

**COMMUNITY DEVELOPMENT BLOCK GRANT  
CORONAVIRUS RESPONSE**

**II. CDBG-CV APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

Please submit each section of the application, including this checklist:

- A. CDBG-CV Application Cover Page**
- B. CDBG-CV Application Worksheet**
- C. CDBG-CV Application Narrative**
- D. Budget: Revenues and Expenditures**

*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*

**Required documents for non-profit organizations:**

- Verification of 501(c)3 or 6 Status,**
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions
- Most Recent Agency Operating Budget Summary,**
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**



**Signature of the Executive Authority**

Rebecca Hobbs

Executive Director

May 8, 2020

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**Name**

**Title**

**Date**

## CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input type="checkbox"/> Food Assistance <input checked="" type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input checked="" type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input checked="" type="checkbox"/> Response to the Coronavirus		
Operating Agency	Through These Doors		
Program Name	Project Safe Reentry		
Program Area	<input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address	PO Box 704, Portland, ME 04104		
Address Services are Delivered	Cumberland County; Maine Correctional Center Women's Center and Southern Maine Women's Reentry Center - 17 Mallison Falls Road, Windham for initial work.		
Executive Director /Town Manager	Rebecca Hobbs	Phone 356-1879	Email rebeccah@throughthesedoors.org
Project Director	Monique St. Laurent	Phone 272-3586	Email moniques@throughthesedoors.org
Financial Contac	Yvette Dunnigan	Phone 767-4952	Email yvettetted@throughthesedoors.org
Person who completed the Application	Jen LaChance	Phone 712-8476	Email <a href="mailto:jenl@throughthesedoors.org">jenl@throughthesedoors.org</a>
Amount of CDBG-CV Funds Requested \$ 47,412.50	Total Program Budget \$ 61,331.50		
Estimated number of people who will be served: 45	<b>OR</b> Estimated number of businesses served:		
DUNS Number	88-475-5166	Tax ID 01-0352636	

**B. CDBG-CV WORKSHEET**

1. **HUD National Objective.** All CDBG-CV programs must serve Low and Moderate Income Clientele

**Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons who qualify as LMI.

2.

Describe the beneficiaries or clients served by the program.	Women releasing from Maine Correctional Center and Southern Maine Women’s Reentry Center during COVID-19
How many will be served by the proposed program? (unduplicated -per year)	B. 45 women being released from MCC
C. How many are <i>CCEJ Resident</i> ?	C. estimated 30+
How many are <i>low to moderate income residents of a CCEJ town/City</i> ? See income data in the instructions	D. 45
What percentage of total clients are low to moderate income residents of the CCEJ? ( <i>To calculate = D/B * 100; Must be &gt; 51%</i> )	E. 100%

3. **Employees.** Program specific, not for the entire organization.

Is this a new (pilot) program?	No
B. How many employees are currently employed in this program?	B. 2
How many employees will be employed in this program if it receives CDBG-CV funding?	C. 0
How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 2

4. **Documentation**

A. How will the beneficiaries’ information be collected and documented?	A.TTD utilizes Empower Database to collect the demographics of individuals who access TTD services; the services provided and the time spent with each individual.
. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	MCC Caseworkers will document which individual will be released during COVID-19 and if moving to Cumberland County; if they need residential assistance and/or reentry kit

	upon release and share referral form to TTD for documentation purposes.
C. How will the units of service be tracked and documented?	C. Each unit (individual) will be documented in Empower; reentry kits will be tracked per individual; rental assistance will be tracked per individual and the rental source that funding was paid towards.
D. How will the outcomes be measured, collected, and documented?	D. Empower will collect number of individuals who access Project Safe Reentry; number of individuals who found stable housing and number of service activities (including safety planning, community referrals, etc.) per individual

## **C. CDBG-CV APPLICATION NARRATIVE**

### **1. Program Description**

The project Through These Doors (TTD) is proposing would be an expansion to its already established 'Incarcerated Women's Release Kit Initiative' (IWRKI), which has been a mainstay in its services for justice-involved women for the past 8 years. To be titled '*Project Safe Reentry*,' the expansion would include a bolstering to the contents of said release kit to also include rental assistance so to combat housing instability and homelessness that have been exacerbated due to Covid-19 pandemic. In partnership with the Department of Corrections (DOC) which includes both the Maine Correctional Center (MCC) and its Southern Maine Women's Reentry (SMWRC) in Windham, ME, TTD-Incarcerated Women's Program currently strives to provide a 'release kit' for justice-involved women/domestic violence survivors upon their release from the aforementioned incarcerated facilities. TTD relies heavily on donations for the contents of their release kits and depending on availability, may contain any of the following: clothing items/footwear, toiletries and hygiene products, bath towel/wash cloth, day-planner, a gift card to a local store such as Walmart or Target, and a TTD-made booklet of service providers in the Cumberland County area. However, should TTD have access to other funding sources, it could provide a more robust release kit, to include all of the previously mentioned items, in addition to a tracfone with prepaid minutes, a bus pass, and rental assistance for upwards of 45 justice-involved women set to release from MCC and the SMWRC in the coming 6 months.

It has been TTD's experience in their 15 year partnerships with the DOC that justice-involved women most often release with 'the clothes on their backs' and perhaps a paper bag of accumulated items. While the DOC does have a small closet of donated clothing for releasing women to access, they should be so fortunate as to find their sizes in season-appropriate options. In addition to the release bags, TTD works closely with releasing women on issues of safety planning, housing/shelter needs, service provider referrals, DHHS-CPS cases, support group info, Protection from Abuse orders, and provides its 24hr Helpline number for continued, confidential, support. Thus, TTD's Project Safe Reentry is an all-important offering to women who are releasing back into the community in these unprecedented times of Covid-19 where services, housing and employment are difficult to assess and/or come-by.

### **2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus**

TTD, formerly Family Crisis Services, has been offering confidential services to domestic violence survivors in the Cumberland County area for 43 years. Our deep community roots include a 15 year partnership with the DOC. And what we know, according to our 2002 study, is that approximately 95% of justice-involved women experience some form of intimate partner abuse. And what we also know is that these same women, upon release, have distinct needs, like housing assistance, food scarcity, unemployment, the need for substance abuse and/or trauma-informed therapies, and family/child reunification services, which are all intermingled and need to be addressed 'wholly' to combat recidivism and re-incarceration as the success of one is dependent on the success of the others. Furthermore, meeting these needs has now been made exponentially more difficult given the recent Covid-19 pandemic. With unemployment skyrocketing because of Maine's shut-down due to Covid-19, along with mandatory 2 week quarantines, sheltering-in-place and stay-at home orders mandated by Maine's governor, Janet

Mills, who by her own reckoning fears may last well into early Fall, TTD would use all allocated CDGB grant funds to bolster their release kit initiative and provide rental assistance to justice-involved women releasing into Cumberland County area from the Maine Correctional Center and the Southern Maine Women's Reentry Center.

Fearing a mass outbreak of Covid-19, the Maine Correctional Center is enacting its SCCP program (Supervised Community Confinement Program) which affords its eligible population the opportunity to serve the remainder of their sentence in the community under strict supervision from Probation. These individuals are still considered incarcerated and must adhere to the program's strict guidelines and the DOC's release plan or risk re-incarceration. However, whereas in non-Covid19 times DOC case-managers have at least 9 months to put together a solid release plan to include all necessary wrap-around serves to best support and insure a successful reintegration, this process is now fast-tracked and once individuals are approved, they are released within days and with no further case-management.

In a 2019 Learning Collaborative Webinar hosted by the Vera Institute, Ashley McSwain, ED for the Community Family Life Center in Washington, DC, echoed TTD 2002 findings that women releasing from prison have 'specific needs.' McSwain also spoke vehemently about the connection between domestic violence, trauma, and incarceration and the need to work collaboratively with other institutions to best support justice-involved women upon reintegration into their communities. Given TTD's symbiotic relationship and already solid collaboration history with DOC case-managers and the warden to incarcerated women, CDGB grant funding would surely address the specific needs of this already vulnerable population. Put another way, TTD together with the DOC and CDBG funding, would secure and afford newly-released justice-involved women a solid foundation and successful community re-integration, despite the uncertain and ever-changing Covid-19 milieu.

### **3. Project Management**

Monique St. Laurent, Incarcerated Women's Program Coordinator, will provide oversight to the Project Safe Reentry program. She will work with Nicolle Slattery, Incarcerated Women's advocate, in the collaboration with DOC caseworkers to receive referrals and initiate contact with women who are close to their release date. Monique has worked at Through These Doors since 2012 and has served in a management capacity since 2018 overseeing the Incarcerated Women's programming at Maine Correctional Center, Southern Maine Women's Reentry Center and Cumberland County Jail. Monique is responsible for grant reporting for two federal grants in addition to obtaining grant funding through Maine Humanities Community for book group programming at MCC and SMWRC.

Nicolle Slattery, Incarcerated Women's Advocate, has worked for TTD for two years and comes to TTD from New Hampshire. In New Hampshire Nicolle was the Program Coordinator for a The Support Center at Birch House where she oversaw multiple grants and programming for five years.

The IW team meets weekly to discuss programming and service provisions. Project Safe Reentry would be a collaborative project that both Monique and Nicolle will work on in order to

serve all women who will be releasing during COVID-19 at both correctional facilities in Windham.

#### **4. Readiness to Proceed**

Through These Doors is ready to provide direct services and advocacy to victims/survivors who are being released from the Maine Correctional Center Women's Center and Southern Maine Women's Reentry Center. Through These Doors (formerly Family Crisis Services) has provided victim advocacy services since 1977 in Cumberland County. In 2005, TTD solidified our partnership with the Maine Correctional Center to create programming for women at their facilities. Since 2016, MCC Women's Center has provided office space for TTD staff in order to provide daily programming. In 2018 TTD was given office space at the newly opened SMWRC. The Incarcerated Women's Program Coordinator and the Incarcerated Women's Advocate has access to both facilities in order to provide seamless services to women during the COVID-19 through communication with caseworkers and mental health staff.

TTD Incarcerated Women's Program has daily/weekly communication with staff at MCC/SMWRC to discuss gaps in services and support for women who are planning to release during COVID-19. Amanda Woolford, Warden of the Women Services fully supports this grant application and has had caseworkers communicate directly with TTD advocates on who and when they will be releasing.

Project Safe Reentry could start immediately if funding was secured. The IW staff would meet (remotely) with caseworkers to identify individual who need support before release. The IW staff would schedule times with MCC and SMWRC caseworkers to meet with individuals through zoom meetings to discuss safety plan, resources and referrals to other community resources, and identify needs of additional support. The IW program and designated caseworker at DOC would then set deadlines of when reentry kits would be safety delivered to the facility for the individual. If rental assistance is identified as a need, the IW advocate would communicate with the landlord/rental management company regarding paying a portion of the rent to help assist the individual if releasing to a community within Cumberland County.

TTD would be responsible for purchasing the supplies for the reentry kit and delivering them to the facilities. MCC/SMWRC staff would be responsible for making referrals to TTD and to set up zoom meetings for TTD staff to meet with individuals seeking reentry kits, rental assistance and support services. TTD would be responsible for ongoing support for the individual once released if the individual wishes to continue to utilize TTD's resources. TTD would be responsible to communicate directly with the landlord/rental management companies and make payment directly to rental agent. The project would start immediately once funds have been secured and completion date would be by the end of calendar year 2020.

#### **5. Budget for the Project**

Through These Doors is seeking \$47, 412.50 from CDBG-CV to through the homeless prevention program and rental assistance eligible activities. DOC estimates that approximately 45 women will be released before December 31, 2020.

Through the homeless prevention program activities - TTD will purchase 45 kits and bring to MCC and SMWRC to distribute through individual's caseworkers once a referral and zoom meeting has taken place with an advocate. Each reentry kit will include the following: a backpack containing a trac phone, 2 30-day phone/data cards, Walmart \$150 gift card for food and/or clothing, and toiletries that consist of necessities such as: shampoo, deodorant, toothpaste, toothbrush, lotion, bath towel, washcloth, and tampons. Additional items that will be purchased are rain ponchos, a Metro 10 bus ride passes and a planner. These are recommended items that formerly incarcerated women have shared with TTD advocates. TTD recognizes the importance of having access to a phone with minutes for women to connect with community providers and supports; a planner to ensure they attend their scheduled meetings and appointments; and a backpack with necessities so they are able to budget their money for the many other items they may need once released. Upon release, many woman are without stable housing and the backpacks filled with necessities are often the only items they have.

The CDBG-CV funding through the rental assistance program would be utilized to assist with women who are being returning to live in Cumberland County once they are released. DOC estimates that approximately 30 women will be returning to Cumberland County to reside and work TTD would like to access rental assistance funds through CDBG-CV to assistance with individuals who have limited or no funds to support stable housing. Once a DOC referral is made to TTD advocates, TTD will work with the individual to see if they meet the household income guidelines to support CDBG funding and then connect with the landlord/rental agent to obtain information on how to assist with payment for first month's rent. TTD would provide assistance for first month's rent up to \$1,100 per individual and make the payment directly to the landlord/rental agent.

## **6. Partnerships, Collaboration, and Outreach.**

Given the short timespan between a SCCP approval and the subsequent release of eligible justice-involved women, it is imperative that TTD and DOC caseworkers work in unison to address the specific needs of those deemed eligible for early community release. To that end, TTD will create a specific-to-Covid-19 referral document and work closely, via email, phone and Zoom meetings, with DOC caseworkers to identify 'Project Safe Reentry' qualifying candidates. Once an individual has been approved and selected, TTD, along with DOC caseworkers will hold Zoom meetings with said individuals to ascertain services needed. As previously mentioned, TTD has a 43 year history in Cumberland County that has gained them a reputation of providing steadfast and impassioned support and services to domestic violence survivors, which includes justice-involved women. TTD diligence and dependability has also resulted in a myriad of solid partnerships with other local services provider agencies, such Maine Behavioral Healthcare, Sexual Assault Services of Southern Maine, Crossroads for Women, Florence House, and MacAulay House, to name a few. Thus, when an individual's needs have been identified, TTD will bring in other specialized services providers, via the established referral process, which will form a cohesive and comprehensive approach to meeting the specific needs of newly released justice-involved women.

It is important to take into consideration that the usual route of securing a housing voucher for newly released, justice-involved women is to apply post-release because applicants are required to meet with potential landlords as part of the vetting process. The assumption is therefore that women can and will stay with family and/or friends while they are looking for housing and filling out applications. However, DOC caseworker, Jenn J reminds us of the harsh reality that is the real-life situation for many newly releasing women with her recent statement that: “Unfortunately, not many people in this population have pro-social supports to help them until they get on their feet.”

TTD’s ‘Project Safe Release,’ along with the DOC and CDBG funding can be that missing link in a successful reintegration for justice-involved women releasing back into an almost unrecognizable community where our basic social structures and services are disrupted, strained or have ceased to exist altogether due to the coronavirus pandemic. We, together, can be that ‘leg-up’ that justice-involved women so desperately need for a clean slate and fresh start.

# CDBG-CV BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **Project Safe Rentry**  
 OPERATING AGENCY: **Through These Doors**

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Requested	\$ 47,412.50
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a. STOP Grant Funds, thru Maine Dept of Public Safety	Secured	6,919.00
b. OVW Grant Funds, thru Cumberland County, ME	Secured	3,500.00
State/ County Funds (please list)		
a. Cumberland County	Secured	3,500.00
b.		
Local Funds		
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>\$61,331.50</b>

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in CCEJ (excluding South Portland )	CDBG-CV Expenditures in South Portland	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	0	0	\$ 13,919.00	\$ 13,919.00
Employee Fringe Benefits	0	0		-
Materials/Supplies	14,412.50	0		14,412.50
Equipment	0	0		-
Advertising & Public Information	0	0		-
Other, please specify		0		-
a. (e.g.Client Rental Payment)	33,000.00	0		33,000.00
b.				
c.				
d.				
	\$ 47,412.50		\$ 13,919.00	\$ 61,331.50
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>				