

Appendix A
Amesbury Merrimac Grant Application Excerpted Sections

Describe in detail how your project will meet a national objective and how it will be documented

Our Neighbors Table Meals Program meets the national objective to benefit Low and Moderate Income Persons by “directly benefiting low and moderate income persons.” (Limited Clientele Benefit - Public Social Service – 100% low-mod benefit: 24 CFR Part 570.483) The Program will document and verify the incomes of all households that will receive assistance to ensure 100% benefit to low and moderate-income people. Eligible applicants will have a gross annual household income from all sources that is at or below 80% of the median income. Complete income information will be gathered and then verified by the Office of Planning and Community Development (OPCD) Program Manager and staff according to program guidelines provided in the CDF Implementation Manual based on Section 8 Guidelines.

Threshold Requirements

Demonstrate project consistency with the applicant's CDS

In Amesbury and Merrimac, supporting social services has been identified as a community priority. The Our Neighbors' Table Meals Program targets a high risk population for whom there are limited programs available in Amesbury and Merrimac. It has been determined to be an essential way to assist the residents of both communities to maintain their quality of life.

Amesbury's **Community Development Strategy** highlights Social Services as a priority, specifically to provide access to Social Services that facilitate and support the quality of life to residents. Amesbury's social services provide fundamental services to support the quality of life and the needs of its community. The City will continue to provide social service programs providing for the physical, emotional and social needs of Amesbury residents. The City will continue to improve outreach and access to supportive services and increase coordination among Amesbury service providers. The City will provide efficient, open communication, education, collaboration and cooperation on social service programs and issues of concern to the general public.

Amesbury's **Community Development Strategy** identifies providing access to social services which facilitate and support quality of life for residents as a top priority. Priorities for social services, both long and short term, include: Improving outreach and access to supportive services; reducing the number of individuals and families who are cold and without heat, specifically elderly and disabled households; assisting individuals and families to achieve self-sufficiency and independence.

The City's **Community Development Strategy** states, "The needs of low and moderate income residents are prevalent today as households struggle to stay within the community with an older housing stock while facing the pressures of gentrification. However, economic pressures will continue as surrounding communities face even greater pressures of increased housing costs. The City must establish a means to sustain a livable community for all of its residents now and into the future."

Merrimac's **Community Development Strategy** highlights Social Services as a priority, specifically continuing to offer a range of services to elders and non-elders as appropriate. This is an ongoing, high priority in the CDS. The Town will seek funding from available grants and use volunteer assistance to continue offering these services, as the Town is financially unable to support these services on its own.

Exploring means to increase elder quality of life and self-sufficiency are a short-term priority; The Merrimac Council on Aging is using existent resources and identifying other resources, such as **Our Neighbors' Table** and **Pettengill House**, to help meet these goals.

Merrimac's **Community Development Strategy** states: "Merrimac's capacity to directly provide social services for adults is primarily limited to services provided through the Council on Aging/Senior Center. Annually an unduplicated count of over 500 individuals over age 60 receive services such as case management, health screening, and congregate meals; another 1,000 benefit from health education. Additionally, at least another 125 non-elders annually are assisted with general information, and transportation."

Our Neighbors' Table Meals Program - Project Description 2016

The Scope: Our Neighbors Table (ONT) provides hunger relief to 1 out of 14 Amesbury residents and 1 out of every 27 Merrimac residents each year. From 2014 to 2015 they had more than a 20 % increase in the number of meals provided to the community and they project that this trend will continue in 2016-2017. In order to meet this need additional funding is required. Our Neighbors Table has worked hard to secure additional other community partners but still falls short of meeting their anticipated needs. The \$45,000 from this program will provide a minimum of 77,587 additional meals to Amesbury LMI families and a minimum of 11,707 for Merrimac LMI and additional Merrimac LMI families with meals at their food pantries.

The Need: The most recently available statistics show that 4.3% of Amesbury households live below the Federal Poverty Rate while 4.7% of Merrimac households live below that rate (US 2010 Census). The unemployment rate in November 2015 was 4.0% in Merrimac and 3.9% in Amesbury. (13G). 133 Amesbury residents (71 adults, 62 children) are deemed homeless, without permanent housing. In Merrimac, there are 12 homeless individuals (7 adults, 5 children). In 2015, Our Neighbors' Table's food pantry and mobile pantry program received 10,899 visits from Amesbury and Merrimac residents in need of food assistance. For the last three consecutive years, ONT has provided hunger relief to 1 out of 14 Amesbury residents and 1 out of 27 Merrimac residents. Ninety-six percent of ONT clients earn 185% of the poverty level or less. 100% of ONT clients earn 200% of the poverty level or less. In 1992, the food pantry at ONT was a meager offering of canned goods at the back of the dining room where our Wednesday Meal was served. Today, ONT food pantry distributes more than 35,000 meals each month, with distributions at our main site downtown Amesbury, Amesbury Housing Authority's Heritage Towers and Powow Villa, and at the Merrimac Senior Center, and delivery service provided in collaboration with the Amesbury and Merrimac Councils on Aging. Visits to its weekly pantry have doubled since 2011 from 65 visits each week, to nearly 200, in addition to the 150 "shoppers" at our mobile distribution sites at Heritage Towers, Powow Villa, and the Merrimac Senior Center. In 2015, ONT granted 10,899 service requests to residents of Amesbury and Merrimac, providing nearly 400,000 meals to 1,544 residents of the two communities (1314 Amesbury; 230 Merrimac), for an average of 259 meals per person for the year (less than one meal/day). At the weekly pantry hosted at ONT, about 38% are single adults, 50% have children in their household. Just over 20% of our households are headed by someone with a college degree, 25% are retired, about 15% are unable to work, and about 20% are working. As the needs in these communities continue to grow ONT needs to secure the funding to help keep up with these ever growing needs of the LMI population. The need was further defined by the 158 signatures on the petitions by both Merrimac and Amesbury residents (13B) as well as letter of Support from the community (13C).

How/Why the community decided to address this need: The communities continually seek ways to address goals outlined in their CDS and local Community Action Inc.'s 2015-2017 Community Action Plan (CAP) as submitted to Commonwealth of Massachusetts Department of Housing & Community Development on August 1, 2014. This year, to address the most pressing social service needs consistent with these plans in the community, Amesbury and Merrimac released an RFQ (18A) published in the Newburyport Daily News and the Central Register (18B), and posted throughout both municipalities in public places. RFQ requested proposals from area non-profit agencies and organizations to provide needed social service activities for income eligible residents. RFQ required that the social services be prioritized in their respective CDS and consistent with their Community Action Strategic Plans. Amesbury's social services provide fundamental elements to support the quality of life and the needs of our community. The City continues to support social service programs that provide for the physical, emotional, and social needs of Amesbury and Merrimac residents. The City will also continue to improve outreach and access to supportive services, and increase coordination among Amesbury service providers. The City will provide efficient, open communication, education, collaboration, and cooperation on social service programs and issues of concern to the general public. Priorities of

Our Neighbors' Table Meals Program - Project Description 2016

Amesbury's CDS include: Establish and expand food distribution programs to provide access to healthy meals for low and moderate income residents and reduce the number of individuals and families who are hungry and without shelter. Long term goals include the establishment of sustainable programs that reach low and moderate income persons in a manner that can be relied upon throughout a region and development of regional approaches to social services to facilitate a diverse and equitable allocation of resources to reduce gaps and redundancy.

The Town of Merrimac's Community Development Strategy (CDS) refers specifically to its desire to implement its comprehensive Master Plan, specifically, to achieve the community's vision for future growth and development with four key outcomes in mind: 1) environmentally responsible, 2) socially inclusive, 3) economically vibrant, and 4) fiscally stable. A major priority is to reduce the number of individuals and families who are hungry and without shelter. Neither Amesbury nor Merrimac is equipped to deal with these issues on the municipal level. Both communities have active Council on Aging/Senior Centers which aid residents but need the support of organizations such as Our Neighbors' Table to supplement their efforts and help them meet the ever increasing needs. High priority CDS social services goals include continuing assessment of what factors best contribute to elder quality of life and self-sufficiency and continuing to offer a range of services to elders and non-elders as appropriate. This program will make sure that none of those seniors go without a healthy meal. ONT responded to the RFQ and the CAC determined that the City would apply for the ONT Meals Program due to the clear need and ONT proven track record for meeting the needs of the community. (14D)(6D)

How the Program will be operated, who will be involved and service being provided: Once the contract is awarded, the City will sub-contract with Our Neighbors' Table to administer the ONT Meals Program. (13F) This program will provide funding for eligible income-verified residents of Amesbury & Merrimac to visit Our Neighbors' Table food pantries procure meals to feed themselves and their families. The City of Amesbury is confident they will delegate responsibilities in a way that the program runs smoothly. Once the contract is awarded, the *CDBG Program Manager* will monitor the program. *The CDBG Administrative and Financial Assistant* will provide clerical support, monitor payment requests, and ensure that appropriate financial records are maintained. The Grant Management Plan provides an in-depth detailed description of all the roles and responsibilities of each member of the team (see Grants Management Plan). The CDBG Program Manager and ONT Program Director will communicate weekly to ensure that the program is run in a timely manner. Prior to disbursement of any funds, the Program Manager will review the client file and income qualification to ensure compliance with the CDFI Implementation Manual and the Section 8 LMI Guidelines for the Boston area for Amesbury residents and for Merrimac, the Lawrence, MA-NH HUD Metro FMR area. The City of Amesbury will monitor compliance with all state and local guidelines and conditions. ONT's *Executive Director*, assisted by the *Program Director*, will provide supervision along with consultation and act as liaison between the agency and the Salisbury Planning Department. The Program Director will coordinate this program with the *CDBG Program Manager*. The Pantry Coordinator and Meals Coordinator will provide direct supervision of day to day operations and volunteers. The Food Supply Coordinator maintains inventory and is responsible for shipping and receiving of food and goods. (13H Resumes ALL). *Program Director* will oversee the program on behalf of the City and directly manage the CDBG program staff. The Office of Planning and Development has administered the Town of Salisbury/City of Amesbury's CDBG programs for 14 years and has successfully administered several social service programs including the Pettengill Emergency Assistance Program for 6 years, and the Boys and Girls Club Scholarship Program for the past 7 years. ONT is a highly successful social organization (13C) made possible through collaboration with many different organizations. ONT has successfully administered numerous programs since its inception in 1992 and with this experience, can determine adequate time allotments for each person involved in the program. Program beneficiaries are an integral part of the program; all program participants will be encouraged to give feedback on program

Our Neighbors' Table Meals Program - Project Description 2016

satisfaction. Participants will be invited to participate in future CAC meetings to plan future programs; if they are interested, staff will find out what time of day and location would make it easier for them to attend. Our Neighbors' Table screens the income for all registrants. As a participant in the USDA TEFAP (The Emergency Food Assistance Program), ONT is required to screen income and/or participation in any of the following assistance programs: SNAP, WIC, Medicaid, Head Start, AFDC, Veteran's Aid, SSI, or Fuel Assistance. Participation in any of the listed programs and/or income at or below the annual rate of 185% of the poverty level. This rate is typically released by the government in May/June preceding the fiscal year. All food pantry program participants complete an annual registration, providing household member information, demographics, income, employment, and education information. Program participants are also provided information and referrals to local service agencies as requested or appropriate. Every unit of service is documented in our web-based database.

On-site Food Pantry: ONT's food pantry is similar to a small grocery store. People in need are able to "shop" for an array of grocery staples, frozen meats and fish, fresh dairy, and fresh fruits and vegetables, and personal care products (toilet paper, toothpaste, soap, etc.). Residents of Amesbury and Merrimac are eligible to shop weekly at the ONT food pantry and may receive a designated allotment of product based on family size and program inventory. Average weekly attendance in 2014-15 was 175

households. As of May 2016, ONT will operate this program at its new fully-accessible facility at 194 Main Street, Amesbury and expects attendance to increase by at least 20% in 2016.

ONT Mobile Food Pantries: ONT operates mobile distributions twice per month at the Amesbury Housing Authority's Heritage Towers and Powow Villa and the Merrimac Senior Center, respectively. Participants of these programs receive an array of grocery staples, frozen meats and fish, fresh dairy, and fresh fruits and vegetables, and personal care products (toilet paper, toothpaste, soap, etc.). **Merrimac COA Pantry:** The Merrimac COA hosts a small food pantry and home delivery program to Merrimac on weeks that alternate with ONT's Merrimac-based mobile pantry.

Beneficiaries & Outcomes: The benefits of this program are community-wide and service a wide variety of ages and familial situations: At the weekly pantry hosted at ONT, about 38% are single adults, 50% have children in their household. Just over 20% of our households are headed by someone with a college degree, 25% are retired, about 15% are unable to work, and about 20% are working. Ninety-six percent of the individuals served live in households that fall at or below 185% of the federal poverty level. 100% of the individuals served live in households that fall at or below 200% of the federal poverty level. The outcome is that those most in need will be provided with nutritious, wholesome foods to feed their bodies and minds. One way the success of the program can be measured is by community feedback. ONT and its existing food pantries are well utilized and appreciated, as shown by the 158 residents who have signed the petitions (13B) and the letters of support (13C) that have been received. If funded this program will provide direct benefit to a minimum of 88,000 meals. When the service period ends ONT will provide a final report to Amesbury calculating the number of households and residents served, many meals provided (quantitative measure). Using surveys (13J) they will help assess to what extent the assistance aided them towards their goals. ONT will provide a survey to determine us how well the program is meeting their needs. The survey will also ask beneficiaries if they were satisfied with the level of service and ask for suggestions for improvement. This project will be deemed successful when we have used the \$45,000 CDBG grant funds to provide meals which will result in a minimum of 77,587 additional meals to Amesbury LMI individuals, families and children and a minimum of 11,707 for Merrimac LMI individuals, families, and children. Eligible applicants will have a gross annual household income from all sources at or below 80% median income done in accordance with the "CDF Implementation Manual" and the "Section 8 Low and Moderate Income Guidelines for the Boston Area" and for Merrimac, the Lawrence, MA-NH HUD Metro FMR area."

Threshold Requirements – Our Neighbors’ Table Meals Program

Demonstrate project consistency with Target Areas requirements

Provide:

1. **The name of target area(s) in which activit(ies) will be conducted,**
2. **Attach a map of the target area, and**
3. **Description of the target area(s) and how the boundaries were determined. Why does this geographic area constitute a target area in the community?**

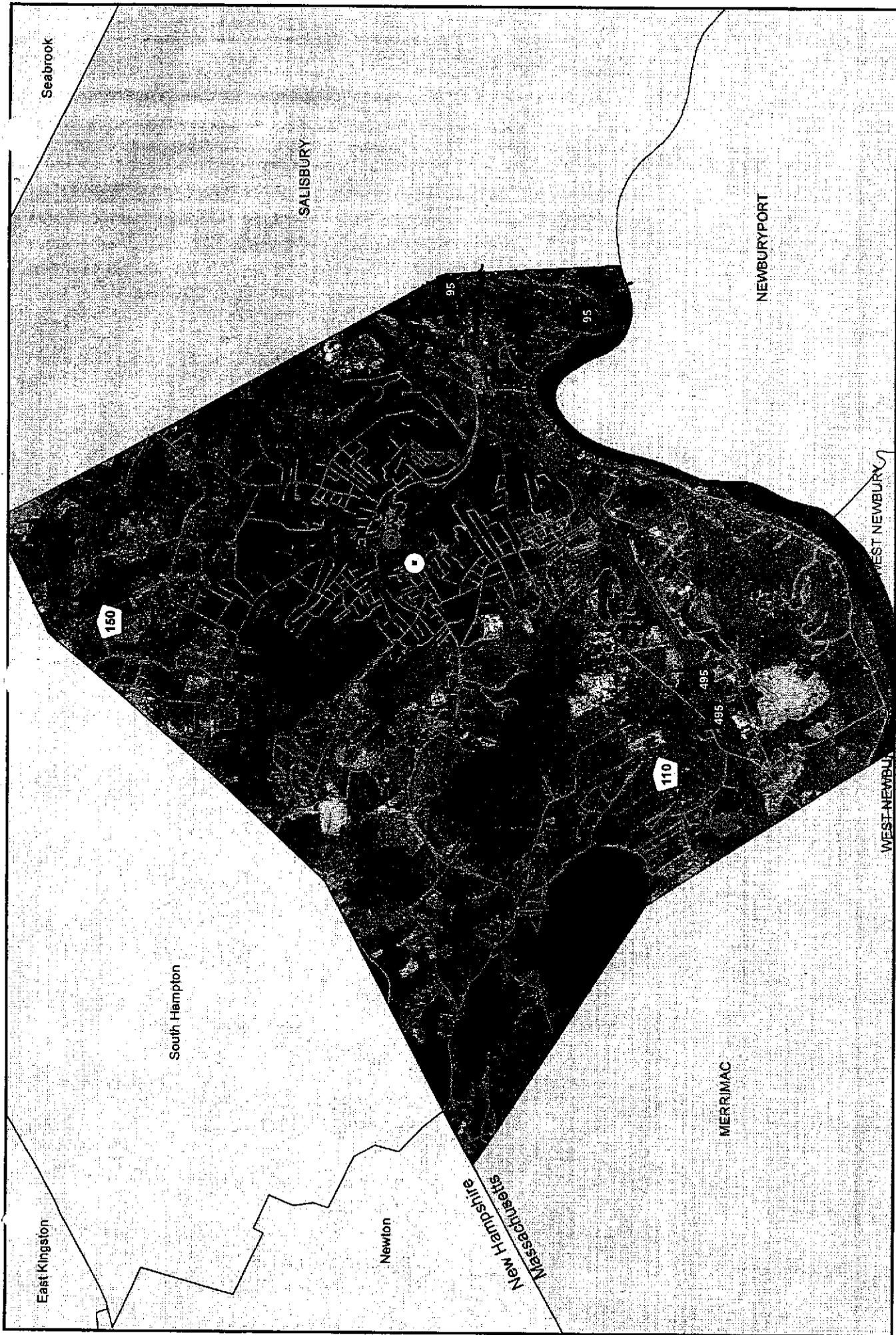
The **Our Neighbors’ Table Meals Program** will be conducted in the City of Amesbury’s Urban Village Core Target Area and in the Town of Merrimac’s Center Corridor Target Area. Our Neighbors’ Table at 145 Main Street is located in the Amesbury Urban Village Core Target Area, as are its food distribution sites at the Amesbury Housing Authority’s Heritage Towers (180 Main St) and Powwow Villa (off Friend Street on Powwow Villa Street. Our Neighbors’ Table’s food distribution satellite location at the Merrimac Council on Aging at 100 East Main Street, Merrimac is located in Merrimac’s Center Corridor Target Area. (competitive attachment 2B – CDBG Target Area Map).

In Amesbury, the primary concentration of targeted services will be the Amesbury Urban Village Core Target Area and will benefit all eligible low and moderate income households. The Urban Village Core contains, in its eastern border, the Madison Street Neighborhood, the Clinton-Brown Street Neighborhood and the Highland Street neighborhood in the northern and western borders. The Urban Village Core Target Area was selected in 2012 and again by the City Council in 2015, in response to a Needs Assessment Survey. The basis for assigning priority needs includes data derived from the US 2010 Census, local studies and information gathered from cooperative relationships and consultation. The framework for priority assignment was shaped by North Shore Home Consortium Continuum of Care coordination and public hearing process, the City’s Citizen Participation Process, Community Action Inc.’s Strategic Plan and Needs Assessment and CDBG regulations. The Community Development Strategy is consistent with, and reflects the sustainable development principles outlined by the Office of Commonwealth Development. This area is the oldest and most underserved of the City’s 25 distinct neighborhoods and is the focus of a comprehensive revitalization.

The Merrimac Center Corridor Target Area was determined through a public process. The Merrimac Center Corridor Target Area’s boundaries were originally approved by the Affordable Housing Trust on November 10, 2015. This area is bounded by Interstate Route 495 on the south; the City of Haverhill on the west; the City of Amesbury on the east and Nichols Street and West Shore Drive on the north. The area covered by the Target Area had been the recent focus for the Affordable Housing Trust. The community is working on meeting the needs of its low-income population through infrastructure improvement, concentrating development and economic development. The basis for assigning priority needs includes data derived from the US 2010 Census, local studies and information gathered from cooperative relationships and consultation. The framework for priority assignment was shaped by North Shore Home Consortium Continuum of Care coordination and public hearing process, the Citizen Participation Process, Community Action Inc.’s Strategic Plan and Needs Assessment and CDBG regulations. The Community Development Strategy is consistent with, and reflects the sustainable development principles outlined by the Office of Commonwealth Development. This area has many older homes, a mobile home park, subdivisions, infrastructure and the largest concentration of LMI households; therefore it was designated as the Merrimac Center Corridor Target Area.

Our Neighbors’ Table Meals Program is conducted within Amesbury Urban Village Core Target Area and the Merrimac Center Corridor Target area; however the **Our Neighbors’ Table Meals Program** is available to qualified beneficiaries community-wide. The Pettengill House’s Amesbury

location at 21 Water Street is a six-minute walk, or one third of a mile away from Our Neighbors' Table food pantry/meals site at 145 Main Street, making it convenient and feasible for residents to visit both places in one trip, they wish. Serving area towns every August, Our Neighbors' Table partners with **Our Neighbors' Table** to provide backpacks and school supplies to children in grades pre-K through college with their Community Partnership Back to School Program.

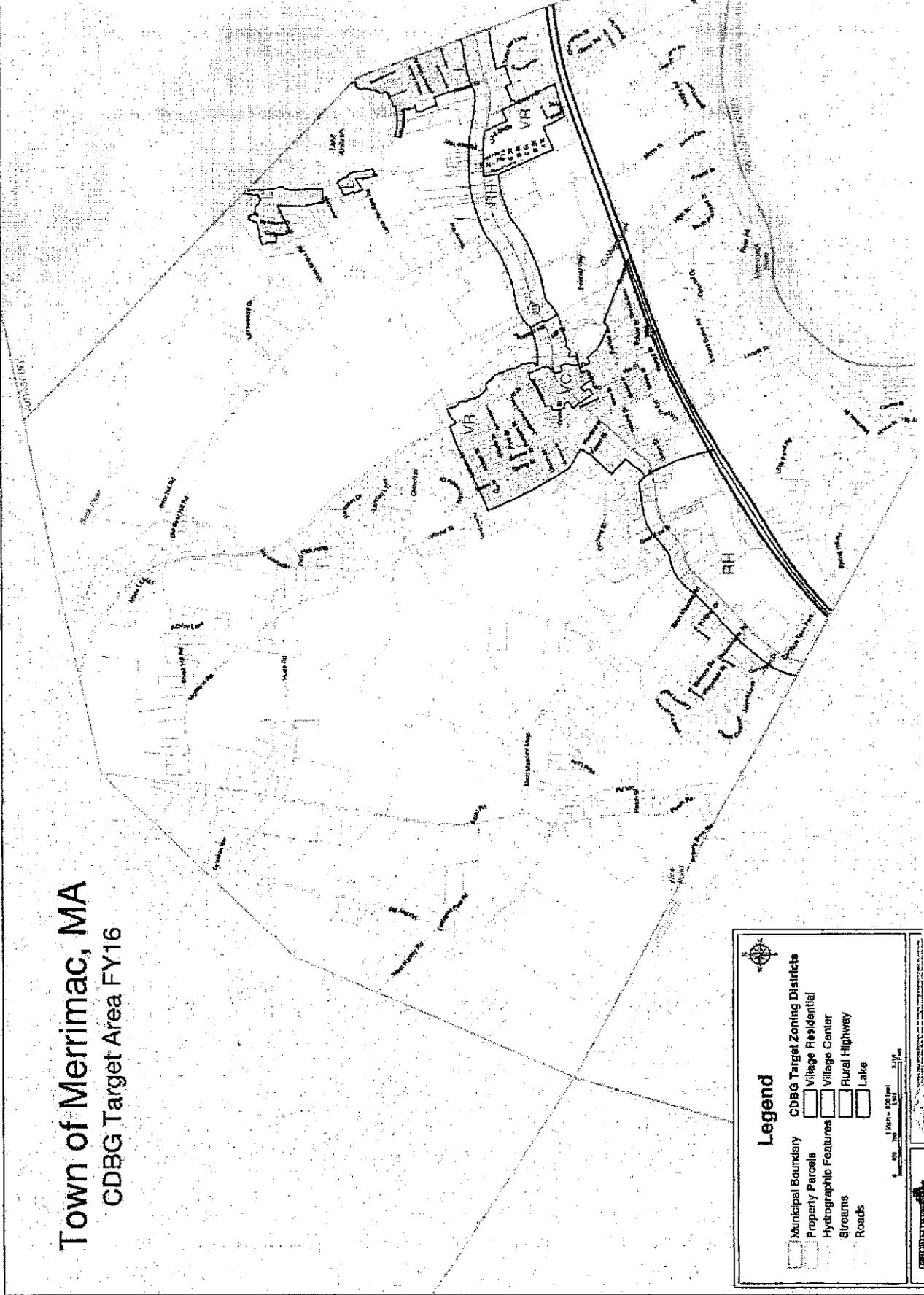


Amesbury Target Area FY2016 CDBG and Non-CDBG Activities

- Amesbury Target Area**
- ★ Non CDBG Activities
- CDBG Activities:**
- Housing Rehabilitation Units on Waiting List
 - Pettengill House
 - Our Neighbor's Table

Town of Merrimac, MA

CDBG Target Area FY16



Legend

	Municipal Boundary		CDBG Target Zoning Districts
	Property Parcels		Village Residential
	Hydrographic Features		Village Center
	Streams		Rural Highway
	Roads		Lake

Scale: 0 50 100 Feet

North Arrow

Detailed Budget Requirements - Demonstrate Cost Reasonableness

a. Provide a Detailed Budget

Budget Item	OUR NEIGHBORS TABLE	CDBG	CDBG Program Delivery	Total CDBG	Total Cost
Meals Program	\$287,920	\$45,000	\$4953	\$49,953	\$332,920

The Breakdown of the CDBG portions will be:

\$ Source	Max \$ Assistance	# Clients	Total
CDBG	.58	77586	\$45,000
Total			\$45,000

b. Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget

- Experience of Provider**

Since their incorporation, Our Neighbors Table has actively recruited quality personnel to ensure the highest standards of professionalism. Their current Executive Director (ED) holds a Masters of Social Work with a Concentration in Children and families (competitive attachment 13 A 1 resume). The ED has extensive leadership, organizational, fundraising and budgeting experience. For the past several years Our Neighbors Table has ran a successful meals program.

- Comparable Service Costs**

This is a cash disbursement program; therefore, this is not applicable. There is a lack of Food Pantry Meals Programs in the area.

- **Accuracy of Budget**

The budget has been reviewed by the Executive Director and she has approved it. This Grant is needed to balance this budget. Currently \$45,000 of anticipated CDBG funds is in the Restricted/Corporate Grants Line item. Our Neighbors Table, Inc. has allocated \$287,920 for the Meals Program in the upcoming year (competitive attachment 13H - allocation letter).

- c. **Qualifications of person who prepared the budget**

Since their incorporation, Our Neighbors Table has actively recruited quality personnel to ensure the highest standards of professionalism. Their current Executive Director (ED) holds a Masters of Social Work with a Concentration in Children and families (competitive attachment 13 A 1 resume). The ED has extensive leadership, organizational, fundraising and budgeting experience. For the past several years Our Neighbors Table has ran a successful meals program.

Project Budget: PUBLIC SERVICES

By funding source, please fill in the appropriate line items below. Then total each column and row.

	Total Service Cost	CDBG	Section 108	HOME	ESG	HOPWA	Other Federal	State / Local	Private	Other \$	TOTAL
Direct Assistance to subgrantees or target clientele	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
PROJECT TOTALS	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
				Total CDBG:				Total Other:			\$0
							\$45,000				\$45,000

Total cost per Beneficiary	\$45.00
Total cost per LMI Beneficiary	\$45.00
CDBG cost per Beneficiary	\$45.00
CDBG cost per LMI Beneficiary	\$45.00

