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**TOWN OF BRIDGTON, MAINE
&
CUMBERLAND COUNTY**

COMMUNITY DEVELOPMENT BLOCK GRANT –CDBG

**PUBLIC SERVICE PROGRAM APPLICATION
Program Year 2019**

**COMMUNITY RESOURCE NAVIGATOR
Bridgton Community Center**

Applications due Monday, January 21, 2019 on or before 4 PM

FY 2019 Bridgton CDBG Public Service Program

The CDBG Public Service program provides funding to local public service agencies that provide a direct benefit to the residents of Bridgton.

Proposals submitted to the program must be consistent with the Goals and National Objectives of the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Program. Any applications submitted that do not meet these Goals and National Objectives will be excluded from review.

Eligible Use of Funds - The Public Service program can fund operating expenses, equipment, and program materials for public service programs or projects that benefit low-to-moderate income Bridgton residents.

Timetable & Requirements

- Applications are due no later than **4 PM on Monday, January 21, 2018** to the Bridgton Municipal Office, 3 Chase Street, Bridgton 04009 c/o Brenda Day
- Applicants are required to attend one MANDATORY “workshop” with Community Development staff to review requirements and project eligibility. There will be two opportunities with 2 different time slots to attend a workshop:
 - Tuesday December 18, 2018 at 10:30 AM
 - Wednesday December 19, 2018 at 2:00 PM
- Applicants are invited to present their application on **February 13, 2019 at 8 am** to the Community Development Committee, which will be reviewing applications and recommending funding to the Select Board. The Select Board will receive the applications and recommendations at their regular meeting March 12, 2019. The Select Board must make their decision for Cumberland County review before March 29, 2019. Funds will be available for disbursement after July 1, 2019.

Rules & Record Keeping Requirements

Funded applicants will be required to sign a contract with the Town of Bridgton that will state all the requirements placed on the applicant, which include but are not limited to:

- You will be required to provide monthly or quarterly reports stating the total number of persons served. These figures are required to be reported to HUD.
- You will be required to obtain written proof of income and ethnic origin for each person or household whom you assist, unless your clients are a Presumed Group or your activity qualifies as Area Benefit. These figures are required to be reported to HUD.
- Grant funds will be disbursed on a reimbursement basis. Written records justifying all expenditures must be maintained for a period no less than four years after the full grant is expended. These records will be subject to review by the Town, Cumberland County, and HUD.

I certify that I have read and understand the above rules and record keeping requirements of the Bridgton CDBG program:

Signature of Authorized Official



Date 1/18/19

PUBLIC SERVICE PROGRAM APPLICATION

COMMUNITY/ORGANIZATION: Bridgton Community Center

CONTACT PERSON: Carmen Lone, Executive Director

ADDRESS: 15 Depot St., Bridgton, ME 04009

E-MAIL: Carmen.bcc@ne.twcbc.com

PROJECT TITLE: Community Resource Navigator

Select one CDBG "NATIONAL OBJECTIVE":

LOW/MODERATE INCOME:

Area Benefit (services are available to and benefit all people in a specific geographic area that is low/moderate income)

Service Area Bridgton, Maine

Limited Clientele (serves individual clients/households, the majority of whom are low/moderate income)

Presumed Group – select one (services benefit a group that HUD presumes to be low/moderate income)

- Elderly
- Homeless Persons
- Disabled Adults
- Battered Spouses
- Abused Children
- Illiterate Adults
- Persons with AIDS
- Migrant Farm Workers

AMOUNT OF CDBG FUNDS REQUESTED: \$6340

NAME OF AUTHORIZED OFFICIAL: Carmen Lone, Executive Director

SIGNATURE OF AUTHORIZED OFFICIAL: 

For additional information and assistance with this application please contact or Brenda Day, Administrative Assistant Town of Bridgton at 207.647.8786 or by email bday@bridgtonmaine.org.

**TOWN OF BRIDGTON AND CUMBERLAND COUNTY FY 2019 CDBG
APPLICATION NARRATIVE QUESTIONS**

NAME OF PROJECT/APPLICANT:

Community Resource Navigator,
Bridgton Community Center

1). DESCRIBE THE PROGRAM/PROJECT – Please describe and quantify specifically the services or products to be provided as a result of the expenditure of CDBG funds. Who will you serve? What activities will you undertake?: (30 Points)

1. The Community Resource Navigator (CRN) program is a resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton's elder, mid to low income, disabled and veterans and vulnerable population. With the help of CDBG funds a part time professional is continuing to be available to meet with clients on an appointment basis in a judgment free environment to assess their needs and make recommendations. The CRN has years of experience with local, state and federal resources. The continuity of this position and program has instilled trust and confidence in the client base. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated.

From July 2018 through December 2018 the CRN has met with 23 NEW clients and held 122 scheduled meetings with clients (previous and new).. Client issues are all encompassing and include: VA Benefits, labor issues, legal and housing disputes, federal and local benefits such as GA, SNAP, TANF, Main Care, Social Security, VA benefits, Section 8 and low income housing. Essentially any issues that are impacting residents for which they have been unable to resolve due to systemic red tape or simply lack of knowledge of the process.

Bridgton residents who are low-moderate income, disabled, elderly and veterans are the targeted population. The CRN at the BCC will also serve any Bridgton resident or Veteran, regardless of income or age.

Because of the longevity of the CRN Program, we have established productive, trusted relationships with agencies and programs that many times we refer people to for help. Most recently we demonstrated the need for Veteran's Service Officer to meet with clients on a monthly basis. On his first scheduled visit in January 2018 he met with 10 veterans. The CRN has established working relationships with Maine Housing Authority, Veterans Assisted Living, VA including Maine & New Hampshire Medical Services, Maine Dept of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, various homeless shelters (Cumberland and Oxford Counties), United ambulance Service, Social Security Disability, Town of Bridgton Police Dept, Selectboard, office staff, Maine State Office of Human Rights, Maine State ADA, NAMI, Town of Bridgton Code Enforcement, Central Maine Power and other utilities, local churches, Lake Region Substance Abuse Coalition, AA/NA, and Bridgton Community Center support and advocacy programs and Lake Region Adult Education. This is the "short list". There were 269 contacts with these various agencies. Due to the current turnover of staff at Bridgton Hospital, the CRN has been called to assist in securing state benefits (Maine Care) as well as consult on plans for patient discharges and

transportation for medical appointments. There has also been a need to assist individuals with finding a new PCP, when they have lost access to local primary health care.

2). IDENTIFY THE COMMUNITY NEEDS TO BE ADDRESSED: (30 Points)

The Community Resource Navigator Project addresses the need for greater access to support and services among Bridgton's elderly, disabled and low to moderate income residents. By tackling barriers including lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness, the project will improve access. The project also addresses a community wide need for stronger social network. Across incomes, residents of Bridgton desire a connection to their neighbors. By providing the CRN service within the context of the BCC, the project will be able to engage volunteers, local groups and organizations as resources for their neighbors n need.

To augment the services of the Community Resource Navigator, we are asking for funding for bus passes for the Lakes Region Explorer: 80 one trip passes at \$240. Many of our clients cannot afford a vehicle or do not hold a valid driver's license making transportation outside Bridgton a significant barrier in their effort to resolve complex problems including access to shelter. The distribution of bus passes will be overseen by the CRN and the BCC Executive Director.

3). CONVEY YOUR ORGANIZATION'S READINESS TO PROCEED – Is this a new program/project? How will the project be managed and staffed? What is your agency's experience providing these services and reaching your target population?: (20 Points)

The Community Resource Navigator Program is in operation now with the assistance of CDBG funds. Services are provided by a Master's Degree Professional with experience with local, state and federal resources. The CRN will continue with the existing staff.

4). IDENTIFY THE MEASURABLE IMPACTS OF THE ACTIVITY: (10 Points)

2018	NEW CLIENTS	TOTAL VISITS
July	5	32
Aug	4	24
Sept	5	25
Oct	4	20
Nov	5	21
Dec	5	31
Total	23	153

Many clients are repeat visits. This does not represent the numerous hours that are spent by the CRN communicating by phone with clients and providers outside the visit, which included approximately 90 – 100 contacts per month.

Additional activities include meetings with various other agencies including Autism Society, Mental Health First Aide Training by Sweetser in Brunswick, LRCAN monthly

meetings, First Aide Training for First Responders, MeHaf meetings in Lewiston, occasional patient meetings at Bridgton Hospital, Augusta General Hospital for dementia services as well as home visits for individuals unable to travel to the BCC. Most of these visits as well as cell phone service have not been requested to be reimbursed.

5). DEMONSTRATE THE NEED FOR CDBG PROGRAM FUNDS: (10 Points)

Prior to 2015 this work was done on a VERY informal basis by ell meaning, concerned BCC staffers. Recognizing the need for a professional, the BCC created the CRN project as a pilot program for the first year. A formal program was developed based on the success of the pilot program and funds were secured through the CDBG program.

The annual budget for the BCC is under \$150,000 and we already receive generous funding from the taxpayers of Bridgton. The BCC has written funding requests to other funders with no success. To absorb the costs of this program in the BCC's annual budget is not anticipated. The BCC does fundraising; however, not enough to ensure continuation of this program.

6). PROGRAM BUDGET – please fill in the below table with the proposed budget specific to this program.

COST CATEGORY	CDBG FUNDS	ORGANIZATION FUNDS	OTHER FUNDS	TOTAL
ADMINISTRATION		1300		1300
MATERIALS/SUPPLIES		300		300
OPERATING COSTS		1500		1500
OTHER				
CRN Stipend	6100			6100
LRE Bus Passes	240			240
TOTAL COSTS:	6340	3100		9440