

BRIDGTON BOARD OF SELECTMEN'S MEETING AGENDA

Amended Agenda Item, Added May 12th

DATE: Tuesday, May 12, 2020

TIME: 5:00 P.M.

PLACE: VIRTUAL MEETING INVITATION INSTRUCTIONS

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/878588821>

You can also dial in using your phone.

United States: +1 (224) 501-3316

Access Code: 878-588-821

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. April 16, 2020
 - b. April 28, 2020
4. Public Comments on Non-Agenda Items (Each speaker *may* be limited to 3 minutes.)
5. Committee Reports
6. Correspondence, Presentations and Other Pertinent Information
7. Public Hearing at 6:00 P.M.: CDBG-CV Application Review/Recommendations from CDC
8. Action Items Following Public Hearing
9. New Business
 - a. Awards and Other Administrative Recommendations
 - b. Permits/Documents Requiring Board Approval
 1. Commitment of Sewer User Rates #238
 2. Victualer's Licenses
 - a. Big Apple Bridgton #1000
 - b. Big Apple Bridgton #1107
 - c. Tarry A While Resort, Inc.
 - d. Magic Lantern, LLC
 3. Approval of Budget Revisions
 4. Documents for Placement of Referendum Questions on Ballot
 - a. Town of Bridgton Select Board Order to Place Referendum Questions on the July 14, 2020 Ballot
 - b. Certification of Proposed Ordinance Amendments to Allow and Regulate Marijuana Establishments, and Order
 - c. Certification of Proposed Housekeeping Amendment to the Bridgton Land Use Ordinance to Clarify Dimensional Requirements, and Order
 - d. Approval of Annual Town Meeting Warrant
 - c. Selectmen's Concerns
 - d. Town Manager's Report/Deputy Town Manager's Report

10. Old Business (Board of Selectmen Discussion Only)
 - a. Wastewater Status Update
 - b. Streetscape: Upper and Lower Main Street Status Update
11. Treasurer's Warrants
12. Public Comments on Non-Agenda Items (Each speaker may be limited to 3 minutes.)
13. Dates for the Next Board of Selectmen's Meetings
May 26, 2020; June 9, 2020; June 23, 2020
14. Adjourn

**Town of Bridgton
Office of the Community Development Director**

MEMORANDUM

To: Board of Selectmen
CC: Community Development Advisory Committee
From: Linda LaCroix, Community Development Director
RE: Response to COVID-19 Pandemic
Date: May 7, 2020

Since my last update the BOS on the CDBG-CV funding opportunity and based on the vote of the Board to reconsider support of the single application, we have received specific guidance on how to proceed with the CDBG-CV program under the standard CDBG procedures.

First, we had to modify the County application to reflect the Town of Bridgton as the reviewing authority. This past Saturday we posted notice of the Bridgton managed funding opportunity to the public, with applications due Wednesday, May 6 by 4 pm. Today, Thursday May 7 the Community Development Advisory Committee will review applications. This past Monday we posted notice of a public hearing by the BOS on May 12 to consider and vote on applications brought forward by the CDC. Following the BOS vote, approved projects will be forwarded to County for review and consideration. Monies for approved projects are anticipated to be available in June.

A note on the tight schedule: the CDBG-CV program as envisioned by HUD was designed to be implemented on a fast track basis. Initially the town was to join with other towns to submit a modified single application; subsequently after receiving guidance that this would put the town in competition with other programs, including non-Bridgton based programs, the BOS reconsidered the vote. While applications were made available to us by County on April 24th, the new framework presented by County on the single application and subsequent consideration and vote put us behind because we had to pivot to the new guidelines under which Bridgton's applications would be processed. Final guidelines were received last Friday with a deadline to forward fully vetted applications to County by May 14.

Guidance received from County outlined specific areas for which these HUD funds would be able to be used. They include:

- Food Assistance Programs
- Rental and Mortgage Assistance Programs
- Homeless Prevention Programs
- Small Business Loan-Grant Programs
- Job Creation and Retention Programs.

3 Chase Street, Bridgton, Maine 04009
207-803-9956 (direct line) 207-595-3560 (mobile)
LLaCroix@BridgtonMaine.org

Town of Bridgton
Office of the Community Development Director

Initially we outlined an approach in an April 27, 2020 memo to the BOS that would have included aid to individuals through the Bridgton Community Center and aid to businesses through the town's micro-loan program. New guidance and alerts to the town from County precluded use of the micro-loan program because of issues brought up by County suggesting that the micro-loan program may have been sunsetted. In addition, the shortened time period to verify the County's conclusions and establish a program with a local bank, as well as a micro-loan governance committee, was not adequate.

In response we made a decision to target all funds coming under the HUD CDBG-CV program to individuals through the BCC. To address businesses that are clearly in need of similar assistance we determined that we would activate the micro-loan program independent of the County framework, believing that the issues brought up by County could be vetted and eliminated. We have substantial funds in the micro-loan program of over \$78,000 as of a 2019 bank statement that could be used to bring our local businesses through this difficult period. The CDD office will carry out that task with a plan to approach the Norway Savings Bank as the administrator of the loan applications, and a three-person committee to provide oversight. We will put that into play as fast as possible so funds can reach businesses in this time of need.

With the help of the BCC Director Carmen Lone the CDD submitted three applications on behalf of the BCC that together total the full amount of \$113,219 that is the set aside for Bridgton under the CDBG-CV program. The applications are for the following robust assistance programs to be administered by the BCC with the Town of Bridgton providing pass-through funds to ensure prompt delivery of assistance to approved applicants:

- Community Resource Navigator - Temporary Shelter Program (CRN-TSP)
- Community Resource Navigator - Rental/Utility Program (CRN-RUP)
- Community Resource Navigator - Food Assistance Program (CRN-FAP)

Copies of the applications as approved by the CDC on Thursday will be provided to the BOS for consideration at their May 12 public hearing.

Respectfully Submitted,



CDC Meeting Minutes 05/07/20

Chair: Robert McHatton

Members Present: H. Archer, G. Ballard, U. Flaherty, M. Sanborn, K. Raday

Others Present: C. Lone, D. Brusini, K. Downs

Presenter: L. LaCroix

The purpose of the meeting was to review applications for CDBG - CV funding and make recommendations to the BOS for their action. After a presentation by L. LaCroix & questions from committee members, the CDC voted unanimously to approve the following:

*\$ 44,000 Temporary Shelter Program
63,219 Rent/Utility Program
6,000 Food Assistance Program*

\$113, 219. Total

*Note: all 3 programs are under the Community Resource Navigator at BCC
See memo of 05/07/20 from L. LaCroix for further details.
The for their timely and thorough presentation.*

TOWN OF BRIDGTON

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*

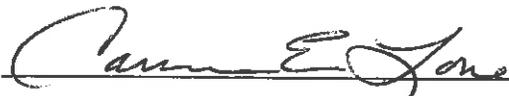
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative

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

 _____ 5/6/2020

Carmen E. Lone

Executive Director

Name

Title

TOWN OF BRIDGTON

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	Bridgton Community Center		
Program Name	Community Resource Navigator – Food Assistance Program (CRN-FAP)		
Program Area	<input checked="" type="checkbox"/> Town of Bridgton		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director /Town Manager	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Linda L. LaCroix	Phone 207-595-3560	Email LLaCroix@bridgtonmaine.org
Amount of CDBG-CV Funds Requested \$6,000		Total Program Budget \$6,600	
Estimated number of people who will be served: 60		OR Estimated number of businesses served:	
DUNS Number	621548051	Tax ID 14-1879353	

TOWN OF BRIDGTON

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. L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 60 (16% of estimated at-risk population)
C. How many are <i>Bridgton Residents</i> ?	C. 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = D/B * 100; Must be > 51%)	E. 100%

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

A. Is this a new (pilot) program?	A. Yes
B. How many employees are currently employed in this program?	B. 2
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 3
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 0

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Beneficiaries will complete an intake form, including an income self-certification form, staff will keep all original records in a locked file and store summary information in an electronic file for quarterly reporting.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. The beneficiary intake form will include specific coronavirus related questions, along with space for a narrative explanation if one is needed.
C. How will the units of service be tracked and documented?	C. Individual client files will include all food expenses, including admin time, related to the client. Summary data will be tracked on an electronic file for reporting purposes.
D. How will the outcomes be measured, collected, and documented?	D. Staff will track all clients, perform quarterly monitoring to ensure goals are being met, and document outcomes in quarterly reports.

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

C. CDBG-CV APPLICATION NARRATIVE

1. Program Description

The Community Resource Navigator Program (CRN) is an existing resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton's L/M elderly, disabled, veterans and vulnerable populations. The Resource Navigator Program will be modified to include food assistance to prevent homelessness as a result of the economic impact of coronavirus on the health and/or income of the served population. Elements of the current pandemic have proven to pose significant barriers to affording needs as basic as healthy food placing some individuals in dire circumstances. This most difficult of consequences will be addressed by providing food assistance through pre-paid Food City grocery cards for affected individuals.

Two CRNs will meet with individuals by appointment using social distancing and protective measures, on an as needed basis not less than two days per week, adding one additional day to the current schedule. Simplified but thorough applications forms will be developed by the project management team, and will be accepted by email, fax, mail or by drop box at the BCC. Much of the CRNs' work will be done throughout the week making the necessary connections to resolve the client's food issues caused by an adverse economic impact of the current pandemic. BCC volunteers in addition to volunteers from SCORE will be available to help complete applications and assist applicants in identifying required information forms and other documents. The goal is to match need to the appropriate resource and provide approved funds in a timely basis before undue consequences materialize for the applicant.

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

Bridgton's total population is 5,346 (total households 2,098). The following statistics reflect 2017 circumstances as reported in "Bridgton Economic and Market Analysis" December 2019, prepared by Maine Center for Business and Economic Research at the University of Southern Maine.

a. Median household income	\$48,319
b. Median household income per capita	\$23,545
c. Persons below poverty level	16.9%
d. Percent of population not able to afford median home	51.2%
e. Percent of population not able to afford median rent	56.4%

A report by NECN titled "Economic impact of coronavirus pandemic could be devastating in Maine" (April 28) cites two studies finding that Maine's economy is the fourth most exposed to vulnerabilities from coronavirus" in the nation (Wallethub); and "an Oxford Economics study outlined in a Reuters article on April 6, ... calls Maine most "at risk" of negative economic fallout from the virus." Bridgton's population statistics (below) show a majority of older residents, whom to date have experienced a high rate of infection (see chart below from Maine Center for Disease Control and Prevention website). In addition, Bridgton's top three job categories include those on the front line most exposed to risk and working in establishments that generally comprise lower wages when open and are among those last on the list for re-opening.

f. Population 19 and under	1,305
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- g. Population 20 to 49 1,771
- h. Population 50 and over 2,270
- i. Number of workers in Health Care and Social Assistance 830
- j. Number of workers in Retail Trade 348
- k. Number of workers in Food Service 289

Cumulative Confirmed COVID-19 Cases by Age		
Age Range	Count	Percentage
<20	28	2.3%
20s	131	10.9%
30s	131	10.9%
40s	175	14.5%
50s	234	19.4%
60s	201	16.7%
70s	158	13.1%
80+	147	12.2%

*Totals may not add up to 100% due to rounding.

Updated May 4, 2020 at 12:30 PM

The above statistics show a high risk of health and job-related economic impact as a result of prolonged illness and closures due to coronavirus. The distance from county, state and federal agencies, lack of computer skills, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving “red tape” issues and ability to receive services. While one program cannot address the inevitable need of every resident suffering hardships as a result of the current pandemic, the estimate of population that will be served is based on what have been determined as those most vulnerable to such circumstances and the number of residents from those populations that would likely be in most need of comprehensive assistance that may not be offered through other service programs in this area.

3. Project Management

The CRN-RUP program will be managed by two Community Resource Navigators, with support from a volunteer administrative assistant, who together will take referrals, conduct intake interviews as well as follow-up research to determine best options for rental and utilities related needs for each applicant. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated. The program will also be assisted by three Rotary and/or Lions Club members who will serve as an oversight committee to help review and as a group, administer applications and the distributions of approved funds. The CRNs will maintain CDGB-CV monthly reports to be given to the BCC Executive Director and the oversight committee. Applicants may apply multiple times with measures in place to verify continued need, to provide

assistance in filling out forms, and/or to refer to other programs better suited to individual needs, and other services.

The Executive Director will do all reporting to the Town of Bridgton per CDBG guidelines and will manage all funds through the accounting services of Jones and Matthews. All financials are reviewed by the BCC Treasurer and Board of Directors monthly and will also be reviewed by the oversight committee. An “Independent Accountants’ Compilation Report” is done yearly by Jones and Matthews.

4. Readiness to proceed

The Community Resource Navigator Program is in operation now with the assistance of CDBG funds, and as such is ready to proceed with the expanded service requested herein with the assistance of the second CRN, the administrative assistant, and the oversight committee described above. CRN services are provided by a master’s degree professional with experience with local, state, federal, and NGO programs targeting vulnerable populations. The oversight committee and administrative assistant have equivalent qualifications in related skills required to oversee and assist in the review and administration of the expanded program. All support systems are in place to continue and address the expansion of services. The program framework is designed to distribute monies to approved applicants as fast as is reasonably possible to provide much-needed assistance in this time of need.

5. Budget for the Project

The following budget maximizes the amount to be distributed to those in need. As these services are already in place and operating under the CDBG program, additional expenses to cover the expanded program are incremental, though based on the variation in services may represent an increase from the CDBG program to cover, for example a second computer for the additional CRN. Specific expenses are summarized below. All funds are to come from the CDBG-CV award grant. Additional services by the Bridgton Community Center staff not specifically mentioned, Executive Director, and Rotary/Lions Club Oversight Committee and program volunteers will be voluntary or paid for by Bridgton Community Center.

BCC Staff, Executive Director, Rotary/Lions Club Administrative oversight and support	\$400	BCC (in kind)
Volunteers (application/transportation assistance, other program referrals)	\$200	Volunteers (in kind)
Facility, copies, computer	\$100	CDBG-CV
Stipend for two CRNs	\$400	CDBG-CV
Administrative Assistant stipend	\$100	CDBG-CV
Funds distributed to approved applicants to prevent food insecurity	\$5,400	CDBG-CV
Total In Kind Services	\$600	

TOTAL CDBG-CV REQUEST	\$6,000
Total Program Funds	\$6,600

6. Partnerships, Collaboration, and Outreach

The application is as a “single entity” with support from the Town of Bridgton Community Development Office for outreach and as an information portal as needed. BCC has established relationships with the following organizations that may assist in identifying/referring at-risk individuals and mitigation strategies, as well as provide additional services related to housing vulnerabilities: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Department of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcements, Police Department and local Churches, AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health and Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging, local transportation programs as well as Lake Region Explorer Bus. The current CRN interacts with 269 agencies.

To assist with and ensure an adequate cash flow to meet the needs of applicants as they are approved, the Town of Bridgton will act as a pass-through entity for approved funds. As a natural part of the town’s requirement to consolidate and report activities for approved programs, the town will process requests for funds to cover approved applications forwarded to the Administrative Assistant to the Community Development Director in conjunction with the Administrative Assistant’s CDBG-CV reporting functions. Reimbursements from County received by the Bridgton Community Center directly will be used to repay Town of Bridgton funds allocated to the BCC in the course of carrying out the program.

CDBG-CV BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: Community Resource Navigator - FAP
 OPERATING AGENCY: Bridgton Community Center

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	\$6,000
Other HUD Funds (please list)		\$0
a.		
Other Federal Funds (please list)		\$0
a.		
b.		
State/ County Funds (please list)		\$0
a.		
b.		
Local Funds		\$0
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Projected	\$600
TOTAL PROGRAM or PROJECT REVENUE		\$6,600

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in Bridgton	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	\$500		\$500
Employee Fringe Benefits	\$0		\$0
Materials/Supplies	\$0		\$0
Equipment	\$0		\$0
Advertising & Public Information	\$0		\$0
Other, please specify			
a. Facilities, copies, computer	\$100		\$100
b. Distributed to applicants	\$5,400		\$5,400
c. Staff administration	\$400		\$400
d. Volunteer application assistance	\$200		\$200
TOTAL PROGRAM or PROJECT EXPENSES			\$6,600

Community Resource Navigator - FAP

Budget - Refer to Section II.D Budget			
\$6,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$6,600	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
91%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds – Refer to Section II.D Budget			
\$0	Federal	\$0	Other Grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	City (<i>not CDBG</i>)	\$600	Gifts in kind

TOWN OF BRIDGTON

COMMUNITY DEVELOPMENT BLOCK GRANT
CORONAVIRUS RESPONSE

II. CDBG-CV APPLICATION

COMPLETE APPLICATION CHECKLIST

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- 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*
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- 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

 _____ 5/6/2020

Carmen E. Lone

Executive Director

Name

Title

TOWN OF BRIDGTON

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	Bridgton Community Center		
Program Name	Community Resource Navigator – Temporary Shelter Program (CRN-TSP)		
Program Area	<input checked="" type="checkbox"/> Town of Bridgton		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director /Town Manager	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Linda L. LaCroix	Phone 207-595-3560	Email LLaCroix@bridgtonmaine.org
Amount of CDBG-CV Funds Requested \$44,000		Total Program Budget \$51,400	
Estimated number of people who will be served: 72		OR Estimated number of businesses served:	
DUNS Number	621548051	Tax ID 14-1879353	

TOWN OF BRIDGTON

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. L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 72 (20% of estimated at-risk population)
C. How many are <i>Bridgton Residents</i> ?	C. 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = D/B * 100; Must be > 51%)	E. 100%

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

A. Is this a new (pilot) program?	A. Yes
B. How many employees are currently employed in this program?	B. 2
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 3
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4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Beneficiaries will complete an intake form, including an income self-certification form, staff will keep all original records in a locked file and store summary information in an electronic file for quarterly reporting.
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g. Population 20 to 49	1,771

- h. Population 50 and over 2,270
- i. Number of workers in Health Care and Social Assistance 830
- j. Number of workers in Retail Trade 348
- k. Number of workers in Food Service 289

Cumulative Confirmed COVID-19 Cases by Age		
Age Range	Count	Percentage
<20	28	2.3%
20s	131	10.9%
30s	131	10.9%
40s	175	14.5%
50s	234	19.4%
60s	201	16.7%
70s	158	13.1%
80+	147	12.2%

*Totals may not add up to 100% due to rounding.

Updated May 4, 2020 at 12:30 PM

The above statistics show a high risk of health and job-related economic impact as a result of prolonged illness and closures due to coronavirus. The distance from county, state and federal agencies, lack of computer skills, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving “red tape” issues and ability to receive services. While one program cannot address the inevitable need of every resident suffering hardships as a result of the current pandemic, the estimate of population that will be served is based on what have been determined as those most vulnerable to such circumstances and the number of residents from those populations that would likely be in most need of comprehensive assistance that may not be offered through other service programs in this area.

3. Project Management

The CRN-TSP program will be managed by two Community Resource Navigators, with support from a volunteer administrative assistant, who together will take referrals, conduct intake interviews as well as follow-up research to determine best options for temporary or semi-permanent shelter and related needs for each applicant. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated. The program will also be assisted by three Rotary and/or Lions Club members who will serve as an oversight committee to help review and as a group, administer applications and the distributions of approved funds. The CRNs will maintain CDGB-CV monthly reports to be given to the BCC Executive Director and the oversight committee. Applicants may apply multiple times with measures in place to verify

continued need, to provide assistance in filling out forms, and/or to refer to other programs better suited to individual needs, and other services.

The Executive Director will do all reporting to the Town of Bridgton per CDBG guidelines and will manage all funds through the accounting services of Jones and Matthews. All financials are reviewed by the BCC Treasurer and Board of Directors monthly and will also be reviewed by the oversight committee. An “Independent Accountants’ Compilation Report” is done yearly by Jones and Matthews.

4. Readiness to proceed

The Community Resource Navigator Program is in operation now with the assistance of CDBG funds, and as such is ready to proceed with the expanded service requested herein with the assistance of the second CRN, the administrative assistant, and the oversight committee described above. CRN services are provided by a master’s degree professional with experience with local, state, federal, and NGO programs targeting vulnerable populations. The oversight committee and administrative assistant have equivalent qualifications in related skills required to oversee and assist in the review and administration of the expanded program. All support systems are in place to continue and address the expansion of services. The program framework is designed to distribute monies to approved applicants as fast as is reasonably possible to provide much-needed assistance in this time of need.

5. Budget for the Project

The following budget maximizes the amount to be distributed to those in need. As these services are already in place and operating under the CDBG program, additional expenses to cover the expanded program are incremental, though based on the variation in services may represent an increase from the CDBG program to cover, for example a second computer for the additional CRN. Specific expenses are summarized below. All funds are to come from the CDBG-CV award grant. Additional services by the Bridgton Community Center staff not specifically mentioned, Executive Director, and Rotary/Lions Club Oversight Committee and program volunteers will be voluntary or paid for by Bridgton Community Center.

BCC Staff, Executive Director, Rotary/Lions Club Administrative oversight and support	\$4,800	BCC (in kind)
Volunteers (application/transportation assistance, other program referrals)	\$2,600	Volunteers (in kind)
Facility, copies, computer	\$1,200	CDBG-CV
Stipend for two CRNs	\$3,600	CDBG-CV
Administrative Assistant stipend	\$600	CDBG-CV
Funds distributed to approved applicants to prevent or mitigate homelessness	\$38,600	CDBG-CV
Total In Kind Services	\$7,400	

TOTAL CDBG-CV REQUEST	\$44,000
Total Program Funds	\$51,400

6. Partnerships, Collaboration, and Outreach

The application is as a “single entity” with support from the Town of Bridgton Community Development Office for outreach and as an information portal as needed. BCC has established relationships with the following organizations that may assist in identifying/referring at-risk individuals and mitigation strategies, as well as provide additional services related to housing vulnerabilities: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Department of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcements, Police Department and local Churches, AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health and Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging, local transportation programs as well as Lake Region Explorer Bus. The current CRN interacts with 269 agencies.

To assist with and ensure an adequate cash flow to meet the needs of applicants as they are approved, the Town of Bridgton will act as a pass-through entity for approved funds. As a natural part of the town’s requirement to consolidate and report activities for approved programs, the town will process requests for funds to cover approved applications forwarded to the Administrative Assistant to the Community Development Director in conjunction with the Administrative Assistant’s CDBG-CV reporting functions. Reimbursements from County received by the Bridgton Community Center directly will be used to repay Town of Bridgton funds allocated to the BCC in the course of carrying out the program.

CDBG-CV BUDGET FORM , limit 1 page

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: Community Resource Navigator - TSP
 OPERATING AGENCY: Bridgton Community Center

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	\$44,000
Other HUD Funds (please list)		\$0
a.		
Other Federal Funds (please list)		\$0
a.		
b.		
State/ County Funds (please list)		\$0
a.		
b.		
Local Funds		\$0
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Projected	\$7,400
TOTAL PROGRAM or PROJECT REVENUE		\$51,400

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in Bridgton	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	\$4,200		\$4,200
Employee Fringe Benefits	\$0		\$0
Materials/Supplies	\$0		\$0
Equipment	\$0		\$0
Advertising & Public Information	\$0		\$0
Other, please specify			
a. Facilities, copies, computer	\$1,200		\$1,200
b. Distributed to applicants	\$38,600		\$38,600
c. Staff administration	\$4,800		\$4,800
d. Volunteer application assistance	\$2,600		\$2,600
TOTAL PROGRAM or PROJECT EXPENSES			\$51,400

Community Resource Navigator - TSP

Budget - Refer to Section II.D Budget

\$44,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
\$51,400	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
86%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds – Refer to Section II.D Budget

\$0	Federal	\$0	Other Grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	City (<i>not CDBG</i>)	\$7,400	Gifts in kind

TOWN OF BRIDGTON

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



5/6/2020

Carmen E. Lone

Executive Director

Name

Title

TOWN OF BRIDGTON

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	Bridgton Community Center		
Program Name	Community Resource Navigator – Rental/Utility Program (CRN-RUP)		
Program Area	<input checked="" type="checkbox"/> Town of Bridgton		
Mailing Address	15 Depot Street Bridgton, Maine 04009		
Address Services are Delivered	15 Depot Street Bridgton, Maine 04009		
Executive Director /Town Manager	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Linda L. LaCroix	Phone 207-595-3560	Email LLaCroix@bridgtonmaine.org
Amount of CDBG-CV Funds Requested \$63,219		Total Program Budget \$70,619	
Estimated number of people who will be served: 96		OR Estimated number of businesses served:	
DUNS Number	621548051	Tax ID 14-1879353	

TOWN OF BRIDGTON

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. L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 96 (26% of estimated at-risk population)
C. How many are <i>Bridgton Residents</i> ?	C. 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. 100%
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$; Must be > 51%)	E. 100%

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

A. Is this a new (pilot) program?	A. Yes
B. How many employees are currently employed in this program?	B. 2
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C. 3
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D. 0

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Beneficiaries will complete an intake form, including an income self-certification form, staff will keep all original records in a locked file and store summary information in an electronic file for quarterly reporting.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B. The beneficiary intake form will include specific coronavirus related questions, along with space for a narrative explanation if one is needed.
C. How will the units of service be tracked and documented?	C. Individual client files will include all rental and utility expenses, including admin time, related to the client. Summary data will be tracked on an electronic file for reporting purposes.
D. How will the outcomes be measured, collected, and documented?	D. Staff will track all clients, perform quarterly monitoring to ensure goals are being met, and document outcomes in quarterly reports.

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

C. CDBG-CV APPLICATION NARRATIVE

1. Program Description

The Community Resource Navigator Program (CRN) is an existing resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton’s L/M elderly, disabled, veterans and vulnerable populations. The Resource Navigator Program will be modified to include rental and utilities related assistance to prevent homelessness as a result of the economic impact of coronavirus on the health and/or income of the served population. Elements of the current pandemic have proven to pose significant barriers to retaining housing and in more dire circumstances have led to the potential loss of shelter for some. This most difficult of consequences will be addressed by providing rental and utilities assistance for affected individuals.

Two CRNs will meet with individuals by appointment using social distancing and protective measures, on an as needed basis not less than two days per week, adding one additional day to the current schedule. Simplified but thorough applications forms will be developed by the project management team, and will be accepted by email, fax, mail or by drop box at the BCC. Much of the CRNs’ work will be done throughout the week making the necessary connections to resolve the client’s potential homeless issue caused by an adverse economic impact of the current pandemic. BCC volunteers in addition to volunteers from SCORE will be available to help complete applications and assist applicants in identifying required information forms and other documents. The goal is to match need to the appropriate resource and provide approved funds in a timely basis before undue consequences materialize for the applicant.

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

Bridgton’s total population is 5,346 (total households 2,098). The following statistics reflect 2017 circumstances as reported in “Bridgton Economic and Market Analysis” December 2019, prepared by Maine Center for Business and Economic Research at the University of Southern Maine.

a. Median household income	\$48,319
b. Median household income per capita	\$23,545
c. Persons below poverty level	16.9%
d. Percent of population not able to afford median home	51.2%
e. Percent of population not able to afford median rent	56.4%

A report by NECN titled “Economic impact of coronavirus pandemic could be devastating in Maine” (April 28) cites two studies finding that Maine’s economy is the fourth most exposed to vulnerabilities from coronavirus” in the nation (Wallethub); and “an Oxford Economics study outlined in a Reuters article on April 6, ... calls Maine most "at risk" of negative economic fallout from the virus.” Bridgton’s population statistics (below) show a majority of older residents, whom to date have experienced a high rate of infection (see chart below from Maine Center for Disease Control and Prevention website). In addition, Bridgton’s top three job categories include those on the front line most exposed to risk and working in establishments that generally comprise lower wages when open and are among those last on the list for re-opening.

f. Population 19 and under	1,305
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- g. Population 20 to 49 1,771
- h. Population 50 and over 2,270
- i. Number of workers in Health Care and Social Assistance 830
- j. Number of workers in Retail Trade 348
- k. Number of workers in Food Service 289

Cumulative Confirmed COVID-19 Cases by Age		
Age Range	Count	Percentage
<20	28	2.3%
20s	131	10.9%
30s	131	10.9%
40s	175	14.5%
50s	234	19.4%
60s	201	16.7%
70s	158	13.1%
80+	147	12.2%

*Totals may not add up to 100% due to rounding.

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The above statistics show a high risk of health and job-related economic impact as a result of prolonged illness and closures due to coronavirus. The distance from county, state and federal agencies, lack of computer skills, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving “red tape” issues and ability to receive services. While one program cannot address the inevitable need of every resident suffering hardships as a result of the current pandemic, the estimate of population that will be served is based on what have been determined as those most vulnerable to such circumstances and the number of residents from those populations that would likely be in most need of comprehensive assistance that may not be offered through other service programs in this area.

3. Project Management

The CRN-RUP program will be managed by two Community Resource Navigators, with support from a volunteer administrative assistant, who together will take referrals, conduct intake interviews as well as follow-up research to determine best options for rental and utilities related needs for each applicant. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated. The program will also be assisted by three Rotary and/or Lions Club members who will serve as an oversight committee to help review and as a group, administer applications and the distributions of approved funds. The CRNs will maintain CDGB-CV monthly reports to be given to the BCC Executive Director and the oversight committee. Applicants may apply multiple times with measures in place to verify continued need, to provide

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Volunteers (application/transportation assistance, other program referrals)	\$2,600	Volunteers (in kind)
Facility, copies, computer	\$1,200	CDBG-CV
Stipend for two CRNs	\$3,600	CDBG-CV
Administrative Assistant stipend	\$600	CDBG-CV
Funds distributed to approved applicants to prevent homelessness	\$57,819	CDBG-CV
Total In Kind Services	\$7,400	

TOTAL CDBG-CV REQUEST	\$63,219
Total Program Funds	\$70,619

6. Partnerships, Collaboration, and Outreach

The application is as a “single entity” with support from the Town of Bridgton Community Development Office for outreach and as an information portal as needed. BCC has established relationships with the following organizations that may assist in identifying/referring at-risk individuals and mitigation strategies, as well as provide additional services related to housing vulnerabilities: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Department of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcements, Police Department and local Churches, AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health and Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging, local transportation programs as well as Lake Region Explorer Bus. The current CRN interacts with 269 agencies.

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CDBG-CV BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

PROGRAM OR PROJECT NAME: Community Resource Navigator - RUP
 OPERATING AGENCY: Bridgton Community Center

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG-CV Request	Projected	\$63,219
Other HUD Funds (please list)		\$0
a.		
Other Federal Funds (please list)		\$0
a.		
b.		
State/ County Funds (please list)		\$0
a.		
b.		
Local Funds		\$0
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Projected	\$7,400
TOTAL PROGRAM or PROJECT REVENUE		\$70,619

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG-CV Expenditures in Bridgton	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries	\$4,200		\$4,200
Employee Fringe Benefits	\$0		\$0
Materials/Supplies	\$0		\$0
Equipment	\$0		\$0
Advertising & Public Information	\$0		\$0
Other, please specify			
a. Facilities, copies, computer	\$1,200		\$1,200
b. Distributed to applicants	\$57,819		\$57,819
c. Staff administration	\$4,800		\$4,800
d. Volunteer application assistance	\$2,600		\$2,600
TOTAL PROGRAM or PROJECT EXPENSES			\$70,619

Community Resource Navigator - RUP

Budget - Refer to Section II.D Budget

\$63,219	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
\$70,619	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
90%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

Leveraged Funds - Refer to Section II.D Budget

\$0	Federal	\$0	Other Grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	City (<i>not CDBG</i>)	\$7,400	Gifts in kind