

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

Project Title Harpswell Water Safety Program

Lead Community Harpswell

Additional Communities _____

Contact Information Name Terri Sawyer, Deputy Town Administrator

Address PO Box 39, Harpswell, ME 04079

Email tsawyer@town.harpswell.me.us Tel 833-5771

Program Category

Public Service X

CDBG "National Objective"

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

Direct Benefit: Presumed Group _____ (Identify Group)

Amount of CDBG Funds Requested \$2,125

Total Estimated Project Cost \$6,250

Name of Authorized Official Richard Daniel, Selectboard Chair

Signature of Authorized Official 

Public Service Application Questions

Respond to the narrative questions in a maximum of six pages. Multi-jurisdictional applications complete a seventh page.

1. Provide a **brief summary** (400 words maximum) of the proposed project.
- 10 points.

Focus your answer on issues *such as, but not limited to*: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

This program is a long-standing one that provides swimming and water safety instruction to Harpswell's elementary school children. The program is not funded by the school district, but is largely supported by local fundraising efforts, including those of the school's parent-teacher organization, and donations. Students from grades kindergarten through fifth have access to swimming lessons and water safety instruction at Bowdoin College's pool in Brunswick. A lead organizer/director is in charge of the program, and receives significant assistance from parent and community volunteers. The program occurs each year and runs the entire school year, with children progressing into different levels of instruction and ability each year.

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

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

As a coastal community, Harpswell places a high value on having all Harpswell children exposed to water safety training and a learn-to-swim program. With such proximity to coastal waters and being a fishing/boating community, Harpswell's children should, at the very minimum, have exposure to this type of training. When a family has limited discretionary income, paying for swimming lessons is not likely to be a priority. This program does not turn anyone away, as registration fees are not required, yet, donations are accepted. No child will be priced out of participation. Harpswell Community School has approximately 34% of its students participating in the free and reduced lunch program. For families with students on free and reduced lunch, a donation of any amount is often beyond their financial capacity and the grant will help fund the associated costs with the 34%.

- b. Identify the total number of people affected by the issue.

All of the students at Harpswell Community School, which has an enrollment of 166 students.

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

Approximately 34% (57) of the students are eligible for free and reduced lunch.

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

The project makes it a goal for all Harpswell students to have an introduction to swimming and training in water safety. In the event that any student finds him/herself in trouble on, near or around the water, that student will be better able to use good judgment, and not panic from lack of exposure to the water and/or be able to assist others in need.

- d. How many people or households will be served by the project?

Approximately 166 students in the 2016-2017 school year with more in future program years.

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 program will be led by a director and involves a number of parent and community volunteers who teach the Red-Cross certified lessons. The program is managed such that younger classes are paired with swim buddies from older classes. The finances of the program are held by the school district and overseen by the administration at Harpswell Community School.

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

This program has been an on-going program in the Harpswell community for well over 25 years. It is a well-organized and well-managed program. Some of its volunteers have been teaching in the program for as long as 25 years if not more and some are parents of children who went through the program years ago.

- c. Describe efforts undertaken or planned to obtain non-CDBG funds, to diminish future reliance on Cumberland County CDBG funds and continue the program without CDBG program funds.

The program competes with many other important community initiatives that are supported mainly by fundraising efforts. For the first time in 2016, the Town of Harpswell will be proposing to provide \$500 of support. Receiving Town funding and CDBG funding will assure the program's success in 2016-2017 and allow needed time to explore additional funding opportunities. The Town's funding will likely become an annual contribution and might need to be increased in the future if other funding efforts do not suffice and if approved by Town Meeting.

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

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.

The program is already up and running with all support systems in place with the pool being reserved on an annual basis.

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

None

For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed. (*Attached*)

\$500 match by the Town is anticipated to be approved at the Annual Town Meeting in March. Additionally, many hours of volunteer labor.

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

6. **Implementation schedule** for project: (Appendix III attached). - 5 points

Starts in September and runs through the school year.

7. 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?

As program costs increase and it becomes more difficult to cover costs by fundraising alone, particularly because of competing fundraising needs, outside funding is critical to continuing the program without burdening Harpswell's low-income households. Receiving CDBG funding will not only allow the program to continue but also time to seek additional funding options for future program years.

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

Yes, the Town is now being asked to appropriate \$500 to the program, fund raising efforts will continue and parents will continue to be asked, but not required, to make contributions.

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

Every attempt will be made not to scale back the program.

d. *If your program or project has been funded by CDBG in the past, describe the outcomes and performance of the prior grant funding: How many people did you serve? Did you meet your goals? How would further funding impact the program?*

N/A

Project Implementation Schedule -- Appendix III

<u>Activity</u>	Q #1 J - S 2016	Q #2 O - D 2016	Q #3 J - M 2017	Q #4 A - J 2017
Contract/ Environmental Review	X			
Reporting		X	X	X
Program - school year		X	X	X
Project Completed:				June 2017

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. ¹	If no, please outline and attach future steps to secure match. ²
Cash	Municipal Cash	Town Meeting appropriation	Requested by organization	Yes / <input type="checkbox"/> No		Town Meeting will vote on funds March 12, 2016
	Other Cash	Fundraising		<input checked="" type="checkbox"/> Yes / No	Available in organization's fund balance	
	Other Cash			Yes / No		
	Other Cash			Yes / No		
	Other Cash			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
TOTAL MATCH	\$4,125					

¹ Please feel free to attach up to 1 page of additional documentation demonstrating secured match.
² Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

Appendix IV: Budget

Public Service Programs				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Equipment				
Materials/Supplies	51.00			150.00
Operations	748.00			2,200.00
Salaries				
Fringe				
Transportation	510.00			1,500.00
Consultants				
Space/Rent	642.60			1,890.00
Project Management				
Other – 1) Red Cross	122.40			360.00
Other – 2)	51.00			150.00
Total Costs	2,125.00	500.00	3,625.00	6,250.00

Provide the basis for determination of budget amounts:

CDBG Funds equal 34% of the total program costs on the basis of 34% of the students qualify as low income.