

## 2020 CDBG

### Public Service and Planning Applications

#### **Public Services**

10	County Wide	Vet to Vet - Volunteer Coordinator	\$25,550.00
11	County Wide	TOA - Homeless Prevention	\$75,000.00
12	County Wide	Strive- International Training at County Jail	\$24,000.00
13	Cumberland	TTD - Abuse in Later Life Domestic Violence	\$24,000.00
14	North Yarmouth	By Your Side	\$70,000.00
15	Standish	Food Pantry Van and Utility Trailer	\$40,000.00
16	Westbrook	ICC - Parent Engagement	\$75,000.00
			<b>\$333,550.00</b>

#### **Planning Grants**

17	Naples	Community Center Conceptual Design	\$20,000.00
18	Gray	Pennell Labs Feasibility Study	\$12,000.00
			<b>\$32,000.00</b>

**Public Services funds available \$130,000.00**

**Planning Grant funds available \$30,000.00**



**2020 Public Service Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Cumberland County		
Project Name	Vet to Vet Maine		
Mailing Address	PO Box 1205 Biddeford, ME 04005		
Project Address	11 Morin St. Biddeford, ME 04005		
Authorized Official	Susan Gold, Executive Director	Phone 207-571-5512/ 207-579-9204	Email sgold@vet2vetmaine.org
Project Director	Melissa Chason	Phone 207-571-5512	Email director@vet2vetmaine.org
Financial Contact	Susan Gold	Phone 207-571-5512/ 207-579-9204	Email sgold@vet2vetmaine.org
Person who completed the Application	Susan Gold	Phone 207-571-5512/ 207-579-9204	Email sgold@vet2vetmaine.org
Amount of CDBG Funds Requested	\$ 25,550	Total Project Budget \$ 37,530	
DUNS Number	Tax ID: <b>83-1092783</b>		

Name and Signature of Authorized Official

Date

\_\_\_\_\_

Jan. 29, 2020

## **1. Brief summary** (400 words maximum) of the proposed project

Vet to Vet Maine (V2VME) supports military veterans through a unique veteran-peer companion program designed to ease loneliness and/or social isolation, provide assistance in attaining benefits and services when needed, and foster vet to vet friendships. By continuing to fund a part-time program director (and adding another 7.5 hr/wk to the position), the proposed project will build on the accomplishments made in 2019-2020 by continuing to add to the number of older Cumberland County veterans we serve (an estimated 30 or more NEW veterans to be served annually) and enabling us to support the existing and additional volunteer-veteran teams (approximately 39 teams in Cumberland County currently, with another 15 anticipated before the end of this year's grant—making a total of 30 added under the current CCBG). The veterans served under this program benefit from the companionship of a fellow veteran and receive assistance from their V2VME volunteer visitor in applying for benefits and services that can improve their health care, living environment, and financial stability. The volunteers visit the veterans in their homes (or facilities in some cases) at least twice a month, establishing friendships that can last a lifetime and helping their veterans access VA benefits and other services and programs if applicable. Almost all the veterans receiving visits are in their 70s, 80s, and 90s (all Cumberland County veterans covered by the 2019 CCBG and the proposed 2020 CCBG are 62 or older). A program director (funded by the 2019 CCBG) manages the program, recruits new volunteers, identifies older veterans who need a friend, matches volunteers to veterans, and aids in getting additional benefits and services for the older veterans when needed. The director also arranges volunteer trainings to prepare volunteers to serve new veterans and establishes referral networks with home health agencies, other veterans' organizations, the VA (including Vet Centers and Clinics), and social service agencies to build on the number of veteran applicants for V2VME services.

We are asking for funds to increase the program director position to half-time (17.5 hours a week) for Cumberland County to ensure stability and ongoing support for the veteran-volunteer teams we have established and those we will add during the course of the grant. V2VME continues to collaborate with other veteran organizations that provide services to the veterans in our program. V2VME has also requested to become a community partner of the Veterans Administration.

## **2. Need for the activity.**

### **a. Magnitude and Severity of Issue Addressed and b. Number of Veterans Affected**

The need for programs to ease social isolation, especially for older veterans, continues to grow. Maine has one of the highest percentages of veterans in the nation (11.18%).<sup>i</sup> About 1 in 10 Cumberland County residents has served in the military. Cumberland County has approximately 18,469 veterans, of whom more than half—9,825 (53.2 percent, 2017 Census Bureau figures) are 65 years or older. Additionally, 1,063 (5.9%) of veterans in Cumberland County have incomes in the past 12 months below poverty level (2017 estimates) and 4,789 (26.7%) have a documented disability.<sup>ii</sup> Statewide, only half of veterans are enrolled in the VA healthcare system and even fewer use other VA benefits to which they are entitled.<sup>iii</sup> These numbers demonstrate the advancing age and increasing vulnerability of Cumberland County's veterans. Mental health problems and suicide continue to be a pressing concern among veterans. A recent VA report shows that the suicide rate among veterans was 22% higher than for comparable nonveterans, and that in Maine, veterans 55 years or older have the highest rate of suicide. Social isolation, loneliness, and PTSD have all been linked to higher risk of suicide. Because of their experiences in military service, veterans can feel "alien and homeless in a civilian world" and feel that they are misunderstood and the only one who feels a certain way.<sup>iv</sup> Other research has shown that one of the most effective

tools in preventing suicide is a peer support network. During the research phase of the program, several veterans indicated they would not ask for help from anyone *but* a veteran.

The costs of social isolation and/or loneliness for the 14% of Americans surveyed by the National Institute on Aging and the Social Security Administration have been estimated to add nearly \$7 billion to federal health care expenditures.<sup>v</sup> Those costs do not include the emotional and social costs to affected families and individuals.

### **c. Long-term Measurable Difference in Economic and Social Health of Recipients**

Personal reports of the benefits of Vet to Vet Maine visits indicate a marked improvement in emotional and social wellbeing among veteran participants and their family members as well as the veteran volunteers who visit their fellow veterans. Vet to Vet Maine is currently collaborating with the University of New England's Center for Excellence in Aging and Health to assess the measurable value of personal visits by Vet to Vet Maine volunteers to lonely/socially isolated veterans. Results will be compiled in summer 2020.

Biweekly visits by fellow veterans have provided 39 Cumberland County veterans with companionship, respite for caregivers, connection with the wider community, "eyes and ears" to help guard against abuse and scams, and links to benefits and services that have greatly improved their economic and social health. During the past six months, V2VME has been instrumental in the award of a VA pension, retroactive two years, that has allowed the 96-year-old veteran to remain in assisted living; recording several veterans' histories; providing transportation and assistance to and from medical appointments; providing gift cards and companionship for coffee (or lunch) out in the community; providing end of life visits (and assistance and comfort for family members); increased exercise, fishing excursions, and trips to exercise/recreation programs such as VAST (Veterans Adaptive Sports & Training) for older veterans; participation in such veteran-centered events as the Portland Rotary Veteran Day Luncheon; and help with fuel assistance and minor repairs.

Perhaps most important, volunteers have devoted many hours visiting and socializing with their new veteran friends. From July 1 to Dec. 31, Vet to Vet Maine volunteers spent 195.87 hours visiting 16 new veterans added under the 2019 CCBG auspices (with 12 of the 16 veterans placed during the second quarter). We expect to serve at least an additional 14 veterans over the course of the grant ending on June 30, 2020. Volunteers visiting all Cumberland County veterans (39 including 16 new CCBG veterans) recorded a total of 797 volunteer hours from July 1 to Dec. 31, 2020. The trained volunteers will continue to make a measurable contribution to the overall health and well-being (physical, social, and economic) of fellow veterans in the long-term. Not only do the volunteers improve the lives of their assigned veterans, they also provide respite for family members and advice on benefits that may assist the entire family. Connecting veterans to VA benefits and other services not only improves the lives of the individual veterans and their families, but also reduces the economic and social impact on the greater community. By promoting preventative health care (physical and mental health), such services can lessen the burden and greater cost of more serious health issues that develop in the absence of preventative care. By reconnecting isolated veterans to the community, V2VME brings their talents, wisdom, and stories to other generations who can benefit from those gifts.

**d. Number Served** The Cumberland County Block Grant 2020 would enable Vet to Vet Maine to continue to support the 30 new veterans we expect to have brought into the program under CCBG 2019 and to add another 30 veterans to be served by V2VME, plus their family members, during

the course of the 2020 grant. The target population will be frail, lonely, older veterans (62 years old or older). Applicants must provide proof of service in the military (we serve those with general discharges as well as honorable discharges). Veterans seeking companions will be matched to trained and screened V2VME volunteers based on staff interviews and veteran characteristics and preferences.

### **3. Management of the proposed activity**

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

The program director (PD) will manage the grant-funded project under the guidance and supervision of the executive director (ED).

**Identifying and Processing Veterans Requesting Visitors:** The PD will identify and interview veterans requesting a V2VME visitor, complete required paperwork, match the veterans to an appropriate volunteer, and provide support for the veterans being served. The PD keeps in touch with home health services, social service agencies, VA clinics and Vet Centers, veterans' organizations, and other organizations to identify veterans who need a friend (and monitors requests made via the V2VME website). The PD responds to and catalogs all requests for V2VME visitors. She schedules in-home (or in-facility in a few cases) interviews with each veteran who qualifies for the program (proof of service, Cumberland County resident). Interviews are then conducted by a trained volunteer, the ED, or the PD. Interviewer prepares a summary of the visit, describing characteristics, personality, interests, and needs of the veteran. These summaries are used to match the veteran to a suitable veteran volunteer.

**Recruiting and Training Volunteers to Serve the Veterans:** The PD recruits veterans to serve as volunteer visitors at Vet Centers, veterans' organizations, universities, community groups, and other organizations as well as monitors responses from the V2VME website. She will conduct two to three Cumberland County volunteer training courses (9 hours each) to prepare new volunteers for service to the Cumberland County veterans requesting a visitor. Once trained and screened, volunteers are matched to veterans requesting a visitor.

**Ongoing Management:** The PD will continue regular contact with the veterans and the volunteers, providing support, problem-solving, and referrals when needed. Volunteers are able to discuss successes, problems, needs, and requests for referrals and other assistance for their veterans at bimonthly case reviews overseen by the PD or the ED. The PD and ED (with a team of volunteers) conduct a year-end Honors Ceremony/volunteer appreciation event that celebrates all volunteers in the program and the veterans they visit.

#### **b. Experience of the applicant in undertaking projects of similar complexity.**

As a veteran herself, an intern with Veterans Count, and a student advisor in veterans' affairs at the University of Southern Maine, **Program Director Melissa Chason** has experience collaborating with military and community support services, understands the military populations in Maine and what their needs are, has a vast veteran network, and is familiar with the VA benefit process. In previous positions, she has provided information and referrals for services to veterans. As a closing agent for a title company, she has dealt with very sensitive issues and has mastered office software and management systems. She holds a bachelor's degree in business management and one in marketing.

**Executive Director Susan Gold** has run the Vet to Vet program since creating it in 2014, building it from an initial 13 volunteers to 100+ volunteers (with around 70 visitors) in 2019. She has developed an extensive network of contacts among the veteran community and social service

world. As president of her own desktop and publishing company for the past 30+ years, she has experience in office management and developing and maintaining good relationships with people. In 1993 she founded a chronic pain support group (still in operation under different leadership) that focused on peer relationships, a key factor in the success of the Vet to Vet program as well.

**c. Sustainability: Efforts undertaken or planned to obtain non-CDBG funds**

V2VME is, essentially, a volunteer organization which has been and will continue to be supported by relatively small donations from regional and statewide veterans' organizations, and individuals and businesses dedicated to supporting veterans. That said, we have undertaken several efforts to expand funding. In November 2019, Vet to Vet Maine instituted its first annual appeal to reach out to community members for financial and other support. As of January 2020, that campaign has raised more than \$6,000 and continues to bring in donations. Members of the board and Vet to Vet Maine volunteers continue outreach to civic and veterans' organizations to publicize the program and obtain financial support. That effort continues year-round. Jones Rich & Barnes Funeral Home in Portland holds a fundraiser for Vet to Vet Maine every spring, and Lindquist Funeral Home in Yarmouth has pledged to hold its first annual golf tournament to benefit the organization. Knights of Columbus in Wells donates several thousand dollars each year. We are publicizing a \$1,000 donation program that will sponsor one veteran pair (volunteer+ veteran friend) for a year; we have scheduled a Business Leaders Roundtable in March to garner significant financial support from a group of major donors. We are also researching and intend to apply for other applicable grants in 2020 to sustain the program and expand services. Volk Packaging Corp. continues to provide V2VME with free office space, Internet access, and other services.

**4. Demonstrate that the project is ready to proceed**

The V2VME model of volunteer peer-to-peer companionship has been firmly in place for almost six years. The validity of the model is evidenced by the continuing engagement of our volunteers and the continuing popularity and growth of the program after the transition to an independent nonprofit organization in June 2018 and taking over the program from the Southern Maine Agency on Aging in October 2018. Noteworthy evidence of community support is the generous gift of free office space and services by Volk Packaging in Biddeford, Martin's Point Health Care contribution of space to conduct bimonthly case reviews and our upcoming training in March; professionals who volunteer their time and expertise to train volunteers; and most importantly the continued program management by Gold on a volunteer basis. Community professionals (also on a volunteer basis) continue to improve upon the V2VME website ([www.vet2vetmaine.org](http://www.vet2vetmaine.org)) and manage a Facebook page, while volunteers are kept up-to-date with Vet to Vet Maine happenings with a monthly e-newsletter. Our volunteers, including board members, engage in community outreach events and actively promote awareness of the benefits of the program. Social service agencies, healthcare agencies, the VA, and the Maine Veterans' Home in Scarborough continue to refer veterans to the program. With the assistance of our program director, provided by the 2019 CCBG, we have been able to assist 16 additional veterans in Cumberland County in the first half of the grant year and expect to assist at least another 14 by the end of the grant in June 2020. Since the 2019 grant began, we have increased the number of Cumberland County volunteer visitors by 10 and will be holding one more training course in Scarborough in March 2020 with the goal of adding another 10-15 veteran volunteers ready to visit new veterans in Cumberland County. In addition, established volunteers continue to serve new veterans as their assigned veterans die or move out of the area.

- Describe any existing and/or potential impediments to project initiation. None

## **7. Need for CDBG program funds**

### **a. CDBG funds are critical for commencement and ultimate success of project**

The success of Vet to Vet Maine has meant that more veterans and organizations working with veterans have become aware of our services and are referring more veterans to the program. Typically, we receive at least one request a week from veterans wanting a Vet to Vet visitor. Meeting the continuing need requires an extension of our current management capacity—specifically an increase in hours to half-time for our part-time program director. The current CC block grant provides 10 hours a week for this position; we are asking to increase that to 17.5 hours a week for Cumberland County veterans. The increase will allow the program director to manage the recruitment and selection process more effectively, offer 2 to 3 volunteer training courses in Cumberland County, continue to manage case review sessions, facilitate communication among Vet to Vet Maine participants in a more timely manner, and develop community connections throughout the county. She will play an important role in linking our veterans to even more services available locally and through state and federal programs. In addition, the extra time will enable the program director to establish a volunteer interview team, who can expand our ability to interview more veterans and reduce waiting time. Ultimately, this will free up time for the program director to devote to programming and responding to veterans' needs.

### **b. Seeking Funds from Other Sources *Please see 3c for a more detailed explanation.***

1. V2VME has recently established an annual appeal to encourage community members and veterans' support groups to donate to V2VME.
2. V2VME is holding a Business Leaders' Roundtable in March to encourage yearly financial support from major donors.
3. V2VME is working with two businesses on annual fundraisers.
4. V2VME is researching and plans to seek funds from other grant sources.

### **c. Impact on project if no CDBG funds or only partial funds are received**

CDBG funding is critical to V2VME's ability to serve a growing number of at-risk veterans who seek the services of our volunteers. The addition of a 10-hour-a-week program director provided by CDBG2019 has enhanced our ability to attract more veterans seeking visitors and more volunteers to fill the need. However, with the continuing success of the program and publicity among the general population as well as the veteran community, we are faced with an increasing number of Cumberland County veterans who want a V2VME visitor, as well as more veterans who wish to volunteer. This provides V2VME with the gratifying opportunity to serve even more veterans; however, with limited staff time, we are faced with the dilemma of not having the ability to serve those veterans in a timely manner, if at all. To respond to these additional veterans, we need to increase the time allotted to our program director, who conducts the administrative in-take, provides training sessions and case reviews for additional veteran volunteers, and oversees and assists volunteers in fulfilling their duties to their assigned veterans. Volunteers continue to perform the duties that lie at the heart of the program—providing companionship, friendship, and help in accessing benefits and services that can vastly improve the well-being of the veterans they visit. We are exploring additional ways that volunteers can help ease the workload of the program director and expand our ability to serve veterans. But without CDBG funds our strategic plan to expand our services in Cumberland County will be delayed until we can secure other funding, and

we will be forced into a holding pattern or even have to cut back on the number of veterans we serve, unable to accommodate additional veterans because there will not be enough staff time to support them and respond to their needs. Without the CDBG funds, veterans in Cumberland County who request a V2VME visitor will be put on a waiting list and will be placed only when a slot opens because of death or relocation of a veteran currently being served. Partial funding may have a similar effect because our program director is currently working at full capacity and it's unlikely she will be able to add more veterans and volunteers to her workload.

#### **d. Outcomes & performance of prior grant funding and impact of future funds**

**The CCBG 2019 funding** enabled V2VME to hire a part-time (10-hr/wk) program director to manage the recruitment and training of volunteers, identify and process veterans requesting a visitor, match the veteran to the volunteer, and provide ongoing support to the teams of veterans. Our stated goal was to assist at least 30 new veterans in Cumberland County. With this staff person in place, V2VME has been able to assist 16 additional Cumberland County veterans in the first half of the grant period and is on track to serve at least that many during the second half of the time (by June 30, 2020). A training is scheduled in March 2020, which is expected to bring 10-15 new volunteers into the program, who will be available to visit new veterans. All Cumberland County veterans newly placed in the program are 63 years of age or older, including 3 in their 90s (two WWII veterans and a 91-year-old Air Force nurse who broke ground for women in the service), and seven in their 80s. In the first six months, we have been able to provide fuel assistance for two needy veterans, helped with obtaining a VA pension for a 90+ woman veteran and VA benefits and services for several other veterans, provided respite and advice for family caregivers, coffee breaks and lunches out with a fellow veteran (with gift cards provided by donors), trips to the VAST program for disabled veterans for exercise and recreation, and most importantly, friendship and a listening ear for lonely veterans. Volunteers spent a total of 195.87 hours visiting with their assigned veterans (with 12 of 16 placed during the second quarter).

Further funding will enable the program director to devote more time to providing support services for the current Cumberland County veterans in the program (an estimated 30 to be added July 2019-June 2020 and 23 Cumberland County veterans previously enrolled in the program) and will allow V2VME to expand the program to assist at least another 30 new Cumberland County veterans.

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<sup>i</sup> U.S. Department of Veteran Affairs: Special Reports: Maine, [https://www.va.gov/vetdata/docs/SpecialReports/State\\_Summaries\\_Maine.pdf](https://www.va.gov/vetdata/docs/SpecialReports/State_Summaries_Maine.pdf), accessed 1/28/2020.

<sup>ii</sup> U.S. Census, American Fact Finder, [https://factfinder.census.gov/faces/nav/jsf/pages/community\\_facts.xhtml?src=bkmk](https://factfinder.census.gov/faces/nav/jsf/pages/community_facts.xhtml?src=bkmk), accessed 1/28/2020.

<sup>iii</sup> U.S. Department of Veteran Affairs: Special Reports: Maine, [https://www.va.gov/vetdata/docs/SpecialReports/State\\_Summaries\\_Maine.pdf](https://www.va.gov/vetdata/docs/SpecialReports/State_Summaries_Maine.pdf), accessed 1/28/2020.

<sup>iv</sup> Kuwert, P, et al, "Loneliness among older veterans in the United States: results from the national health and resilience in veterans study," <https://www.ncbi.nlm.nih.gov/pubmed/23806682>, accessed 1/28/2020.

<sup>v</sup> Purtill, Corinne, *Quarts*, "Loneliness Costs the US Almost \$7-billion Extra Each Year," <https://qz.com/1439200/loneliness-costs-the-us-almost-7-billion-extra-each-year/>, accessed 1/28/2020.

## Project Implementation Schedule

<b><u>Project Implementation Schedule</u></b>				
<b><u>Activity</u></b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>
Contract	X			
Reporting	X	X	X	X
Recruit new volunteers	X	X	X	X
Complete volunteer interviews, intake process	X	X	X	
Plan/Conduct Training	X		X	
Identify/interview veterans requesting visitors	X	X	X	X
Match volunteers with veterans requesting visitors	X	X	X	X
Provide support to match teams	X	X	X	X
Hold Case Review	X	X	X	X
Project implementation & evaluation	X	X	X	X
Project completed/evaluated				X

**CDBG Project: Vet to Vet Maine Budget**

<b>Cost Category</b>	<b>CDBG Funds</b>	<b>In-Kind Contributions</b>	<b>Other Funds</b>	<b>Total Expenditure</b>
<b>Office Equipment</b>		Computer screen, desk, 2 chairs, file cabinets	150	150
<b>Materials/Supplies</b>		Brochure design	500	500
<b>Software licenses</b> volunteer (Volgistics), bookkeeping (Quickbooks), design (Adobe Acrobat)		TechSoup Discount	845	845
<b>Utilities</b> Cell Service, Web fees		Web design & maintenance	252	252
<b>Postage</b>			200	200
<b>Operations</b> insur., board, conferences/workshops			4166	4166
<b>Training</b> 2 in Cumberland Cty., bimonthly case reviews			2550	2550
<b>Screening</b> 30 background checks @ \$59.50 each			1785	1785
<b>Salaries</b> Program Director, 17.5 hr/wk., \$25/hr	22750			22750
<b>Fringe</b>	2800 FICA, WComp, Unemploy. Insur. Benefits			2800
<b>Payroll Expenses</b>			630	630
<b>Transportation</b> Mileage for Program Director			352	352
<b>Consultants</b>		Volunteer Social Worker, Training Instructors		
<b>Space/Rent</b>		Office space provided by Volk Packaging Co.		
<b>Project Supervision</b>		Volunteer ED (Staff training/Supervisory)		
<b>Other – 1) Honors Ceremony/Veteran Recognition</b>		500—sponsor donation	50—misc. expenses	50
<b>Other – 2) Miscellaneous</b>			500	500
<b>Total Costs</b>	<b>25550</b>		<b>11980</b>	<b>37530</b>

Provide the basis for determination of budget amounts: The budget is based on costs of conducting Vet to Vet Maine program (including volunteer processing/training) in 2018-2019.



**2020 Public Service Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Cumberland County		
Project Name	Cumberland County Homeless Prevention		
Mailing Address	50 Lydia Lane, South Portland, Maine 04106		
Project Address	222 St John Street, Portland, Maine 04102		
Authorized Official	(Town Manager/Administrator or Executive Director of non-profit)  Joseph Everett President & CEO	Phone 207-523-5055	Email Joe.everett@opportunityalliance.org
Project Director	Tara Kosma Vice President, Programs	Phone 207-553-5857	Email <a href="mailto:Tara.kosma@opportunityalliance.org">Tara.kosma@opportunityalliance.org</a>
Financial Contact	Dawn Ouellette Chief Financial Officer	Phone 207-523-5021	Email Dawn.ouellette@opportunityalliance.org
Person who completed the Application	Mary Beth Twomey Program Director	Phone 207-553-5866	Email Marybeth.twomey@opportunityalliance.org
Amount of CDBG Funds Requested	\$75,000	Total Project Budget \$355,688	
DUNS Number	065270445	Tax ID: 01-0274725	

Name and Signature of Authorized Official



Joseph Everett, President & CEO

Date

1/30/20

## Public Service Application Questions

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

As part of our Cumberland County Homeless Prevention Program (CCHP), TOA is requesting \$75,000 to continue providing Homeless Prevention services to residents of Cumberland County who are homeless or at risk of homelessness.

CCHP addresses the needs of the growing homeless population by providing comprehensive and adaptive supports to those at risk of homelessness or already experiencing homelessness. The focus of CCHP is on preventing families from falling into homelessness through several strategies: providing short-term case management services; having access to client funds to address the crisis; providing financial counseling; increasing work and income options; and ensuring access to mental health and substance use disorder treatment when needed. Case management services provide targeted interventions which address each individual or family's specific needs in order to stabilize a fragile situation and prevent a downward spiral from occurring. The case manager is able to navigate support systems on behalf of the client, providing a range of services and supports including food vouchers and access to other basic needs, referrals to mental health services, financial counseling, and one-time payments for housing related supports.

The case manager works in close contact with existing community resources such as General Assistance, health and mental health agencies, interfaith groups, energy vendors and LIHEAP, and numerous landlords etc., to ensure that all potential client resources have been explored and leveraged.

### **CCHP DESCRIPTION**

*The Cumberland County Homelessness Prevention Program (CCHP) assists families and individuals who live in Cumberland County (excluding Portland, Brunswick and Frye Island) in finding, securing and/or maintaining housing. Housing case management allows families and individuals to access housing search resources and provides connection with other resources in the community as needed. We work in a collaborative effort to assist in reducing barriers which helps to maintain a more stable housing status.*

*Those who access our program are often facing many barriers to employment. Those barriers may prevent individuals and households from maintaining a stable home environment. The high cost of housing, heat, transportation, health care, medicine, and food sometimes force people to have to choose which bills they can pay.*

*Once enrolled we (the client and provider) collaborate on the best way to navigate housing stability. Examples include; basic budget awareness, connecting to energy programs, acting as payment arrangement advocate, referring to legal resources, providing housing search*

*and housing interviewing guidance, accessing other community programs, referring to case management or providing career-oriented referrals.*

**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**

*2017 Maine Homeownership and Rental Affordability Index* indicates buying and renting a home in Maine remains unaffordable. The rental vacancy rate is at the lowest point in over a decade but there are fewer affordable units in stock. The supply of affordable rental units has shrunk by over 6,000 units since 2011. This is due to the gentrification in the larger cities - Portland, South Portland, and Westbrook. The growth of condominium developments and the re-use of large buildings such as factories and schools have provided additional housing but at much greater cost than many residents can afford.

Housing issues and the need for affordable housing plagues many low-income people in Cumberland County. Cumberland County has one of the lowest homeownership rates in the state at 68.3%. Those who rent however, struggle to secure affordable rents and once they identify an apartment can have a significant wait for a housing voucher. Maine Housing data states that the average length of time a family may be on a waiting list for a housing subsidy voucher is now over 2 years.

In Maine, the Fair Market Rent (FMR) for a two- bedroom apartment is \$1035. In order to afford this level of rent and utilities without having to pay more than 30% of income on housing a household must earn \$19.91 an hour for a 40-hour work week which equals to \$3,451 monthly or \$41,416 annually. This is an increase of \$2,450 from last year's figures. For Cumberland County the household must earn \$20.56 an hour. The estimated hourly mean renter wage for 2019 is \$11.82 an hour.

The need for Homeless Prevention dollars remains high. Housing needs continue to be one of the top five reasons Mainers call 211. Additionally, data collected by Maine Housing indicates that, for Maine residents, the issue is worsening.

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

The National Low-Income Housing Coalition reports that senior citizens represent 32% of extremely low-income renters and that disabled individuals make up 30%. One of the highest increases in homelessness is families with children. In just the past few months, we have received 46 referrals for homeless families in Cumberland County.

In Cumberland County, nearly one in four families live in poverty, 22% of whom have young children. Senior citizens are also among the highest percentage of the populations who are poor. We see both groups struggle everyday with housing,

energy, and food costs. This is consistent with the data we capture on individuals who come to our agency seeking support. For the 400 individuals who completed our survey the number one need was help with housing.

69% of the population over the age of 16 is in the labor force in Cumberland County. However, many of these jobs are minimum wage jobs and tend to be jobs without benefits, without earned time or without a livable wage- this makes financial stability challenging. Many of the individuals we work with have situational challenges that are difficult to navigate without resources. They are individuals with a short-term medical issue that puts them out of work briefly, their car breaks down, but because they are living paycheck to paycheck, a small problem can have long term negative outcomes.

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

In Maine 26% of renter households have extremely low income with 53% having a severe cost burden which means they are spending more than half of their income on rent and utilities. As noted above, the majority of renters are seniors and disabled individuals living on a fixed income. This, coupled with the hourly wage a worker must make to afford rent in Cumberland County, means we can anticipate that 95 percent of people in these groups will fall in the lowest income category.

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

Homelessness places a substantial financial burden on community services, such as schools, municipalities, the health care system, and shelters. This is due to the adverse effects homelessness has on children and families including hunger, poor physical and mental health and missed educational opportunities.

There is abundant research on the impact of Adverse Childhood Experiences (ACE's) which includes homelessness as an ACE experience. This research suggests that homeless children have toxic stress exposure that undermines their brain development and long-term functioning and can lead to long term health conditions such as asthma and obesity. When compared to the children in low income housed families, homeless children are more likely to experience poor health.

Data from the *Pediatrics* journal found that high school-aged youth that are homeless with their families are twice as likely to be emotionally distressed, experience suicidal ideation and attempt suicide as their peers that have houses.

Housing also plays a role in risk factors for DHHS case removal and involvement with the family. Per a 2015 report from The Opportunity Alliance's Community Partnerships for Protecting Children (CPPC), lack of stable housing was a

contributing factor in many child removal cases in the Portland, South Portland and Westbrook areas.

With stable housing, children can attend school regularly, parents can obtain and maintain employment, and physical health can be addressed regularly with preventative and regular treatment. Not to mention, individuals and families can receive support from their home communities where their natural supports are available to them.

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

TOA estimates that we will serve 75 households and 200 individuals in Cumberland County if our CCHP program receives the amount of funding requested. This number is based on our 2018-2019 results as we successfully stabilized 213 individuals and 78 households and an increase in area rents. Due to the increase in rent, our current goal is slightly lower than those served in 2018-2019.

**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 Director of Access and Intake will provide oversight of the program deliverables, reporting, and budget. Our agency has managed this project with success in the past and has demonstrated its effectiveness.

TOA operates CCHP through the infrastructure of our Community Services (CS) program which provides brief crisis intervention, assessment, work plan development, and information and referral. Our case management staff is already in place, experienced in providing the service, and connected to all of the relevant resources in the community.

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

Since 2007, PROP (now The Opportunity Alliance) has managed housing-focused case management programs in Cumberland County. From 2008/2009 to 2011/2012 we managed a \$600,000 ARRA funded homelessness prevention grant. In that grant cycle we had two full time case managers supporting county residents who were at risk of homelessness or were already homeless.

In 2012/2013 we received funding for a part time homeless prevention case manager from CDBG. The data management, record keeping, releases, forms and tracking were all established for this project at this time.

2013/2014 – TOA completed an evaluation of our years of Homeless Prevention Data which indicated our strategies were effective and cost effective. Currently, we have streamlined the work and allocated all CDBG dollars to go direct to client assistance and TOA has paid all staffing costs including occupancy and travel.

- 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 Opportunity Alliance has demonstrated its commitment by providing all staffing costs to the project for the last year and is in agreement that this will continue into the next fiscal year by paying for the entire salary for the project's employee and supervision.

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

TOA has been providing Homeless Prevention services since 2007. As a result, there will be no steps needed to initiate the project and our direct client assistance will be able to continue in a seamless fashion. We will continue to use HUD's definition of homelessness to determine eligibility, the town of the client, and overall assessment.

This project has benefited from past support of the Cumberland County CDBG funds and this infrastructure has stayed intact. All systems are fully in place to renew the program as soon as the new funding cycle begins. We will use other agency funds to support the position.

5. **Budget for project. Fill in the attached budget form and provide the basis for determination of budget amounts (Appendix IV). - 5 points**

Please see Appendix IV

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

Please see Appendix III

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?**

CDBG funding is a critical bridge that carries families from their short-term housing crisis to remaining housed in their communities. Cumberland County Homeless Prevention works (with the help of CDBG funds) to arrest the crisis. Once the situation is stabilized, we can then work on other supports (LIHEAP, Referral to Work Life

Advisor, Case Management Services, and access to other supports) to stabilize the situation. Once someone is in the shelter the costs are both psychologically and financially devastating. CDBG funds may be the difference between securing housing, sustaining current housing or remaining homeless. Often clients come to us with unforeseeable financial deadlines that they are unable to meet

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

The Opportunity Alliance pays for all of the costs of staffing including benefits, space, technology, travel. CDBG funds pass directly to constituents of Cumberland County. We have and will seek funds from in-kind donations.

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

In general, funding exists for emergency housing services such as shelters. However, few funds are allotted to prevent the housing emergency from occurring. Research suggests that it is more cost effective to keep families housed than to support them in a shelter. This is what makes the CDBG funding so important. If the Cumberland County Homeless Prevention program were to be partially funded, it would mean a decrease in the number of people we could serve and an increase in the number of individuals and families in shelters. Similarly, if no funds were received it would likely mean that 150+ individuals would be homeless or in shelters.

**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?***

In 2018-2019, CCHP leveraged the full award of \$75,000 in CDBG funding to serve 213 low-income residents representing 78 households in Cumberland County. The award of full funding in 2018-2019 allowed us to exceed our goal.

In the current funding cycle (Program funding not yet completed) we have served 121 individuals and 42 households. Our original goal of serving 65 households and 160 individuals has been impeded by not receiving the full CDBG amount requested.

## Appendix III: Project Implementation Schedule

There are many types of projects, each with their own set of typical activities and timelines. Typical activities for Public Services include, but are not limited to:

Procurement of facilities  
 Hiring staff  
 Program marketing  
 Program implementation

*Your own individual project may have other activities that you'll want to identify and include.*

Fill in the activities that will occur and your best estimates of the time frame.

<b><u>Project Implementation Schedule</u></b>				
<b><u>Activity</u></b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>
Contract/ Environmental Review	X			
Reporting		X	X	X
Provide housing focused case management	X	X	X	X
Provide information and referral to clients and providers	X	X	X	X
<b>Project Completed:</b>	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	\$			Yes / No		
	Other Cash	\$280,688	The Opportunity Alliance		Yes	The agency will provide the costs of staffing and training. This has been approved in the FY20 Agency Budget	
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$9,000			No		We have cultivated a broad group of partners who contribute to the project every year
	Other In-Kind & Donation	\$10,000			No		Due to increased need we will apply for John T Gorman grant.
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation				Yes / No		
<b>TOTAL MATCH</b>		\$299,688					

<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><u>Public Service Programs</u></b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Local/State Funds</b>	<b>Federal Funds (Non-CDBG)</b>	<b>Total</b>
<b>Equipment</b>				
<b>Materials/Supplies</b>			2,000	2,000
<b>Operations</b>			3,913	3,913
<b>Salaries</b>			154,972	154,972
<b>Fringe</b>			60,856	60,856
<b>Transportation</b>			1,635	1,635
<b>Consultants</b>				
<b>Space/Rent</b>			8,250	8,250
<b>Project Management</b>				
<b>Other – 1) Client</b>	65,675		16,000	16,000
<b>Other – 2) Admin</b>	9,325		33,062	33,062
<b>Total Costs</b>	75,000		280,688	355,688
<b>Provide the basis for determination of budget amounts:</b>				
<p>The Opportunity Alliance will provide all the costs to support the staff. CDBH funds will be used for client assistance. This past year we leveraged \$19,000 in donations.</p>				

**2020 Public Service Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) County-wide to serve all of Cumberland County		
Project Name	STRIVE International Training at Cumberland County Jail		
Mailing Address	537 Ferry Rd Saco, Maine 04072		
Project Address	5 County Way Portland, Maine 04102		
Authorized Official	(Town Manager/Administrator or Executive Director of non-profit) Amy Safford Executive Director WorkLife Unlimited	Phone 207-423-7029	Email asafford@worklifeunlimited.org
Project Director	Amy Safford	Phone Same	Email Same
Financial Contact	Tom Rodman Treasurer WorkLife Unlimited	Phone 917-864-5480	Email tomrodman@mac.com
Person who completed the Application	Amy Safford	Phone Same	Email Same
Amount of CDBG Funds Requested	\$24,000	Total Project Budget \$49,600	
DUNS Number	Tax ID: 47-2652341		

Name and Signature of Authorized Official

Date  
**Jan. 29, 2020**



## Public Service Application Questions

**Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)**

- 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?**

Ex-offenders walk a fine line between making an honest living and reverting back to their former lives. WorkLife Unlimited helps vulnerable people relinquish their old lives and build new ones. By offering attitudinal training, support services, skills training, and work opportunities, our program helps the newly released overcome social, economic, and emotional barriers.

WorkLife Unlimited will provide our STRIVE International attitudinal and behavioral training to inmates at the Cumberland County jail to prepare inmates for employment, on-the-job training, or occupational skills training after release. We will train 8-12 people in each 8-week class (4 hours/day). Four sessions/classes will be offered annually, training a total of 32-48 people in one year before they are released.

The proven STRIVE International training model takes a “tough love, no excuses” approach to work readiness. The curriculum delves into the root causes of a person’s ability to obtain and keep a job, teaching workplace readiness, responsibility, and professionalism to ensure successful job placement and long-term retention.

We believe there is no greater impact on job retention than supporting participants with personal and family needs. After completion of the STRIVE training, we provide two years of open-ended mentorship, connecting people to growing job industries, stable housing and support services, and addressing mental health, substance use, and other issues.

The best way to help people stay substance free and avoid crime is through employment opportunities. Investing in people to lead productive lives can offer enormous returns to society and the government. Helping people improve themselves and connecting them with short-term skill development programs and on-the-job training will result in reduced welfare and corrections programs.

- 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 Maine Dept. of Corrections estimates it will release 6,000 prisoners from its facilities in the next five years. Thousands more will be released annually from our county jails. With a recidivism rate of about 70%, a critical issue is successful reentry into the community.<sup>1</sup>

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

In Cumberland County alone, there were 7,300 total arrests in 2018. Of the 454 current inmates (on average), 227 have been in the jail for at least eight weeks waiting for pre-trial or sentencing. At least 25% of the total population is homeless or “couch surfing” with no singular dwelling to call home.

According to Lt. Arlene Jacques, approximately 50% of the 454 inmates are not sentenced and are waiting for their court date. There is enormous potential to help these inmates overcome personal challenges during this period of time before they reenter the community.

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

It is estimated that over 90% of the population comes from low to moderate income households. According to the USM Muskie School of Public Service report based on the 2016 census, 75% of inmates are male, 82% are white, and the median age of 35.

The Center for American Progress (talkpoverty.org) reports the poverty rate for Maine African Americans was 43.7% of the population in 2017. Between 2001 and 2005, Maine’s incarceration rate for blacks more than doubled, from 926 per 100,000 to 1,992 per 100,000. The incarceration rate for whites also increased in Maine, driven by the growth in arrests of females. By 2005, the rate at which blacks are being jailed had grown 7.6 times higher than the rate that whites are incarcerated. About 7 percent of the inmates in the Cumberland County Jail are black and another 6 percent people of color.

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

According to the Annie E. Casey Foundation’s Kids Count project,<sup>2</sup> Maine has a higher percentage of children with a parent in jail at 8 percent, compared to Vermont at 6 percent and the four other New England states at 5 percent. Fathers are more likely to be incarcerated than mothers, but

<sup>1</sup> Susan Sharon, “What Maine is Doing to Help Inmates Find a Job,” (Bangor Daily News, Sept. 13, 2018). Retrieved from <https://bangordailynews.com/2018/09/13/news/state/what-maine-is-doing-to-help-inmates-find-a-job/>

<sup>2</sup> Annie E. Casey Foundation (April 2016). Retrieved from <http://www.aecf.org/m/resourcedoc/aecf-asharedsentence-2016.pdf>

the number of mothers in jail or prison doubled in the last ten years, largely due to the drug epidemic.

Moreover, as the “oldest state in the nation,” Maine has the challenge of an aging workforce and historically low unemployment rates. Fewer workers means fewer jobs are filled and a slowing economy. Training and workforce development for low-income chronically unemployed adults is more critical than ever before to meet the demands of economic growth in fields like construction, hospitality, and healthcare.

Providing these critically needed transformative training and career development services will transcend to every sector of our society for better health, better family life, and better futures.

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

Of the 450 inmates at the Cumberland County Jail, 227 are there for at least eight weeks, and are therefore eligible to complete the training. Of this number, 31.5% are from Portland and Brunswick, and ineligible for these grant funds. That leaves 155 eligible, at any given time. People will be prescreened and 8-12 accepted in each 8-week class, training 32-48 people each year and engaging them with occupational skills and/or employment after release.

**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.**

Amy Safford, Executive Director of WorkLife Unlimited, will manage the project. She provided a successful training at the Cumberland County Jail in 2019, graduating nine women with a STRIVE International Diploma. During the training, she worked directly with Lieutenant Arlene Jacques in the Jail Division to recruit and assess each person for eligibility. Lt. Jacques also scheduled the classrooms and incentivized inmates to complete the 8-week training.

For this proposal, the ED will train a trainer to provide each 8-week session and check in with the trainer at least twice a week to monitor performance, classroom participation and the percentage completing the training. Finally, the ED and trainer will engage each WorkLife Unlimited STRIVE training graduate to ensure engagement in occupational skills training, interviews, and employment services after release to ensure long-term retention and career development.

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

STRIVE trainings have graduated 75,000 people in 20 affiliate offices nationwide. The co-founder of STRIVE International is Tom Rodman, who is now the Maine affiliate, WorkLife Unlimited, Board Treasurer. The Executive Director, Amy Safford, has over ten years of experience managing nonprofits and teaching courses. She has worked with vulnerable and homeless populations, and those with developmental and learning disabilities while serving in director roles at Literacy Volunteers and Community Partners, Inc. Moreover, as the previous Communications Director for Maine Behavioral Healthcare, Amy gained experience in co-occurring disorders (mental illness and substance use) and evidence-based treatment approaches.

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 Executive Director and Board members have met with Gordon Smith, the Director of Opioid Response for the State of Maine, who invited WorkLife Unlimited to submit a \$50,000 proposal for training funding provided through SAMHSA. Fundraising for private and corporate donations is also an important part of the overall financial planning.

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.**

WorkLife Unlimited has two trainers certified in STRIVE at the Belfast Reentry Center and will train an additional trainer for the Cumberland County Jail program. The Executive Director and trainer will work closely with Lt. Arlene Jacques on the best inmate recruitment strategy, including incentives to encourage participation.

• **Describe any existing and/or potential impediments to project initiation**

We do not foresee any potential impediments.

5. **Budget for project. Fill in the attached budget form and provide the basis for determination of budget amounts (Appendix IV). - 5 points**

• **Describe how funds, including match when applicable, will be distributed between project elements.**

WorkLife Unlimited is requesting \$24,000 in CDBG funding to cover the trainer's hourly rate for four STRIVE trainings (140 hours each), along with Executive Director's hourly rate to train the trainer in STRIVE Certification and provide weekly support (2 plus hrs/week). The Cumberland County Jail is providing the facility, estimated at an

in-kind contribution of \$50/day or \$250/week, and two hours per week of project management by Lt. Jacques, or \$400 per training. WorkLife Unlimited has a STRIVE affiliate fee of \$12,000 per year.

- **Limit the budget and budget description to that portion of your program that is applicable to this application.**
- **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.
  - i. List sources and amounts of matching funds on match sheet provided (*Appendix III*).
  - ii. Are the funds secured?
    - a. If yes: Provide documentation
    - b. If no: Describe what is pending or next steps

**Applications will not be accepted without a completed budget.**

6. **Implementation schedule for project: Fill in the attached schedule form (*Appendix III*). - 5 points**
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?**

CDBG funds will enable WorkLife Unlimited to build the STRIVE training model in Maine's county jail system in Maine. By starting in Greater Portland, we can address the greatest population and workforce development needs in Maine. This will enable us to form partnerships with employers interested in hiring this population, and with the community college system to deliver occupational skills training.
  - b. **Have you, or will you, seek funds from other sources? If so, what are those funding sources?**

We will also seek grant funding from foundations, other municipal economic development offices, and businesses for trainings. We are currently querying foundations and corporations about possible sponsorships, joining our mission to help people acquire the life-changing skills and attitudes to overcome challenging circumstances.
  - c. **What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?**

We do not have any other funds secured at this time to offer the training at the Cumberland County Jail. If we receive partial funds, we will offer a smaller number of trainings.

- 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?***

We have not been funded in the past.

8. **Distress Score**

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

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

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.

- c. **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/activity?
- ii. What role will each applicant community play in the project/activity?

- d. Application must be endorsed by officials from all communities. **Use form found in Appendix V.**

- e. Distress score for multi-jurisdictional applicants:

- i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
- ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

Not Applicable

### Appendix III: Project Implementation Schedule

There are many types of projects, each with their own set of typical activities and timelines. Typical activities for Public Services include, but are not limited to:

- Procurement of facilities
- Hiring staff
- Program marketing
- Program implementation

*Your own individual project may have other activities that you'll want to identify and include.*

Fill in the activities that will occur and your best estimates of the time frame.

<b>Project Implementation Schedule</b>				
<b>Activity</b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>
Contract/ Environmental Review	X			
Reporting		X	X	X
Recruit Inmate for Training	X	X	X	X
Prescreen Inmates	X	X	X	X
STRIVE Training	1	1	1	1
Engagements After Release	X	X	X	X
Employment/On the Job Training/Occupational Skills Training		X	X	X
<b>Project Completed:</b>	X	X	X	X

## Appendix IV: Budget

<b>Public Service Programs</b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Local/State Funds</b>	<b>Federal Funds (Non-CDBG)</b>	<b>Total</b>
<b>Equipment</b>				
<b>Materials/Supplies</b>		\$1,200		\$1,200
<b>Operations</b>		12,000		12,000
<b>Salaries</b>	24,000			24,000
<b>Fringe</b>				
<b>Transportation</b>		2,800		2,800
<b>Consultants</b>				
<b>Space/Rent</b>		8,000		\$8,000
<b>Project Management</b>		\$1,600		\$1,600
<b>Other – 1)</b>				
<b>Other – 2)</b>				
<b>Total Costs</b>	\$24,000	\$25,600		\$49,600
<b>Provide the basis for determination of budget amounts:</b> <b>Training Materials provided by donations \$50 per trainee (48)</b> <b>Operations cost is \$12,000 STRIVE Affiliation Dues</b> <b>Salary is for trainer and ED (4 trainings/140 hours each or 560 hours of training)</b> <b>Transportation is for \$700/training (87.50/week)</b> <b>Space/rent provided by CC Jail (\$250/week x 32 weeks)</b> <b>Project Management provided by CC Jail (\$25/hr @ 2 hrs/week) for 32 weeks</b>				



# CUMBERLAND COUNTY SHERIFF'S OFFICE

- Kevin J. Joyce  
SHERIFF
- Naldo S. Gagnon  
CHIEF DEPUTY

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36 County Way, Portland, Maine 04102

Phone (207)774-1444 – fax (207)828-2373

January 24, 2020

Kristin Styles  
Community Development Director  
Cumberland County  
142 Federal Street  
Portland, Maine 04101

Dear Ms. Styles,

I am writing this letter in support of Community Development funding to continue the WorkLife Unlimited/STRIVE NNE attitudinal and behavioral workforce development training for our inmates at the Cumberland County Jail.

We house an average of 450 low to moderate income inmates on a daily basis, and approximately 50% of this population is not sentenced and are waiting for their court date. During this period, there is great potential to help them overcome personal challenges before they reenter the community.

WorkLife Unlimited held a successful training in 2019, graduating nine female inmates, preparing them for success in work and life after incarceration. With grant funding, WorkLife Unlimited will hold four 8-week trainings to graduate a STRIVE class of 8 -12 inmates every three months, or 32-48 annually. The training focuses on workplace readiness, responsibility, and professionalism to ensure successful job placement.

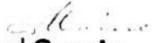
To reduce recidivism and increase successful reentry into the community, we believe providing a proven workforce development training, delving into the root causes of a person's ability to obtain and keep meaningful employment, will have a tremendous impact on lives and personal potential.

Sincerely,

Lt. Arlene Jacques  
Cumberland County Jail



□ JAIL 50 County Way, Portland, ME 04102 (207) 774-5939 – FAX (207) 879-5600

  
Cumberland County

**2020 Public Service Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	Town of Cumberland and Through These Doors (TTD)		
Project Name	Abuse in Later Life Domestic Violence Advocacy Services		
Mailing Address	PO Box 704 Portland, ME 04104		
Project Address	Through These Doors Administrative Address: 100 Humphries Road, Cape Elizabeth, ME		
Authorized Official	(Town Manager/Administrator or Executive Director of non-profit) Rebecca Hobbs, Executive Director for TTD	Phone 356-1879	Email rebeccah@throughthesedoors.org
Project Director	Jen LaChance	Phone 712-8476	Email jenl@throughthesedoors.org
Financial Contact	Yvette Dunnigan	Phone 767-4952	Email yvettetd@throughthesedoors.org
Person who completed the Application	Jen LaChance	Phone 712-8476	Email jenl@throughthesedoors.org
Amount of CDBG Funds Requested	\$ 24,000	Total Project Budget \$48,000	
DUNS Number	88-475-5766	Tax ID: 01-0352636	

Name and Signature of Authorized Official *Rebecca Hobbs, Executive Direct* Date *1/29/20*  


## **1. Brief Summary**

The Town of Cumberland would like to request continuation funding for the Abuse in Later Life Domestic Violence Advocacy Services provided by Through These Doors (TTD), the domestic violence resource center serving residents in Cumberland County. The funds would support a .5FTE advocate position to continue to provide crucial advocacy and support services to individuals who are 50 years of age or older and are experiencing domestic violence within their intimate partner relationship or with other family members. This program would extend the advocacy services to five other towns throughout Cumberland County to include: Cape Elizabeth, Gorham, Scarborough, Westbrook and Windham. TTD aims to work with between 40-60 individuals who reside in these six communities who may be experiencing different forms of domestic violence.

Through These Doors would offer free and confidential advocacy and support services to individuals through this specialized program who identify as 50+ in age. The services would include access to our 24-hour helpline, shelter services, support groups, safety planning, assistance navigating the civil and criminal justice system including helping filing protection from abuse orders, warm referrals to other community resources and support in finding ways to lead a life without abuse from partners and/or family members.

This year the Abuse in Later Life (ALL) program would also like to create more outreach and awareness opportunities within the six communities to help promote the services we offer in addition to provide education and information to community members and service providers. TTD would like to provide a quarterly workshop that is open to the public throughout the communities involved in this grant.

Individuals seeking safety, support and information would be referred to our specialized Abuse in Later Life Advocate for wrap-around support services based on their individual needs. The advocate would be able to meet with victims/survivors at our Portland Outreach Site office or in any community site that is deemed safe and appropriate for the individuals we meet with. These community site meetings (often town libraries or town offices) are critical to help decrease the transportation and isolation barriers that victims/survivors may face.

Jen LaChance, the Director of Advocacy and Victim Services would oversee the Abuse in Later Life Domestic Violence Advocacy Services grant administration. Erika Simonson, Advocacy Outreach Coordinator will provide direct supervision to the Abuse in Later Life advocate and Alice Barakagwira would provide the direct advocacy and support services for ALL program.

## **2. Need for the activity**

a. The State of Maine continues to be the oldest state in the nation with elder population level increasing each year. The National Clearinghouse on Abuse in Later Life (NCALL) identified that individuals 50 and older who face abuse have additional barriers that victim advocacy resource centers must pay attention to. NCALL reports that individuals over 50 are less likely to access services to mainstream domestic violence or sexual violence resource agencies as they are not tailored to specific needs that older individuals may face. This includes no specialized

advocacy programs to address additional financial burdens, medical assistance and/or support groups for older survivors. It is imperative to have an Abuse in Later Life advocate who can offer these tailored services to individuals who may not access TTD's traditional services. In addition, victims and survivors who are in the 50-62 age range are most likely not able to access other financial assistance including Temporary Aid for Needy Families (TANF), social security benefits, or aging resource agencies as they do not meet the age requirement. This creates a tremendous barrier for victims/survivors who would like to become financially independent from their abuser.

In 2019, Through These Doors worked with 376 victim/survivors who identified as 50+ or older. While our staffing for this program has decreased due to funding, the number of individuals who have been served have remained steady. The ALL program has demonstrated the need for a specialized advocate to work on immediate and long term goals for individuals to help decrease their barriers and increase their safety and well-being.

b. In 2019, TTD provided advocacy and support services to 3,074 individuals. We received 5,366 helpline calls and offered support groups to 388 survivors. The Abuse in Later Life program assisted 184 in the same year by providing a multitude of services including hospital visits, safety planning, financial assistance, sheltering, assistance filing protection from abuse orders, in addition to collaborating with Department of Health And Human Services Adult Protective Services and other community partners. It should be noted that while 376 individuals 50+ and older accessed our services, many did not need the specialized Abuse in Later Life Advocate as our helpline, shelter, support groups and other programs were able to assist in their individual needs and not additional support services.

I. The Abuse in Later Life Domestic Violence Advocacy Services program works specifically with "battered spouses" and "elder" which are two groups that HUD has deemed eligible for low/moderate income household. Therefore TTD is not required to certify individuals for low/moderate income guidelines in order to provide services for this program.

c. By having a specialized Abuse in Later Life program it allows TTD to assist victims/survivors to work on immediate and long term goals including financial stability, health issues, safe housing, safety planning and support. The advocate in this program would be able to provide ongoing support services based on each individual's needs. TTD believes that addressing safety and support for victims/survivors enhances the social health of the communities. Our services provide free and confidential services that allow anyone who is experiencing abuse to access a wide range of services. The Abuse in Later Life advocate has the opportunity to work with individuals on long term goals in order to help increase their economic and social wellbeing with the hopes of staying in their own communities.

d. TTD project that our ALL program will provide advocacy and support services to 40-60 victims/survivors residing in the six communities participating in this grant application.

### **3. Management of the proposed activity**

a. Jen LaChance, Director of Advocacy and Victim Services, will provide oversight to the Cumberland County Community Development Block Grant. Jen has worked at Through These Doors since 2000 and has served in a management capacity since 2005 overseeing the majority

of the direct service programs. Jen administers a number of grants that are awarded to TTD including Office for Violence Against Women Federal Rural grant in the Lake Region's area, STOP grant funding for the Women Involved in the Criminal Justice System at Maine Correctional Center and Southern Maine Women's Re-Entry Center and many local community foundation initiatives. Jen will oversee the grant administration of the grant including connecting with Town Managers, Police Departments and ensuring that goals/objectives of this grant are being met.

Erika Simonson, Advocacy Outreach Coordinator has worked for Through These Doors since 2011. Erika started as an Enhanced Police Intervention Collaboration Advocate who worked with several of the communities named in this grant before taking on the role as supervisor for the three Outreach Site Offices for TTD in 2016. Erika will provide supervision to the Abuse in Later Life Advocate by ensuring that quality services are being provided to victims/survivors and meeting monthly with the ALL advocate for supervision.

Jen will facilitate a monthly Advocacy and Victim Services (AVS) meeting where direct service advocates are required to attend. The AVS team meets monthly to review quality of services, share information and provide support and training to one another. Jen also will have daily/weekly contact with Erika to address any issues that may occur and ensure goals of all grants are being met.

**b.** TTD has developed strong partnerships with community leaders and organizations over the course of 40+ years. TTD has worked with numerous communities on other CDBG funding with different program since 2010. In all CDBG funding, TTD has met and exceeded the goals of the various projects. A shining example of this is the Enhanced Police Intervention Collaboration (EPIC). EPIC expanded its initiative in 2010 when CDBG funding was granted to allow an advocate to work in less populated communities throughout Cumberland County. The program was a true collaboration of town municipalities, law enforcement and victim services organizations coming together to provide services to victims/survivors. The EPIC program has become a state and national model for addressing the needs of victims/survivors.

**c.** Through These Doors seeks funding for many different financial sources in order to provide free advocacy services to individuals in Cumberland County. In addition to CDBG funding, TTD receives funding from the Department of Health and Human Services, United Way of Greater Portland, federal STOP grants, local municipalities as well as general restricted contributions from private grants, foundations and individual fundraising efforts. In addition, TTD has partnered with the Violence Intervention Partnership for a three year grant that funds .5FTE advocate for the Abuse in Later Life program. TTD just completed the first year of the grant cycle. The continuation funding of Cumberland County's CDBG would allow TTD for an advocate to work full-time in the Abuse in Later Life program. TTD also has completed the first year of a three year OVW Rural grant that allows for advocates in the Lake Region office to provide specialized services to individuals in the rural parts of the county.

#### **4. Ready to proceed**

Through These Doors is ready to continue to provide services in the six communities identified in this grant application. TTD would schedule a meeting with the Town of Gorham at the beginning of the grant cycle as they will be the newest addition to this grant program to provide information and set goals and objectives for their community. Alice Barakagwira, TTD's ALL advocate would continue to provide advocacy and support services to individuals. Alice has over 2 years of experiencing working as a domestic violence advocate in addition to her work in other social service organizations throughout the years that include but not limited to the Immigrant Resource Center of Maine and Frannie Peabody.

TTD has office space available for the ALL advocate to utilize including the Portland Outreach site and our shelter in Portland to meet with individuals accessing our services. The advocate will also have a laptop and work cell phone in order to be mobile and meet individuals where it is convenient and safe for them. TTD also already has materials printed for ALL program that can be shared with individuals, community members and community resource providers.

We do not see any existing or potential impediments to provide services to individuals 50+ within these communities. We have well established relationships, office space and technology to allow us to provide support services immediately.

#### **Budget for project** – please see attached (Appendix IV)

The CDBG funds would be used to fund a .5FTE (20 hours per week) Abuse in Later Life advocate to work specifically with victim/survivors who are 50+ or older. The ALL advocate would work directly with victims/survivors in the six communities identified above. Services would include safety planning and advocacy support, warm community resource referrals, housing and financial assistance/referrals, medical advocacy. The budget figures reflect salary, fringe benefits and a parking pass to allow advocate to work at our Portland Outreach Site. TTD will provide the 20% in-kind match from the OVW VIP grant that pays for the other .5FTE for this position. TTD will also provide the laptop and maintain the monthly cost of the work cell phone for the advocate.

I. Please see attached (Appendix)

ii. a. Yes the funding is secured through the Office on Violence Against Women's federal grant that TTD partners with the Cumberland County's Violence Intervention Partnership. Three year grant that was funded starting in 2018.

#### **6. Implementation Schedule** – Please see attachment (Appendix III)

#### **7. Need for CDBG program funds**

a. CDBG funding is critical for the Abuse in Later Life Domestic Violence Services program as it would allow for a full-time advocate to provide services to individual who are experiencing any

form of domestic abuse who reside in the Greater Portland area. This funding would allow TTD to focus on the six communities in outreach and community education trainings to help increase awareness of our services in addition to providing advocacy and support system to individuals who are experiencing abuse in their intimate partner relationship and/or family members. The funding would allow for TTD to work with between 40-60 individuals within these communities throughout the year and provide ongoing long term support based on an individual's needs.

b. TTD had obtained a 3 year OVW grant for Abuse in Later Life Services that ended in 2018. Since then TTD has been able to secure funding for .5 FTE advocate through another OVW grant in partnership with the Violence Intervention Partnership of Cumberland County. TTD also been awarded an OVW Rural grant that focus on victims/survivors in the Lake Region area with a focus on older population and cultural appropriate services. This has allowed a Lake Region advocate to work with victims/survivors in the Lake Region area that identify as 50+ and older. TTD also plans to continue to apply for private charitable grants for unrestricted funding to help with staff salaries.

c. If CDBG is unable to fund a part-time advocate position, our Abuse in Later Life program would not have the capacity to provide long term or ongoing support services to victims who wish or need to access our services. Due to this program being a specialized to focus on the increasing needs and barriers that victims in later life face – it is necessary for TTD to carve out a specialized advocate who is able to create a trusting relationship with a victim and help support them with ongoing support services in creating a safe environment that addresses their mental, physical, emotional and financial well-being. If TTD received partial funding through CDBG the advocate would have to prioritize and work only on identified high risk cases that come to our organization. TTD would also not have the capacity to provide quarterly educational and awareness workshops in the various communities.

d. TTD has utilized Cumberland County CDBG funding for three different initiatives since 2010. The first initiative was our Enhanced Police Intervention Collaboration program. This program started with five communities and expanded in the final grant cycle to fourteen towns in Cumberland County with partnerships with five law enforcement departments in providing domestic violence follow-up services in accompaniment with a law enforcement officer to individuals who have reported domestic violence related incidents to law enforcement. This program was extremely successful and has received state and national recognition for the innovative work in our county. The second program that TTD accessed funding services for was the Rural Outreach Initiative for the Lake Region communities that we offer services in (Standish, Raymond, Windham, Naples and Casco). This funding allowed for a part-time advocate to provide advocacy and support services in addition to promoting outreach/educational activities within these communities. We met all of the goals of this initiative including working with between 50-60 individuals from the five communities each year in addition to numerous community outreach programs throughout the Lake Region area. The latest funding that CDBG has supported is the 2019 for the Abuse in Later Life Domestic Violence Services. Our ALL advocate has worked with 34 individuals throughout the five communities committed to this grant in the first six months of the grant cycle. TTD is well on track to meet the goals and objectives of this grant in succeeding to provide services to 40-60 individuals.

The continuation of funding would greatly impact our program as it would allow for a specialized advocate to focus on a specific demographic who do not typically access mainstream services when they are experiencing domestic violence within their intimate partner relationship or with a family member. The advocate would be able to provide on-going long term advocacy and support in order to help address the multiple barriers that a victim/survivor may be experiencing. If TTD does not receive this funding – we would have to cut our capacity on long-term advocacy programming and limit the number of individuals we could provide services to.

## **8. Distress Score**

a.Score assigned by the County – please see attached Appendix I.

b. The Abuse in Later Life Domestic Violence Advocacy Services project would be working with individuals residing in: **Cape Elizabeth, Cumberland, Gorham, Scarborough, Westbrook and Windham**. Our program qualifies for the “Presumed Benefit Groups” under Battered Spouses and Elders so we would not need to certify individuals with low-moderate income.

## **9. Multi-Jurisdictional Bonus**

c.

i. The Abuse in Later Life Domestic Violence Program would provide advocacy and support services to six communities throughout Cumberland county including: Cape Elizabeth, Cumberland, Gorham, Scarborough, Westbrook and Windham. The Abuse in Later Life Advocate would provide advocacy and support services to low/moderate income residents who are experiencing domestic violence within their intimate partner relationships and/or with a family member. TTD would work with all residents in these communities as our services would not need to qualify any income as we fall under the HUD exemption for “battered spouses” and “elders”. This would allow TTD to open services to any and all residents in these six communities to our services. Victims/survivors will have access to TTD’s 24-Hour helpline, sheltering services, court advocacy, and support groups in addition to specialized support services through the ALL advocate including safety planning, transportation assistance, medical advocacy, and housing and social services referrals. The goal of this grant is to increase the safety and well-being of individuals experiencing domestic violence as well as assist them in finding financial and housing independence.

ii.Through These Doors has been extremely fortunate to work with very active communities who are willing to engage in our services programs. Each town has offered space within their communities to meet with individuals when safety and/or transportation is a barrier. Town offices and public safety building in each of these communities has offered space for TTD to provide individual meetings and staff meetings in addition to holding trainings in their facilities. TTD plans to continue to access these spaces as they are deemed safe for victims/survivors and are very welcoming meeting areas. TTD will also continue to receive domestic violence related police reports from each law enforcement department in order to provide immediate advocacy follow-up services to individuals who have utilized the police in domestic violence incidents. If the individual in a police report is identified as someone who is 50+ and may need additional ongoing advocacy services, the EPIC advocate would make

the appropriate referral to the ALL advocate to provide more holistic advocacy support services.

d. Please see attached (Appendix V) for the Multi-Jurisdictional Application Endorsement.

e. Distress score for multi-jurisdictional applicants.

I. Score assigned by Cumberland County.

ii. Score assigned by Cumberland County.

### Appendix III: Project Implementation Schedule

<b><u>Project Implementation Schedule</u></b>				
<b><u>Activity</u></b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>
<b>Provide advocacy and support services to individuals in 6 communities</b>	X	X	X	X
<b>Meet with key members of each community(Town Managers, Police) to share grant program details</b>	X			
<b>Provide quarterly educational/outreach workshops within the six communities for this grant</b>	X	X	X	X
<b>Connect and meet with community resources providers to enhance sharing of resources/assistance for victims/survivors in Abuse in Later Life program</b>	X	X	X	X
<b>Distribute TTD brochures/rack cards to community sites and services providers within the six communities</b>	X		X	
<b>Review grant goals and objectives to evaluate services; review data in progress</b>		X		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			Yes / No		
	Other Cash	CC: VIP Arrest Grant	20% of grant match request	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No	2015-WEAX-0016 OVW Grant	
	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		
<b>TOTAL MATCH</b>	\$ 4,800					

<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><u>Public Service Programs</u></b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Local/State Funds</b>	<b>Federal Funds (Non-CDBG)</b>	<b>Total</b>
<b>Equipment</b>				
<b>Materials/Supplies</b>				
<b>Operations</b>				
<b>Salaries</b>	\$ 17,160			\$ 17,160
<b>Fringe</b>	\$ 5,496			\$ 5,496
<b>Transportation</b>	\$ 1,344			\$ 1,344
<b>Consultants</b>				
<b>Space/Rent</b>				
<b>Project Management</b>				
<b>Other – 1)</b>				
<b>Other – 2)</b>				
<b>Total Costs</b>	\$ 24,000			\$ 24,000
<b>Provide the basis for determination of budget amounts:</b>				
Salary: .5 FTE for AiLL advocate = \$16.50/hour x 1040 hours				
Fringe: FICA = Salary x 7.65%; Worker's Comp = Salary x 1.32%; Pension = Salary x 3%; Health, Dental, and Life are actuals amounts for the employee in this position				
Transportation: Cost of one parking permit in Downtown Portland. Position is housed at Portland Police Dept which saves considerable occupancy costs but requires parking. Cost = \$112 / month for 12 months				

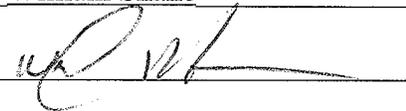
Appendix V: Multi-Community Application Endorsement

CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM

CDBG GENERAL PROGRAM APPLICATION – 2020

Lead Community Applicant: Town of Cumberland

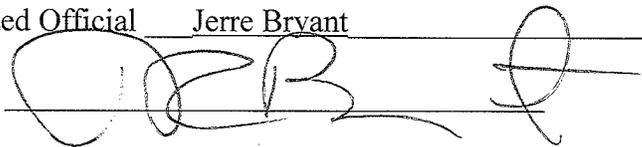
Lead Community Authorized Official William Shane

Signature of Authorized Official 

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Additional Community Applicant: City of Westbrook

Additional Community Authorized Official Jerre Bryant

Signature of Authorized Official 

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Additional Community Applicant: Town of Windham

Additional Community Authorized Official Barry Tibbetts

Signature of Authorized Official 

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Additional Community Applicant: Town of Scarborough

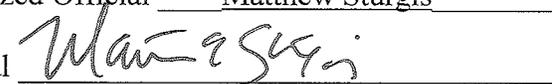
Additional Community Authorized Official Thomas Hall

Signature of Authorized Official 

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Additional Community Applicant: Town of Cape Elizabeth

Additional Community Authorized Official Matthew Sturgis

Signature of Authorized Official 

**Appendix V (Continued): Multi-Community Application Endorsement**

Additional Community Applicant: Town of Gorham

Additional Community Authorized Official Ephrem Paraschak

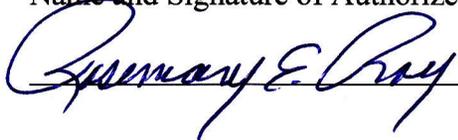
Signature of Authorized Official 



**2020 Public Service Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) North Yarmouth		
Project Name	By Your Side		
Mailing Address	10 Village Square Road North Yarmouth, Maine 04097		
Project Address	10 Village Square Road North Yarmouth, Maine 04097		
Authorized Official	Rosemary Roy	Phone 207-829-3705	Email manager@ northyarmouth.org
Project Director	Brian Sites	Phone 207-373-1140	Email brian.sites@ voanne.org
Financial Contact	Brian Sites	Phone 207-373-1140	Email brian.sites@ voanne.org
Person who completed the Application	Brian Sites	Phone 207-373-1140	Email brian.sites@ voanne.org
Amount of CDBG Funds Requested	\$ 70,000.00	Total Project Budget	\$ 91,400
DUNS Number	784291411	Tax ID: 01-6000301	

Name and Signature of Authorized Official

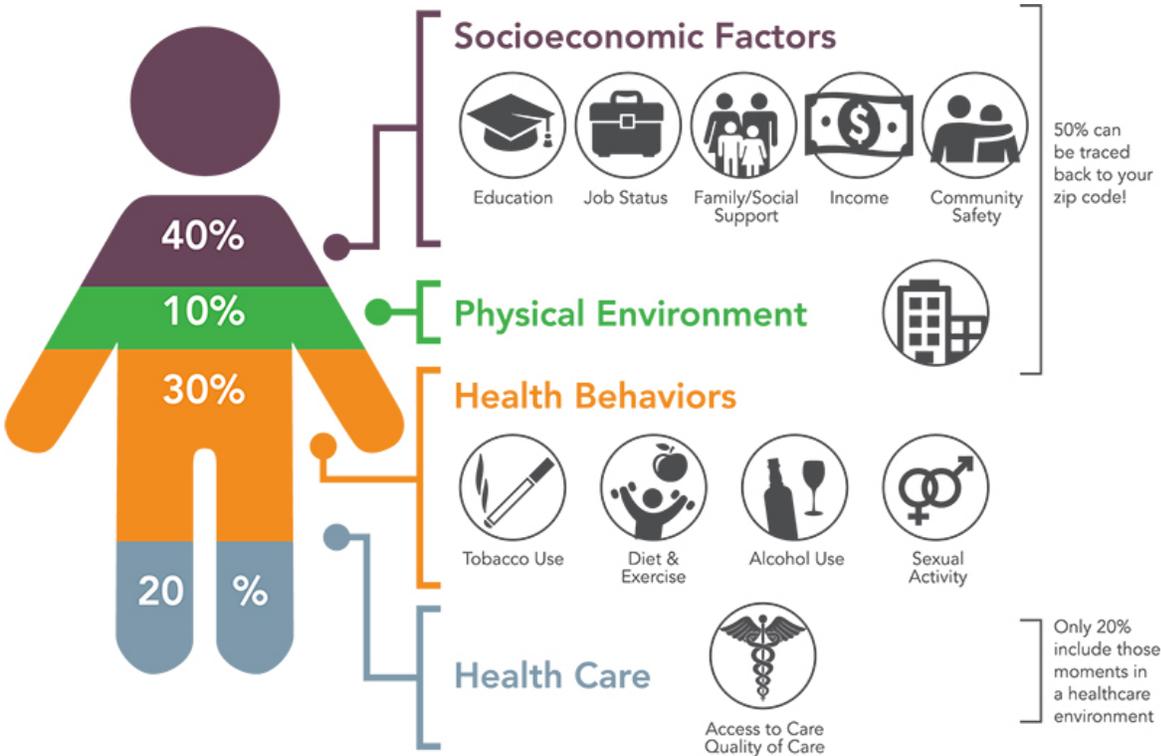
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Date

1/30/20

**Project Summary**

Of the factors impacting an individual’s health, only 20% are attached to the healthcare system. The other 80%, are Social Determinants of Health (SDOH) and include socioeconomic dynamics, physical environment, and health behaviors. *By Your Side* is an innovative program model developed by Volunteers of America Northern New England (VOANNE) designed to help individuals stay healthy at home through a focus on their SDOH.



Source: Institute for Clinical Systems Improvement, *Going Beyond Clinical Walls: Solving Complex Problems* (October 2014)

The towns of North Yarmouth, Gray and New Gloucester, in partnership with VOANNE, seek to launch a 2-year pilot project to determine the individual and community impacts of *By Your Side* services. During this study, VOANNE will deploy a Community Resource Coordinator (CRC) in each community to work with residents identified as heavy utilizers of EMS and other services in their homes.

CRCs are not clinically-trained healthcare or social workers. They are culturally literate, empathetic individuals trained to build rapport and trust with residents as peers. Using a suite of evidence-based evaluation tools, resource references, and input from the VOANNE clinical support team as needed, CRCs will connect residents with the appropriate resources to help them live healthier, all the while measuring and tracking their vulnerability over time.

The CRC will be based out of the firehouse in each town one day per week and will work closely with the fire chiefs, town managers, and general assistance to track not only the health

## Multi-Jurisdictional Project: *By Your Side*

### North Yarmouth, Gray, New Gloucester, and Volunteers of America Northern New England

outcomes of the residents, but also the financial and ancillary impacts to the communities. The project is designed to track the effect of addressing SDOH and those efforts' linkage to better health outcomes, municipal impact, and potentially the impact to the broader healthcare system.

VOANNE estimates that with CDBG funding the initial year of the pilot, By Your Side has the capacity to service 15-20 residents per town. While the community-based CRC is non-clinical, By Your Side is designed to include key clinical personnel (LCSWs and compliance management) from VOANNE to monitor and help direct the CRC interactions with residents to ensure that health outcome objectives are being met. All operations, data gathering and coordination with each community will be overseen by a project development manager who will report regularly to the towns on the progress and outcomes of the project.

VOANNE is currently seeking partners and funders to expand this pilot project.

### **Identifying the Need**

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

Across the United States, some of our most vulnerable citizens struggle to navigate both social service supports and the health care system to get the care they need. This results in gaps in care, poor health outcomes, poor experience of the health care system and high costs to individuals, municipalities and payers of care (health insurers and health care providers). These gaps in care lead to costly and disruptive results such as avoidable emergency department (ED) visits and hospitalizations, high costs to municipalities for avoidable emergency services, and often (and regrettably) an individual's loss of ability to age at home.

From a national perspective, an estimated 13% to 27% of ED visits in the United States could be managed in physician offices, clinics, and urgent care centers, saving \$4.4 billion annually ([Weinick, et al., 2010](#)). In addition, the extent of inappropriate ambulance use ranges from 11.3% ([Billittier et al. 1996](#)) to 51.7% ([Morris and Cross 1980](#)) of calls; most estimates approximate 30%. If one third of EMS calls that require an ambulance are inappropriate, it can be extrapolated that the impact to towns the size of North Yarmouth, Gray, and New Gloucester is huge in terms of cost, which is only compounded by the rural nature and geographic spread of the residents in these communities.

What drives these gaps is a lack of alignment of incentives and focus among systems (healthcare, social service, and governments) which leads to confusion and barriers for the most vulnerable. Historically there has been a narrow focus on "healthcare" and existing health systems versus a focus on "health" and its SDOH drivers (i.e., intervention versus prevention, patient comes to healthcare versus receives home visits).

CRCs work proactively to address those SDOH needs before they turn to a crisis for residents. VOANNE works in communities all across Maine and in the agency's experience social isolation and transportation rise to the top as needs to address. What is unique about By Your Side is

## Multi-Jurisdictional Project: *By Your Side*

North Yarmouth, Gray, New Gloucester, and Volunteers of America Northern New England

that by building a peer-level relationship with the residents, CRCs will be able delve deeper into ways to improve their overall health as well as provide guidance and support when navigating care needs.

*Identify the total number of people affected by the issue.*

It is difficult to say exactly how many people in any given community is negatively impacted by SDOH. Since VOANNE does not plan to limit the project to a single group classification—like seniors or veterans, for example—any estimation of actual numbers would be speculation.

The majority of individuals who will participate in this program will likely be seniors aging in place living, on fixed incomes and individuals with behavioral, intellectual, or physical disabilities that make them particularly vulnerable to social isolation and other SDOH factors. However, the project is not limited to a specific demographic.

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

The objective of this pilot project is to identify and measure direct impacts to the communities and the health outcomes of its residents being served. At the end of the pilot, the study report will provide not only the three partner communities with insight into how addressing SDOH for their residents impacts their towns, but also provide important information that will allow other communities to model best practices in addressing this growing need.

*How many people or households will be served by the project?*

VOANNE anticipates at the current funding level request, a 28-hour CRC will have the capacity to provide services to 15-20 people in each community, depending on their level of vulnerability. It is the intent that VOANNE will continue to seek outside funding and/or healthcare partners to increase the capacity and scope of the project.

### **Management of the Proposed Activity**

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

VOANNE will be managing this project at multiple levels. A project development manager will oversee all aspects of grant management, employee management, data management, and coordination of project objectives with the towns. On the field operations side, CRC activities will be overseen by a CRC manager with vast experience in service coordination. In clinical support, VOANNE LCSWs will be reviewing resident notes and assisting the CRC with any clinical care concerns that may arise.

As for data collection, VOANNE will employ AASC Online with the VES-13 assessment tool. AASC will allow the CRC and the project development manager to not only track vulnerability and health outcomes over time, but also any financial impacts resulting from CRC activities.

VOANNE will also provide support for the By Your Side project across all of its administrative infrastructure: human resources, finance, compliance, and general operations.

*Explain the experience of the applicant in undertaking projects of similar complexity.*

VOANNE has 28 years of experience developing housing and creating supportive programming across Maine and New Hampshire. As a national agency, Volunteers of America is the largest purveyor of affordable senior housing in the country. In Maine, VOANNE has developed 445 units across 11 facilities and currently employs nine service coordinators (the role upon which the CRC is modeled) to service those residents.

VOANNE has deep roots in addressing complex behavioral health needs, providing both housing and 24/7 program services for individuals with severe and persistent mental illness (SPMI). In the community, VOANNE works with individuals with SPMI that live independently but need periodic assistance with daily living support services. The focus of all of these programs is to provide supportive care to the residents so that they can live safe, healthy, and stable in the community.

*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.*

In 2019, VOANNE completed a feasibility study into the potential for providing community health workers in rural Maine. The outcome of that study was the By Your Side model and the development of the CRC role, based both on VOANNE's experience in service coordination and parts of other models the agency studied.

The original vision for funding a By Your Side pilot project was to go to players in the health system and fund the project using a shared savings model. After several conversations, it was clear there was interest, but without some demonstration of success, there was apprehension for investment in a social services-oriented model. One of the largest health systems in Maine asked that VOANNE launch the project first, then come back to discuss a partnership.

The agency is also meeting with foundations to gauge interest in expanding the scope of the work proposed in this project. Foundations generally want to see a demonstration of existing partnerships that can be leveraged—CDBG funding would allow VOANNE to launch this project and solidify those partnerships. VOANNE is currently in early discussions with an interested foundation based in Maine.

## **Project Readiness**

*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.*

On VOANNE's part as the manager of the project, all of the needed infrastructure and support staff is currently in place. Once funding is secured, the agency would begin the process of hiring an individual for the CRC role and onboarding that person. The job description has been created, a training program is in place, and the AASC Online tool is currently licensed to the agency. The transition from funding to launch will happen quickly. Once the CRC is hired, initial

## Multi-Jurisdictional Project: *By Your Side*

### North Yarmouth, Gray, New Gloucester, and Volunteers of America Northern New England

meetings with town staff will begin and project launch will officially start. It is anticipated that the CRC will start taking on residents within 30 days of launch.

On the community side, VOANNE will work with the appropriate staff to disseminate marketing materials across the appropriate departments and marketing channels. These materials have been created but will be customized for each community.

VOANNE has developed a process workflow for interaction between VOANNE project staff and the communities. See Appendix IV.

#### *Describe any existing and/or potential impediments to project initiation*

VOANNE and the communities will develop a memorandum of understanding (MOU) that outlines all roles and responsibilities, as well as how all data will be shared. While there is no known issue envisioned in this process, there is complexity around HIPAA requirements. The agency and communities do not foresee this complexity as an impediment, but it is stated here as an acknowledgement that sensitive personal data will be involved in this project and it must be handled properly and in accordance with existing laws.

This project is subject to approval by each community and dates for board or council review have been set for February.

#### **Implementation Schedule** (See Appendix I)

#### **Budget**

The largest portion of this \$91,406 budget is accounted for in salaries and benefits of \$70,036. Details of those items are outlined in the budget document and in the matching funds page. Service fees account for \$7,175, which consists of a 2.25% fee to VOA national office and an 8% administrative fee to VOANNE. \$6500 has been allotted for transportation for both travel to and from the resident as well as client transportation for critical needs (doctor's visits, groceries, etc.). The remaining \$7695 is spread across equipment (cell phone and computer), materials/supplies (print materials, program supplies, emergency client subsidy, and software), and operations (training, IT support, and background checks). See Appendix II for the Budget.

The 20% match is documented in the match form and below is a breakout of those costs. See Appendix III for the completed Match Form.

Multi-Jurisdictional Project: *By Your Side*  
 North Yarmouth, Gray, New Gloucester, and Volunteers of America Northern New England

Administrator/Other	Service Time	Hourly Costs w/Benefits	Total Annual Costs
Town Manager	1/2 hour/week	\$ 50.00	\$ 1,300.00
Town Manager Support Staff	1/2 hour/week	\$ 18.50	\$ 481.00
Fire Rescue Chief	1 hour/week	\$ 42.00	\$ 2,184.00
Fire Rescue Chief Support Staff	1/2 hour/week	\$ 18.00	\$ 468.00
General Assistance Administrator	1/2 hour/month	\$ 56.00	\$ 336.00
<b>Total In-Kind Match--North Yarmouth</b>			<b>\$ 4,769.00</b>

Administrator/Other	Service Time	Hourly Costs w/Benefits	Total Annual Costs
Town Manager	1/2 hour/week	\$ 50.00	\$ 1,300.00
Town Manager Support Staff	1/2 hour/week	\$ 18.50	\$ 481.00
Fire Rescue Chief	1 hour/week	\$ 42.00	\$ 2,184.00
Fire Rescue Chief Support Staff	1/2 hour/week	\$ 18.00	\$ 468.00
General Assistance Administrator	1/2 hour/month	\$ 23.00	\$ 138.00
<b>Total In-Kind Match--Gray</b>			<b>\$ 4,571.00</b>

Administrator/Other	Service Time	Hourly Costs w/Benefits	Total Annual Costs
Town Manager	1/2 hour/week	\$ 43.00	\$ 1,118.00
Town Manager Support Staff	1/2 hour/week	\$ 23.00	\$ 598.00
Fire Rescue Chief	1 hour/week	\$ 38.00	\$ 1,976.00
Fire Rescue Chief Support Staff	1/2 hour/week	\$ 23.00	\$ 598.00
General Assistance Administrator	1/2 hour/month	\$ 48.00	\$ 288.00
<b>Total In-Kind Match--New Gloucester</b>			<b>\$ 4,578.00</b>

Administrator/Other	Service Time	Hourly Costs w/Benefits	Total Annual Costs
Project Development Manager	3 hours/week	\$ 48.00	\$ 7,488.00
Marketing Materials/Development	as needed	n/a	\$ -
<b>Total In-Kind Match--VOANNE</b>			<b>\$ 7,488.00</b>

TOTAL IN-KIND MATCH **21,406.00**

### **Need for CDBG Program Funds**

*Why are CDBG funds critical for the commencement and ultimate success of the project?*

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

As stated above, VOANNE is actively seeking funding sources and partners for the expansion of this project. The difficulty to date has been demonstrating an existing project for them to be a part of. Federal and state program funding that covers home health, rural health, or any kind of in-community activity is proscriptive and tends to steer the project away from the intended model. CDBG funding is perfect for this project model because it allows the flexibility to design and implement the model, while allowing other funding sources to help expand the services being delivered.

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

VOANNE is actively seeking funding and strategic partners via private foundations and organizations in the healthcare system.

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

If partially funded, this project will be difficult to implement in this funding year without another yet-identified funding source.

### **Distress Score**

The distress score for this multi-jurisdictional project is a 5.

### **Multi-Jurisdictional Bonus**

*How will low/moderate income residents in each participating community benefit from the project/activity?*

Low/moderate income residents will be direct recipients of services in this project. The CRC will be building a support plan and helping the residents implement that plan will navigating the resources they need to get to better health outcomes.

*What role will each applicant community play in the project/activity?*

The role each community will play in this project will be similar. The CRCs will be based out of the firehouse in each town one day per week, so the towns are providing a limited amount of space (not a desk or phone). Each week the Fire Rescue Chiefs and their support staff will meet with the CRC to identify new residents for the project and update on progress with existing residents in the project. Town managers and their support staff will coordinate with VOANNE on project objectives as well as communicate the CRC around any community referrals that may come in through their office or through general assistance.

Appendix V is the Multi-Jurisdictional Endorsement page.

## Appendix I: Project Implementation Schedule

There are many types of projects, each with their own set of typical activities and timelines. Typical activities for Public Services include, but are not limited to:

- Procurement of facilities
- Hiring staff
- Program marketing
- Program implementation

*Your own individual project may have other activities that you'll want to identify and include.*

<b><u>Project Implementation Schedule</u></b>				
<b><u>Activity</u></b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>
Contract/ Environmental Review	X			
Reporting		X	X	X
Hire CRC	X			
Develop/distribute marketing materials	X			
Initial meetings with CRC/towns	X			
CRC training	X			
First residents in project	X			
Report/review with towns	X	X	X	X
<b>Project Completed:</b>				

## Appendix II: Budget

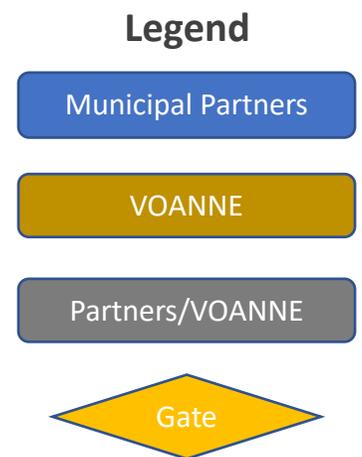
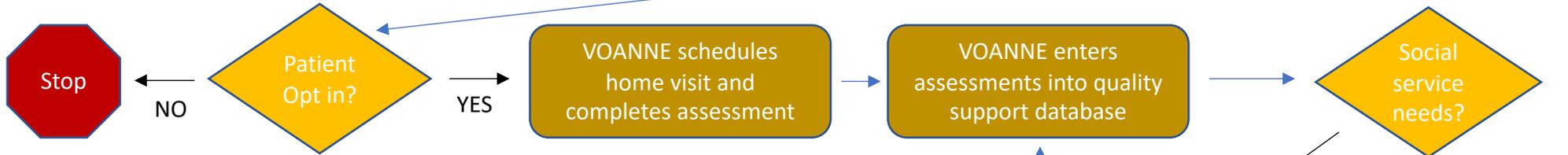
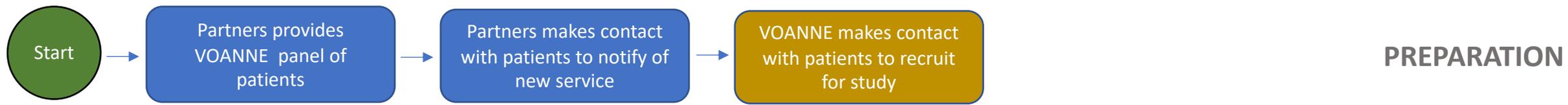
<b>Public Service Programs</b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Local/State Funds</b>	<b>Federal Funds (Non-CDBG)</b>	<b>Total</b>
<b>Equipment</b>	<b>\$1,600</b>			<b>\$1,600</b>
<b>Materials/Supplies</b>	<b>\$2,895</b>			<b>\$2,895</b>
<b>Operations</b>	<b>\$3,200</b>			<b>\$3,200</b>
<b>Salaries</b>	<b>\$36,088</b>	<b>\$21,406</b>		<b>\$36,088</b>
<b>Fringe</b>	<b>\$12,542</b>			<b>\$12,542</b>
<b>Transportation</b>	<b>\$6,500</b>			<b>\$6,500</b>
<b>Consultants</b>				
<b>Space/Rent</b>				
<b>Project Management</b>				
<b>Other – 1) Service Fees</b>	<b>\$7,175</b>			<b>\$7,175</b>
<b>Other – 2)</b>				
<b>Total Costs</b>	<b>\$70,000</b>			<b>\$91,406</b>
<b>Provide the basis for determination of budget amounts:</b>				
Equipment: cell phone, computer with wireless broadband Materials: printing, marketing materials, program supplies, client subsidy, AASC Online Operations: Background checks, IT support, training Salaries: CRC 28 hours/week, CRC Mgr. 2hours/week, LCSW 2 hours/week, Compliance .5 hours/week, Project development 1 hour/week (\$21,406 is salaries in-kind for 20% match) Fringe: benefits Transportation: staff travel to/from clients, client transportation Service fees: administrative fees to VOA and VOANNE				

**Appendix III: 20% Match**

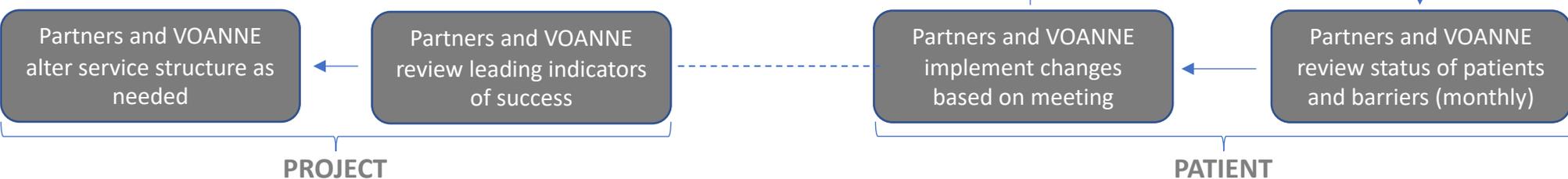
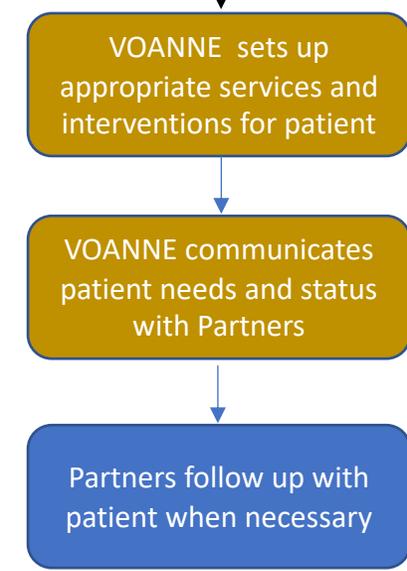
Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. <sup>1</sup>	If no, please outline and attach future steps to secure match. <sup>2</sup>
Cash	Municipal Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$ 4769	Town of North Yarmouth	.5 hour/week: Town Mgr	No		Pending select board review 2/4
	Other In-Kind & Donation	\$ 4571	Town of Gray	.5 hour/week: Support Staff	No		Pending council review 2/18
	Other In-Kind & Donation	\$ 4578	Town of New Gloucester	1 hour/week: FR Chief	No		Pending select board review 2/3
	Other In-Kind & Donation	\$ 7488	VOANNE	.5 hour/week: FR Support Staff .5 hour/month: GA	No		Secured when funding is approved
<b>TOTAL MATCH</b>		\$21,406					

<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.



**By Your Side**  
 DRAFT partnership workflow:  
 Firehouse Model



**Appendix V: Multi-Community Application Endorsement**

**CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM**

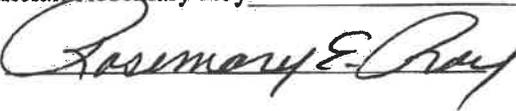
**CDBG GENERAL PROGRAM APPLICATION – 2020**

*The undersigned Town Managers are endorsing the submission of this application but no further commitment from the municipality until final approval for this project from their respective select boards or town council has been authorized. A fully executed Endorsement will be submitted once all three communities have authorized this program.*

Lead Community Applicant: North Yarmouth

Lead Community Authorized Official: Rosemary Roy

Signature of Authorized Official



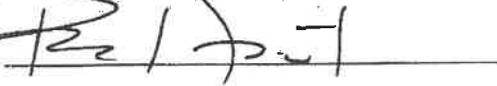
Select Board Review Date: February 4, 2020

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Additional Community Applicant: New Gloucester

Additional Community Authorized Official: Paul First

Signature of Authorized Official



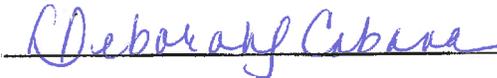
Select Board Review Date: February 3, 2020

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Additional Community Applicant: Gray

Additional Community Authorized Official: Deborah Cabana

Signature of Authorized Official



Town Council Review Date: February 18, 2020 (pending confirmation)

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**Cumberland County Community Development Program  
2020 CDBG General Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	Town of Standish		
Project Name	Standish Food Pantry Cargo Van and Utility Trailer		
Mailing Address	175 Northeast Road Standish, ME 04084		
Project Address	175 Northeast Road Standish, ME 04084		
Authorized Official	William D. Giroux Town Manager	Phone 642-2538	Email bgiroux@standish.org
Project Director	Tim Goodwin Standish Food Pantry	Phone 358-0359 (Pantry) 807-0772 (Cell)	Email thg0724@gmail.com
Financial Contact	Scott Gesualdi Finance Director	Phone 642-3461	Email sgesualdi@standish.org
Person who completed the Application	William D. Giroux Town Manager	Phone 642-2538	Email bgiroux@standish.org
Amount of CDBG Funds Requested	\$40,000	Total Project Budget \$50,000	
DUNS Number	965402555	Tax ID: 01-60000378 (Town) 83-3006845 (Pantry)	

Name and Signature of Authorized Official



Date



## 2020 CDBG General Program Application

### General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

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

The Standish Food Pantry, in partnership with the Town of Standish, intend to purchase a utility cargo van and tow-behind trailer to immediately improve the operational capacity of the Pantry in its current location, in addition to allowing for the transport of critical inventory to share with the organization's ever-growing list of clients.

Currently, volunteers use personal vehicles to make regular pickups at Hannaford, Wayside Food and Good Shepherd Food Bank. Unfortunately, the coordination of vehicles with the capacity to carry the necessary inventory is becoming increasingly difficult and dependent on weather. By purchasing a 2020 Ford Transit 350, or equivalent vehicle, with a 14-foot enclosed utility trailer, the Pantry will be able to increase its giving capacity to clients located in Standish and surrounding communities. The trailer will also provide desperately needed storage for nonperishable foods and Senior Boxes. Senior Boxes are part of the Commodity Supplemental Food Program (CSFP), which works to improve the health of low-income seniors by supplementing their diet with nutritious USDA foods. The 30-pound boxes of food are available monthly. The Pantry does not have capacity for 100 boxes at a time (over 3,000 pound of food needing transportation and storage), although there is need for more. The lack of transportation options has logistically stunted the program. Existing storage for all the Pantry's programs consists of a shared community kitchen with less than 600ft for refrigerated and dry good storage. Inventory is stacked to the ceiling and is moved from that location to the marketplace in the adjoining room every time that the Pantry is open to the public. Use of the utility trailer will provide extra storage space to make the Pantry's interim use of its current location at the Standish Municipal Complex practical until a permanent and expanded location is established. The Town of is currently in the process of planning for a Community Center, which would house the pantry.

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.**

As Standish's population continues to grow, so has the need for essential services to some of Cumberland County's most vulnerable residents. For many years, St. Joseph's College of Maine organized and administered Catherine's Cupboard, a local food pantry that serviced Standish residents, as well as residents from neighboring communities. As food insecurity became more acute the administration of Catherine's Cupboard became more demanding, which ultimately caused the organization to stop offering food pantry services in December 2018. Realizing that food insecurity continued to represent a critical need, a small group of dedicated volunteers incorporated the Standish Food Pantry on January 4, 2019. The Pantry offers a light breakfast and

limited stock of grocery items every Monday, in addition to a hot dinner and full range of groceries every Wednesday evening. The Pantry also offers a weekly Kids Corner. This program provides healthy and easy-to-prepare snacks for children to take to school or eat at home after school and during vacations.

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

During its first full year of operation, the Standish Food Pantry has seen a robust number of families and individuals visiting. On average, the Pantry welcomes 170 households, representing 409 individuals per month. The Pantry also serves an average of 124 meals per month. In total, the Standish Food Pantry provided food to over 4,900 visitors and served over 1,500 meals in 2019. Annually, the Pantry collects a required Emergency Food Assistance Program (TEFAP) eligibility form. Between July 1 (the beginning of the TEFAP year) and December 31, the Pantry collected forms from 311 households representing 770 people. Although age is not an eligibility determinant, volunteers have worked to collect age data to gain a better understanding of the population being served. The data collected shows that 22.2% of users are 60 years or older. Another 29.5% are 18 or younger, meaning that over half of the clients served are either seniors or children.

In addition to their normal offerings, the Food Pantry currently receives 105 Senior Boxes per month through the Commodity Supplemental Food Program (CSFP). These boxes are distributed to eligible seniors through the Standish Food Pantry. Each 30-pound box of preselected food items is picked up by the client. Storage space and transportation capacity are currently limiting factors in the number of Senior Boxes the Pantry can distribute. Once these limiting factors are addressed, the Pantry will be able to serve more area seniors through this program.

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

Of the population that the Standish Food Pantry services, approximately 54% of users are not Standish residents. Smaller communities to the west including Limington, Parsonsfield, Baldwin, Porter and Cornish rely on Standish as a service center community. The volunteer-led services that the Pantry provides is a major contributor to increased food security in the region. However, the organization is limited by physical constraints and reliable (and durable) transportation to pick up inventory and deliver food to home-bound clients. By purchasing a commercial grade cargo van and utility trailer, it will allow the Pantry to transport larger loads of critical inventory from Wayside Food, Good Shepard Food Bank, Hannaford, local retailers and area farms. Additional storage capacity for Senior Boxes which will allow for more space in the Town Office.

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

The Standish Food Pantry currently operates in a 600ft room in the Standish Town Office, which is shared with a community kitchen. Volunteers have used every inch of the space through creative storage and inventory organization. Each Monday morning and Wednesday evening, the contents of the food storage is moved to the adjacent community room and organized on tables.

Clients are then able to easily access dry, refrigerated and frozen items. Once finished, volunteers then move the remaining inventory back to the very small storage room.

Both the Town and the Food Pantry realize that this arrangement is not sustainable. Plans are underway to build a community center on Town property, which will allow for a much larger and permanent home to the Standish Food Pantry. Planning funds for this project were partially paid for through the 2019 Community Development Block Grant program. The funds necessary to build the community center are scheduled to be voted on through referendum in November 2020. In the meantime (which hopefully includes the construction), The Pantry has identified a storage and transportation alternative that will allow for immediate relief and long-term utility.

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 Standish Food Pantry and Town of Standish plan to work collaboratively to make this project a success. While our objective is straightforward, the Pantry plans to work with town staff to develop the required procurement documentation, with plans to follow the Town's vehicle acquisition process. Once completed, the Town of Standish will provide any necessary reporting on the Pantry's behalf.

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

The Town's project advisor will be Bill Giroux, Town Manager. Bill has over 25 years of municipal management experience where he has successfully managed over \$10 million in State and Federal grants. While managing the City of Bath, Bill stewarded the largest EPA Brownfields program in the northeast – even larger than the City of Boston. The Town of Standish has also recently applied for \$400,000 in federal Land and Water Conservation Funding to support improvements to recreational fields, which will be managed by town staff.

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

The Town of Standish is delighted to see how successful the Food Pantry has become and looks forward to supporting it in the future. Although undersized, the Town Council has committed to reserving space in the Town Office for the Pantry to operate free of charge. The Town will also provide safe and convenient parking for both the cargo van and utility trailer for as long as the Pantry operates at the Town Office. Once purchased, the Standish Food Pantry will register and insure the vehicles. The Pantry will perform regular maintenance on each vehicle to preserve both the van and trailer for as long as possible.

4. Demonstrate that the project is **ready to proceed** (Non-Construction) – 20 points

- **January 2019** - The Standish Food Pantry incorporated
- **January 2019** – Secured space at the Town Office to store Pantry inventory and

- **April 2019** – Obtained its Federal 501 C3 designation from the Internal Revenue Service
- **Spring 2019** – Successfully petitioned the Standish Town Council for funds (\$1,000) to support the Standish Food Pantry
- **Summer/Fall 2019** – Volunteers collected data and demographic information to prepare for State, Federal and private foundation grants
- **Fall/Winter 2019** – Developed CDBG request with Town representation, including researching cargo van/utility trailer alternatives
- **July 1 to January 1, 2019** - In the organization's second six months, Standish Food Pantry volunteers recorded over 2,500 hours of work
- **2019** – Received cash donations totaling \$11,688.90 from individuals, businesses and organizations
- **January 14, 2020** – Standish Town Council unanimously authorized the submission this request
- **Winter/Spring 2020** – Standish Food Pantry will establish the organization's first annual appeal for continued program support

**Describe any existing and/or potential impediments to project initiation**

Standish and our neighboring communities rely on the work that the Standish Food Pantry provides. Continuing to do this work is our only option. The Town and community's support will ensure that our most vulnerable populations will have something to eat. In order to expand the Pantry's current offerings and extend the organization's reach additional financial support will be needed.

**List sources and amounts of matching funds on match sheet provided (*Appendix III*).**

The list of matching funds is outlined in Appendix III

5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV).* - **5 points**

The project budget is outlined in Appendix IV

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

The implementation schedule is outlined in Appendix III

7. **Need for CDBG Funds** (Answer either 7A or 7B)  
**7A) NON-ECONOMIC DEVELOPMENT ONLY**  
 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?**

The Standish Food Pantry is still very much in its infancy. The organization relies on a dedicated group of volunteers to operate, transport meals, pickup critical inventory and work with residents. The Pantry operates on a very humble budget which covers the organization's insurance and limited operating costs. Paying for both the commercial cargo van and utility trailer is simply not an option. However, it is imperative to gain much-needed storage and transport capacity. Programs like the Community Development Block Grant will allow the Standish Food Pantry to continue providing necessary services to Standish's food insecure.

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

At this time, the Pantry has not identified other funding sources to pursue for this project. However, with a year's worth of data and operating expenses documented, we feel prepared to work with local family foundations and social service funding agencies to help support the organization's programming.

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

If not selected for funding, the Pantry will not be able to purchase either piece of equipment. The organization would continue to operate at its current pace and volunteers would be relied on to use their personal vehicles to haul tons of food product. The Pantry's Senior Box program would also continue to be logistically stunted due to lack of suitable storage. If partially funded, the Pantry would prioritize purchasing the cargo van. The group would then try to secure additional funds to purchase the 14-foot enclosed trailer.

**8. Distress Score**

The Town of Standish as a distress score of 5.

<b><u>Project Implementation Schedule</u></b>								
<b><u>Activity</u></b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>	<b>Q #5 J – S 2021</b>	<b>Q #6 O – D 2021</b>	<b>Q #7 J – M 2022</b>	<b>Q #8 A – J 2022</b>
Contract/ Environmental Review	X							
Reporting		X	X					
<b>Establish Procurement Documentation</b>	X							
<b>Acquire Vehicles</b>	X	X						
<b>Final Closeout and Reporting</b>		X						
<b>Project Completed:</b>		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	\$8,500	Cash Match	Cash Contribution	Yes / No		Funds will be allocated during the FY21 budget deliberations
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$1,500	In-Kind Administration	\$50/hr @30 hours	Yes / No	Administrative oversight will be provided to the Standish Food Pantry by the Town of Standish	
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
<b>TOTAL MATCH</b>		\$10,000					

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

## Appendix IV: Budget

<b><u>Construction Projects</u></b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>State/Local Funds</b>	<b>Federal Funds (non-CDBG)</b>	<b>Total</b>
Design/Engineering				
Land Costs				
Materials/Supplies	\$40,000	\$8,500		
Construction Costs				
Project Management		\$1,500		
Other				
1.				
2.				
3.				
4.				
<b>Total Costs</b>	<b>\$40,000</b>	<b>\$10,000</b>		
<p><b>Provide the basis for determination of budget amounts:</b>            Costs associated with purchasing a cargo van and 14-foot utility trailer are based on estimates provided by Casco Bay Ford. Prices are based on 2020 Ford Transit 350; however, equivalent make and models would be evaluated through a competitive RFP process.</p>				

ORDER  
STANDISH TOWN COUNCIL

DATE: January 14, 2020  
ORDER NUMBER: 2-20

SUBMITTED BY: Pomerleau

TITLE: AUTHORIZE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - FOOD PANTRY GRANT

ORDERED that the Town Manager be and hereby is, authorized to apply, on behalf of the Town, for federal financial assistance under the provisions of the CDBG program, for the acquisition of a delivery van and enclosed trailer; to assist with the operations of the Standish Food Pantry. The Pantry is an independent nonprofit and would be the owner of this equipment.

APPROVED 1/14/2020 DISAPPROVED \_\_\_\_\_

ROLL CALL	YEA	NAY	ABSTAIN
DELCOURT	✓		
GABA	✓		
LECLERC			✓
LIBBY	✓		
NESBITT	✓		
PAUL	✓		
POMERLEAU	✓		

CLERK/SECRETARY Mary Clouston

Moved by Nesbitt seconded by Gaba and voted to allow Councilor LeClerc to abstain from voting on this order since he serves on the Standish Food Pantry Board of Directors. (Unanimous)

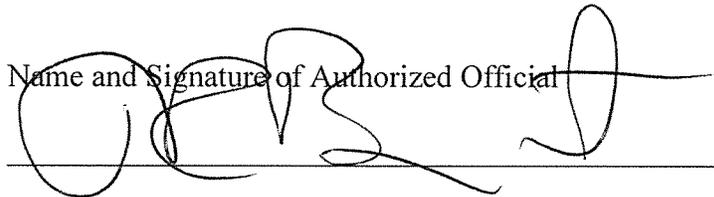




2020 Public Service Program Application  
Cover Page

Application Type	<input checked="" type="checkbox"/> Public Service Application	
Lead Town/City/ Agency	City of Westbrook, ME	
Project Name	<b>Parent Engagement, Direct Support and Adult Education for Westbrook Immigrants and their families</b>	
Mailing Address	36 Patrick Drive, Westbrook, ME 04092	
Project Address	36 Patrick Drive, Westbrook, ME 04092	
Authorized Official	Arthur SABITI, Executive Director Phone 207.482.9154, Email: arthur.sabiti@iccmaine.org	
Amount of CDBG Funds Requested	\$75,000	Total Project Budget: \$111,355
DUNS Number	n/a	Tax ID: 47-173212

Name and Signature of Authorized Official



Date

1-30-2020

## Public Service Application Questions

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?

The Intercultural Community Center (ICC) wishes to offer to New Mainers Adults a welcoming Community Center by building on the results of 2019 Parent Engagement and Education for Immigrants which is funded by CDBG through city of Westbrook.

ICC was created in 2014 to support and improve the lives of immigrants by providing health, social and educational opportunities. Its largest and longest running program, the Power School, provides academic enrichment for children of close to 60 immigrant families in Westbrook and surrounding communities.

With support from CDBG, ICC developed and grew our foundational capacity for delivering these vital adult programs in Q3&4 2019, despite setbacks in staff turnover. Now early in 2020, we are well positioned to launch classes and have a better understanding of both the human and technical resources that go into establishing, marketing and delivering our programs to New Mainer populations in Westbrook and the surrounding areas. We are modifying our offerings slightly looking to 2021, to focus on our unique abilities and not duplicate efforts by other partner organizations in the community.

### **Refined Existing Programs in 2020**

Through outreach and community engagement channels, while implementing our parent and adult education project, we have obtained good understanding of what the new residents of Westbrook would like and what would continue to help them transition to healthy lives rather than a struggle to survive. Below is a summary of our proposed interventions in our EXISTING PROGRAMS for the 2020-21 funding cycle:

**Parent Engagement:** We continue to forge deep relationships with both the WSD and One Westbrook. Our first 6-week class series will begin in mid-February in partnership with SNAP-ED and will focus on both family health & nutrition as well as a presentation on “navigating the school system” by the Westbrook Schools. These classes will continue in series of 4-6-week sessions sporadically throughout the year, and we aim to attract parents through a “membership” model that helps families feel like they belong to the ICC, rather than simply using it as a resource. We want to become a true anchor for this community.

**Community-Based English Learning Program:** While most programs invest in delivering traditional and formal languages classes, ICC will continue to organize moderated sessions where new Mainers will overcome fears and barriers to speaking a new language.

**Use of Audio CDs-** We explore offering recorded beginners English learners' conversations to our students. This is based on a fact that adults get so bored to sit in a class and sometimes they do not have enough time. Our teachers will distribute those CDs to students and correct them back for next generation. These CDs will be stored safely at ICC community center

**Structured Story telling –** Our experience-based conviction is that adults have different ways of learning and acquiring knowledge. We will organize translated stories, moderated by our trained

adult education teams. Our students will develop confidence in speaking a new language and will also use this method to orient them on vocabulary, composition and grammar

**Sing and Dance for fun** – ICC is planning to partner with a singer and request them to compose educational songs, focusing on culture, behavior and language skills. We have understood that some immigrants love singing either in church or in community. We will utilize this knowledge integrate a language curriculum through songs. Expenses here will be personnel and supplies especially

For all these language classes, ICC will provide transportation and childcare as needed. It is anticipated that **40-50** adults will attend the ICC hosted sessions and 90% of all these participants are LMI.

**Financial Literacy:** While ICC is currently partnering with Prosperity Maine and Infinity Federal Credit Union to deliver on traditional financial literacy program that is ready to roll out in February and will continue in 6 week sessions into 2021 in Fall, Winter, and Spring sessions. We are currently enrolling students through our newsletter, direct text outreach, and church visits. We have come to understand that most immigrants would like to acquire simple user-tailored modules and orientations on the following themes among others:

- Saving for the future
- Retirement planning options that new Mainers could explore
- Taxes preparation
- Mortgage

Our strategy is to avail an officer at Intercultural Community Center, who will continually receive individuals and help them to navigate through while offering hands-on support.

**Basic Computer Skills:**

ICC has worked with a local computer company to develop a user’s tailored curriculum for our courses and we have a full slate of 6 week sessions into 2021 in Fall, Winter, and Spring sessions.

In addition to these classes ICC will offer an opportunity for people to come in from morning to evening to use our 24 computers and we will avail a staff to support them.

This course will provide instruction in basic computer skills, such as Microsoft Word, Excel, and PowerPoint. Students will learn how to format letters and resumes. They will be able to use an Excel spreadsheet to make basic bookkeeping calculations. And they will learn how to make attractive presentations with PowerPoint.

- **Classes:** ICC has worked with a local computer company to develop a users’ needs tailored curriculum for our courses and we have a full slate of 6-week sessions into spring 2021 of implementing these sessions
- **Community Service Center:** With the new building and availability of 24 computers, ICC is now well positioned to offer its long-awaited goal of a computer community center where new Mainers will have an opportunity to come and use computers from morning to evening with a fulltime onsite support staff present at least 3 days per week.

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

From 2009-2013, the foreign-born population in Westbrook was three times more likely to be unemployed compared to native born, and 40% of foreign-born families lived below the poverty level, compared to 10% of native-born families.<sup>1</sup> The median household income for foreign born residents was approximately half the income for native born, at \$24,537 compared to \$46,821 respectively.<sup>2</sup> Among Limited English Proficiency students in Westbrook and Portland in 2014-2015, unemployment was as high as 38% for students who were seeking work.<sup>3</sup> This discrepancy suggests that immigrants face specific challenges to entering and succeeding in Maine's workforce. Though services have been improving steadily, there is still a great need to orient, connect and engage these New Mainers more deeply with a network of fellowship, life skills and the navigational tools they need as parents, residents and professionals. As we evolve our program models to Q3&4 2020 and look out to 2021, we propose the following allocation of CDBG funds to provide long term economic and social benefit to integrating these families into our community and workforce:

### **The Need for Parent Engagement Seminars**

Our 2019 proposal outlined the importance of parent engagement in their child's academic success and the cultural differences that can sometimes inhibit New Mainers from engaging in their child's success. The current census numbers indicate that there is three times the demand for our parent and academic navigation services by low to moderate income students and their parents in the Westbrook School System than ICC can currently meet.

### **The Need for Case Management and Direct Support**

Our building expansion at 36 Patrick Drive provides us with a great opportunity to develop a true Community Center, that operates like a full-service venue offering childcare, computer and printer resources, trainings and workshops, ELL learning stations (audio recordings) and community connections-service areas that are deep necessities for LMI New Mainer families need. Currently, the ICC acts as a 'Community Center' for only a small subset of the community - offering afterschool programs and a developing slate of adult classes and workshops, but we are not able to accommodate people on a 'drop-in' basis. We aim to expand the role of our Program Manager, doubling her hours, and training strong candidates from our pool of adult students to act as liaisons' and "caseworkers" who can offer peer to peer and at times professional support to those with greater need in the community, especially for families who are just entering the community and are at their most vulnerable. With a strong program manager and 2 part time case workers, we will be able to serve over 60-70 adults with these services and maintain onsite staff who can greet and accommodate visitors.

**The Need for for Community-Based English Learning through the Arts :** Community integration a multi-dimensional reality that touches on economic, social and cultural factors. For example, migrants who are structurally integrated, meaning that they are accorded a full set of rights to work and associate allow them to support family members and community development in their home country while also contributing to development here in Westbrook by becoming

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<sup>1</sup> U.S. Census Bureau, American Community Survey 2009-2013 Estimates.

<sup>2</sup> Ibid

<sup>3</sup> Burt, 17

tax payers and householders. It is also known that integration is a two-way process meaning that it is as much about the way in which the City of Westbrook receives migrants as much as what migrants do to adapt to a new setting. The visual and performing arts offer a fun and deeply impacting way for individuals to learn in experiential ways, and also provide opportunities for the broader community to see and celebrate their work. The arts can help in the integration of refugees and migrants in Westbrook by celebrating cultural traditions and creatively developing new cultural bridges.

**The Need for Financial Literacy:** Many New Mainers come from cash-based societies and are unfamiliar with how money and credit work in America, our banking system and how to save for the future. By providing basic money management understanding and skillsets, this collaboration between ICC and ProsperityME enables them to attain financial stability — the first step to fully integrating and participating in our communities, joining our workforce and planning for the future.

**The Need for Computer Basic Skills:** Not having the basic knowledge of computer programs and equipment is a problem many immigrants face when they arrive in the US. In fact, after the language barrier and the lack of recognition of foreign education and experience, it is probably the third most common barrier to finding employment.

Based on our current adult education project implementations lessons, it is anticipated that 2020-2021 participants will benefit at least 50 adults, 80% will be LMI.

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.

### **Leadership**

The ICC has a strong Board of Directors who works hard to raise funding from private foundations, corporate and individual, donors, and other government sources. They have public and/or private organization leadership experience. The finance committee chair and the treasurer are a CPA and through that committee and the Executive Director, the board assumes fiscal accountability and overall governance ICC. The board conducts its monthly review meetings and also hold semi-annual governance sessions

### **Management**

The overall coordination of this project will be provided by Executive Director, Arthur SABITI who is also an immigrant, a former ICC board member who held both technical and leadership responsibilities in various international development agencies back in Africa. While in the US, Arthur has worked as a caseworker at Preble Street since 2017. He brings to ICC diverse experiences that are grounded on institution capacity building, donor funded projects management and; above all, great passion for working with youth. It is expected that he will devote 15%-20% of his time to this project.

Divine Nduwimana will continue to be the project manager for this proposal at ICC commissioned to grow its outreach to many members and ensure quality implementation of the project. Key

activities with include planning, implementation, budgeting, scheduling of classes, drivers, childcare providers, case managers and teachers. Divine is a social worker with community engagement experience for over 5 years.

**Budgeting:** We have understood the value and costs of coordinating with childcare providers, van drivers and case managers, who play critical roles in ensuring our vulnerable families can attend, and we now recognize the cost of their work as an additional budgetary expense. As a result, our cost estimates have adjusted slightly, and we have tried to modify our budget to reflect the actual cost of delivery.

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

We are proud of the launch and administration of our successful afterschool programming, funded in part through a federal 21st Century Community Learning Centers Grant, which has pushed us to develop institutional systems and structures that are now being applied to the development and advancement of our adult programs. We have a strong board of directors that has over members who have over 10 years of experience in community development programming. ICC also has got a strong partnership with local organizations that participate in adult education ecosystem building.

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.

Since 2014 ICC has implemented many community empowering projects. In addition to our youth program that offers afterschool programming to over 100 students, we are in a center of support intercultural newcomers with our community services support, housing search, life coaching, etc. We secured a substantial commitment in 2020 from corporate and foundation partners like Hannaford, IDEXX, the Sam L Cohen Foundation, the John T Gorman Foundation and many others.

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.
- **Staffing.** Our Executive Director has over 10 years working in the non-profit sector. Our new Program Manager, Ms. Nduwimana, brings a breadth of background and direct experience of immigrating and integrating in our community, and we have retained the support of a development, program and organizational development consultant who has over 15 years experience helping organizations like ours scale their programs.
- **Expanding our Building:** ICC has expanded into a facility with four dedicated classrooms. Additionally, construction is under way on a new 2000sf building that will offer even more opportunity for growth. ICC has a gymnasium and large kitchen which accommodates both youth and adult programming.

- **Community support, marketing and networking:** ICC has a working relationship with Westbrook schools, churches, fire department, families and other various immigrants serving organizations that are predominantly based in Westbrook. Once this funding is secured, we will continue to coordinate with the Westbrook School Department through project coordination meetings that will happen every 2-3 months. The ICC shares its building with a church and daycare center who currently serve a large population from Central Africa, people who already feel comfortable and welcome in the meeting spaces. We will create marketing materials for distribution. We will network with and provide outreach through local churches, service providers, ESL teachers, medical clinics, schools, and community centers to immigrants from diverse nations and cultural backgrounds. An Open-House event is planned prior to opening which will allow us to introduce our program to service providers so that they may more readily refer clients.

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

A **potential impediment** to the project initiation would be of funding. All activities will depend on whether project is funded or not. Also, low staffing coverage can impede the project kick-off.

5. Budget for project. Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV).* - 5 points
6. Implementation schedule for project: Fill in the attached schedule form (*Appendix III*). - 5 points
7. Provide a response to the three questions demonstrating the need for CDBG program funds - 15 points

The ICC looks to CDBG for funds to launch the “**Parent Engagement, Direct Support and Adult Education for Westbrook Immigrants and their families**” initiative and sustain it in its second year. It is the goal of the Program to provide several years of service to the target population.

With the loss of our development director in 2019, ICC has retained the services of consultant Aaron Frederick who is working to help ICC sustain its slate of grant proposals to private foundations, solicit appropriate corporate partners in the community, and also develop relationships with families and individuals in the community that may support us. Close to 70% of our programs are supported through local, State and Federal grants, and we seek to increase the amount of funding we generate from mission-driven earned revenue and more diverse and sustainable streams of support. Of a projected ~\$300,000 Annual Budget for FY 2020, we anticipate raising over \$100,000 from new sources. As our services grow, our cohort of participants will find increasing success, and we hope to maintain relations with our program alumni and engage their on-going volunteer and financial support. As our success and reputation grows in the community, we also hope to find more community partners that can help this vulnerable new demographic find ways to thrive here in their new home.

#### 8. Distress Score = 10

### Appendix III: Project Implementation Schedule

<b>Project Implementation Schedule</b>				
<b>Activity</b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>
Summer Session Planning Period for 2020-21 Session Schedule Confirmed	X			
Teacher Training	X			
Adult Program Registration/ Recruiting	X			
Reporting		X	X	X
Westbrook Partner Quarterly Meetings (OW, WSD, WAE)	X	X	X	X
Case Management	X	X	X	X
ELL Classes	X	X	X	X
Computer Skills	X	X	X	X
Financial Literacy	X	X	X	X
Muskie School Evaluation Model Beta Test Review		X	X	
Parent Engagement Classes	X	X	X	X
<b>Project Completed: (project is ongoing)</b>				

Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If please attach relevant documentation.[1]	If no, please outline and attach future steps to secure match.[2]
Cash	Municipal Cash	13,856	Westbrook Social Funding	Annual program outcomes	Yes/ <input checked="" type="radio"/> No		Grant application for has been submitted to the City, last year \$45 was allocated. If funded, we will allocate specified amount...
	Other Cash	\$			Yes/No		
	Other Cash	\$			Yes/No		
	Other Cash	\$			Yes/No		
In-Kind/Donation	Municipal In-Kind & Donation	\$1,000	Jerre Bryant, City Mgr to provide oversight for grant management.	@20 hours	<input checked="" type="radio"/> Yes/No	see attached	
	Other In-Kind & Donation	\$7,500	Salaries for parent engagement teachers paid through partner orgs (SNAP, WSD, & others)		<input checked="" type="radio"/> Yes/No		
	Other In-Kind & Donation	\$			Yes/No		
Other In-Kind & Donation	\$				Yes/No		
<b>TOTAL MATCH</b>		<b>\$22,356</b>					

[1] Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

## Appendix IVa: Budget

<b>New Mainer Adult Education &amp; Direct Support Services</b>				
<b>Cost Category</b>	<b>CDBG</b>	<b>Municipal- In-kind</b>	<b>ICC-In kind</b>	<b>Total</b>
	<b>Funds</b>	<b>Funds</b>	<b>Funds</b>	
Materials/Supplies (food, beverage, paper, supplies)		10,000	1,000	11,000
Operations (liability insurance, printing, admin)	-	-	6,000	6,000
Program personnel budget (teachers, day care, etc.)	39,475	356		39,831
Program leadership support ( ED, PM, DT Mgrs.)	35,525			35,525
Transportation (2 vans, gas, maintenance, auto insurance)	-	-	8,000	8,000
Space/Rent	-	-	7,499	7,499
Other – 1) Evaluation Consultation	-	3,500		3,500
<b>Total Costs</b>	<b>75,000</b>	<b>13,856</b>	<b>22,499</b>	<b>111,355</b>

## Appendix IVb: Budget (continued)

<b>*Provide the basis for determination of budget amounts-see on the budget table</b>								
<b>Support Staff</b>	<b># staff</b>	<b># pgm weeks</b>	<b>hrs. wk.</b>	<b>Total hrs.</b>	<b>rate</b>	<b>Subtotal</b>	<b>7.65% FICA</b>	<b>Total</b>
Van Drivers	2	20	20	800	\$13	\$10,400	\$796	\$11,196
Child Care	2	20	15	600	\$14	\$8,400	\$643	\$9,043
Caseworkers	2	20	15	600	\$17	\$10,200	\$780	\$10,980
Teachers	4	20	5	400	\$20	\$8,000	\$612	\$8,612
<b>Total for Support Staff</b>								<b>\$39,831</b>
<b>Management</b>								
Program Manager		50% half time	25	1000	\$24	\$24,000	\$1,836	\$25,836
Executive Director Oversight		20% time	10	300	\$30	\$9,000	\$689	\$9,689
<b>Total Salaries and Wages for Adult Programming</b>								<b>\$75,355</b>



**CITY OF WESTBROOK, MAINE**  
IN CITY COUNCIL

Date: January 27, 2020

Resolve: 2020-10

**ENDORISING THE 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATIONS**

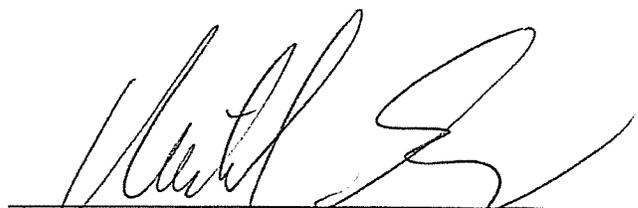
That the Westbrook City Council hereby endorses the City of Westbrook's 2020 Community Development Block Grant application submissions for the Lincoln Street Boat Launch project and for the Intercultural Community Center's Immigrant Families Parent Engagement & Education program, as outlined in the attached exhibit.

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First and Final Reading: January 27, 2020

Attest:

  
\_\_\_\_\_  
City Clerk

  
\_\_\_\_\_  
Mayor



2020 Planning Application

Cover Page

Application Type	<input checked="" type="checkbox"/> <b>Planning Application</b>		
Lead Town/City/ Agency	<b>Town of Naples</b>		
Project Name	<b>Community Center Conceptual Design</b>		
Mailing Address	<b>Town of Naples P O Box 1757 Naples, ME 04055</b>		
Project Address	<b>Yet to Be Determined but likely to be: 15 Village Green Lane, Naples</b>		
Authorized Official	<b>John Hawley, Town Manager</b>	Phone <b>693-6364x106</b>	Email <b>jhawley@townofnaples.org</b>
Project Director	<b>John Hawley</b>	Phone	Email
Financial Contact	<b>John Hawley</b>	Phone	Email
Person who completed the Application	<b>John Hawley</b>	Phone	Email
Amount of CDBG Funds Requested	<b>\$20,000</b>	Total Project Budget <b>\$30,000</b>	
DUNS Number	<b>018007711</b>	Tax ID: <b>01-600284</b>	

Name and Signature of Authorized Official



John Hawley

Date: January 30, 2020

## 2020 Planning Application Questions

1A. Describe the scope, magnitude, and severity of the problem.

The Town of Naples is requesting CDBG funding for the planning and development of a new multi-purpose community center replacing the town's current community center facility. The proposed community center would serve the social, physical, educational, economic and general-purpose needs of not only the residents of Naples but also the surrounding communities as well. Presently, an old elementary school gymnasium serves as the town's only community center and indoor activity space. This current facility, constructed in the mid 1950's, is undersized and limiting in terms of its effectiveness as a true community center. Over the past several decades, the building, because of age and lack of funding, has fallen into disrepair with several roof leaks, due to its flat roof design, and the likely potential for mold being a major concern in the insulation area in-between the ceiling and the roof structure. Additionally, recent inspection by H.E.B. Engineers concluded that the current structure does not meet code regarding snow loads. The consideration to rebuild or reconstruct by utilizing some of the existing infrastructure was explored but has been determined that it would not be cost effective so minimal repairs continue in anticipation of a future alternative possibility. The addition of a pitched roof to eliminate the deteriorating roof and meet the snow load requirements was explored but dismissed because of the requirement of significant supplementary structure support needed in the walls. Therefore, a decision to salvage the building, a more fiscally responsible option appears to be the best decision for anticipated long term use.

The current facility has been used as a community center for the past 15 years and has seen an ever-increasing number of activities and events. In addition to hosting a variety of year-round recreational sports, our center hosts several senior fitness/aerobic classes, Red Cross Blood Drives, both Girl Scout and Cub Scout meetings as well as the Crosswalk Community Outreach Program which serves as the town's only regional food pantry and soup kitchen. The space also serves as the emergency shelter for residents during natural disasters, and heat/cooling space for those unable to do so in their homes. With demand for increased community activities and services the need for a larger, safe, accessible, fully functioning community center is critical to our town's long-term vision and our ever-evolving commitment and support of our residents, regional community members and others.

Within the past year, MSAD 61 proposed the reopening and renovation of the previously closed Crooked River Elementary School to solve severe overcrowding issues at the Songo River School. This was supported by the taxpayers after three attempts to garner voter approval. With the authorization came the immediate loss of use of the facility as it allowed for ample overflow activity space being utilized by the three-town school district.

Naples does not have any commercial entity within our community that offers space for the programming we provide. Without this space, Naples would not have access to any other comparable sized accommodation. Our local schools do not permit public use access during the day and after school activities occupy the space well into the evening hours. Overflow school activities also utilize the community center space as their spatial needs require.

1B. Describe past efforts, if any, to address the problem.

Years of maintenance and repairs to our current community center have proven ineffective and have been costly in many ways. Tarps are often strategically placed on the roof to mitigate roof leakage. A new roof structure was seriously considered but later determined not to be feasible. Furthermore, as per H.E.B. recommendations, snow accumulations greater than the equivalent weight of ten inches of snow must be removed manually from the rooftop to prevent greater structural damage. This of course is a time consuming, costly, and dangerous project often requiring the assistance of the town's fire department for additional support, equipment and personnel. Plans to remove the structure and to completely rebuild where it currently sits are eliminated due to the lack of land available in the immediate vicinity to expand a footprint. Its proximity to the road and property boundary limitations require exploration for a new location. Access to the Crooked River School space while it was no longer being used as a school, addressed this problem but was lost when voters approved reopening the facility as a public school once again.

1C. Does the problem have specific impacts on low/moderate income households or low/moderate income neighborhoods?

Our situation is critical as most of the programming and services offered in our center are targeted for and used by low to moderated income families in our region. Specific use examples are those who need access to the food pantry and meal site and fixed-income seniors who use the space several times a week for socialization and physical conditioning. Loss of this space would be detrimental to the program offerings as the folks who use such services would need to expend percentages of their incomes to seek services elsewhere or chose to go without. The Community Center activities are operated and managed by the municipal recreation department for coordinating use of space. This helps to keep administration and operational costs minimal allowing us to offer low cost programming.

Naples will need to determine sooner than later its intentions with the aging structure but in the short term, the necessary maintenance required is being maintained so that the space would not be lost. During the winter of 2018-19 the space had to be closed to the public due to the severity of the roof leaks and the questioned structural integrity. Programming was moved to small conference room spaces not adequate for larger group use so that people still had access to the services they had become dependent upon. The loss of this space during that time limited local opportunities for the seniors.

1D. Why are CDBG funds critical to the planning activity's success?

Sixty-eight percent of the tax dollars collected in Naples goes to fund the education assessment (school department) and county government leaving thirty-two percent to fund the municipal operations including any capital expenditures. Not a lot of money is allocated to capital improvement because it is not affordable, and taxpayers deliberately keep the municipal side of the budget low in order to meet the increasing cost of funding education. Although it is widely recognized by the residents that a new community facility is needed, they committed to supporting the reopening of the Crooked River Elementary School which not only increased the debt service for the school department but it is anticipated that the operation expenses for that school will cause an increase in the school assessment once the school has officially reopened. Municipal administration is strongly encouraged to seek funding assistance that can support Naples in offsetting their tax commitment to better community use facilities.

If a conceptual plan determines that a new building is possible and affordable for Naples, a long-term bond would be proposed for renovation or construction of a building.

2a. Describe the planning tasks to be undertaken.

A volunteer Community Center Exploratory Committee was commissioned by the Selectboard a year ago and that group met on a monthly basis to review and evaluate existing spaces utilized by the municipality. Available municipal properties were also considered for the potential placement of a new structure. The committee has narrowed the options to the existing property that currently houses several other municipal structures as it was felt that the centralized location creates ease of use and access for our citizens. At this point that committee has done all that they feel they can do without the assistance of professional engineering expertise to look at existing structures and property to help make the determination for using an existing structure or an appropriately sized new structure. The planning funding will go to the fees for those purposes.

2b. Outline the project's schedule.

If funding is approved, the engineering consultant would be hired as soon as funding is released. The committee would work with the engineer to make final decisions on design, placement and construction. Ideally, these preparations would be complete in time to put before voters at the annual town meeting the last week in April of 2021.

Jun. 2020 – Funding Approved, Bid Requests for Consultant Services Sent

Jul. 202 – Bid for Consultant work awarded

Oct. 2020 Committee works with consultant on concept/design plan.

Nov. – Dec. 2020 Committee conducts public hearing to present concept plans

Jan. – Mar 2021 Municipal budget development

Apr. 2021 – Annual Town Meeting seeking approval for project

2c. Are community partnerships established and engaged in the project?

Yes. Along with the municipal recreation department, the Community Crosswalk organization that provides the food pantry and meal site is involved.

3a. How has the project been conveyed to community residents?

The Community Center Exploratory Committee meeting have been open to the public and meeting dates and time published on the municipal calendar. Encouraged participation in the ongoing discussion has been made on the municipal website as well as town sponsored social media. The senior citizen organizations in our area have also been made aware of our plans and encourage to meet and offer suggestions and ideas. As we get closer to public votes requesting approval, public hearing will be offered to present the drafts of the project and to take any additional comments for consideration.

3b. Are matching funds available for the project?

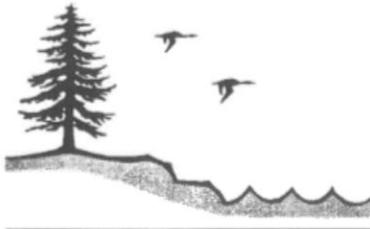
The Town has committed \$10,000 in matching fund for the planning grant as part of this application.

3c. Are staff and/or consultants available to complete the project?

The Town Manager, Code Enforcement Officer and municipal contracted planner will assist the hired consultant services throughout this portion of the project.

**Budget**

<b><u>Planning Grant – Program Budget</u></b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>State/Local Funds</b>	<b>Federal Funds (Non-CDBG)</b>	<b>Total</b>
<b>Consultant Services</b>	\$20,000	\$10,000		\$30,000
<b>Advertising</b>				
<b>Public Meetings</b>				
<b>Printing</b>				
<b>Mailings</b>				
<b>Other</b>				
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>Total Costs</b>	<b>\$20,000</b>		<b>\$10,000</b>	<b>\$30,000</b>
<b>Provide the basis for determination of budget amounts:</b>				
<p>For budgeting purposes, our municipal planner suggested using a new construction fee of \$125 per square foot of space to determine the percentage rate for engineering fees. Then using the State of Maine Projects Schedule of Recommended Fees, C Rate for a proposed building of about 15,000 square feet (putting a total cost for our new center at about \$1.875 million), the engineering fees would be approximately 7.1% of the total construction costs (\$133,125).</p> <p>Realizing this is far beyond the scope of the CDBG Planning grant, we are only looking to have these funds start with conceptual planning.</p>				



**Town of Naples**

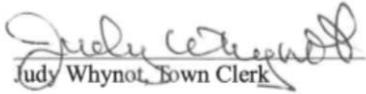
Town Hall  
15 Village Green Lane  
P.O. Box 1757  
Naples, Maine 04055  
(207) 693-6364

January 30, 2020

This letter is to certify that the Board of Selectmen on Monday, January 27, 2020, and the Budget Committee on Wednesday, January 29, 2020 received an overview of the application for Community Development Block Grant funding to assist with planning costs for the future replacement of the gymnasium with a new Community Center. The town manager described the CDBG Grant application process and asked for the Selectmen and the Budget Committee to endorse the application.

Both boards unanimously endorse the application for funding from the 2020 CDBG and the project.

Attested: A True Copy

  
Judy Whynot, Town Clerk

1/30/2020  
Date

**2020 Planning Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Town of Gray Maine		
Project Name	Pennell Lab Feasibility Study		
Mailing Address	Town of Gray 24 Main Street Gray, ME 04039		
Project Address	Pennell Science Laboratory 20 Main Street Gray, ME. 04039		
Authorized Official	Deb Cabana Town Manager	Phone 207-657-3339	Email <a href="mailto:dcabana@graymaine.org">dcabana@graymaine.org</a>
Project Director	Kathy Tombarelli Town Planner	Phone 207-657-3112	Email <a href="mailto:kombarelli@graymaine.org">kombarelli@graymaine.org</a>
Financial Contact	Katy Jewell	Phone	Email
Person who completed the Application	Kathy Tombarelli Town Planner	Phone 207-657-3112	Email <a href="mailto:ktombarelli@graymaine.org">ktombarelli@graymaine.org</a>
Amount of CDBG Funds Requested	\$12,000	Total Project Budget \$15,000	
DUNS Number	07-399-5391	Tax ID: Tax ID: 01-6000183	

Name and Signature of Authorized Official

*Deborah Cabana*  
Deborah Cabana, Town Manager

1/30/20  
Date

## 2020 Planning Application Questions

Respond to the narrative questions in a maximum of three pages.

1. Describe the community problem or needs you wish to address with Community Planning funds. - **35 Points.**
  - a. Describe the scope, magnitude, and severity of the problem.
  - b. Describe past efforts, if any, to address the problem.
  - c. Does the problem have specific impacts on low/moderate income households or low/moderate income neighborhoods?
  - d. Why are CDBG funds critical to the planning activity's success?
  
- a. The Pennell Scientific Lab building is located at the Henry Pennell Municipal Complex and is currently unoccupied. The most recent tenant was there when the property was still owned by the School Department. The Gray News ran their local newspaper office from the building. The Town Offices moved to this location in 2010, but the appropriate use for this building remains in question.

Several serious issues inhibit reuse, including deferred maintenance, asbestos mitigation, accessibility, all utilities, and limited parking, especially during Municipal operations. Completed in 1897, this is a historic building is centrally located in the Municipal complex and offers significant potential for future use, for example, as a public service-based non-profit or for additional Recreational Department programming. Accessibility will be a key component of making this building usable again.
  
- b. The Town has taken measures in the current budget to maintain the property to make sure that the structural integrity remains intact. In the FY 2020 budget, \$29,000 was allocated towards exterior lead removal and painting This work is to be completed in Spring of 2020. Additionally, funds have been allocated for FY 21 in the amount of \$22,000 for mitigation of asbestos flooring and the heating system which also has asbestos.
  
- c. Depending on the ultimate use of the Pennell Lab, it potentially could have an impact for LMI households. Several ideas have been discussed; Aging in Place, Expanded Recreation Programs, or a Multi-Generational Community Space. The Town needs further input from residents regarding the best use for this historic building.
  
- d. While the Town is making efforts to maintain the facility, CBDG funds are critical to move on to the next stage and determine what this building should be used for moving forward. The funding that has been allocated for the building has been for maintenance and mitigation, but without knowing the best use for the building and the costs associated with re-purposing the structure, it is difficult to move forward.

2. What is the strategy to complete the planning project? - **30 points**

- a. Describe the planning tasks to be undertaken
  - b. Outline the project's schedule
  - c. Are community partnerships established and engaged in the project?
- a. The Town staff in conjunction with a contracted consultant, will identify the options to provide accessibility to the structure and the associated costs with those options. The reports and recommendations from the consultants will provide the basis for decisions about future viable uses and steer the public forums towards those uses that can be realized.

The Town will organize and facilitate a series of community workshops to inform the public on the potential project and receive input into how the space can best support residents, seniors, and youth.

The Town will seek estimates from professional contractors for mitigation of asbestos and any other preliminary maintenance or repairs that need to be completed before future renovations can be started.

- b. The Town expects the Planning Project to be completed within one year of receiving funds. Contracted services will be formalized in the Spring/Summer of 2020 Community Forums will be scheduled throughout Fall of 2020.
- c. There are currently no community partnerships because it has not been determined if it is cost effective or feasible to re-purpose this building. If as a result of this feasibility study a viable use is identified, efforts will be made to form community partnerships and work towards re-purposing this building into a facility that can serve LMI families in Gray.

3. Convey your community's readiness to proceed. – **30 points**

- a. How has the project been conveyed to community residents?
  - b. Are matching funds available for the project?
  - c. Are staff and/or consultants available to complete the project?
- a. The purpose of this Planning Grant is to go beyond conversations amongst Staff, volunteer Town Boards & Committees and Town Councilors about what this building could/should be used for and hire the professional and technical consultants needed to explore options for this building. The unknown questions regarding the costs associated with access

The grant funds would be used to initiate the conversations with residents and local organizations to identify needs that could possibly be addressed through using this space for additional programming or services.

- b. Local Funds would be allocated as part of the FY 21 budget in the amount of \$3,000 to go towards the cost of consultants for this Planning Project. On January 21, 2020 the Gray Town Council voted to fund this application as part of the FY 21 Town Budget. It will be included in the Town Warrant June 2020.
- c. Town Staff is available to facilitate and oversee the Planning Project which would include the Town Planner with input from the Building & Grounds Director, Community Development Director & the Town CEO(s) who all have expertise in the area of construction and rehabilitation costs.

**Multi-Jurisdictional Bonus N/A**

Applications for planning projects serving two or more communities are eligible to receive an additional **5 points** in the scoring process.

- a. Multi-community applicants must answer two additional questions in a maximum of one page:
    - i. What role will each applicant community play in the planning project?
    - ii. How will each community benefit from the planning project?
  - b. Application must be endorsed by officials from all communities. **Use form found in Appendix I.**
4. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix II).*

*Please see Appendix II*

## Appendix II: Budget

<b><u>Planning Grant – Program Budget</u></b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Municipal Funds</b>	<b>Other</b>	<b>Total</b>
<b>Consultant Services</b>	<b>\$9,800</b>	<b>\$3,000</b>		<b>\$12,800</b>
<b>Advertising</b>	<b>\$550</b>			<b>\$550</b>
<b>Public Meetings including Staffing</b>	<b>\$1,000</b>			<b>\$1,000</b>
<b>Printing</b>	<b>\$250</b>			<b>\$250</b>
<b>Mailings &amp; Notifications</b>	<b>\$400</b>			<b>\$400</b>
<b>Total</b>	<b>\$12,000</b>	<b>\$3,000</b>		<b>\$15,000</b>
<b>Provide the basis for determination of budget amounts:</b>				
<b>The costs associated with advertising, Public Meetings, Printing &amp; Notification are based on costs that are routinely incurred by the Town for these types of activities.</b>				
<b>The estimated cost for Consultant Services is based on the fees paid to the Town’s consulting engineering firm and other contracts that the Town has entered into.</b>				

**Appendix V: Placeholder for additional photos/ interior and exterior**



*Figure 1: Upstairs Main Room*



*Figure 2: Stairwell to Basement*



*Figure 3: Stairs Front Entry*



*Figure 4: Basement Oil Tank & Furnace Enclosure*



*Figure 5: Basement Exit*



*Figure 6: East Exterior 1-30-2020*



*Figure 7: Front Exterior 2018*