

**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 Executive Authority

4/11/20

Date

Scott Morelli

Name

City Manager

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 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	City of South Portland, Maine		
Program Name	General Assistance		
Program Area	<input type="checkbox"/> Cumberland County Entitlement Jurisdiction <input checked="" type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address	PO Box 9422, South Portland, ME 04116		
Address Services are Delivered	25 Cottage Road South Portland, ME 04106		
Executive Director /Town Manager	Scott Morelli	Phone (207) 767-7606	Email smorelli@southportland.org
Project Director	Kathleen Babeu	Phone (207) 767-7617	Email kbabeu@southportland.org
Financial Contact	Greg L'Heureux	Phone (207) 767-7613	Email glheureux@southportland.org
Person who completed the Application	Joshua Reny	Phone (207) 767-7606	Email jreny@southportland.org
Amount of CDBG-CV Funds Requested \$10,000		Total Program Budget \$452,000	
Estimated number of people who will be served: <u>~10% of all GA clients</u>		OR Estimated number of businesses served:	
DUNS Number	037710373	Tax ID 01-6000036	



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. Those eligible for GA
B. How many will be served by the proposed program? (unduplicated -per year)	B. ~10% of GA clients will benefit from this supplemental funding
C. How many are <i>CCEJ Resident</i> ?	C. All residents of South Portland
D. How many are <i>low to moderate income residents of a CCEJ town/City</i> ? See income data in the instructions	D. All
E. What percentage of total clients are low to moderate income residents of the CCEJ? (<i>To calculate = D/B * 100; Must be > 51%</i>)	E. All

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. Two
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. Two
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. Two

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Via GA program, confidentially
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B Written application; circumstance, i.e. unemployment, etc. will be used to determine eligibility
C. How will the units of service be tracked and documented?	C. Via GA program
D. How will the outcomes be measured, collected, and documented?	D. All expenses tracked and reported to CDBG

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



C. CDBG-CV APPLICATION NARRATIVE

1. Program Description

Residents in South Portland are experiencing multiple hardships due to COVID-19 mobility restrictions, loss of jobs, transportation safety concerns, food insecurity & a feeling of despair in many cases. The hardships for our vulnerable population is greater than what we have seen in the past and the demand for services is unprecedented. General Assistance is a needs based program for our most vulnerable population. This safety net program assists residents with necessities, including shelter, food, non-food, medical and utilities. The program is a City service that is state-mandated and mostly funded by the State of Maine. The program assists with basic necessities, but strict eligibility guidelines are used and oftentimes the benefit does not sufficiently fund the board needs of our clients. The grant funds being requested would be intended to supplement and meet other unmet needs of those affected by this crisis.

2. Need for the Program

Historically, individuals who are homeless would seek shelter in Portland at Oxford Street Shelter. Shelters in the Portland area include Florence House for women, Portland Family Shelter, Oxford Street Shelter, and the Teen Shelter. Due to COVID-19, the shelters are not safe alternatives as they were in the past. USM's Sullivan Gym recently opened as a 50 bed shelter, and is already at capacity. Securing an apartment during the current crisis is extremely difficult. With limited or no resources, individuals and families reach out to their General Assistance offices. During COVID-19, many South Portland area motels are housing clients to keep everyone safe and secure. It is very expensive to house the homeless in an independent living arrangement and not everyone is being served, i.e. many homeless continue to be at greater risk.

General Assistance (GA) follows state maximums. Every fall, the City Council adopts new maximums for the program. For example, a household of one under GA with limited or no income would be eligible for up to \$1035.00 per month in housing cost. A household of three would be eligible for up to \$1448.00 per month. Motels run about \$340.00 per week (off-season) for a single person. The motel amounts are outside what is allowable under our GA program guidelines. The Social Services office receives weekly "emergency" calls regarding homeless cases. Grant monies to help subsidize clients while they pursue permanent housing would be very helpful. Funding would provide assistance to clients to stay in a stable yet temporary housing situation while they look for alternative permanent housing. South Portland Housing and Section 8 waiting lists are long. Securing housing and locating a suitable apartment during this crisis takes time and resources.

The increase in emergency housing requests additionally stems from families who have self-placed themselves in motels and paid their weekly rates with job earnings. Now, jobs are lost and due to overwhelmed unemployment phone lines, language barriers and difficulty maneuvering through the systems, clients have not been able to receive unemployment or the funds distributed from the "Care Act."

The trickle down impact from Covid19 for our vulnerable population additionally includes diminished resources for food. Many businesses are not open or have limited hours. Clients,



many of whom do not own vehicles, are now afraid to take public transportation due to health risks. Children are home from school and must go with parents seeking food and supplies. General Assistance receives daily calls related to food insecurity. The Department of Health and Human Services administers the Supplemental Nutrition Assistance Program (SNAP). There are requirements for SNAP, and asylum seeking households must have verification from USCIS and an "A" number in order to be eligible for state benefits. Due to families sheltering in place and the closure of schools, breakfast and lunches provided outside the home are not easily obtainable. Additional funding outside of the General Assistance program due to COVID-19 would be very helpful to those in need.

3. Project Management

Kathleen Babeu is Director of Social Services for the City of South Portland and has many years of experience leading the General Assistance Program and aiding the City's most vulnerable residents. She will oversee the program and all CDBG-CV expenses and administration. The City's finance staff will assist with financial management and administering drawdowns, etc.

4. Readiness to proceed

The General Assistance Program is an ongoing function of City Government, operating 365 days per year. The funds would be made available immediately upon award and there is no reason that drawdowns would be delayed. It is anticipated that all CDBG funds would be fully expended by the end of 2020.

5. Budget for the Project

CDBG-CV funds will pay for emergency housing, food, and other essential needs and expenses allowed under the General Assistance Program. The General Assistance Program is a function of South Portland's City Government and all expenses will be for South Portland residents. Expenses will be tracked separately from the GA program. The City is requesting \$10,000 for emergency housing, food assistance, and other essential needs. The intent is to spend the \$10,000 to meet the greatest needs and therefore each category may have differing levels of spending, based on the needs of the people being served. Expenses will be primarily focused on housing and food, but there may be other related emergency expenses allowed under the GA program and those expenses are anticipated to make up 10% or less than the total \$10,000 grant award.

6. Partnerships, Collaboration, and Outreach

The General Assistance Program works collaboratively with many regional service providers to ensure every clients has their needs met. Much of this collaboration is built on longstanding relationships and cooperation to ensure there is no duplicated effort and seek out resources when one particular program is unable to address a need. We will work with partners in the area, including the Food Cupboard, The Opportunity Alliance, and other related organizations to provide the best services we can to the public.



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

	GA Budget	CDBG-CV Supplement	Total
Emergency Housing	\$320,000	\$4,500	\$324,500
Food	\$45,000	\$4,500	\$49,500
Other	\$87,000	\$1,000	\$88,000
Total	\$452,000	\$10,000	\$462,000

