

Amended Scope of Work

Lake Region Homeless Services Study

In the Spring of 2022, Cumberland County partnered with The Tedford Housing to examine the need for a homeless services in the Lakes Region communities of Baldwin, Casco, Naples, Raymond, Sebago plus Standish, Windham, Bridgton, and Gray.

Tedford House released a Request for Proposals in January 2023 and amended in February 2023. Tedford House received one qualified bid from Levine Planning Strategies. Since the time of the bid, it has been decided that Cumberland County will take the lead role in awarding and administering this bid while Tedford House will advise the County and offer limited assistance to the winning bidder.

After discussions with the winning bidder, Levine Planning Strategies. The County would like to propose an amended scope of work with an updated budget of \$115,000. The purpose of the amendment is to expand the study to include a more comprehensive approach to examining the need for homeless support services in the greater Lakes Region. Levine Planning Strategies suggested partnering with Human Services Research Institute and the Technical Assistance Collaborative to complete this amended scope of work. If either of the partners are unavailable, the County would like Levine Planning Strategies to partner with another qualified group.

The goal of the study will remain the same:

"[E]valuate the need and options for provision of programs and services for people experiencing or at imminent risk of homelessness in the greater Lakes Region, including the towns of Baldwin, Casco, Naples, Raymond, and Sebago. Currently, there are no defined programs or services located within the Lakes Region to aid and support people experiencing homelessness with securing emergency or permanent housing, or to assist those at risk of housing insecurity with successfully maintaining permanent housing."

Scope of Work

Cumberland County, along with Tedford Housing would like to propose the following, amended scope of work for this study:

Task 1: Data and Background Review

Conduct an environmental scan to develop an understanding of homelessness in the greater Lakes Region of Maine and an understanding of the services, resources, and housing available and needed by people and families experiencing or at risk of homelessness in the greater Lakes Region. The scan will include the review and analysis of existing data (e.g., Homeless

The logo for Cumberland County, Maine, features the word "Maine" in a stylized, orange cursive font above the words "Cumberland County" in a bold, black sans-serif font.

Maine Cumberland County

Management Information System, Point-in-Time count, Housing Inventory Count, Census data) and reports obtained from Tedford Housing, Maine Housing, and housing and service providers in the study area. If needed, the consultant can rely on Tedford Housing and other stakeholders to supply aggregated data in the form of pre-populated data tables or charts that are relevant to the study.

Task 2: Prepare a Housing Profile of Five Lakes Region Towns

The consultant will prepare a town-by-town housing profile of the nine towns identified. This profile will include details on the quantity and type of housing available in each community and the affordability of existing housing stock. Data on short-term rentals, housing quality, mobile homes and demographic characteristics of current residents will also be provided if available. This work will be based on generally available data from the U.S. Census, local comprehensive plans, and Maine Housing. Additional data from communities and service providers, if available, will also be utilized in this housing profile task. Any information on individuals experiencing homelessness in these towns will be included in this data, if available from local sources.

Output: Housing characteristics profiles of the nine towns as of the most recent available data.

Task 3: Stakeholder Interviews

Conduct approximately between 15 to 20 interviews with housing and service providers and other stakeholders to understand service and housing needs and preferences for an approach for the provision of services and housing within the greater Lakes Region. Stakeholder interviews will be conducted in person or by phone or video conference, as appropriate, and may be conducted with individuals or small groups. The consultant will conduct up to two focus groups with people experiencing homelessness or at risk of homelessness to understand their needs and preferences for housing and support services. As possible, the consultant will conduct up to two community listening sessions to understand housing and service needs in the greater Lakes Region. The team will include stakeholders from the greater Lakes Region, including the towns of Baldwin, Casco, Naples, Raymond, Sebago, plus Standish, Windham, and Bridgton. The consultant will work closely with the County and Tedford Housing to identify the stakeholders to be interviewed and potential locations for the focus groups and community listening sessions.

Task 4: Needs Assessment

Based on likely demographics of people experiencing or at risk of homelessness in the study area, determine specific needs of the population, likelihood of receiving services elsewhere, and potential need within the study area for homeless services. The consultant will also complete a housing needs assessment of the greater Lakes Region towns, with a focus on the needs of those experiencing, or at risk of experiencing homelessness. The information will be provided for low-income households, senior citizens and disabled residents, as data is available.

Task 5: Complementary Services

Outline existing and desired complementary components to a strategy, including supportive housing and permanent rental options and on-going supportive services for people transitioning out of the service center.

Task 6: Siting and Land Use Analysis

Based on identified needs for homeless and homeless prevention services, evaluate potential locations for service center or centers. Explore zoning and other land use restrictions to three potential sites for homeless services. Outline potential changes that would be needed to make these locations feasible. Explore other potential barriers to development of these facilities, including community impact, environmental factors, accessibility, and existence of complementary services. If needed, outline order-of-magnitude costs to acquire development rights to preferred sites(s) and construct facility/facilities. Outline order-of-magnitude operating costs.

Task 7: Present Recommendations

Present initial recommendations for implementation steps based on the findings of the study. Public meetings or presentations to Cumberland County and individual towns will occur prior to issuing a final report.

Task 8: Final Report

Develop final report outlining work in the study and recommendations for next steps for Cumberland County and partners. The consultant will produce actionable recommendations for addressing gaps and needs and that can be used to inform the development of service center or centers in the greater Lakes Region in Maine.