

**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*

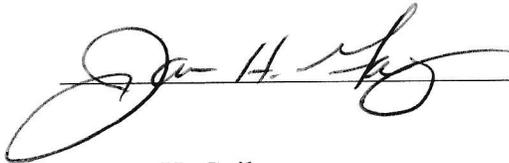
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative

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



5/11/2020

James H. Gailey

County Manager

Name

Title



A. CDBG-CV COVER PAGE, limit 1 page

CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input checked="" type="checkbox"/> Other <input 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	Cumberland County Emergency Management Agency		
Program Name	CCEMA Emergency Shelter Supplies		
Program Area	<input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address	22 High Street Unit 1, Windham ME 04062		
Address Services are Delivered	Cumberland County		
Executive Director /Town Manager	Joe Chappell, CCEMA Director	Phone 207-892-6785	Email chappell@cumberlandcounty.org
Project Director	Ron Jones, CCEMA Special Projects Coordinator	Phone 207-892-6785	Email jones@cumberlandcounty.org
Financial Contact	Donna Somma, CCEMA Finance Assistant	Phone 207-892-6785	Email somma@cumberlandcounty.org
Person who completed the Application	Emily Kaster, CCEMA Deputy Director	Phone 207-329-3638	Email kaster@cumberlandcounty.org
Amount of CDBG-CV Funds Requested \$30,670.65	Total Program Budget \$30,670.65		
Estimated number of people who will be served: supplies support 120 persons, can be deployed multiple times	OR Estimated number of businesses served:		
DUNS Number	03-470-2670	Tax ID	



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.

<p>A. Describe the beneficiaries or clients served by the program.</p>	<p>A. Clients served by this program could be displaced from their home (fire, disaster, etc.) or seeking shelter (tourists, people experiencing homelessness) in anticipation of a disaster, such as a hurricane. Emergency shelters are a last resort, and the clients that rely on them during a disaster are typically vulnerable populations that are experiencing economic hardship. CCEMA and/or municipalities activate emergency shelters for these situations.</p> <p>In addition, emergency shelters may be activated to house first responders, healthcare workers, or other disaster service support staff required to continue services during a disaster.</p>
<p>B. How many will be served by the proposed program? (unduplicated -per year)</p>	<p>B. It is impossible how many disasters could occur during the next year that may require the use of the Shelter Trailer and Supplies. Based on current requests for Shelter Supplies (Cots) during April 2020 in COVID-19 response, we estimate 75 cots will be utilized in the remained of 2020, should this grant be approved.</p>
<p>C. How many are <u>CCEJ Resident</u>?</p>	<p>C. N/A – We will be able to aggregate this data after a deployment of the shelter trailer and supplies, but not before.</p>
<p>D. How many are <u>low to moderate income residents of a CCEJ town/City</u>? See income data in the instructions</p>	<p>D. N/A.</p>
<p>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>)</p>	<p>E. N/A</p>

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

<p>A. Is this a new (pilot) program?</p>	<p>A. No</p>
<p>B. How many employees are currently employed in this program?</p>	<p>B. 7 – function of all EMA staff</p>
<p>C. How many employees will be employed in this program if it receives CDBG-CV funding?</p>	<p>C. N/A</p>
<p>D. How many employees will be employed in this program if it does not receive CDB-CV funding?</p>	<p>D. N/A</p>



4. Documentation

A. How will the beneficiaries' information be collected and documented?	A. EMA or the corresponding town using the shelter trailer will collect the beneficiary information. EMA will keep the aggregate data in an electronic spreadsheet.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. EMA will document the reason for deployment, use, and location of the shelter trailer.
C. How will the units of service be tracked and documented?	C. EMA will use an electronic spreadsheet to track deployment and usage of the shelter trailer. Each occupied bed will be considered one unit of service.
D. How will the outcomes be measured, collected, and documented?	D. EMA will electronically track deployment and usage of the shelter trailer and will report quarterly on the usage.

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



CDBG-CV APPLICATION NARRATIVE – CCEMA EMERGENCY SHELTER SUPPLIES

1. Program Description

Cumberland County Emergency Management Agency (CCEMA) provides residents, municipalities, and whole community partners with the education and support needed to mitigate against, prepare for, respond to, and recovery from all types of disasters through a comprehensive, risk-based, all hazards emergency management program. CCEMA supports the local emergency management director (often the fire chief) in each municipality throughout Cumberland County.

One of CCEMA’s response functions is mass care services, which includes emergency sheltering. During the last decade, CCEMA has built relationships, plans, and capabilities for emergency sheltering in Cumberland County. There are 12 identified shelters sites within Cumberland County. These sites could be used as regional or municipal shelters. With the partnership of these facilities and the American Red Cross, CCEMA developed detailed plans and executed agreements for the use of the sites. These plans and agreements were predicated on the staff (to run the shelter) and the resources (to set up the shelter) being provided by the American Red Cross (ARC).

The ARC of Maine provided CCEMA with their organization’s capability assessment to provide mass care services within Cumberland County. In July 2019, a meeting of CCEMA staff, the ARC District Program Manager, and the Maine Emergency Management Agency (MEMA) Mass Care Planner was conducted. The capability assessment provided at this meeting (available upon request) asserts that for the initial 48 hours after a disaster, the expectation is for Cumberland County to provide basic services (cots, blankets, etc.) in a short-term shelter. When conditions are dangerous for ARC staff or volunteers to travel (for example, an ice storm), it is the responsibility of CCEMA to open the shelter. Furthermore, the assistance of the ARC is predicated on approval from national ARC leadership. During emergency sheltering operations at the Portland Expo in July 2019, ARC headquarters denied the request for shelter assistance made by the City of Portland. On March 25, 2020 during COVID-19 response, the ARC Disaster Cycle Services Mission Decision Matrix categorized Maine as a “red” or “high” risk area. As a result, the ARC is unable to have staff or volunteers support shelters in Maine. They “may” provide supplies for a shelter, based on availability. As demonstrated by the examples above, the ARC is a key partner in shelter operations, however has a reduced capabilities, due to operational constraints and ongoing disasters across the country.

Recognizing the need to strengthen our shelter program capabilities in Cumberland County, CCEMA staff have developed new products and initiatives to fill this gap. Plans are underway to finalize “Shelter in a Box” materials, which provides plans, checklists and guidelines for opening shelters at the municipal level. Trainings are scheduled that will provide our partners with these “Shelter in a Box” materials, and credential Shelter Managers. The remaining gap is the supplies to operate the shelter. This grant application outlines the equipment purchase needed to propel CCEMA’s shelter planning from conceptual to operational. This equipment purchase will include basic shelter supplies (cots, blankets, pillows, basic toiletry kits, first aid kit, etc.) for 120 people. This equipment purchase will also include a towable trailer, to facilitate the transport and safe storage of the basic shelter supplies.



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

Need for the Program: One of CCEMA's responsibilities during disaster response is to manage resource requests from the 28 municipalities in Cumberland County. First, we attempt to fulfill this resource request with assets available in Cumberland County. If we cannot fulfill the request, CCEMA then submits a resource request to the Maine Emergency Management Agency at the state level.

As of May 7, 2020, CCEMA has received three resource requests for basic shelter supplies (cots) during COVID-19 response. CCEMA was unable to fulfill these requests at the County level. These requests were fulfilled by MEMA.

- Falmouth Fire Department – 15 cots provided by MEMA
- Freeport Fire Department – 12 cots provided by MEMA
- City of Portland – 50 cots provided by MEMA

Daily resource inventory data provided by MEMA indicates there are approximately 500 cots available in the State of Maine available for use in emergency shelter operations. As of May 7, 2020, 150 cots were allocated to support missions across Maine. There are currently 350 remaining cots available for emergency sheltering. These cots are located in Augusta, and their use is predicated upon approval by MEMA, and delivery from the Maine Department of Transportation. If an emergency shelter is needed in Cumberland County, it will take hours or days to access these cots from the state.

Relation to COVID-19: The need for shelter supplies, cots especially, has increased during COVID-19 for the following reasons:

- COVID-19 presents novel shelter situations. First responders and healthcare workers are exposed to COVID-19 daily. Some first responders and healthcare workers have self-isolated from their households as a precaution, to avoid exposing family members to COVID-19. Some first responders and healthcare workers have quarantined for 14 days based on likely exposure to positive COVID-19 patients.
- Persons experiencing homelessness are vulnerable to COVID-19, and likely to spread COVID-19 in the community if infected. Initiatives to provide persons experiencing homelessness with shelter during COVID-19 are critical to the public health response.
- Natural disasters such as hurricanes or large apartment building fires have the potential to displace persons from their homes during COVID-19. These disasters may require shelters to be activated on short notice.

Need for CDBG Funds: Cumberland County does not have disaster or contingency funding source for these types of emergency shelter supplies. CCEMA's budget is limited to support staffing and operational costs. While there are many funding streams available to first responders and other public safety agencies through supplemental Coronavirus funding streams, none have been allocated to County Emergency Management Agencies in Maine at this time.



3. Project Management

CCEMA staff will manage the shelter trailer and supplies contained within. CCEMA currently operates and maintains a Communications Trailer at the Windham campus, and is familiar with the necessary maintenance, safety protocols for deploying trailers, and training of staff members and volunteers on such programs.

CCEMA has experience with several federal grants, to include the Emergency Management Performance Grant and the Homeland Security Grant Program through the Federal Emergency Management Agency. Our staff is experienced in grant reporting and fiduciary responsibilities.

4. Readiness to Proceed

Completed steps:

- Identified the need for shelter equipment within Cumberland County.
- CCEMA obtained an upgraded vehicle (Chevrolet Tahoe) from the Cumberland County Sheriff's Office that is capable of towing trailers.
- Identified partners, local emergency management directors, to facilitate the use of the shelter equipment at the municipal level.
- Identified a framework for shelter operations within Cumberland County. CCEMA staff has adapted a program "Shelter in a Box" which provides planning documents and checklists when a shelter is opened.
- Location for shelter trailer identified, Windham/CCEMA Campus.
- CCEMA has researched the specifications for the shelter equipment desired, and obtained a vendor quote.

Next steps to initiate the program:

- Purchase shelter trailer and equipment. (Estimated start and end June 2020)
- Familiarize CCEMA staff with the shelter trailer and equipment. (Start and end July 2020)
- Develop schedule for CCEMA staff to maintain the shelter equipment trailer and conduct necessary equipment inventories. (Start and end July 2020)
- Coordinate with the County Manager and legal advisor to develop a MOU. The municipality requesting use of the trailer during an emergency will be required to sign this MOU. (Start June 2020, end July 2020)
- Conduct "Shelter in a Box" training (scheduled for June and October 2020, content is being adjusted for safe delivery during COVID-19). This training will credential Shelter Managers at the municipal level throughout Cumberland County. Familiarize Shelter Managers with the shelter equipment available, and associated request process. (Start July 2020, end November 2020. Repeated annually)
- Conduct outreach in Cumberland County to educate partners about CCEMA's shelter program, capabilities, and opportunities for partnerships. (Start June 2020, ongoing)



5. Budget for the Project

The budget for this program is \$30,670.65 of CDBG-CV funds. These funds will support (1) purchase of the trailer, (2) purchase of the shelter supplies, and (3) freight shipping for the trailer and supplies to be delivered to Windham. These costs are detailed below, and outlined in the quote provided.

1. A portion of these funds are requested to purchase the trailer itself. As outlined in the quote, this trailer will be equipped with a light tower and a small generator. This will provide emergency lighting for trailer deployment at night, and capability to power small devices (such as a radio charging station) or a small building being used as a shelter. This trailer will be outfitted with a graphics package so that it is identified as a regional emergency shelter asset.
2. The supplies contained within the trailer can assist 120 persons seeking shelter. These supplies include 100 standard cots, and 20 cots for persons with special needs. In addition, each shelter client will receive a blanket and pillow. Several basic shelter supplies are included- 2 containers for food, 2 containers for beverages, and infant supplies.
3. Freight shipping for the trailer (and supplies) to Windham.

CCEMA will provide funding for the expenses of the trailer registration and insurance. In addition, CCEMA has established a plan for the replacement of consumable shelter supplies (blankets) and any damages incurred during deployment. In the MOU between CCEMA and municipalities, we will include provisions for this purpose. The municipality requesting the use of this trailer and supplies will be financially responsible to replace consumable items and repair any damages incurred.

6. Partnerships, Collaboration, and Outreach

CCEMA's work is contingent on strong partnerships with municipalities, non-profits, and whole community partners. Through the local emergency management director designed in each municipality, we have a direct point of contact to each community within Cumberland County.

Fortunately, there are clear chains of command within emergency management. There are emergency managers at the local, county, and state levels within Maine. We are working with these partners daily during COVID-19 response. Because of this chain of command, CCEMA is the only provider of these mass care services during emergencies. There are established processes in place to request resources during emergencies, which reduce duplication of effort and provide clear communication to partners involved. Depending on the scale and complexity of the disaster, we may partner with volunteer organizations and non-profits to provide sheltering services.

When an emergency shelter is opened, we provide this information to residents through our multi-faceted communications plan. Shelter information is provided to residents through 211 Maine, CCEMA's website and social media pages, and local communication channels. In addition, information could be pushed out through CodeRED, the emergency alert system for Cumberland County.



CDBG-CV BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **CCEMA Emergency Shelter Supplies**
OPERATING AGENCY: Cumberland County Emergency Management Agency

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request		
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds		
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		

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				
Employee Fringe Benefits				
Materials/Supplies				
Equipment	30,670.65			30,670.65
Advertising & Public Information				
Other, please specify				
a. (e.g.Client Rental Payment)				
b.				
c.				
d.				
TOTAL PROGRAM or PROJECT EXPENSES				



ProPac, Inc.

2390 Air Park Rd, North Charleston, SC 29406

Phone: (800) 345-3036

Fax: (888) 877-6722

<https://propacusa.com/>

Quote # 28167

Entered By JDORTON

Quote Date: 4/24/2020

Source: EST

Quoted To: Client account number: COU00068	Shipping Location: COU00068					
Bill To: COUNTY OF CUMBERLAND JAMES BUDWAY 142 FEDERAL STREET PORTLAND, ME 04101 US	Ship To: COUNTY OF CUMBERLAND 22 HIGH ST ATTN: RON JONES WINDHAM, ME 04062					
Phone: (207) 892-6785 Fax:	Phone: (207) 892-6785 Fax:					
Terms: NET 10 DAYS	Ordered By: RON JONES	Customer PO:	Carrier: ORIGIN	Service: ORG	Inside Sales:: JOHN DORTON	Outside Sales:

Line #	Item#	Item Description	Quantity	Price	UOM	Extended
1	D6016	DISASTER TRAILER	1	10,669.90	EA	10,669.90
2	K5500	25 PERSON SHELTER KIT	4	2,234.00	EA	8,936.00
3	L2030	ENHANCED SPECIAL NEEDS COT	20	155.00	EA	3,100.00
4	L4010	PILLOW INFLATABLE 50/CASE	1	54.88	CS	54.88
5	L1005	POLAR FLEECE BLANKET, 25/BOX	25	5.88	EA	147.00
6	L1013-BA	BLANKET 50% WOOL	5	229.02	BA	1,145.10
7	K3108-PRO	UNISEX HYGEINE TUBE KIT	1	2.35	EA	2.35
8	F6010	BEVERAGE CAMBRO 4.7 GALLON	2	196.76	EA	393.52
9	F6005	FOOD CAMBRO, 24QT	2	364.00	EA	728.00
10	X1170	AIRLIGHT INFLATABLE LIGHT TOWER - 10 FT	1	1,199.00	EA	1,199.00
11	D9000	GENERATOR 5500W	1	868.00	EA	868.00
12	D9015	GENERATOR CORD	1	28.00	EA	28.00
13	D9010	EXTENSION CORD 50FT 12/3 TRIPLE TAP	2	67.20	EA	134.40
14	K4200	INFANT SHELTER KIT	10	71.12	EA	711.20
15	T1149	WHEEL CHOCK	1	0.00	PR	0.00
16	T2000	LUG WRENCH	1	0.00	EA	0.00
17	T1210	TRAILER GRAPHICS	1	300.00	EA	300.00

Quote Notes: BASIC GRAPHICS PACKAGE: (3) SIDES OF TRAILER, (2) LINES PER SIDE

FREIGHT QUOTES ARE ONLY VALID FOR 15 DAYS LIFTGATE, INSIDE DELIVERY, RE-DELIVERY, APPOINTMENTS, RESIDENTIAL DELIVERY WILL RESULT IN ADDITIONAL CHARGES	Subtotal:	28,417.35
	Freight:	2,253.30
	Sales Tax:	0.00
	Total:	30,670.65