

TOWN OF AMHERST HUMAN SERVICE FUNDING APPLICATION

AGENCY NAME: *Planning Department*

AGENCY ADDRESS: *Town Hall, 4 Boltwood Avenue*

AGENCY PHONE NO: *413 259-3117*

CONTACT PERSON: *Roy Rosenblatt*

2011 CDBG REQUEST: *\$35,000.00*

Cover Sheet – Social Service Activity

1. Project Name: *Emergency Assistance Fund*
2. Budget Request: *\$35,000*
3. Activity Identification—please check one
 - Homelessness and sheltering
 - Education: outreach and advocacy
 - Mental health services
 - Emergency & preventive services: rental, food, fuel, shelter and transitional assistance*
 - Other
4. Number of low/moderate income individuals/families served: *50 - 60*
5. Describe how you will ensure that participants meet low/moderate income requirements:
The Town will verify that all participants are income-eligible.
6. Demonstrate consistency with the Town's Community Development Strategy and the priorities as established by the Community Development Committee:
The Town's Community Development Strategy identifies the need for emergency assistance and this activity was considered a high service priority by the Community Development Committee.

Please submit responses to the following questions:

A. Please describe in full the project for which you are requesting funding:

Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, homeless, etc.

Over the past two years the Town has been administering emergency rental and fuel assistance for low-and moderate-income individuals and families with funds donated or allocated from charitable institutions and organizations. The Town has helped 139 households and provided \$60,000 in emergency funds coupled with \$27,000 for outreach. These funds are now fully expended, with no other financial source available in Amherst. To help coordinate efforts and determine eligibility, the Town will accept referrals from area social service agencies that provide case management and support for eligible individuals and families, including Family Outreach of Amherst, First Call for Help, the Amherst Survival Center, Community Connections and others that may serve the same purpose. It is expected that \$35,000 can benefit 50-60 households.

B. What is the community's need for the proposed project/program?

Define the need or problem to be addressed by the proposed project. Explain why the project is important. Provide evidence of the severity of the need or problem. Who the affected population and why is this population presently underserved or not served?

As stated above, in the past two years the Town has spent approximately \$60,000 for emergency funds benefitting 139 households, with many individuals being turned away for lack of funding. (Please see attached "Emergency Funds" Report for detailed information). Funding will be provided to those individuals at risk of eviction or in need of emergency shelter, food, and fuel or to provide emergency housing for homeless individuals. Funds will also be used to help eligible individuals and families obtain housing if threatened with eviction or if they are currently homeless.

C. Community Involvement

What process was used to select this particular project? How was the process responsive to expressed community need?

This project was chosen based on the evidence of need as described above. The local agencies described above continue to document the need for such services. In addition to the Town's allocation for this purpose, First Call for Help spent \$24,000 for emergency assistance.

Define the process that will be used to maintain involvement of the project beneficiaries in the implementation of the project.

Case Managers will provide follow-up with clients to ensure that funds were successful in remedying the problem and report any issues. Post-evaluation surveys will also be conducted to gauge effectiveness of staff and the program.

D. Project Feasibility

The project impact will be evaluated upon the extent to which the response meets the following criteria:

1. Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of demand for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation.

Again, the Town has provided this service for over two years to help prevent evictions or to remedy fuel emergencies. For FY2009 and FY2010, the Town supported 139 households, expending \$60,000 for emergency assistance and an additional \$27,000 for outreach. It is expected that with the current economic conditions, the need for these services has increased dramatically.

2. If applicable, describe and document the availability and source of matching or other funds needed to complete the project.

No other funds are available.

3. Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.

The CDBG administrative assistant will review income certification and source documentation verifying the need for funds. The CDBG coordinator will review documentation to ensure compliance with CDBG regulations.

4. Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities in a timely manner.

The Town has provided emergency assistance for over 15 years.

5. Please submit a program budget that includes all sources of revenue and all expenses.

The budget request of \$35,000 will be used only to provide emergency assistance—it will provide direct assistance to eligible persons and families.

E. Impact

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed? Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures determine that the outcomes are achieved.

Preventing eviction, and providing food, fuel and shelter assistance are critically important services for low- and moderate-income individuals and families. Every dollar spent provides a direct benefit to the recipient, preventing the loss of a place to live and making it affordable to purchase food and fuel. It is expected that \$35,000 in emergency funds can benefit 50-60 households.

F. Evaluation

Goals & Assessments: Please explain your short-term goals and long-term goals. Describe the changes in the target population that indicate the program's success. How will these changes be measured? Will anticipated changes affect the municipality's responsibility to this target population? How will the impact of this service on individual clients be tracked over time? Will there be additional beneficiaries? Will this service enable clients to become self-sufficient? How is this service linked to other human/social service programs in the community?

The short-term goal is to prevent evictions and remedy fuel emergencies but the long-term goal is to stabilize families and provide case management to prevent further financial distress.

G. Agency Information

Please provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.

The Town offers high level government services, quality education, support for open space and agriculture, promotion of economic development, and respect for its history. Town government has been in existence for decades, with numerous departments and citizen boards and committees all working toward common goals that benefit its citizens and the community. Currently, Amherst has professional staff in all of its departments, in particular its Accounting, Conservation, Planning, and Public Works Departments who commonly work with consultants and property owners to manage and develop such projects as land acquisition, feasibility studies and assessments, development of engineering specifications, and construction projects ranging from public infrastructure to affordable housing. Town staff also work to provide Amherst residents with a suite of services, ranging from after-school care to literacy to working with local agencies to provide affordable housing. Town

staff is competent with procurement regulations, balancing budgets, and efficiently managing contracts so that deliverables are received on time. The Office of Conservation and Development, who will be working closely with the consultant(s) to develop the Housing Production Plan and Market Study, is the same staff who

- *managed and coordinated the Master Planning Process, which involved a two-year, multiphase contract for over \$200,000;*
- *worked with various boards and committees to initiate the development of Olympia Drive, a 40-unit, multi-million dollar affordable housing project;*
- *worked with consultants to conduct a build out analysis for the community in 2002; and commonly work with appraisers and consultants to develop feasibility studies, architectural plans and cost estimates for various projects; and*
- *partners with local organizations to successfully provide affordable housing, emergency assistance, and other social services.*

Emergency Funds
FY09-FY10

Funds	Expenses	Beneficiaries
Amherst College FY09	\$ 9,987.49	37
Alfred Funds FY09	\$ 1,617.48	15
Alfred Funds FY10	\$ 2,196.48	8
Emergency Funds FY10	\$ 3,308.42	14
Emergency Funds FY09	\$ 43,064.45	65
Total	\$ 60,174.32	139
Outreach FY10	\$ 27,336.92	
With Outreach Total	\$ 87,511.24	