

Cumberland County Community Development Program 2019 Pre-Application Due December 12, 2018

Application Type: General Public Service Planning
Project Name: Kitchen / Food Pantry Renovation
Lead Community: Naples
Additional Communities: _____
Subrecipient Organization: _____
Project Location (Address): 15 Village Green Lane, Naples
Contact Information: **Name:** John Hawley **Email:** jhawley@townofnaples.org
 Phone: 207-693-6364 x106 **Title:** Town Manager

Project Summary:

Funding is being sought for the renovation of the kitchen in the Naples town office. Naples town office kitchen is the operational location for Community Crosswalk food pantry and meal site. Crosswalk is a not for profit organization that seeks food donations and funding for food and then distributes the food and hot meals to low income families from the towns of Naples, Casco, Sebago, Harrison and Bridgton. An abandoned elementary school kitchen, the facilities are inadequate for the proper storage, preparation and serving of food. Wood cabinets and old formica counter tops are distressed and difficult to sanitize. The facility lacks storage space. There are no cooking appliances and food is cooked at volunteer's homes and than transported to the meal site in warming dishes, crock pots or electric roasting pans. Cold storage is minimal, insufficient and unreliable. Sanitation is problematic, food safety is a concern and the aged surfaces are in need of replacement. The \$35,000 breakdown would include the rehabilitation of the space (new built in cabinets, counters and flooring) and grant-approved appliance purchases. The \$10,000 match would be used to purchase non-grant approved appliances.

HUD National Objective: Benefit Low/Mod Clientele Low/Mod Area Benefit Spot Slum and Blight
HUD Program Objective: Suitable Living Environment Decent Housing Economic Opportunity
Project Goal: Affordable Housing Public Facility Improvements Public Infrastructure Improvements
 Public Services Economic Development Community Planning
Total Clients Served (unduplicated): Average 478 monthly **Percentage LMI:** 100%
Funding: CDBG Request: \$ 25,000 **Total Project Cost:** \$ 35,000

Leveraged Funds:

\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County (not CDBG)	\$	Private Funds
\$ 10,000	City	\$	Gifts in kind

Name of Authorized Official: John Hawley
Signature of Authorized Official: 

1. Lead Community, Project Name, and CDBG Request:

The Town of Naples will be taking the lead on this application and will work with the Community Crosswalk Outreach Program. The project name is the Naples Town Office Kitchen Renovation and we are requesting \$25,000 from the CDBG program.

2. Summary of the proposed project:

The Naples Town Office building is a retired elementary school that has been repurposed for municipal and community functions. The Community Crosswalk Outreach Program uses what used to be the school kitchen space to operate a bi-monthly food pantry and soup kitchen. This project will renovate the kitchen space to remove unsanitary and difficult to clean conditions by replacing porous wood surfaces, allow for adequate cleaning of cooking utensils and dishware by installing a hot water booster pump to deal with an insufficient hot water supply, improve refrigeration and cooking equipment by replacing the unusable appliances to ensure better food safe practices. We will also be resurfacing the floor. The Town will serve as the general contractor aligning the contractors and bidding the work as Community Crosswalk is a completely volunteer organization. The completed project will allow Community Crosswalk to continue to serve low-income residents from Naples, Casco, Bridgton, Harrison, and Sebago. The improved facility and useable space will allow them to expand the frequency of their offerings and expand their meal delivery program to those unable to come to the meal site.

3. A. Magnitude and severity of the issue:

The current facilities were never approved upon when the elementary school closed in 1992. There is no functioning cook stove so food for the meal site is prepared at volunteers' homes and transported to the town office. The food is held in warming units such as crock pots and roasting pans until the meal is served. There is no way to determine if the food that is transported from someone's home has maintained safe food temperatures nor if it was transported in sanitary conditions. Furthermore, the homes when food is prepared is not inspected by local or state officials to certify they are adequate for such preparation. Although all the volunteers are trained in cooking safety and food storage safety, the current delivery system is open to dangerous contamination. This has been the process for the past ten years.

It is only appropriate that the food is prepared and cooked in a single location but the only space that is locally available for Community Crosswalk is the town office kitchen space. In order to allow this to happen, the kitchen in the town office must be overhauled to meet current food service codes and regulations.

3. B. The total number of people affected:

The Crosswalk program serves between 168 and 180 families on average per month. This is about a total of 478 individuals equating to between 226 and 240 meals per month. Most individuals are required to travel to the town office food pantry and meal site every other

Monday but those that are not able to transport themselves are encouraged to call for delivery services.

All the individuals taking part in the food pantry, meal site or both are required to apply and are then certified by staff to meet low-income requirements for participation. Of all the people who use the Crosswalk services, 100% of them are low income.

3. C. Measurable differences in the economic and social health of the region:

The true measurable difference in Naples would be there reduced number of applicants for municipal general assistance funds specifically for food and supplies. The biweekly food pantry offerings occur often enough to permit folks to get quite a bit of food and some minimal supplies as they are available. The food pantry receives generous donations from the supermarkets and is in partnership with the Good Shepard Food Bank. This ensures a plentiful supply to meet our local need. The meal site also offers the opportunity for social interaction as many of the folks who attend our meals site may never leave their homes if it were not for the accessible and necessary items for survival.

3. D. How the project relates to long-range planning and capital improvement needs:

The food pantry and meal site are currently limited by the space that it inhabits. Other than the current kitchen area, the Crosswalk program utilizes the old elementary school gymnasium for the food distribution and the eating location. Space limits the amount of food that can be received from suppliers as there is a severe lack of storage space both for dry storage and cool and frozen storage. The gym roof is also in need of replacement and leaks regularly during the winter months. It is the goal of the Crosswalk program to participate in the future construction of a locally desired community center that would construct a brand-new facility with new kitchen facilities, adequate walk-in refrigeration and freezer spaces, dry storage and ultimately space to allow for delivery of services more frequently and to more individuals. The town is currently exploring the idea but envisions a new building to be in the one-million-dollar range. There are no current funding reserves for such a project and a building of this financial magnitude is likely several years away, if at all.

4. A. Who will manage the grant?

The grant will be managed by the municipality, specifically, the town manager. Funds received will be put into an enterprise account so that the funds can be expended as needed and accounting can be separate from the municipal finances.

4. B. Experience of the applicant:

The applicant is the current town manager for the town of Naples and has been with the town since February of 2018. He oversees the \$12 million-dollar budget. Prior to working for Naples, he was the Director of Operations for RSU 16 in Mechanic Falls, Minot, and Poland managing multimillion-dollar food service, transportation and facilities, and grounds budgets. Prior to working for RSU 16, the applicant was the town manager in

Mechanic Falls for 10 years and the assistant town manager for the same community for the three years prior. The annual operating budget for Mechanic Falls was over \$7 million dollars. In the 16 years as a chief executive officer, his annual budgets were only over expended one time and it was due to a labor-intensive winter with a high demand for public works services that created unanticipated overtime.

4. C. Demonstrate ongoing commitments:

The town of Naples is committed to the ongoing maintenance. Although it may appear questionable as the program has been allowed to operate in the existing conditions for as long as it has, I, the applicant, was not here to assess those conditions and advocate for change. As the municipal administrator, I am fully committed to the mission and services provided by the Crosswalk program and recognize the valuable resources that this provides to the area residents in need. The importance and success of this program are vital to so many people and it needs these renovations to improve. Ensuring that these programs are operating in a safe and healthy manner is an obligation and allowing it to operate in such conditions should have been considered long ago. Once the kitchen space has been brought up to expected standards, it will be difficult to ignore in the future if maintenance should fall behind. Since the conditions have existed for as long as they have, a small gesture such as a new coat of paint would please a lot of people and be perceived as an invested improvement. A newer kitchen would not be allowed to decline.

5. Demonstrate the project is ready to proceed:

***Steps to bring construction to a start:* The budgeting of municipal matching funds has been proposed and approval is highly likely as the project and the application for CDBG funding was unanimously endorsed by the Board of Selectmen at their meeting on January 14, 2019. Cost estimates are complete and are included in question 6. Permitting has been applied for and life safety review has been started. The bidding of the work will also be completed just after the application deadline in hope of CDBG funding approval.**

***Existing or potential impediments:* The only potential impediment is the non-approval of the local match when presented to voters at the annual town meeting.**

***Projects requiring a match:* The matching funds, \$10,000, for this project are being requested as a Capital improvement expenditure at the next annual town meeting in April**

6. Budget for proposal:

<u>Construction Projects</u>				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering	\$0	\$0	\$0	\$0
Land Costs	\$0	\$0	\$0	\$0
Materials/Supplies	\$21,168	\$0	\$0	\$21,168
Construction Costs	\$3,832	\$3,168	\$0	\$7,000
Project Management	\$0	\$0	\$0	\$0
Kitchen Appliances	\$0.00	\$6,832	\$7,805	\$14,637
Total Costs	\$25,000	\$10,000	\$7,805	\$42,805

Provide the basis for determination of budget amounts:

Our project does not require any design or engineering and there are no land acquisition costs.

The material costs were estimates generated from looking at three or more suppliers and using the lowest price found. These include a commercial work table, locking storage, and all new commercial upper and lower cabinets.

All construction cost estimates were provided by local contractors for the specific components in this project. Most of the construction will be completed utilizing municipal labor as “in-kind” contribution. Other construction costs include the need for a licensed electrician and installation of a fire suppression system.

The kitchen appliances, not eligible for grant funding, will be purchased utilizing municipal funds above the matching contribution.

Project management will be conducted by municipal staff at no cost.

7. Implementation schedule:

<u>Project Implementation Schedule</u>								
<u>Activity</u>	Q #1 J – S 2019	Q #2 O – D 2019	Q #3 J – M 2020	Q #4 A – J 2020	Q #5 J – S 2020	Q #6 O – D 2020	Q #7 J – M 2021	Q #8 A – J 2021
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Permitting	X							
Bidding for work and materials and contract award	X							
Demolition	X							
Materials procurement	X	X						
Reconstruction begins		X	X					
Construction completed			X	X				
Finishing details				X				
Final Payments				X				
Project Completed:				X				

7.A. Why are CDBG funds needed?

CDBG funding is necessary to help offset the costs that would need to be raised by local tax dollars. This project will primarily benefit our lowest income families and allow us to offer a better and safer food production and storage facility for our local food pantry and meal site. Without the enticement of obtaining grants funds with a smaller amount of local matching funds, the overall cost burden of the project would not be supported by voters. Although there is a lot of support for the existing program, it is currently being operated with any funding that can be obtained from various charitable sources. The local support is for the continuation of the program but that same support would be at risk if the full costs were not supplemented by outside funding. The total loss of the program would likely occur without other funding sources.

7.B. Will we seek funding from another source?

Other funding is being sought from local taxes with the request of the \$10,000 for matching funds. This amount has been endorsed by the Select Board and the Budget Committee and will receive a recommendation in the municipal warrant to the April town meeting. The town also will be providing in-kind work towards demolition, some of the construction costs and to cover the costs for the new appliances that are not eligible for grant funding. The remaining balance of funds will come from the municipal maintenance of buildings budget line.

7. C. What is the impact if funds are not received?

The matching funds being proposed at town meeting are going to be contingent on the approval of the CDBG grant award. If the funds are not granted by the CDBG the local matching funds would not be allocated and there for the project would not occur at this time. Due to the necessity of the needed renovations, the project could be nickel and dimed biting off manageable and affordable pieces of the project until completion. This process would be timely and disruptive as the pantry and meal site may need to be temporarily displaced during construction. Making them move several times may prove problematic because the availability of a site with the needed kitchen facilities is very limited. If funding is not obtained, the food pantry and meal site would continue to operate in it's less than desirable conditions and could possibly face shut down if health code regulators were to fully inspect our current facility.

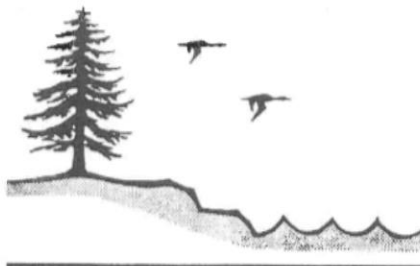
8. Distress score:

Naples has a distress score of 4.

9. Multi-jurisdictional bonus:

Although our food pantry and meal site serve folks from anywhere in the Lakes Region, but primarily folks from Naples, Casco, Bridgton, Harrison and Raymond, this application is being taken on by the Town of Naples.

Municipal official endorsement:



Town of Naples

Town Hall
15 Village Green Lane
P.O. Box 1757
Naples, Maine 04055
(207) 693-6364

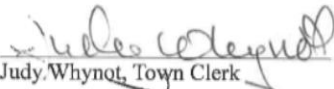
January 15, 2019

This letter is to certify that on Monday, January 14, 2019, the Board of Selectmen for the Town of Naples received an overview of the proposed kitchen renovation project. The town manager described the Community Development Grant application process and asked for the Selectmen to endorse the application.

The Board of Selectmen took a vote to endorse the application for funding from the 2019 CDBG and the project.

The vote was unanimously in favor.

Attested: A True Copy


Judy Whynot, Town Clerk

1/15/19
Date