corridor clearances due to corridor storage shelving).
- No desk space and/or counter for client sign-in and collection of personal information.
- No area for counseling clients in private.
- No locked cabinet for confidential files and employee belongings.
- Insufficient freezer and refrigerator space, but also no room to house additional appliances.
- No indoor waiting space for clients to wait before being serviced as space does not allow for multiple clients at the same time. Currently clients wait outside or in their cars until called in.
- Inappropriate and worn flooring (carpet) that needs to be replaced with resilient flooring.
- Faulty lighting and poor illumination.

This work is estimated by Oak Point to cost approximately \$50K. Concept plans indicate a space increase from 550 sq.ft. to 880 sq.ft. for the Pantry.

b. Identify the total number of people affected by the issue.  
Approximately 1,000 people are served by the Falmouth Food Pantry.

- i. Out of the total number of people affected, identify the number of people from low/moderate income households.

All families who come to the Falmouth Food Pantry are asked to fill out the Emergency Food Assistance Program (TEFAP) application. 1,000 people from a total of 1,000 (=100%) are from LMI households. All but twelve (12) of the Pantry's clients have incomes that are below the State of Maine Poverty Guidelines (=96%).

- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

Hunger and food insecurity are prevalent in the United States. The food sector makes up a significant, but underappreciated part of local and regional economies and well-being. Enhancing the capacity of the Falmouth Food Pantry to deliver its services promotes the economic and social health of the region by:

- building stronger, sustainable, and more self-reliant families and communities, and,
- enhancing economic vitality, public health, ecological sustainability, social equity, and cultural diversity.

This application meets three of the six adopted program priorities of the initial Five-Year Consolidated Plan (2012-2016) for Cumberland County CDBG:

- Access to public services – The application improves access to Food Pantry services,
- Public facilities – The application improves Food Pantry space in Falmouth Town Hall, and
- Understanding & preventing homelessness – The application assists people with their living needs which helps to prevent them from becoming homeless.

- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

The Public Facility and Services policy section from the recently-adopted 2013 Falmouth Comprehensive Plan's states that the Town needs to "recognize the age diversity and economic concerns of its population over the next 10 years and provide services on a fair and equitable basis."

The capital improvement strategy chapter of the 2013 Falmouth Comprehensive Plan states that the Town is assessing the need for "upgrades to Town Hall" for which capital investment may be needed. The Town has since completed the July 2013 Oak Point Associates report for Town Hall, which confirmed outlined capital needs for this building.

This project - the renovation of the Falmouth Food Pantry - is a direct result of the community's adopted policies and needs assessments.

3. Provide a response to the three questions concerning management of the proposed activity – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.

The project will be managed by Amy Lamontagne, Assistant Town Manager for the Town of Falmouth through her on-site presence and daily oversight of the general contractor hired by the Town. The Falmouth Town Manager and Director of Long-Range Planning and other Town staff, where needed, will assist with the project.

- b. Explain the experience of the applicant in undertaking projects of similar complexity.

The Town of Falmouth is very accustomed to undertaking building renovation and construction projects. In recent years it completed Town Hall and Fire Station renovations and new construction for its Police Station.

- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

On November 25, 2013 the Falmouth Town Council unanimously voted to endorse the CDBG Food pantry application. On January 13, 2014 the Council voted to move forward with Phase I maintenance improvements of Town Hall (air quality improvements unrelated to the Pantry space). The Food Pantry Renovations will be Phase II pending the award of 2014 CDBG funding. The Town is committed to maintain the Food Pantry's presence in Town Hall into the foreseeable future. Town staff is currently working on a draft Memorandum of Understanding formalizing the pro-bono lease and utility arrangement between the Falmouth Food Pantry and the Town of Falmouth.

4. Demonstrate that the project is ready to proceed – 20 points

For construction related projects:

- Describe the steps that have *been* completed 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.

The Town completed a comprehensive facility assessment of Town Hall by Oak Point Associates in July 2013. The Food Pantry portion of that assessment was funded through a 2012 CDBG Planning Grant. As part of evaluating the Pantry's operational

needs, site visits were made by the project team to the Freeport Food Pantry and Cumberland Food Pantry to better plan for the Food Pantry's work flow and set-up. Cost estimates for the Pantry were prepared by Oak Point. The Council reviewed and authorized the required work for the Pantry. Next step is for the Town to develop a set of construction specifications and engage a general contractor to manage the project.

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

The renovation requires coordination with ongoing operations of the Falmouth Food Pantry. This may require the Pantry to operate temporarily from another location, such as the Motz wing of the former Plummer-Motz School. The school is a Town-owned facility.

**5. Budget for project. - 5 points**

See attached budget form (*Appendix IV*). The distribution of funds between the project elements is based on a detailed cost estimate by Oak Point Associates.

**6. Implementation schedule for project: - 5 points**

See attached schedule form (*Appendix III*).

**7. NON-ECONOMIC DEVELOPMENT**

Provide a response to the three questions demonstrating the need for CDBG program funds - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?

CDBG funds are important for the commencement of the project as it will allow the renovation of the Food Pantry to start instead of further delayed. The Pantry ultimate success will be when its critical facility needs are met. Completion of the project will enhance the Pantry's capacity to meet the existing and growing needs of assisting low to moderate income families in Falmouth and region.

- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

Yes, additional cash funding for the Food Pantry will be provided by the Town of Falmouth. On November 25 the Falmouth Town Council agreed to provide a minimum 20% match. The Council will be asked in February 2014 to formally approve \$10,000 cash contribution to the project.

- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If no or partial funds are received, the project will need to be delayed to seek funding from other sources. Alternatively, the scope of the project (which is quite modest) may need to be scaled back.

9. **Multi-Jurisdictional Bonus**

5 points will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

a. **Multi-community applicants must answer two additional questions in a maximum of one page:**

- i. How will low/moderate income residents in each participating community benefit from the project?

**The City of Westbrook and the Westbrook Food Pantry are partners with the Town of Falmouth and the Falmouth Food Pantry for this project.**

**The Westbrook Food Pantry currently serves an average of more than 350 of its neediest low to moderate income families monthly and carries a total of 550-600 registered families. The demand for this service challenges Westbrook's resources on a weekly basis as the Pantry tries to attract food donations, funding donations and volunteers needed to staff the facility.**

**To support Westbrook, the Falmouth Food Pantry currently provides a service to 50 or more Westbrook families on a monthly basis who are either not being served in Westbrook, or who have needs that exceed the capacity of the Westbrook Food Pantry to serve them. In addition to these 50 families, the Falmouth Food Pantry serves 250 other low-moderate income families from Portland, Falmouth, Cumberland, and Yarmouth.**

**The collaboration between City of Westbrook and the Town of Falmouth will result in a greater safety net for those individuals and families with the most compelling needs.**

**This closer collaboration will allow City of Westbrook General Assistance staff to make discreet referrals to the Falmouth Food Pantry for those underserved individuals and families that come to Westbrook's attention.**

**Both Falmouth and Westbrook's low to moderate income families (and those from the other communities) will benefit by a safe and dignified Food Pantry environment, which treats all clients with respect and high quality service.**

- ii. What role will each applicant community play in the project?

**The City of Westbrook and the Town of Falmouth, through this collaboration, will do a better job of sharing information and communicating about supply and demand of Food Pantry services with each other.**

**The City of Westbrook will make discreet referrals to Falmouth on a monthly, or as needed basis, of individuals and families in need.**

**The Westbrook Food Pantry will consider its ability to meet the need of an occasional Falmouth family not being met due to scheduling limitations in Falmouth.**

**The Town of Falmouth will manage the renovation project and will continue to provide pro-bono space to the Falmouth Food Pantry.**

**The Falmouth Food Pantry will continue to provide volunteer services through its five managers and 90 volunteers.**

**By uniting the two communities in this effort the community safety net for some of our region's most needy residents will be enhanced through a unique cross-border initiative aimed exclusively at low to moderate income families that need our help most.**

**Falmouth Food Pantry Renovation - Project Implementation Schedule**

<b><u>Activity</u></b>	<b>Q #1 J - S 2014</b>	<b>Q #2 O - D 2014</b>	<b>Q #3 J - M 2015</b>	<b>Q #4 A - J 2015</b>	<b>Q #5 J - S 2015</b>	<b>Q #6 O - D 2015</b>	<b>Q #7 J - M 2016</b>	<b>Q #8 A - J 2016</b>
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Specification Development	X							
Construction Preparation and Bidding, Contract Award		X						
Temporary Food Pantry Relocation		X						
Start of Construction, Demolition			X					
Architectural and Electrical Construction			X	X				
Furnishings Installation				X				
Food Pantry Move-In					X			
Project Completion					X			

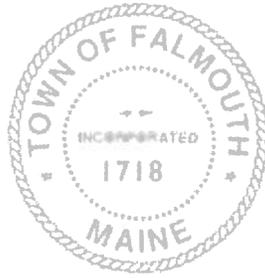
Type of Funding	Match Amount	Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. <sup>1</sup>	If no, please outline and attach future steps to secure match. <sup>2</sup>
Cash	Municipal Cash \$10,000	Town of Falmouth	= 20% of estimated project cash cost	No		On 11/25/2013 the Council unanimously approved to provide a min. 20% match. On 2/24/2014 the Council will be asked to formally approve a \$10K cash contribution to the project
In-Kind/ Donation	Municipal In-Kind & Donation \$1,800	Town of Falmouth	= 60 hours at \$30/hr (3 staff people)	No		Donated time will be tracked
	Other In-Kind & Donation \$300	City of Westbrook	= 10 hours at \$30/hr (2 staff people)	No		Donated time will be tracked
	Other In-Kind & Donation \$1,800	Falmouth Food Pantry	= 120 hours at \$15/hr (6 volunteers)	No		Donated time will be tracked
TOTAL MATCH	Other In-Kind & Donation \$75	Westbrook Food Pantry	= 5 hours at \$15/hr (1 volunteer)	No		Donated time will be tracked
	\$13,975 (=28% match)					

<sup>1</sup> Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

<sup>2</sup> Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

## Appendix IV: Budget

<b>Construction Projects</b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Municipal Funds</b>	<b>Other Funds</b>	<b>Total</b>
Design/Engineering	0	3,500		
Land Costs	0	0		
Materials/Supplies	17,250	0		
Construction Costs	17,250	0		
Project Management	5,500	500		
Other				
1. Furnishings (incl. industrial freezer, fridge, filing cabinet, furniture)	0	6,000		
2.				
3.				
4.				
<b>Total Costs</b>	<b>40,000</b>	<b>10,000</b>		
Provide the basis for determination of budget amounts: <b>Source = Food Pantry Renovations Estimate prepared by Oak Point Associates, December 3, 2013 (job order number 21304.01)</b>				



**TOWN OF FALMOUTH**

**ORDER NO 63-2014**

**COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

**BE IT HEREBY ORDERED THIS 25<sup>th</sup> DAY OF NOVEMBER, 2013 BY  
THE FALMOUTH TOWN COUNCIL, FALMOUTH MAINE, IN TOWN  
COUNCIL ASSEMBLED:**

To authorize the Town Manager to apply on behalf of the Town for a Community Development Block Grant (CDBG) for Food Pantry renovations at Town Hall.

Attest:

  
\_\_\_\_\_  
**Ellen Planer**  
**Town Clerk**

Appendix V: Multi-Community Application Endorsement

CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM

CDBG GENERAL PROGRAM APPLICATION – 2014

Lead Community Applicant: TOWN OF FALMOUTH

Lead Community Authorized Official NATHAN POORE, TOWN MANAGER

Signature of Authorized Official 

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Additional Community Applicant: **City of Westbrook**

Additional Community Authorized Official: **Assistant City Administrator William Baker for Mayor Colleen Hilton**

Signature of Authorized Official: 

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_