

**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**, limit 1 page
- B. CDBG-CV Application Worksheet** , limit 2 pages
- C. CDBG-CV Application Narrative**, limit 7 pages
- D. Budget: Revenues and Expenditures**, attached separately, limit 1 page

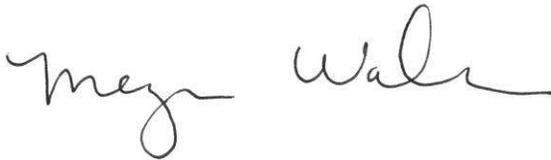
Budget worksheet **MUST** match budget listed on the Cover Page, Summary page, and in the narrative

Required documents for non-profit organizations:

- Verification of 501(c)3 or 6 Status**, limit 1 page
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, limit 1 page
- Most Recent Agency Operating Budget Summary**, limit 1 page
- 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

Date



5/11/20

Megan Walton

Chief Executive Officer

Name

Title



A. CDBG-CV COVER PAGE, limit 1 page

CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input checked="" type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input checked="" type="checkbox"/> Prevention of the Coronavirus <input checked="" type="checkbox"/> Preparation for the Coronavirus <input checked="" type="checkbox"/> Response to the Coronavirus		
Operating Agency	Southern Maine Agency on Aging		
Program Name	Meals on Wheels		
Program Area	<input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input checked="" type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address	136 U.S. Route One, Scarborough, ME 04074		
Address Services are Delivered	Service delivery happens across all towns in Cumberland County Entitlement Jurisdiction area including the City of South Portland.		
Executive Director /Town Manager	Megan Walton, Chief Executive Officer	Phone 396-6501	Email mwalton@smaaa.org
Project Director	Renee Longarini, Nutrition Programs Director	Phone 396-6510	Email rlongarini@smaaa.org
Financial Contact	Pam Dutremble, Accounting Manager	Phone 396-6508	Email pdutremble@smaaa.org
Person who completed the Application	Liz Thompson, Grant Writer and Donor Relations Specialist	Phone 396-6591	Email lthompson@smaaa.org
Amount of CDBG-CV Funds Requested \$65,000	Total Program Budget \$968,220		
Estimated number of people who will be served: 1,200	OR Estimated number of businesses served:		
DUNS Number	0831840770000	Tax ID 01-0360259	



B. CDBG-CV WORKSHEET, limit 2 pages

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.

A. Describe the beneficiaries or clients served by the program.	A. Older Cumberland County residents who live homebound and without regular access to food.
B. How many will be served by the proposed program? (unduplicated -per year)	B. 2,000+ in both York and Cumberland counties
C. How many are <u>CCEJ Resident</u> ?	C. 1,200 CCEF residents
D. How many are <u>low to moderate income residents of a CCEJ town/City</u> ? See income data in the instructions	D. 1,200 All presumed benefit / LMI
E. What percentage of total clients are low to moderate income residents of the CCEJ? (To calculate = D/B * 100; Must be > 51%)	E. 100% LMI presumed benefit category

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

A. Is this a new (pilot) program?	A. No
B. How many employees are currently employed in this program?	B. ~12
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. ~12
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. ~12

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Beneficiary information is collected through an extensive eligibility and needs assessment of each client. MOW assessors enter assessment results SMAA's client database – Wellsky.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. SMAA tracks every expense related to meal delivery and will know #s of meals served and expenses by town and region.
C. How will the units of service be tracked and documented?	C. MOW staff track # of meals delivered for each client. This information is then aggregated and analyzed.
D. How will the outcomes be measured, collected, and documented?	D. SMAA will measure outcomes using numbers of meals delivered and total clients served – all of which is tracked in the client and accounting database / software systems.

Please limit the CDBG-CV Worksheet to 2 (two) Pages.



C. CDBG-CV APPLICATION NARRATIVE

1. Program Description

The Southern Maine Agency on Aging's Meals on Wheels program provides home-delivered and nutrition meals to older adults who are homebound and unable to shop for or prepare adequate meals on their own. SMAA has been providing Meals on Wheels for more than four decades and the program plays an important role in meeting our mission of improving the quality of life for older adults, adults with disabilities, and the people who care for them.

A group of ~200 Meals on Wheels volunteers help to organize, distribute and deliver roughly 150,000 meals annually across southern Maine including 85,000+ in Cumberland County. Meals are distributed on Tuesdays and Thursdays and older adults can receive up to five meals every week. Program participants receive extensive eligibility and well-being screenings that enable staff to take a holistic approach to identifying and addressing a range of client needs extending beyond nutrition.

In a typical year, 1,500 individuals - roughly 800 of them Cumberland County residents - participate in this vital program. Unfortunately, the year ahead will be anything but "typical" for older Mainers during the COVID-19 crisis.

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

The COVID-19 crisis has exposed and magnified many of the challenges older adults face in our communities every day – access to food, social isolation, mobility issues, and access to medications and healthcare.

Maine holds the status of oldest state by median age in the country. This crisis has resulted in a huge surge of seniors who may have otherwise been living independent lives, but are now isolated and homebound, deeming them eligible for and in need of nutrition support. We are seeing Meals on Wheels referrals coming in at 2 ½ times the normal rate. SMAA currently has 1,075 active clients – typically we see ~750 active clients at one time.

SMAA anticipates seeing up to a 35% increase in the number of Cumberland County residents it will serve during the funding year of July 2020 – June 2021. This translates to serving an estimated 118,800 meals to ~1,200 Cumberland County residents during the funding year.

COVID-19 Response:

Responding to this COVID-19 crisis has required nonprofits everywhere to shift and stretch resources in unanticipated ways. Since the end of February, SMAA has been taking strong action to ensure that our core services remain in place during the emerging COVID-19 threat – particularly home-based services like Meals on Wheels.

Starting March 13th, operations at SMAA's main and other offices were suspended, and programs began functioning remotely. All group activities and services, SMAA's Adult Day Center, congregate meal programs, and in-person consultations were suspended, and staff began focusing on delivering services remotely, to the most vulnerable clients.



First Steps for Meals on Wheels:

As first steps for preparing for the COVID-19 crisis, SMAA reached out to all Meals on Wheels volunteers, and clients, to provide COVID-19 prevention information and details of program changes. All volunteers and clients were asked a series of questions to identify their risk of having been exposed to the virus. All volunteers were required to respond before continuing their volunteerism. It was communicated to all volunteers that if they had concerns about their or other's health, they should suspend their involvement in the program. Any clients who identify as being at high risk of having or sharing the virus receive special delivery precautions on a case-by-case basis.

Due to the fact that many of our volunteers are seniors themselves, SMAA experienced a quick reduction of delivery drivers who made the smart choices to follow self-isolation and quarantine practices. SMAA, and the community as a whole, responded quickly, hosting online trainings for A Volunteer Emergency Response Team (AVERT) members who seamlessly filled those roles. SMAA now has a reserve group of emergency volunteers to pull from when necessary.

SMAA has not and will not institute a waiting list for Meals on Wheels at this time. Recently, federal guidelines for Meals on Wheels eligibility were expanded to ensure that those most impacted by the crisis were able to receive meals. This has resulted in an even greater increase in referrals and enrollment into the program.

Emergency Nutritional Support:

With the exception of two of our largest meal delivery sites, SMAA has reduced delivery frequency to one day per week to minimize exposure and potential spread of the virus. No clients have had an interruption or reduction in meals since the crisis began. Meals are delivered using SMAA's traditional delivery infrastructure.

SMAA has taken several additional steps to ensure clients are safe and healthy during these challenging times:

- It is standard that SMAA supplies clients with three frozen emergency meals in the case of a storm or delivery complication. In immediate response to the growing COVID-19 concern, SMAA delivered an additional seven frozen "emergency" meals to clients.
- SMAA purchased shelf-stable meals and provided each client with five additional meals that could be stored at room temperature.
- SMAA continues to ramp up its Phone Pal program through which volunteers make daily check-in calls to isolated Meals on Wheels clients. Staff have held three online trainings for Phone Pal volunteers and continue to identify isolated clients in need of more regular social connection.

Continued Navigation of the COVID-19 Crisis:

COVID-19 will continue to impact Maine's seniors well after the state begins to "reopen" and we progress towards a new normal. Older adults will be at high risk until a vaccine is successfully released, and even after this point, many will continue to live in fear and anxiety.



SMAA is planning and preparing for a steady rise in demand for Meals on Wheels as our Maine seniors continue to navigate life with COVID-19. SMAA is dedicated to expanding our capacity, and the capacity of our clients, to participate in web-based services and programs, and hope to begin integrating technology and telehealth into the Meals on Wheels program.

Why are CDBG-CV Funds Important?

COVID-19 has unleashed forces we try so hard to prevent: ageism, economic insecurity, social isolation, and food insecurity. These are troubling and difficult times, but together we will persist and can write a new chapter for our Maine seniors and their families in the months to come.

CDBG-CV Funds of \$65,000 would contribute to the cost of meals that will be delivered to homebound and food-insecure Cumberland County seniors, and will help to support the staff time necessary to successfully run this robust and complex program.

The following are recent stories of how Meals on Wheel has helped to improve the lives of two Cumberland County seniors and their families during the COVID-19 crisis:

“Susan” called last week to enroll in Meals on Wheels. Her husband had passed away just a few days before, and he had been the one to do all of the cooking for the couple. She was overwhelmed by grief and anxiety around going to the grocery store and inexperience with preparing her own meals. Susan began receiving Meals on Wheels and has been connected to the Phone Pal program. She has multiple calls a week with her Phone Pal, who was specifically selected and matched because of their listening skills and ability to talk with Susan about the recent loss of her husband.

A SMAA Resources Specialist recently checked in on a Meals on Wheels client “Kate” who has limited use of her arms. Kate simply reported that “without Meals on Wheels, she would die”. She was emphatic about this and wanted to express her appreciation.

“Bob” serves as a caregiver for his 66-year old brother who is disabled. Bob had been helping his brother with grocery shopping, but due to COVID-19 and the need to limit grocery store visits for his own health, was looking for other options to keep them both healthy and safe. SMAA helped Bob discuss Meals on Wheels with his brother, who agreed to give the program a try – he has since reported that although initially hesitant, he absolutely loves the meals. Bob is feeling a huge sense of relief that his brother is receiving regular meals and SMAA has connected him to Family Caregiver Support programs to help him manage some of the stressors of caregiving.

3. Project Management

Renee Longarini, SMAA’s Manager of Nutrition Programs, has been an employee of SMAA for nine years. Prior to her current role, she served as the Site Manager for one of SMAA’s largest Meals on Wheels distribution sites. Among other responsibilities, Renee oversees all Meals on Wheels program operations including the Windham, Portland/Westbrook, Yarmouth, and Scarborough meal sites through which meals are distributed to Cumberland County residents. She oversees a staff of 20 total Nutrition employees and supervises more than 200 volunteers



who are instrumental in the Meals on Wheels meal delivery process among other roles. She maintains knowledge of all federal, state and SMAA policies regarding nutrition-related programs and works intimately with other SMAA programs to ensure interdepartmental referrals of clients in order to most effectively address their needs. She was an integral part of the creation and implementation of SMAA's Meals on Wheels client Extended Assessment and worked closely with SMAA's Volunteer Services department to build the Meals on Wheels Warming Crew and Phone Pals Programs. Renee received her BS in Business Administration from the University of Massachusetts.

4. Readiness to proceed

SMAA has been operating the Meals on Wheels program for 45+ years. Staff are well-positioned to seamlessly continue the program during the CDBG-CV funding period of July 1, 2020 – June 30, 2021. SMAA has an established and secure infrastructure for: receiving and processing client referrals; assessing client needs; referring clients to additional services at SMAA and in the community; recruiting and training Meals on Wheels volunteers; inventory management and client impact data collection; and delivering meals to senior's homes throughout the year. We have made necessary adjustments to volunteer trainings, program enrollment processes, and meal delivery practices based on the changing COVID-19 landscape and the evolving needs of our community.

5. Budget for the Project

The majority (nearly 50%) of expenses related to Meals on Wheels program are food costs. The second largest expense includes salaries and fringe of staff who oversee the program. Other expenses include indirect administration, benefits, travel (staff and volunteer mileage reimbursement), and occupancy costs.

CDBG-CV funding of \$65,000 would be used to support food costs (2/3rds of funding amount), while the remaining funds (1/3) would contribute to program staff salaries who make meal delivery possible. CDBG-CV funds will be used to support meal delivery in Cumberland County communities only.

SMAA is able to track numbers of meals served to each client and can analyze this information by the client's town of residence. This will enable staff to document and track expenses related to Meals on Wheels delivery in the City of South Portland vs. the rest of Cumberland County.

6. Partnerships, Collaboration, and Outreach

SMAA has seen an outpouring of community support directed towards the Meals on Wheels program since the pandemic began. Among many partnerships, SMAA is working with Westbrook and South Portland police departments, and the York County Sheriff's office who have assisted with meal delivery and loading and unloading of emergency meal supplies. These and other groups are on stand-by for meal delivery in the event that the crisis drastically worsens.

We have recently begun working with the chairperson of an immigrant community regarding the need for food for many seniors in that community. We have shared Meals on Wheels eligibility and other program information with the group and are exploring strategies for addressing language barriers.



SMAA's Community Services and Volunteer Services staff are working closely with local Age Friendly Community groups in a number of towns to help: identify clients in need of assistance; track community needs; link individuals to volunteer opportunities; and to serve as referral sources to/from each other's programs. Age Friendly Communities included: Gray/New Gloucester; City of Portland; South Portland; Yarmouth; Freeport/Pownal; and Raymond. We have also worked with these groups to create a comprehensive COVID-19-specific resource database on our website so clients and communities can easily understand and access services at SMAA and within specific towns.

Throughout the year SMAA partners with hundreds of other organizations and programs who serve as referral and service delivery partners. Last year, SMAA made 12,788 total referrals to more than 800 programs and organizations in order to provide needed wrap-around assistance, and greater depth of services, for individuals in need.

SMAA staff work with clients to help identify the individual's challenges and needs related to: food insecurity, access to healthcare, insurance coverage, transportation, legal challenges, in-home assistance, dementia, caregiving, and general assistance. Some of the most referred to partners/collaborators include: Legal Services for the Elderly; Alpha 1; Catholic Charities Maine; Maine Senior FarmShare; Home Care Assistance; DHHS; Opportunity Alliance Senior Companions program; Adult Protective Services; Social Security Office; local food pantries; Salvation Army; etc.

SMAA also uses its resource database of thousands of community partners to generate helpful "Resource Lists" for clients and families that summarize regional transportation services, affordable housing, home non-medical care resources, legal assistance, assisted living options, dental care, and independent housing options.



D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

CDBG-CV BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **Meals on Wheels in Cumberland County**
 OPERATING AGENCY: **Southern Maine Agency on Aging**

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	65000
Other HUD Funds (please list)		
a. South Portland CDBG	Secured	13000
Other Federal Funds (please list)		
a. Title III C	Secured	461662
b. Nutritional Services Incentive Program	Secured	135783
c. Social Services Block Grant	Secured	75080
State/ County Funds (please list)		
a. MaineCare Income	Projected	22292
b. State Home Delivered Meals Funds	Secured	38170
c. State Homebound Meals Funds	Secured	112163
Private Funds (Grants, Fundraising, etc, please list)		
a. SMAA Annual Fund	Projected	45070
TOTAL PROGRAM or PROJECT REVENUE		\$968,220.00

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
Personnel	18447	3003	213071	234521
Fringe			45960	45960
Food	37453	6097	431650	475200
Equip, Telephone, Supplies, etc.			18331	18331
Travel			43200	43200
Occupancy			25463	25463
Site Utilities			11952	11952
Indirect Admin			95830	95830
Consultants			10800	10800
Misc Exp			6963	6963
Total	\$55,900.00	\$9,100.00	\$903,220.00	\$968,220.00
TOTAL PROGRAM or PROJECT EXPENSES				\$968,220.00