

# CORONAVIRUS RESPONSE

## I. CDBG-CV APPLICATION

### COMPLETE APPLICATION CHECKLIST

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

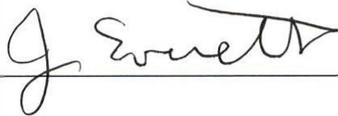
- A. CDBG-CV Application Cover Page, *limit 1 page*
- B. CDBG-CV Application Worksheet , *limit 2 pages*
- C. CDBG-CV Application Narrative, *limit 7 pages*
- D. Budget: Revenues and Expenditures, attached separately, *limit 1 page*  
*Budget worksheet MUST match budget listed on the Cover Page, Summary 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



May 11, 2020

Joseph Everett

President & CEO

Name

Title

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CDBG-CV Application May 2020

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The Opportunity Alliance

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The Opportunity Alliance

**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 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	The Opportunity Alliance		
Program Name	Cumberland County Homeless Prevention		
Program Area	<input checked="" type="checkbox"/> Cumberland County Entitlement Jurisdiction <input checked="" type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address	50 Lydia Lane South Portland, Maine 04106		
Address Services are Delivered	222 St. John Street Portland, ME 04102		
Executive Director /Town Manager	Joseph Everett, President/CEO	Phone 207-523-5055	Email: Joe.everett@opportunityalliance.org
Project Director	Karen Turgeon VP Programs	Phone 207-221-8623	Email: karen.turgeon@opportunityalliance.org
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-CV Funds Requested \$215,000		Total Program Budget \$215,000	
Estimated number of people who will be served: 60 Households and approximately 130 Individuals		<b>OR</b> Estimated number of businesses served:	
DUNS Number	06-527-0445	Tax ID 01-0274725	

**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 (L<M<C)** an activity which provides benefits to a specific group of persons who qualify as LMI.

**2.**

A. 2.Describe the beneficiaries or clients served by the program.	A. Residents of Cumberland County (excluding Portland and Brunswick) who are at risk for eviction or homelessness or in-jeopardy of substandard housing conditions (loss of electricity or heat) due to insufficient income, loss of wages, child care, or are experiencing or have experienced (and are suffering financial repercussions), inability or delay to secure employment due to adverse effects of the CV Event.
B. How many will be served by the proposed program? (Unduplicated-per year)	B. At least 60 households and approximately 130 individuals per year.
C. How many CCEJ Residents?	C. All beneficiaries served will be CCEJ residents
D. How many are low to moderate income residents of the CCEJ town/City? See income data in the instructions	D. 100 Individuals
E. What percentage of total clients are low to moderate income residents of the CCEJ? (To calculate = D/B x 100; must be > 51%)	E. 75%

**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. .75

C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. Up to 1.5
D. How many employees will be employed in this program if it does not receive CDBG-CV funding?	D. .75

**4. Documentation**

A. How will the beneficiaries' information be collected and documented?	A. We will maintain written collection of client impact experience (notes) in an electronic record in addition to obtaining income verification and external verifications (employer, Case Manager, Landlords, Medical Professional, etc.) as available.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. We will obtain signed landlord forms (voucher), mortgage statement or a copy of utility bills, etc depending on benefit provided. We will maintain an Excel Spreadsheet for tracking, a record of payment through our finance department and a copy of documentation in the file.
C. How will the units of service be tracked and documented?	C. Contacts with beneficiaries will be documented via client electronic notes in the client electronic records- EMPOWOR, and a copy of email communication in the client paper file.
D. How will the outcomes be measured, collected, and documented.	D. We will use an Excel Spreadsheet to track and document payment, vendor, amount and client's town location (origin); Outcomes of Payments and what was achieved will be documented in Client's electronic record (Outcomes), Client electronic survey will capture new gains at closing of file.

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

### **1. Program Description**

The Cumberland County Homelessness Prevention Program (CCHP) is an existing program at The Opportunity Alliance (TOA). CCHP provides comprehensive and adaptive housing case management for those at risk of homelessness or already experiencing homelessness. CCHP serves families and individuals who live in Cumberland County (excluding Portland, Brunswick and Frye Island) TOA has operated CCHP for 13 years and provides assistance to approximately 200 individuals per year.

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 Program Coordinator 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 Program Coordinator 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.

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

Prior to the Coronavirus, Cumberland County had nearly one in four families living 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 while making difficult decisions about what to prioritize spending their limited funds on. 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.

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In Maine 26% of renter households have extremely low income with 53% having a severe

## **C. CDBG-CV APPLICATION NARRATIVE** *(continued)*

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 80% percent of people in these groups will fall in the lowest income category.

As a result of the State's actions to protect against Mainers from contracting the Coronavirus non-essential businesses were required to close, including childcare providers resulting in many families not having childcare to rely on. As a result, 125,000 Mainers filed for unemployment benefits and those who are self-employed were delayed in their ability to apply for benefits. Individuals living paycheck to paycheck have now fallen behind in their rent and household bills. These CDBG-CV funds are essential to keep these individuals and families housed.

### **3. Project Management**

The Director of Access & Intake and Community Services will provide oversight of the program deliverables, reporting, and budget. The Director has 18 years of community services experience and she maintains her LCSW. The Opportunity Alliance has successfully managed CCHP for 13 years and has demonstrated its effectiveness. This additional project will seamlessly be incorporated into the current work provided by the CCHP service.

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 well connected to all of the relevant resources in the community.

TOA is accredited by the Council on Accreditation (COA) and by the American Association of Suicidology (AAS). The re-accreditation by COA involves a detailed review and analysis of our organization's administration, management, and service delivery functions against international standards of best practice. The standards driving accreditation ensure that services are well-coordinated, culturally competent, evidence-based, outcome-oriented, and provided by a skilled and supported workforce. Additionally, TOA holds both Mental Health Agency and Substance Abuse Agency licenses from Maine DHHS.

### **4. Readiness to proceed**

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. This project has benefited from past support of the Cumberland County CDBG funds and this infrastructure has stayed intact.

## **C. CDBG-CV APPLICATION NARRATIVE** *(continued)*

Additional staff will be secured dependent on application volume to ensure all residents in need receive the necessary services. TOA will outreach to our current community contacts to inform them of the additional resource available. The development department will market through our email and social media outlets to ensure the community is aware of the additional funds available.

This project will span the 4 quarters of FY21 with the initial contract/environmental review occurring within the first quarter. Service provision providing housing focused case management and information/referral will occur for the full FY21 period. Reporting will be provided during quarters 2, 3, and 4 with the project being completed the end of June 2021.

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

The salary and benefit portions of the budget is direct staff costs for this CDBG contract and will be used to support salaries of the case managers providing the services. An additional half time person would need to be employed to provide this service to CCEJ and South Portland. Administrative allocations are set at TOA's federally approved indirect rate which is charged on all applicable expenses and covers the indirect costs such as finance for processing the checks and invoices needed for this project, HR, IT, etc.

Our electronic record provides detailed reports on the time spent, location, and the services that were provided. For example, we have current data on how many households and individuals we have served in South Portland this fiscal year through our CCHP program. We will utilize this same electronic record system to track the work for this contract thus allowing us the ability to identify clients and location for reporting.

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

In addition to marketing via our development department, we will reach out to families and businesses in need through our own 45 programs and services as TOA helps over 20,000 individuals annually. One of our programs is 211 Maine, the health and human services information line for the State. 211 is a free information and referral service that is available 24 hours a day, 7 days a week. TOA employees also provide general assistance support for 6 towns in Cumberland County.

To ensure there is not a duplication of services we will obtain information on the resources applicants have utilized or attempted to utilize. If they have not applied for those resources, we will support them in the application process. The Program Coordinator assesses each financial request and acts as the liaison to collaborate with towns/cities and other community resources.

**D. BUDGET: REVENUES AND EXPENDITURES** *(continued)*

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

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: **CDBG - CV**  
 OPERATING AGENCY: The Opportunity Alliance

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request		215,000.00
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		
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>215,000.00</b>

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in CCEJ (excluding South Portland and Bridgton)	CDBG-CV Expenditures in Bridgton	CDBG-CV Expenditures in South Portland	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	18,720		12,480		31,200.00
Employee Fringe Benefits	5,616		3,744		9,360.00
Materials/Supplies	-		-		-
Equipment	-		-		-
Advertising & Public Information	-		-		-
Other, please specify	-		-		-
a. Client Rent/Mortgage/Utility Pmts	90,000		60,000		150,000.00
b. Admin Allocations	14,664		9,776		24,440.00
c.					
d.					
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>					<b>215,000.00</b>