

**Cumberland County Community Development Program
2016 CDBG General Program Application
Regional Cover Page**

Project Title Home Heat, Energy Efficiency and Home Repair

Regional Applicant Cumberland County Commissioners

Non-Profit Entity The Opportunity Alliance

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Program Category

Public Infrastructure/Facility _____ Downtown Revitalization _____

Housing X Economic Development _____

CDBG "National Objective"

Low/Moderate Income: Area-Wide _____ Limited Clientele X

Direct Benefit: Presumed Group _____ (Identify Group)

Slum/Blight: Area-Wide N/A Spot Basis N/A

Amount of CDBG Funds Requested \$200,000.00

Total Estimated Project Cost \$ 330,050.00

Name of Authorized Official Mike Tarpinian, President & CEO

Signature of Authorized Official 

2016 General Application Questions

1. Brief summary - 10 points.

The Opportunity Alliance proposes to use \$200,000.00 of CDBG funds to assist homeowners with the repair and replacement of malfunctioning heating systems, energy efficiency building upgrades and other home repair needs by:

- Providing Central Heating System repairs and replacements, Energy Efficiency upgrades and Home Repair direct client assistance to as many as 24 households throughout Cumberland County. Currently there are 32 households seeking assistance who are on the wait list for Program Year 16 funding. These requests are prioritized based on pre-established criteria to serve eligible households most in need and seeks to maximize the reach of the program throughout Cumberland County.
- Responding to emergency and non-emergency requests for repair and replacement of malfunctioning heating systems. Provide an assessment of the system malfunction, create job specs, requests bids for work to spec, ensure code compliance and award contract to Maine Fuel Board licensed heating technicians.
- Conducting an HQS inspection and when circumstances warrant performing an Energy Audit of the home. Additional HQS corrective measures may include repair of electrical hazards, repair of leaking roofs, repair of trip or fall hazards, failed septic systems and substandard well water. Efficiency upgrades to the home may include the installation of insulation and air sealing and related health and safety measures.

Upon notice of award a press release will be distributed to the local press. A "white paper" describing the program guidelines and eligibility criteria will be distributed to town officials for public posting within their respective communities.

Residents requesting assistance will promptly receive an application and clear description of the application process and list of income documentation needed to certify eligibility. Certified eligible clients will be prioritized on criteria which include but is not limited to; client needs scope of work and geographic considerations. Bids are reviewed for cost reasonableness and rebid if necessary, prior to contract award. Upon receipt of contractors invoice an inspection will be conducted to ensure work completed in a job specifications and to minimum acceptable quality.

It is anticipated that projects will range in cost from a minimum of \$1,500.00 to more than \$20,000.00 or more for a septic system, roof and other work (assumes leveraging). Total costs can vary depending on scope of work established by HQS inspection and the results of the Energy Audit. The average grant, exclusive of leveraging was \$6,500.00 for PY15 projects.

2. Need for the Activity. - 20 points

The Opportunity Alliance receives more than 250 calls annually from Cumberland County residents of low to moderate income seeking assistance with non-functioning home heating systems and home repairs and Weatherization (Energy Efficiency upgrades.) Of these requests for assistance:

- In the past three years between 15 and 20 percent of calls for assistance are received during the cold weather months are requests for assistance with "No-Heat" emergencies. Another 25 to 30 percent of the calls are for malfunctioning heating systems.
- More than 50 percent of calls are from households occupied by persons over the age of 60 (or under 24 months) and considered susceptible to hypothermia.
- In the past three years more than twelve (12) Heating System assessments revealed dangerously high levels of Carbon Monoxide.
- Requests for assistance remain strong, The Agency was unable to fund 32 requests for (non-emergency) assistance from eligible Households, and these applicants were placed on a waiting list pending receipt of additional funding.

Funding for this project will improve the economic and social health of Cumberland County residents because:

- Fewer households will be prone to using unsafe heat to stay warm reducing the potential for fire and carbon monoxide poisoning.
- Elderly and disabled homeowners will be less prone to sickness if they can stay adequately warm through the winter.
- HQS repairs prevent additional damage to the home and allows elderly and disabled to stay in their homes.
- Installation of new energy efficient heating systems will reduce energy consumption, home heating and utility costs to homeowners.
- Replacement of failed septic systems resolves a potential health risk from the impacted neighborhood/community
- Local private companies are contracted to do the work.

3. Management of the proposed activity – 10 points

The management of the CDBG Grant award will be conducted by a core group of staff in The Opportunity Alliance's Housing Department.

- Nathan Mills, Director, Housing and Energy Services, will serve as the lead person for contract related issues and will be responsible for program operations and workflow and ensure program and contractual requirements are met. Nathan is a certified Project Manager and a certified CDBG Program Administrator with over 25 years' management and production experience in both for-profit and non-profit organizations.
- Sarah Stoner, Housing Specialist, will be the primary liaison for clients seeking assistance and will process applications, determine client eligibility, maintain the client priority list, prepare loan and grant documents, assist with environmental and historic reviews of properties, coordinate Loan/Grant closings and process contractor invoices for payment at the completion of a project.
- Kenneth Caldwell, Chip and Home Repair Technician, is a licensed Master Oil Burner Technician, licensed Propane and Natural Gas Technician, a BPI Quality Control Inspector, HCV Housing Quality Standards Specialist and EPA LEAD Safe Renovator. Ken will assess heating systems and conduct HQS inspections of client homes. Ken will be responsible for environmental and historic reviews of properties, write job specifications and manage the bid process. Ken has 10 years' experience in industry, 11 years' experience in the heating trades and 5 years' experience in non-profit.
- Todd Gandler, Energy Auditor, is an electrical engineer, a BPI certified Building Analyst and Quality Control Inspector, Apprentice Oil Burner Technician and carries an EPA LEAD Safe Renovator. Todd will perform Energy Audits, write job specifications for Energy Efficiency upgrades and solicit bids. Todd has seven years' experience in non-profit conducting energy efficiency assessments.

The Opportunity Alliance has been operating home repair and heating system repair programs since the 1970's and has identified these as a core activity to its mission. The Opportunity Alliance will operate a heating system replacement program for the foreseeable future relying on funding from a variety of sources including; Cumberland County CDBG, Maine State Housing Authority, Maine Department of Environmental Protection and Efficiency as well as private donations.

4. **Ready to proceed** – 20 points

The Opportunity Alliance has operated a robust Home Program that includes comprehensive central heating system replacement, home rehabilitation and weatherization serving households throughout Cumberland County for many years. The program staff is dedicated to continuing to operate an effective program. In recent years the program has reached out to all the eligible communities in Cumberland County with program information and is able to meet the need where it exists throughout the region. Demand for this program from within the community is strong and the Opportunity Alliance is committed to meeting this need. The agency has a Finance Department that has well established accounting procedures that comply with General Accepted Accounting Principles (GAAP) and Federal Office of Management and Budget (OMB) regulations. Matching funds will be obtained from the Maine State Housing Authority Central Heat Improvement & HEAP Weatherization Assistance Programs, The Common Home Program and the Maine DEP Above Ground Storage Tank (AGST) Program. These are non-competitive funds that are renewed annually.

5. **Budget for project.** (see *Appendix IV*). - 5 points

The attached budget, appendix IV assumes \$ 200,000 in CDBG funding and level funding for the Maine Department of Environmental Protection AGST and continued funding from the Maine State Housing Authority HEAP & CHIP and Common Home allocation for the upcoming year.

The Opportunity Alliance currently operates a Central Heating Improvement and Home Repair Program in Cumberland County. Requested and matching funding for this program area is anticipated as follows;

- \$ 200,000 (Requested) from Cumberland County CDBG
 - \$ 50,000 from the MSHA Common Home Program
 - \$ 65,300 from the Maine State Housing Authority for the CHIP program for Heating System replacements.
 - \$ 32,500 from the MSHA HEAP program for Weatherization Assistance
 - \$ 12,250 from DEP for the Above Ground (Oil) Storage Tank program
- The budget outlined in appendix IV provides for serving 24 clients with major repair or replacement of the home heating system or other home repair and home energy efficiency upgrades at an average cost of \$7,300 per project (the agency estimates it will serve up to 85 additional clients with repairs of the home heating system, home repair and energy efficiency upgrades). Of the 24 clients served it is estimated more than 30% will receive heating system replacements.

6. **Implementation schedule:** (see *Appendix III*). - 5 points

7. Need for CDBG program funds - 15 points

The Opportunity Alliance is asking for \$200,000 in Program Year 2016 leveling its request over Program Year 2015 Cumberland County CDBG funding.

The agency will leverage these funds with \$50,000 it receives from the MSHA Common Home Program to provide direct client assistance for home repair and \$65,300 it received from Maine Housing to provide direct client assistance for heating system assistance to households in Cumberland County in Program Year 16 and \$32,500 for weatherization assistance and energy efficiency upgrades. The agency will also leverage these funds with \$12,125 from the Maine DEP for the AGST program.

The CDBG award will help address more of the need than would otherwise be possible. In the current program year, the agency has served more than 23 households all or in part with CDBG funds. Seven (7) of these households received an upgrade to the heating system. This work continues at the Agency as requests are received daily for assistance to home heating systems, home repair and energy efficiency upgrades. With the current and remaining funds the agency will provide heating system replacements and HQS repairs at 1-2 additional households in the current program year. In total the CDBG, Maine Housing and DEP funds will provide heating system, energy efficiency and HQS repairs to over 109 households in Cumberland County.

The demand for assistance remains high and The Opportunity Alliance makes substantial effort to acquire funds from sources other than Cumberland County, Maine Housing and the DEP. In the current year The Opportunity Alliance has fund raising efforts have resulted in donations exceeding \$16,000.00 specifically to the agency's Housing Programs.

8. Distress Score

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

This project fits within these criteria

9. Multi-Jurisdictional Bonus 5 points

Not applicable

Appendix iii, Project Implementation Schedule

Activity	Q #1 J - S 2016	Q #2 O - D 2016	Q #3 J - M 2017	Q #4 A - J 2017	Q #5 J - S 2017	Q #6 O - D 2017	Q #7 J - M 2018	Q #8 A - J 2018
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Program Announcement and distribution of White Paper	X							
Application Intake and Eligibility Determination	X	X	X	X				
Environmental and Historic reviews	X	X	X	X				
Bid Solicitation for Heating System and Efficiency upgrades and HQS repair items	X	X	X	X				
Emergency Heating System replacements		X	X					
Project Completed and Final report to County								
Project Completed				X				

Appendix IV: Budget

Construction Projects				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering	\$0	\$0	\$0	\$0
Land Costs	\$0	\$0	\$0	\$0
Materials/Supplies	\$170,000.00	\$0	\$160,050.00	\$330,050.00
Construction Costs	\$0.00	\$0.00	\$0.00	\$0.00
Project Management	\$30,000.00		\$52,400.00	\$82,400.00
Other				
1.				
Total Costs	\$200,000	\$0.00	\$212,450.00	\$412,450.00
<p>Provide the basis for determination of budget amounts: Fully funded at \$200,000 the Program Year 16 will assist 24 Households with direct client assistance in the form of installed materials and supplies at an average project cost of \$7,100. Approximately 55% or 13 households will combine CDGB funds with Other funds. Other Funds will serve up to an additional 85 households with direct client assistance in the form of installed materials and supplies.</p> <p>The Opportunity Alliance provides a comprehensive Central Heat Improvement and Home Repair Program. The current program year's funding, PY15 is fully obligated and there are 32 households throughout Cumberland County on the wait list seeking funding from Program Year 16 funding. Funding for these requests will be prioritized based on a based on a variety of established criteria to serve eligible households most in need and seeks to maximize the reach of the program throughout Cumberland County.</p>				

Households Served by Program Year 15 (completed projects and allocated funds)		
Towns	# of Units	Dollar Amount
Bridgton	3	\$16,595.00
Cape Elizabeth	1	\$11,580.00
Casco	1	\$5,962.00
Gorham	3	\$11,205.00
Harpswell	1	\$8,000.00
Naples	2	\$6,900.00
Scarborough	1	\$22,875.00
Sebago	1	\$14,600.00
Standish	3	\$17,294.65
Westbrook	3	\$8,485.00
Windham	2	\$38,690.00
Yarmouth	2	\$5,594.65
Totals	23	\$167,781.30

Waitlist by Town (Unobligated projects)	
Town	# of Requests
Bridgton	2
Cape Elizabeth	1
Casco	2
Freeport	3
Gorham	4
Naples	1
Pownal	2
Scarborough	1
Standish	5
Westbrook	5
Windham	4
Yarmouth	2
Total	32

Households Served by Program Year 14 (completed projects and allocated funds)		
Towns	# of Units	Dollar Amount
Bridgton	1	\$4,000.00
Cape Elizabeth	1	\$6,300.00
Casco	2	\$15,698.00
Gorham	1	\$11,298.00
Gray	1	\$16,268.00
Harrison	1	\$8,598.00
Naples	1	\$5,695.00
New Gloucester	1	\$13,923.00
Pownal	2	\$22,883.00
Standish	2	\$11,190.00
Westbrook	5	\$15,437.44
Windham	4	\$34,459.20
Totals	22	\$165,749.64