

**Cumberland County Community Development Program
2013 CDBG General Program Application
Regional Cover Page**

Project Title Central Heat Improvement and Home Repair

Regional Applicant Cumberland County Commissioners

Non-Profit Entity The Opportunity Alliance

Contact Information Name Tara Kosma, VP of Community Initiatives

Address _____

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Program Category

Public Infrastructure/Facility N/A Downtown Revitalization N/A

Public Service _____ Housing X Economic Development N/A

CDBG "National Objective"

Low/Moderate Income: Area-Wide _____ Limited Clientele X

Direct Benefit: Presumed Group _____ (Identify Group)

Slum/Blight: Area-Wide N/A Spot Basis N/A

Amount of CDBG Funds Requested \$ 150,000.00

Total Estimated Project Cost \$254,250.00

Name of Authorized Official Virginia Gentile, CFO

Signature of Authorized Official _____

1. **Brief Summary - 10 points.**

The Opportunity Alliance proposes to use \$150,000 of CDBG funds to assist homeowners with the repair and replacement of malfunctioning heating systems. The program will;

- Respond to emergency and non emergency requests for repair and replacement of malfunctioning heating systems.
- Provide an assessment of the system malfunction, create job specs, requests bids for work to spec, award contract to Maine Fuel Board licensed heating technicians.
- Ensure compliance with current State Code including the installation of a chimney liner and replacement of oil storage tank.
- Conduct an HQS inspection of the home and when circumstances warrant bring the house up to HQS standards which establish the minimum criteria for health and safety. Additional HQS corrective measures include repair of electrical hazards, repair of leaking roofs, repair of trip or fall hazards, failed septic systems and substandard well water

Upon notice of award a press release will be distributed to the local press. A "white paper" describing the program guidelines and eligibility criteria will be distributed to town officials for public posting within their respective communities.

Residents requesting assistance will promptly receive an application and clear description of the application process and list of income documentation needed to certify eligibility. Certified eligible clients will be prioritized on criteria which include but is not limited to; client needs scope of work and geographic considerations.

Bids will be reviewed for cost reasonableness and rebid if necessary, prior to contract award. Upon receipt of contractors invoice an inspection will be conducted to ensure work completed in a job specifications and to minimum acceptable quality.

It is anticipated that projects will range in cost from a minimum of \$2,000 to \$6,500 for heating systems. Additional costs can vary depending on scope of work established by HQS inspection.

2. Need for the activity. - **20 points**

The Opportunity Alliance receives more than 140 calls annually from Cumberland County residents seeking assistance with non-functioning home heating systems. Of these requests for assistance:

- 10-15 percent of calls are “No-Heat” emergencies during the cold weather months.
- 50 percent of calls are from households occupied by persons over the age of 60 and considered susceptible to hypothermia.
- In the past year 3 Heating System assessments revealed dangerously high levels of Carbon Monoxide.

Funding for this project will improve the economic and social health of Cumberland County residents because:

- Fewer households will be prone to using unsafe heat to stay warm reducing the potential for fire and carbon monoxide poisoning
- Elderly and disabled homeowners will be less prone to sickness if they can stay adequately warm through the winter.
- Local private companies will be contracted to do the work.
- Installation of new energy efficient heating systems will reduce energy consumption.

3. Management of the Proposed Activity – **10 points**

The management of the CDBG Grant award will be conducted a core group of staff in The Opportunity Alliance’s Housing Department.

- Nathan Mills, Business and Compliance Manager, will serve as the lead person for contract related issues and will be responsible for program operations and workflow and ensure program and contractual requirements are met. Nathan is a certified Project Manager and a certified CDBG Program Administrator with over 23 years management and production experience in both for-profit and non-profit organizations.
- Christine Zeeb, Program Administrator, will process applications, determine client eligibility, prepare loan and grant documents and assist with environmental and historic reviews of properties. Christine is a BPI certified Energy Auditor, an HCV Housing Quality Standards Specialist and is registered with the Maine Office of Consumer Credit regulation. She has 5 years experience as an administrator/educator for housing and energy related programs.

- Kenneth Caldwell, Chip and Home Repair Technician, is a licensed Master Oil Burner Technician, a licensed Propane and Natural Gas Technician, a BPI certified Energy Auditor and a HCV Housing Quality Standards Specialist. Ken will assess heating systems and conduct HQS inspections of client homes. Ken will write job specifications and manage the bid process and be responsible for environmental and historic reviews of properties. Ken has 10 years experience in industry, 9 years experience in the heating trades and 3 years experience in non-profit
- Robert Forrest, Construction Analyst, is a BPI certified Energy Auditor, a HCV Housing Quality Standards Specialist and Lead Abatement Supervisor with 18 years experience in the building trades and 3 years experience in the non-profit sector. When there is significant non-heating system repair Bob will write job specifications and manage the bid process and be responsible for environmental and historic reviews of properties.

The Opportunity Alliance has been operating home repair and heating system repair programs since the 1970's and has identified a Central Heating Improvement Program (CHIP) as a core activity to its mission. The Opportunity Alliance will operate a heating system replacement program for the foreseeable future.

4. Ready to Proceed – **20 points**

The Opportunity Alliance employees experienced staff that administers central heating system repair and home rehabilitation on a daily basis. The agency has a Finance Department that has well established accounting procedures that comply with General Accepted Accounting Principles (GAAP) and Federal Office of Management and Budget (OMB) regulations. The agency has operated this program for many years and is ready to proceed. Matching funds will be obtained from the Maine State Housing Authority Central Heat Improvement Program and the Maine DEP Above Ground Storage Tank (AGST) Program. These are non-competitive funds that are renewed annually.

5. Budget for project. - **5 points See Appendix IV**

- The attached budget, appendix IV assumes \$150,000 in CDBG funding and level funding for the Maine Department of Environmental Protection AGST and a decrease of \$25,743 (18%) to the Maine State Housing Authority CHIP allocation for the upcoming year.

- The Opportunity Alliance currently operates a Central Heating Improvement and Home Repair Program in Cumberland County. Requested and matching funding for this program area are reported as follows;
 - \$ 150,000 (Requested) from Cumberland County CDBG
 - \$ 24,250 from DEP for the Above Ground (Oil) Storage Tank program
 - \$ 80,000 from the Maine State Housing Authority for the CHIP program
- The budget outlined in appendix IV provides for serving 35 clients with major repair or replacement of the home heating system (the agency estimates it will serve up to 60 additional clients with cleaning or tuning of the home heating system thru the Maine Housing CHIP Program). It is estimated that 50% of the 35 clients receiving heating system repairs will receive additional HQS repairs to the home.

6. Implementation schedule - 5 points **See Appendix III**

7. A. Need for CDBG Program Funds– 15 points

The Opportunity Alliance is asking for \$150,000 in Program Year 2013 level with Program Year 2012 Cumberland County CDBG funding. The agency will leverage these funds with \$124,808 it received from Maine Housing to provide heating system assistance to household in Cumberland County in Program Year 13. Maine Housing funding is a decrease of (18%) percent from the previous year's funding of \$150,551. The agency anticipates flat funding from the Maine DEP for the AGST program.

The CDBG award will help address more of the need than would otherwise be possible. In the current program year the agency has served more than 12 households with heating systems replacements funded all or in part with CDBG funds. Another 3 households were served with HQS repairs that did not include a heating system repair. This work continues at the Agency as requests are received daily for assistance to home heating systems. With the current and remaining funds the agency will provide heating system replacements and HQS repairs at 6-10 additional households in the current program year. In total the CDBG, Maine Housing and DEP funds will provide heating system and HQS repairs to over 85 households in Cumberland County.

The demand for assistance remains high and The Opportunity Alliance makes substantial effort to acquire heating funds from sources other than Cumberland County, Maine Housing and the DEP. In the current year The Opportunity Alliance has fund raising efforts have resulted in donations exceeding \$35,000 from area businesses and citizens. Private donations exceeding \$5,000 have been made specifically to the agency's home repair program.

8. Distress Score

6 points awarded to County sponsored projects serving region-wide initiatives. This application fits within these criteria.

9. Multi-Jurisdictional Bonus - 5 points

N/A

Appendix III: Project Implementation Schedule

Project Implementation Schedule					
Activity	Q #1 J – S 2013	Q #2 O – D 2013	Q #3 J – M 2014	Q #4 A – J 2014	Q #5 J – S 2014
Contract/ Environmental Review	X	X			
Reporting		X	X	X	X
Program announcement and distribution of “White Paper” to local towns:	X				
Application Intake and Eligibility Determinations:	X	X	X	X	
Environmental and Historical reviews:	X	X	X	X	
HQS Home Repair (including bid solicitation)		X	X	X	
Emergency Heating System Repairs:	X	X	X	X	
Project Completed:					X
Final Report to Cumberland County:					X

Appendix IV: Budget

Public Service Programs				
Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Equipment				
Materials/Supplies	\$ 127,500		\$ 85,000	\$ 212,500
Operations				
Project Management	\$ 22,500		\$ 19,250	\$ 41,750
Other – 1)				
Other – 2)				
Total Costs	\$ 150,000		\$ 104,250	\$ 254,250
Provide the basis for determination of budget amounts:				
<p>Using the current heating system repair or replacement cost of \$3 450 per unit the Opportunity Alliance can serve up to 74 households. Estimated HQS home repairs will add an additional cost to the projects. Based on current HQS average project cost of \$2,200 per household the Agency can serve 35 households. The Opportunity Alliance (Agency) received a CHIP allocation from Maine Housing of \$124,808 for the Program Year ending 9/30/2013, a reduction on \$25,743 from the previous year. The Agency received \$47,475 from the Maine DEP for the Program Year 3/31/2013. The agency will use proceeds from Maine DEP and Maine Housing to provide a 50 % match. Administrative fees from Maine DEP and Maine Housing are based on the contractual limitation of \$230 per tank and 25 % of grant respectively.</p>				

