



# TOWN OF LINCOLN

## ARPA Funding Request Form

SUBMISSION ARE DUE BY DECEMBER 9, 2021

DATE: December 9, 2021

1. **DEPARTMENT / COMMITTEE:**

Submitting Official, title: Abigail Butt, Director COA&HS

Contact Phone: 781-259-8811

Contact Email: butta@lincolntown.org

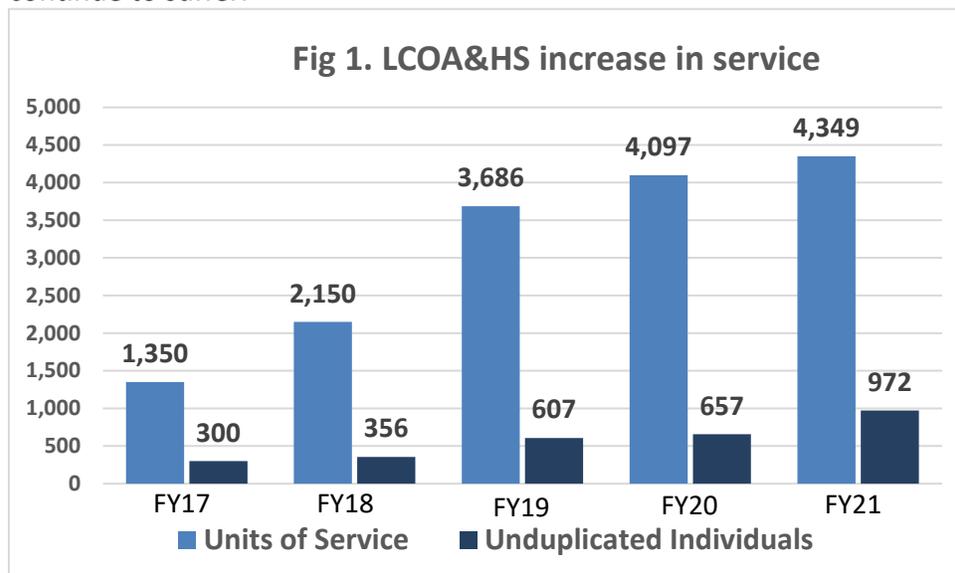
2. **ARPA ITEM / PROJECT REQUESTED:** Twenty Additional Weekly Social Work Hours

3. **ARPA ELIGIBLE SPENDING CATEGORY:** Address Negative Economic Impacts

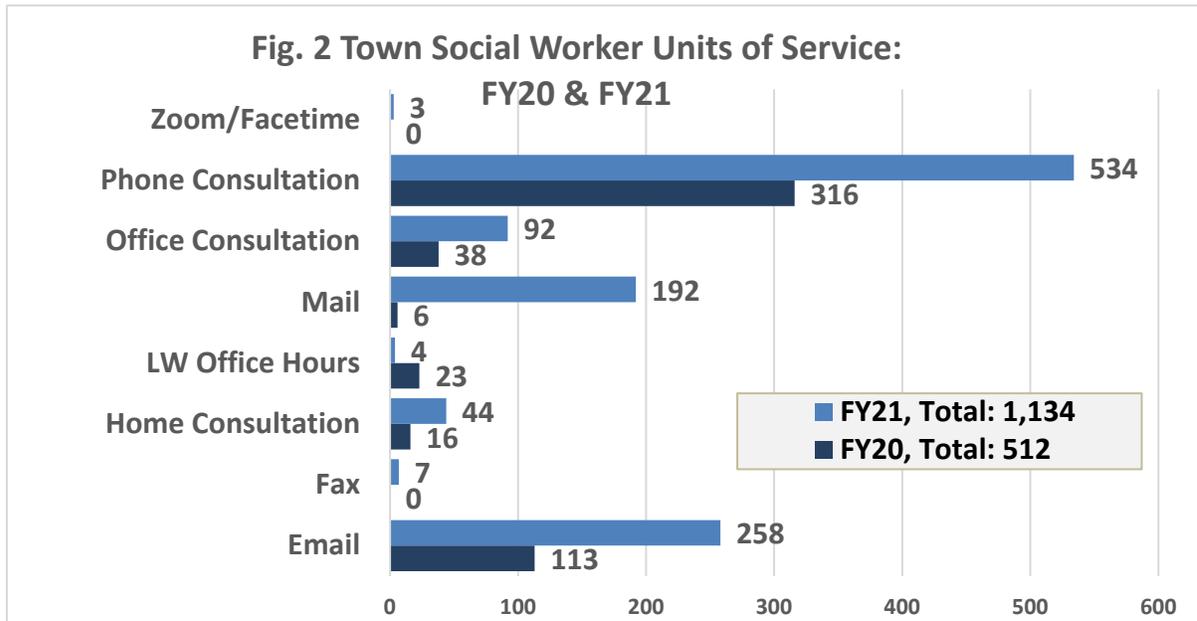
- a. All eligible projects must fall under one of the federal categories. If you are unsure of the spending category, town administration will complete.

4. **EXECUTIVE SUMMARY OF THE PROJECT (including how it responds to the effects of the pandemic):**

The COA&HS provided approximately 4,350 service units of (including, but not limited to) case management, advocacy, client/finding outreach, information and referral, and support services to 972 unduplicated individuals in FY21. ***This is nearly a 50% increase from FY20.*** The data are clear. Demand for services has been increasing steadily long before the pandemic began but has intensified during the pandemic. While the number of individual clients served has greatly increased, Units of Services (e.g. each time any client was provided assistance) has “only” increased by 6%. More people are accessing the COA&HS, but our ability to follow up is limited by staff capacity (See Figure 1.). The COA&HS has exhausted all other sources of labor (See Attachment 1.). Without additional support, our ability to follow up with clients in need will continue to suffer.



The importance of the Town Social Worker during the pandemic cannot be understated. Without a staff person in this role, struggling individuals and families would not have had access, advocacy, or referrals to such critical services as RAFT, ERMA, unemployment, government stimulus checks, fuel assistance, emergency SNAP benefits (formerly called Food Stamps), the food pantry, the Lincoln Emergency Assistance Fund, regular wellbeing checks, or mental health service. To better understand the enormous volume of work completed during the pandemic by the Town Social Worker that otherwise would have gone undone with a person in this role, a comparison chart between FY20 and FY21 follows (see Figure 1.). Please note, these numbers reflect the clients served by the Town Social Worker *only* and no other COA&HS staff members.



The number of residents in need of programs/services, as well as the severity of their situations, continues to increase and intensify. Alone, the Town Social Worker provided 1,134 units of service in FY21. **This is a 122% increase over FY20.** The longer needs are inadequately addressed, the more critical they will become in the future. Thus, what might be an easily resolvable situation now with the right resources could become catastrophic in the future to the detriment of both residents and the COA&HS's and Town's resources.

**5. POPULATION TO BENEFIT FROM PROJECT:**

The population who will benefit from additional personnel hours of COA&HS Social Work is comprised of those Lincoln residents most at risk, primarily in stages of economic hardship. Of those recorded people served in FY21 by the Town Social Worker, approximately 75% were aged 60+. This proportion is likely somewhat inaccurate because when seniors receive assistance, the household is often comprised of one or two individuals, and both are recorded. When a younger household is helped, children in the household benefiting economically through the aid provided to parents are not recorded.

Residents served in FY21 have included single adults with physical and mental disabilities, multigenerational households, families with children who have a variety of emotional and behavioral issues, several small business owners, recent immigrants/refugees who are working hard to become financially stable, long-time Lincoln residents who have simply fallen on hard times, veterans with disabilities, and more. It goes without saying that the pandemic hit residents

the hardest economically who lacked robust social/psychological support or had very little financial cushion to weather the crisis.

Generally, services provided by the Town Social Worker benefit those who needs included:

- Staving off eviction by referring those behind in their rent to the Emergency Assistance Fund, LRAP, RAFT, ERMA, ERAP, and the Society of St. Vincent de Paul and assisting residents in their search for affordable housing solutions.
- Enhancing financial stability by helping residents identify and apply for a variety of federal, state, and town benefits.
- Relieving hunger and nutritional deficit by making referrals to the St. Vincent de Paul Food Pantry, helping people apply for SNAP/Food Stamps, and supplying clients with Farmer Market Coupon Vouchers.
- Assisting residents get treatment for mental health conditions by signing them up for the mental health clinics, support groups, bereavement counseling, and other services.
- Easing family stresses by working with the schools when there are issues with school-age children.
- and more.

**6. FISCAL YEAR IMPACT: FY23**

- a. Does project affect multiple fiscal years? Yes
- b. If so, please indicate all fiscal years impacted:  
FY22 (Mid-May 2022), FY23, FY24, & FY25 (December 2024/end of ARPA funding).

**7. DOES REQUESTED PROJECT INVOLVE A THIRD-PARTY? NO**

- a. If yes, please provide third party name: n/a
- b. Are you able to establish reporting requirements for third-party distributions? n/a

**8. TOTAL AMOUNT REQUESTED: \$106,228 total. See Table 1. Costs are best estimate given unknown cost of living increase expenses.**

- a. Is the request for a capital item/project or for operations? No
- b. If a capital request, are soft costs included in requested amount above? No
- c. If yes, enter amount of estimated soft costs: n/a
- d. If the request is an operating request, will it result in recurring expenses? Yes
- e. If yes, please state plans for future funding: With the assistance of ARPA funds for 20 additional hours of social work, the COA&HS will be able to determine if the recent spike in social service need is related wholly to the economic crisis created by the pandemic or is part of a larger continuing trend. We will be able to collect data and determine if the addition 20 hours will be a necessary future COA&HS expense, and if so, at what level. If additional personnel hours are needed over the long term, the COA&HS will either request them as a preferred budget item or submit for grant funding from other sources until the Town feels it is necessary to add additional personnel hours.

FY	Length of time	ARPA Cost <u>Estimate</u>
FY22: Social Work, 20 hours, Grade13/Step 5 (\$35.41/hr x 140hrs)	May 15 – June 30	\$4,958.00
FY23: Social Work, 20 hours, Grade13/Step 6 (\$37.21/hr x 1,044hrs)	July 1 – June 30	\$38,848.00
FY24: Social Work, 20 hours, Grade13/Step 7 (\$39.29/hr x 1,040hrs)	July 1 – June 30	\$40,862.00
FY25: Social Work, 20 hours, Grade13/Step 8 (\$41.46/hr x 520hrs)	July 1 – December 31	\$21,560.00

9. **ENTER ANY OTHER AVAILABLE FUNDING SOURCES FOR THE PROJECT, INCLUDING AMOUNT:**  
NONE

10. **IS PROJECT TIMELINE ESTIMATED TO BE COMPLETED WITHIN ARPA TIMELINE (December 2024, except for construction projects which have a deadline of December 2026):** Unknown, depends on how the data bear out. Past experience has show us that families in economic crisis take anywhere from 1 to 3 years to get back on their feet and stabilized. The long-term effects of the economic crisis created from the pandemic are an unknown.

11. **IF NOT FUNDED THROUGH ARPA, WILL PROJECT BE REQUESTED IN FUTURE CAPITAL OR OPERATING REQUESTS:** YES

**QUESTIONS?**

Contact Colleen at 781-259-2673 or [wilkinsc@lincolntown.org](mailto:wilkinsc@lincolntown.org) OR Tim at 781-259-2604 or [higginst@lincolntown.org](mailto:higginst@lincolntown.org)

**SUBMISSION ARE DUE BY DECEMBER 9, 2021**

**Please complete a separate form for each request. This form should be completed, saved as a PDF, and submitted to Tim AND Colleen at the above email addresses, with all supporting documentation.**

## Attachment 1

The Council on Aging and Human Services has exhausted available unpaid personnel support.

- A Transportation Coordinator/Administrative Assistant totaling 19 hours/week through a federal grant that ended in March of FY20. The Friends of the COA (FLCOA) carried the position until June 2020, but could not take on the position after that. The COA&HS reduced the position by an hour to bring it down to a non-benefited position in order to reduce cost. We were able to bring this position onto Town funding starting FY21. The FLCOA brought the position back up to 20 hours by funding 1 extra hour for an additional year to ensure the position remained benefitted and strong candidates remained in the position.
- A Receptionist for the front desk and basic administrative tasks totaling 25 hours/week through the Property Tax Work Off Program. Role supported by the Senior Property Tax Work Off Program and staffed by 9 regular volunteers.
- An LICSW Counselor for support groups totaling 3-5 hours/week and individual client counseling for seniors going through large transitions often related to memory loss totaling 4-6 hours per month. Role supported by the FLCOA and the Commons in recognition of the mental health needs of seniors within the Town and the essential role group support can play in alleviating anxiety, depression, and isolation. This position supplements the service already provided by the Town's contract with Eliot Human Services individual counselling services through our Town Mental Health Clinics.
- An undergraduate Art Therapy Intern for expressive arts programming totaling 120 hours. Role supported through Endicott College.
- An Masters in Social Work (MSW) intern totaling 18 hours per week. These hours have been instrumental in ensuring at risk clients are contacted when important information regarding means-tested benefits, vaccination clinics, and programming needs dissemination. It has also meant that more outreach has taken place before clients have lost their benefits. This role has also expanded our capacity for one-on-one client care. Role support through Salem State.
- An LICSW for the supervision required to host an MSW intern totaling 2 hours per week. Without an LICSW volunteer, we would not be able to offer internships to MSW students. Because of this support, we are also able to offer current MSW staff supervision toward their LICSW, which makes the COA&HS a more competitive place to work and increases the quality of job applicants. Role supported through volunteers.
- An LICSW for friendly phone calls to homebound and isolated seniors. Total weekly hours vary. Role supported through volunteers.