

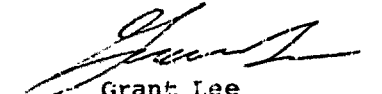
(4)

Women, Infants & Children Program, its Fuel Assistance Program and its Case Management Program among others. PROP has provided many of these community services for over the past 25 years.

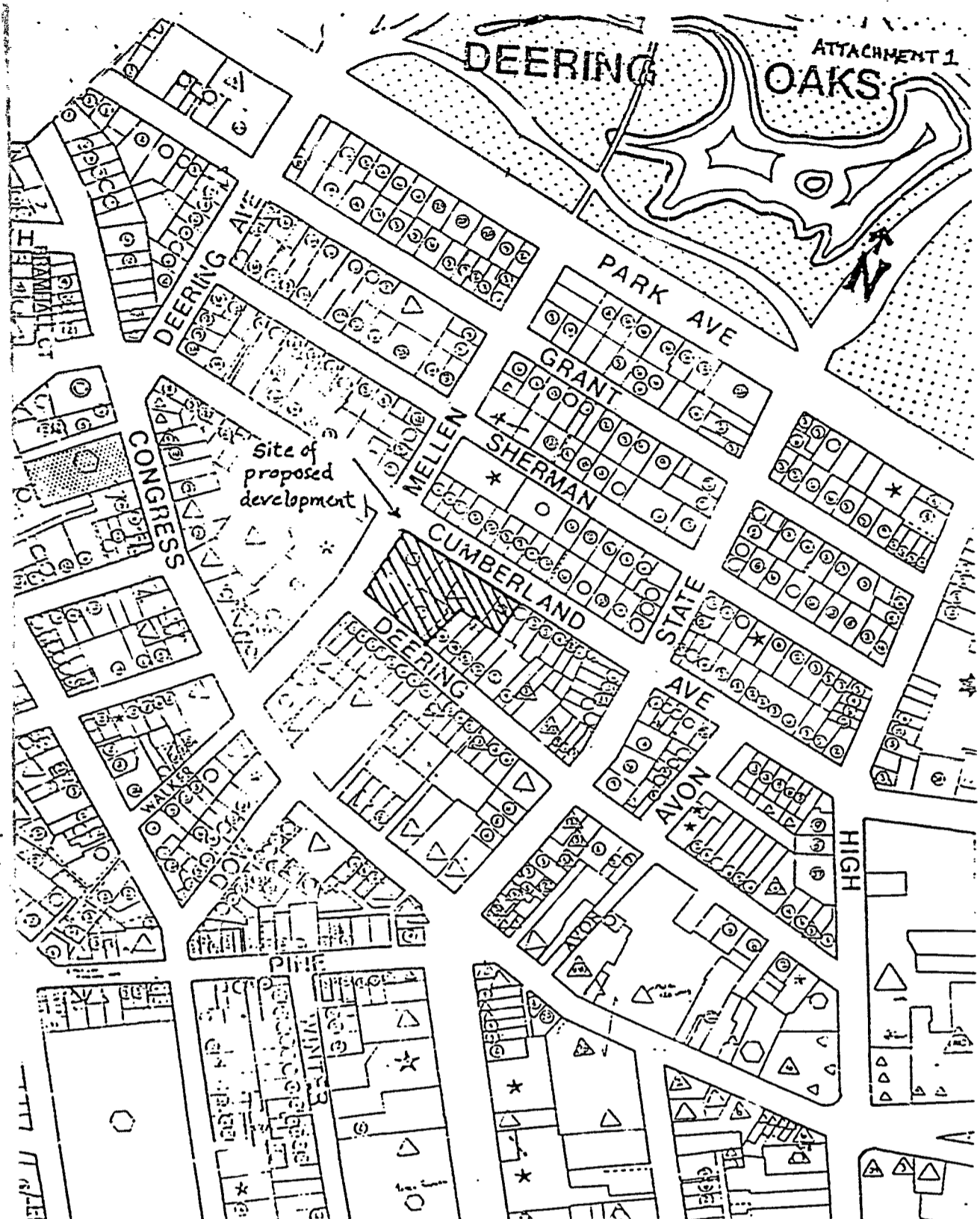
Specifically, we have met with a number of neighborhood residents to discuss the project on a number of occasions, including meeting with representatives from the Parkside Neighbors Association on at least 4 different times over the past year. We have also met with interested neighborhood residents at an open forum on the project at the Sacred Heart Church on September 10, 1991.

Should you require any additional information for site plan review, please let me know.

Sincerely,

  
Grant Lee  
Executive Director

GL/sah



ATTACHMENT 1

DEERING

OAKS



Site of proposed development

DEERING AVE

PARK AVE

GRANT

SHERMAN

CUMBERLAND

DEERING

STATE AVE

AVON

CONGRESS

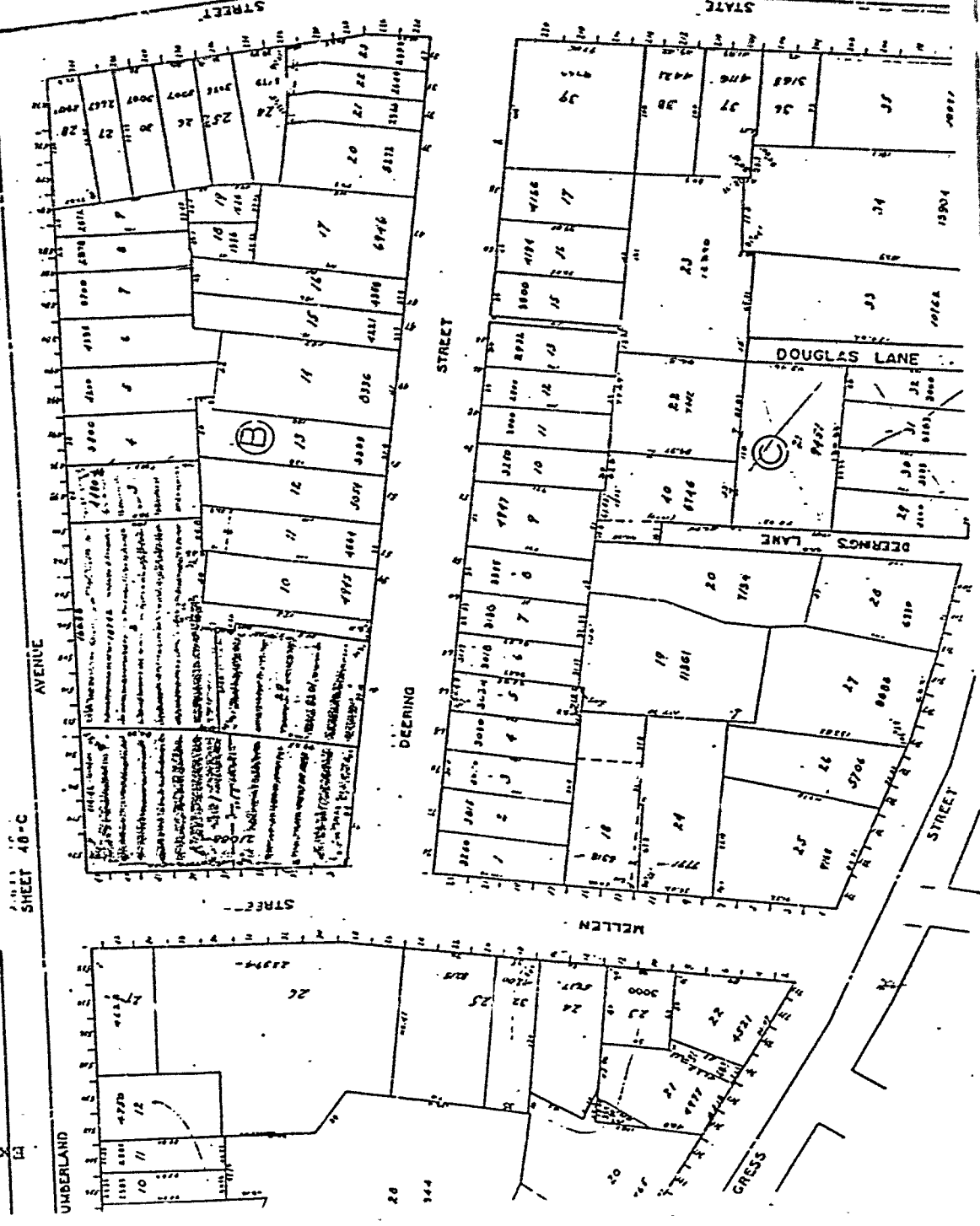
PINE

HIGH

No. 47

SHEET 46-D

SHEET 46-C



SHEET 46-C

Exhibit 2

UNDERLAND

SHEET 46-C

AVENUE

STATE STREET

DEERING STREET

UNDERLAND STREET

MELLEN STREET

DEERING LANE

DOUGLAS LANE

DEERING LANE

GRASS STREET

STATE STREET

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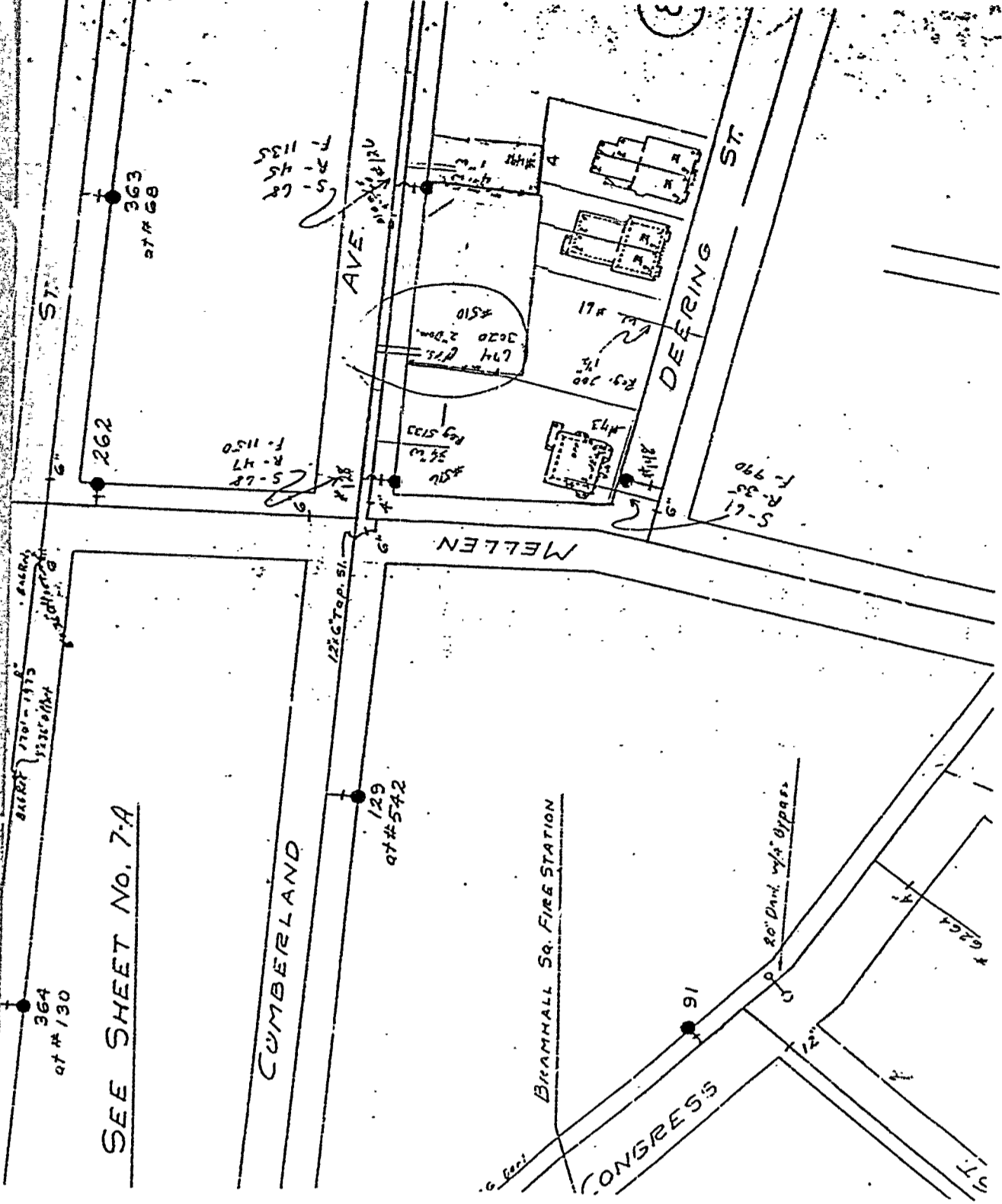
STATE STREET

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SEE SHEET No. 7-A

CUMBERLAND

MELLEN

DEERING ST

BRAMMALL SQ. FIRE STATION

CONGRESS

ST.

ST.

ST.

ST.

ST.

363  
at # 68

262

364  
at # 130

129  
at # 542

91

S-68  
R-45  
F-1135

S-68  
R-47  
F-1150

S-61  
R-35  
F-990

#510  
3020 2'00"  
674 175

171

R-3-300  
1/2

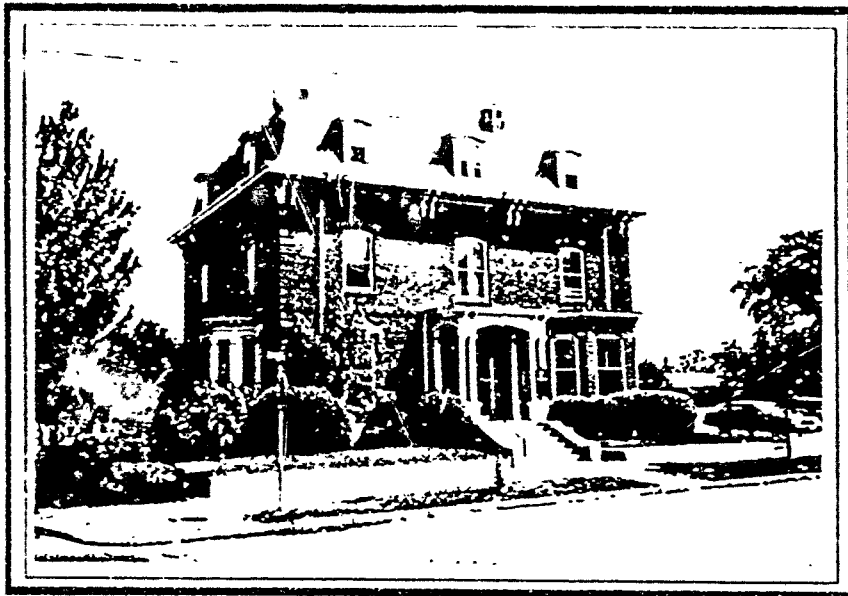
AVE.  
122' x 120'

122' x 1175  
122' x 1144

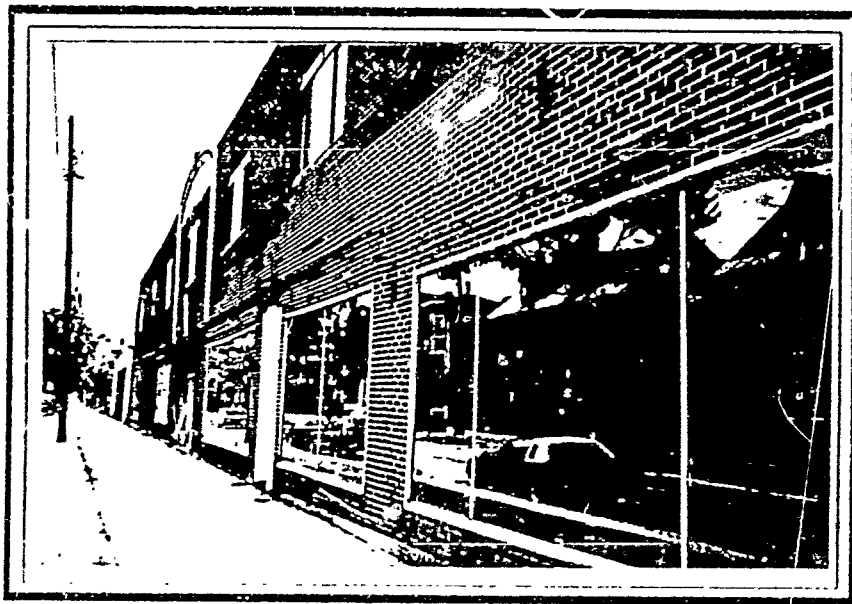
20" Diam. w/4" bypass

12"

62'4"

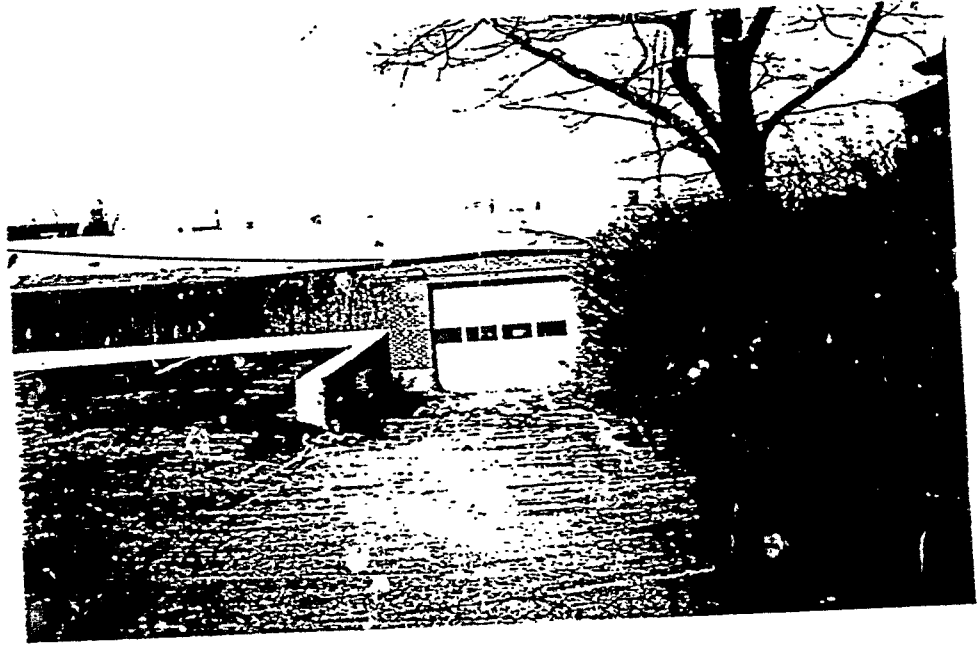


73 DEERING





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61 Decoy Street  
(1/1/11)

PROP DEVELOPMENT  
COMMUNITY SERVICE SPACE  
AND  
13 AFFORDABLE RENTAL HOUSING UNITS

ANALYSIS OF  
PARKING REQUIREMENTS

TOTAL GROSS SQUARE FOOTAGE:

ANNEX - 4,079  
MAIN - 15,343  
Total - 19,422

USE	SQUARE FOOTAGE		NO. OF SPACES
	CLASS ROOMS	CIRCULATION OFFICE	
(ANNEX)			
GROSS MOTOR	1,290.29		
EIT. STORAGE		913.18	
STAIR		139.00	
CIRCULATION		395.78	
7 OFFICES			741.13
(MAIN)			
3 CLASS ROOMS	2,809.46		
3 OFFICES			267.00
STOR./HALLS/W.C.		696.53	
STAFF/LUNCH/STOR./W.C.		2,361.00	
DATA PROCESSING			472.60
ADMIN OFFICES			1,655.40
SECRETARY			113.00
VESTIBULE		80.53	
STOR./HALL/MAIL/etc.		1,811.76	
CORRIDOR		18.53	
COMM. SERVICE OFFICES			1,189.00
CIRCULATION/W.C.		128.00	
INTERVIEW		199.80	
HEAP OFFICES			642.68
CORRIDOR		107.65	
WIC OFFICES			1,063.58
CORR./EXAM/CHILD CARE/W.C.		1,690.67	
TOTALS	4,699.75		4
	(1 space per classroom)		
		8,572.43	9
	(1 space per	0)	
		6,150.39	15
	(1 per 400)		

TOTAL PARKING REQUIRED (Community Service)	28
RESIDENTIAL (13 apartments/1.5 per unit).....	19.5
TOTAL PARKING REQUIREMENTS FOR PROP COMMUNITY SERVICE AND APARTMENTS	48
REQUIREMENTS FOR 73 DEERING STREET:	
RESIDENTIAL (3 apartments/1 per unit)	3
OFFICE (4,200 square feet gross/1 per 400)	11
Total	14
<hr/>	
TOTAL PARKING REQUIRED	62

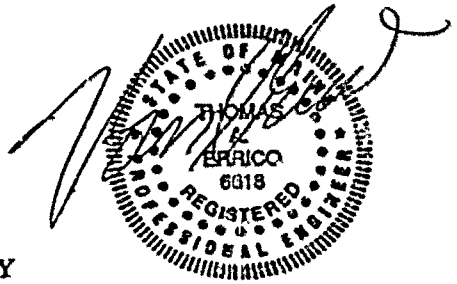
PARKING AVAILABILITY

UPPER LOT	25
LOWER LOT	47
Total	72

PROJECTED PARKING SURPLUS	10
---------------------------	----

T. Y. LIN

DATE ISSUED: 08/26/91



REPORT ON  
TRAFFIC IMPACT STUDY  
PROP RELOCATION  
DEERING PLACE  
PORTLAND, MAINE

PREPARED FOR  
PEOPLE'S REGIONAL OPPORTUNITY PROGRAM  
222 ST. JOHN STREET  
PORTLAND, MAINE 04102

PREPARED BY  
T. Y. LIN INTERNATIONAL  
CONSULTING ENGINEERS  
5 FUNDY ROAD  
FALMOUTH, MAINE

AUGUST 1991

## SECTION I - INTRODUCTION

In July of 1991, T. Y. Lin International (TYLI) was retained by People's Regional Opportunity Program (PROP) to conduct a traffic impact study for the relocation of PROP's offices and daycare/headstart facilities to 510 Cumberland Avenue in Portland, Maine. PROP is also acquiring the property at 73 Deering Street which includes a 3 1/2 story building and parking lot. The building at 73 Deering Street will not change its usage when PROP acquires it. The 4,200 square feet of office space will remain, as will 2 of the 3 apartments. Only when or if the current tenants terminate their leases will PROP consider positioning some of their offices in this building. The parking lot for this property is proposed to serve both the offices and apartments of 73 Deering Street as well as 13 proposed apartments from the 510 Cumberland Avenue building. All apartments, existing and proposed, will benefit low-income families. The 510 Cumberland Avenue property will house PROP's offices (including W/C and HEAP) and the daycare/headstart facilities on the ground floor. The 13 low-income apartments will be on the upper 2 floors of this building. This property includes a parking lot for the office employees and clients.

The proposed project is located between Cumberland Avenue and Deering Street, and bounded on the west by Mellen Street in Portland, Maine (see Figure 1).

The scope of analysis includes an on-site field review, analysis of both existing and projected traffic volumes to the proposed site, analysis of traffic safety data, the analysis of the proposed on-site traffic circulation, and the analysis of the proposed parking demand. In conversations with Portland's City Engineer, parking demand, client access to the facilities, traffic and safety statistics at the intersections of Cumberland Avenue/Mellen Street and Cumberland Avenue/State Street will be the main issues affecting this project. The resulting study area for this project is defined as being Cumberland Avenue in front of the proposed site including its intersections with both Mellen Street and State Street. The Deering Street entrance/exit drive is also included in the study area. Conclusions and recommendations for improvements (where applicable) have been included as part of this report.

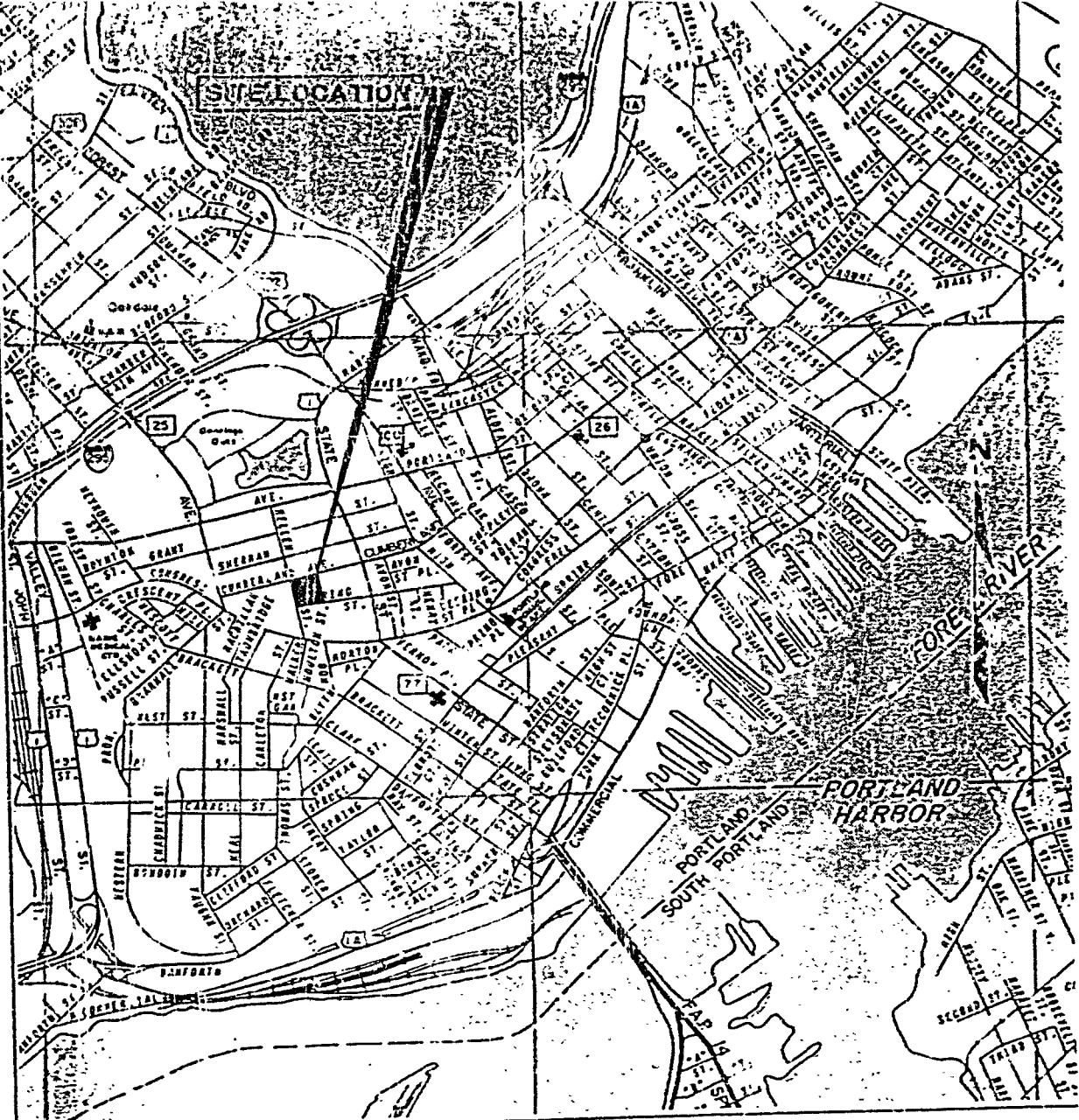
## SECTION II - DATA COLLECTION

The Maine Department of Transportation (MDOT) provided TYLI with the following:

- Accident data in the vicinity of the site for the most recent three year period available.

PROP provided TYLI with the following:

- Preliminary site plan for the proposed site.
- Preliminary building layout plan for the proposed site, including all information about the proposed building usages.
- Analysis of Parking Requirements prepared for the site by PROP.



DEERING PLACE PORTLAND, MAINE

SITE LOCATION PLAN

(10-0270)

**TYLON** INTERNATIONAL

AUGUST 1991

FIGURE 1

In addition, TYLI collected the following data:

- On-site field review including roadway geometrics for the intersections of State Street/Cumberland Avenue and Mellen Street/Cumberland Avenue, sight distances of all proposed drives and a preliminary review of on-site circulation patterns.
- Manual Turning Movement Counts (TMC) at the intersection of Cumberland Avenue with Mellen Street during both the AM and PM peak periods. Also counted were pedestrian and bicyclist crossings.

**SECTION III - BASE TRAFFIC CONDITIONS**

Currently, only the building at 73 Deering Street is occupied by several tenants. Because PROP does not anticipate changing the usage of this building, the traffic generated by the tenants of this building will be included in the existing background traffic volumes, rather than as part of the new site traffic.

Manual Turning Movement Counts (TMC) were conducted in January of 1989 for the intersection of Cumberland Avenue/State Street and in January of 1989 and August of 1991 for the intersection of Cumberland Avenue/Mellen Street. A decrease in traffic was found to occur during that period for the Cumberland Avenue/Mellen Street intersection. The corresponding decrease was applied to the 1989 traffic volumes at the Cumberland Avenue/State Street intersection to arrive at the 1991 traffic volumes for this intersection. The morning and afternoon peak hours (the 4 highest volume consecutive 15 minute periods) were determined to be the following:

<u>Intersection</u>	<u>AM Peak Hour</u>	<u>PM Peak Hour</u>
Cumberland/Mellen	7:45 - 8:45	4:15 - 5:15
Cumberland/State	7:30 - 8:30	4:30 - 5:30

For all subsequent analyses, the peak hour corresponding to the higher volume intersection (Cumberland/State) will be used, as this helps to project a more conservative point of view.

No other developments are planned in the vicinity of the study area which could have an effect on the impact the proposed project would have on the surrounding street network.

The raw 1991 TMC data were adjusted to reflect the seasonal variations in traffic volumes in the State of Maine. The seasonal adjustment factor used for the TMC was 0.988 (applied only to the Cumberland/Mellen raw volumes. Cumberland/State volumes were already adjusted from a previous study). This adjustment produces an estimate of the Design Hour Volumes (DHV) for 1991. See Figure 2 for the estimated 1991 DHV.

The proposed completion date for this project is late fall in 1992. Because of the short period of time between this study and the completion date of the project, as well as the fact that, during the past 2 year period, traffic volumes in the study area have been decreasing, no growth rate was applied to the 1991 existing DHV to obtain the 1992 Base Year traffic conditions. The Base Year is said to represent the traffic conditions that would exist at the time the proposed project would be completed, but without any of the new site traffic that would use the street network. Therefore, no extra illustration is provided to represent the 1992 Base Year traffic volumes (same as 1991 DHV).

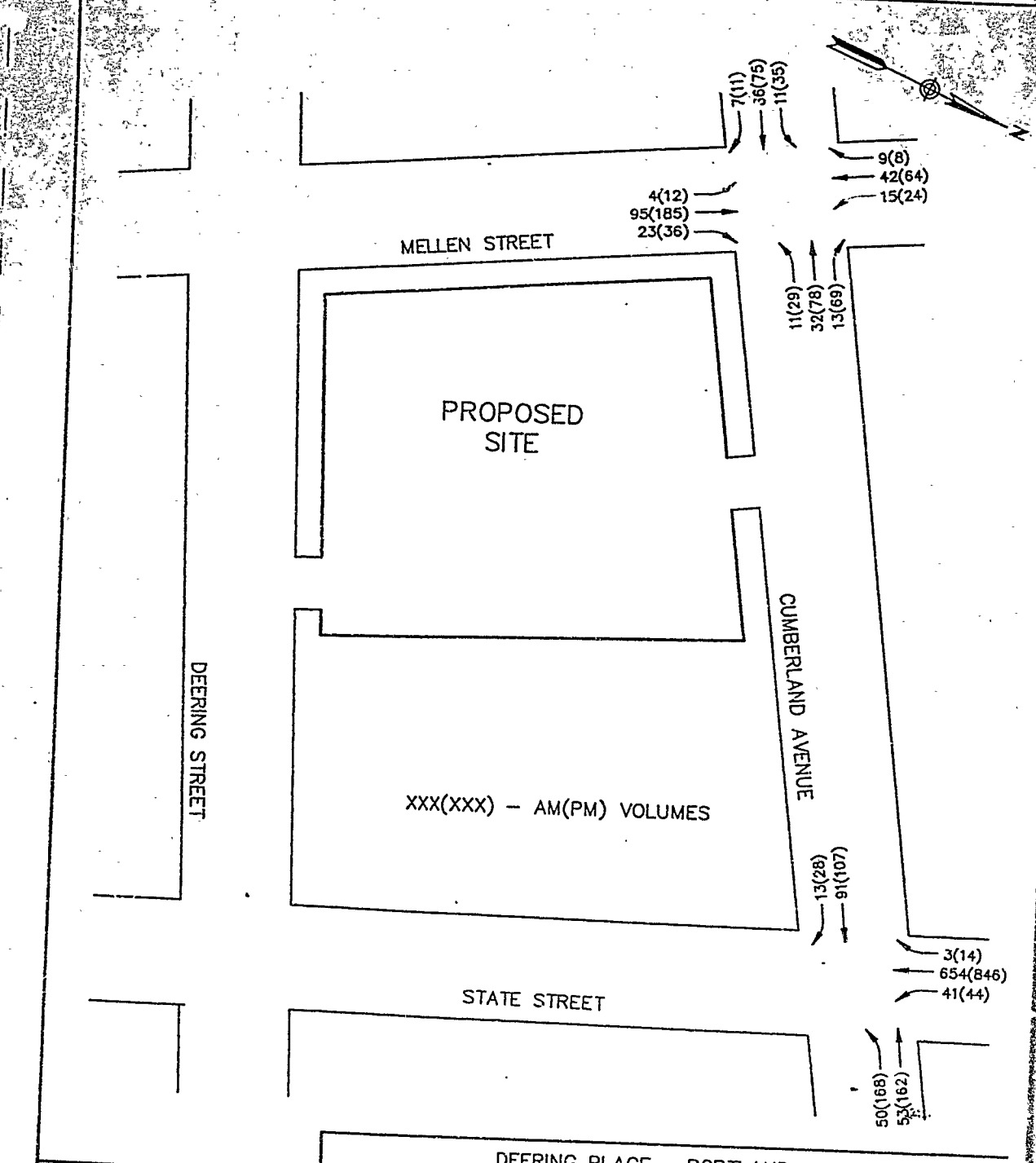
SECTION IV - SITE GENERATED TRAFFIC

The relocation of the PROP facilities to 510 Cumberland Avenue is expected to generate new trips into and out of the study area (1 trip is either 1 entering vehicle or 1 exiting vehicle). However, recall that the trips generated by the current tenants of 73 Deering Street are considered existing traffic movements rather than new ones, and will not be included as site generated trips.

Site generated trips will be generated by the users of the building at 510 Cumberland Avenue including office staff, teachers and aides, clients, and apartment tenants. The site generated trips during the AM and PM peak hours were estimated using employee, client and apartment data specific to the proposed project. Table 1a presents the data received from PROP outlining the proposed project's trip generating characteristics. Table 1b presents the site generated traffic volumes.

TABLE 1a  
PROPOSED PROJECT'S CHARACTERISTICS

Daycare/Headstart	6 Teachers/Aides and 60 children
Office Staff	45 full time and 5 part time
Interviewers	
WIC	250 Interviewers per 4 day week
HEAP	45 Interviewers per day during November thru February
Apartments	13 3-bedroom, low-income (at 510 Cumberland Avenue)



DEERING PLACE PORTLAND, MAINE

1991 EXISTING AND 1992 BASE YEAR ESTIMATED PEAK HOUR TRAFFIC VOLUMES

FIGURE 2

(TD-0270)

**TYLIN**  
INTERNATIONAL

AUGUST 1991

TABLE 1b  
SITE GENERATED TRAFFIC VOLUMES

	AM Peak Hour		PM Peak Hour	
	Enter	Exit	Enter	Exit
Daycare/Headstart	8	8	8	8
Office Staff	34	0	0	54
WIC*	3	3	0	0
HEAP*	1	1	1	1
Apartments (Cumberland Ave.)	<u>2</u>	<u>5</u>	<u>5</u>	<u>3</u>
Total	49	17	14	66

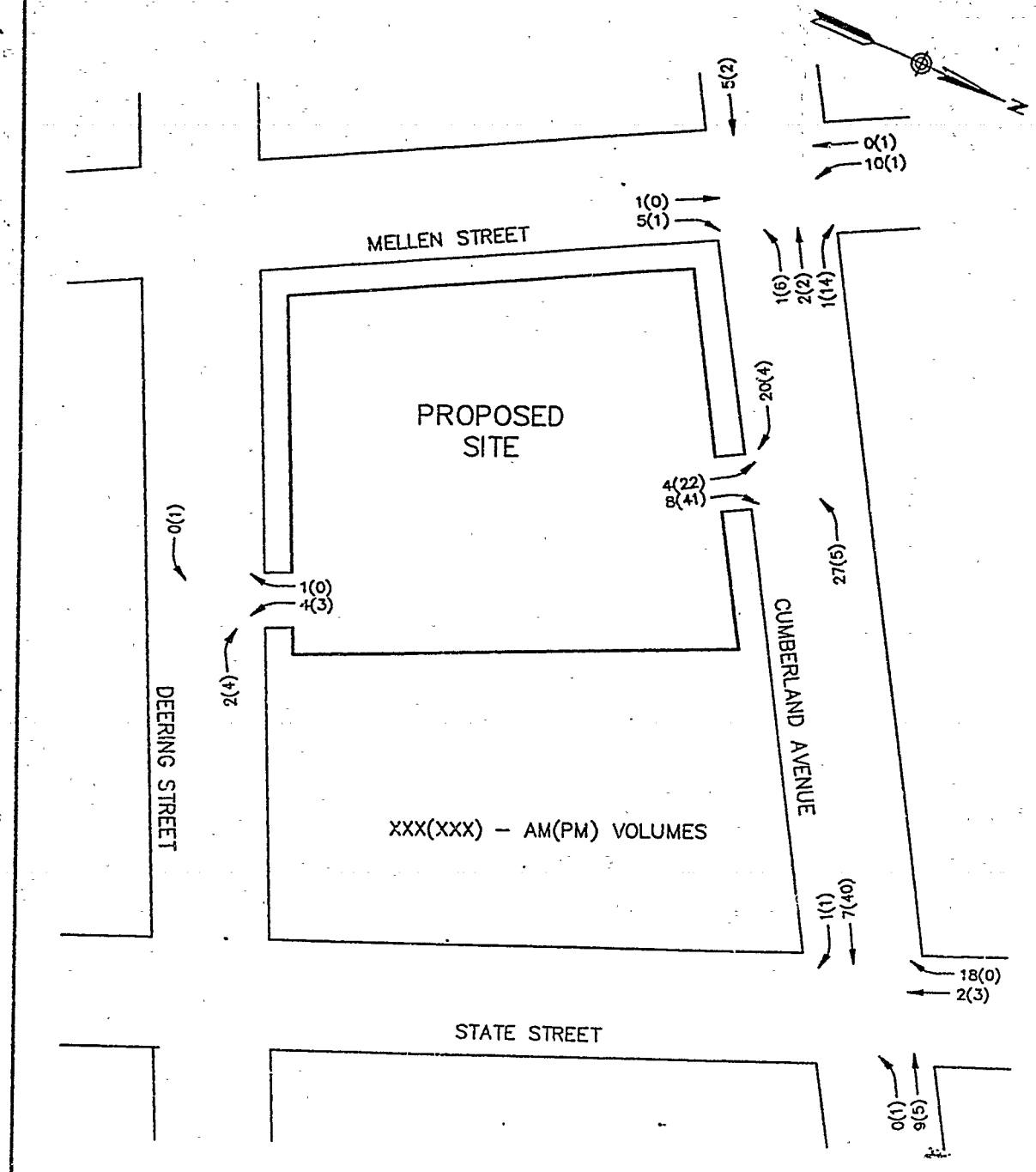
\*These trips represent only those made by clients visiting the PROP facility.

These site generated trips were distributed to the 3 available parking facilities (the Deering parking lot is used by the apartment dwellers; the Cumberland parking lot is used by the staff, WIC, and HEAP clients; the daycare clients are anticipated to use the parking turn-out lane in front of the building). See Figure 3 for an illustration of the anticipated site generated trip distribution. Figure 4 illustrates the 1992 Build traffic condition which is a combination of the 1992 Base traffic volumes with the site generated traffic volumes.

SECTION V - INTERSECTION CAPACITY ANALYSIS

Unsignalized Intersection

Analysis of the four-way STOP controlled Cumberland Avenue/Mellen Street intersection was determined from procedures contained in the 1985 Highway Capacity Manual (Transportation Research Board, Special Report 209). Procedures for a four-way STOP controlled intersection are based on the assumption that all vehicles at the intersection will stop, with vehicles departing in a counter-clockwise rotation (vehicle on the right has right-of-way). The capacity of a four-way STOP controlled intersection is a function of the number of approach lanes, and the departure headway of vehicles crossing from a stopped position. Level of Service (LOS) is a measure of the intersection's ability to handle the traffic demand through the intersection. LOS can range from A (no delays) to F (a traffic jam). Although Level of Service for such intersections are not specifically defined, the following table defines volumes approximately indicative of LOS-C conditions:



XXX(XXX) - AM(PM) VOLUMES

DEERING PLACE PORTLAND, MAINE

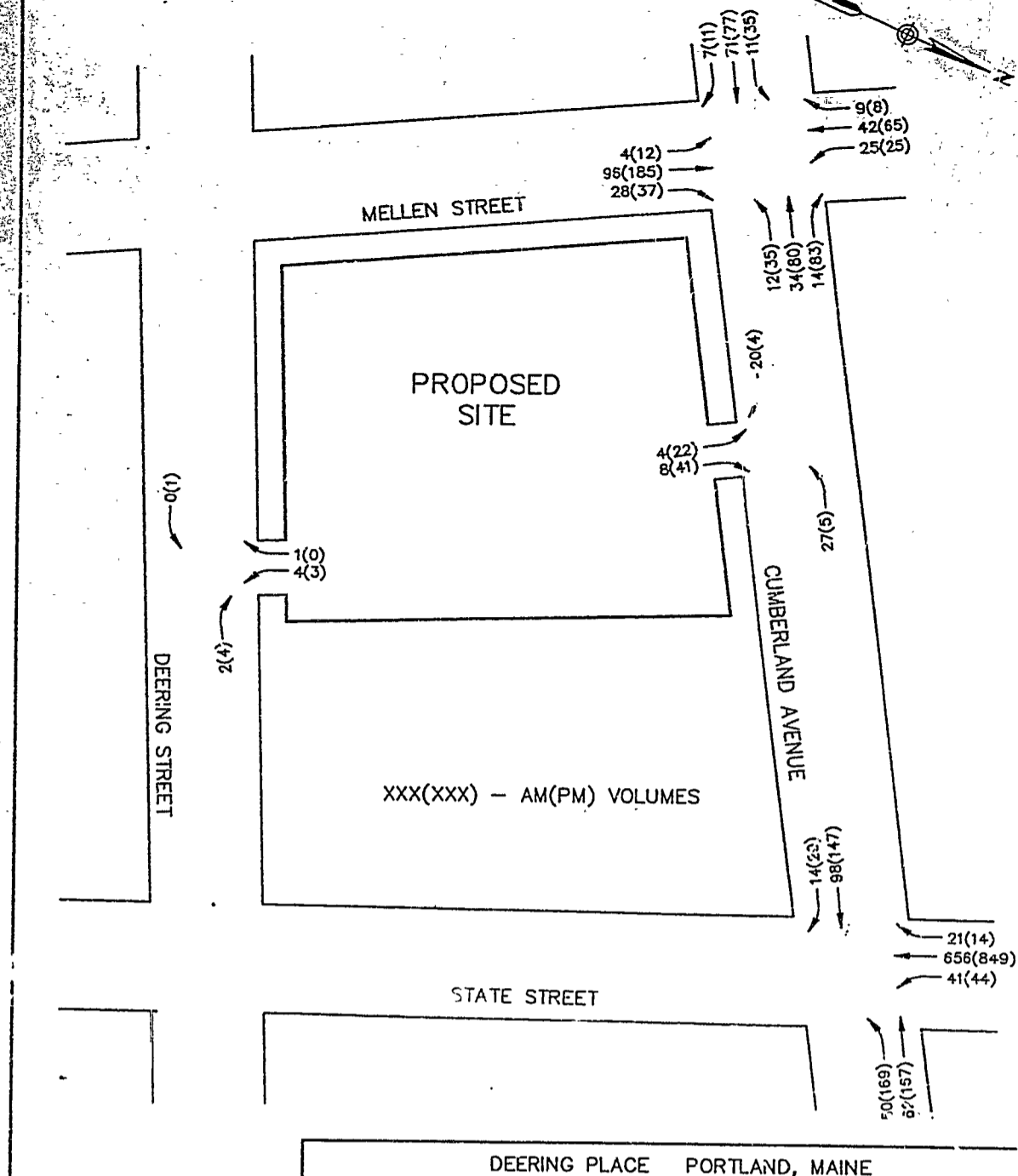
ESTIMATED SITE GENERATED  
PEAK HOUR TRAFFIC VOLUMES

(FD-0270)

**TYLIN**  
INTERNATIONAL

AUGUST 1991

FIGURE 3



(TD-0270)

**TYLIN**  
INTERNATIONAL

AUGUST 1991

ESTIMATED 1992 BUILD YEAR  
PEAK HOUR TRAFFIC VOLUMES

FIGURE 4

Traffic Demand  
Split

LOS-C Volumes  
(2 Lane by 2 Lane)

50/50	1,200
55/45	1,140
60/40	1,080
65/35	1,010
70/30	960

As the table indicates, capacity is greatest when the traffic demand is evenly split between the two crossing roadways. For the intersection of Cumberland/Mellen, there is a 57/43 demand split during the AM peak hour, and a 53/47 demand split for the PM peak hour. By interpolation, the LOS-C volume would be 1,116 vehicles per hour (AM) and 1,164 vehicles per hour (vph) in the PM peak hour. For the analysis of four-way STOP controlled intersections, no specific LOS can be determined. LOS is simply determined here as either "better than C" (C+) or "worse than C" (C-).

Table 2 presents the results of the capacity analysis of the Cumberland Avenue/Mellen Street intersection for the 1991 Existing, 1992 Base, and 1992 Build conditions. The Build condition represents the traffic projected for the 1992 Base condition plus the estimated site generated traffic.

TABLE 2  
CAPACITY ANALYSIS, CUMBERLAND/MELLEN

	AM Peak Hour		PM Peak Hour	
	LOS	Total Volume	LOS	Total Volume
1991 Existing/1992 Base	C+	328 vph	C+	626 vph
1992 Build	C+	353 vph	C+	653 vph

C+ = Better than LOS-C

The results of the capacity analysis of the Mellen Street/Cumberland Avenue intersection indicates that it will operate at LOS-C or better through the 1992 Build condition.

Signalized Intersection

Capacity analyses were performed on the signalized intersection of State Street/Cumberland Avenue. This was done to evaluate the anticipated impact caused by the traffic generated by the proposed site for the current, 1992 Base and 1992 Build conditions. Capacity analyses were performed using a computerized version of the procedures contained in the Highway Capacity Manual (1985, Chapter 9, Signalized Intersections).



The Level of Service (LOS) of a signalized intersection is based upon the average time a vehicle is stopped, or delayed, when attempting to pass through a signalized intersection. The relationship between LOS and the time a vehicle is stopped or delayed is as follows:

<u>LOS</u>	<u>Average Vehicle Delay</u>
A	0 - 5.0 secs
B	5.1 - 15.0 secs
C	15.1 - 25.0 secs
D	25.1 - 40.0 secs
E	40.1 - 60.0 secs
F	60.1 + secs

Table 3 presents the results of the capacity analysis of the Cumberland Avenue/State Street intersection.

TABLE 3  
CAPACITY ANALYSIS CUMBERLAND/STATE

<u>Condition</u>	<u>AM Peak Hour</u>	
	<u>Level of Service</u>	<u>Average Stopped Delay/Vehicle (sec)</u>
1991 Existing/1992 Base	A	4.73
1992 Build	A	4.87

<u>Condition</u>	<u>PM Peak Hour</u>	
	<u>Level of Service</u>	<u>Average Stopped Delay/Vehicle (sec)</u>
1991 Existing/1992 Base	B	6.91
1992 Build	B	7.49

The results of the capacity analyses of the Cumberland Avenue/State Street intersection indicates that it will operate at LOS-B or better through the 1992 Build condition.

SECTION VI - TRAFFIC SAFETY ANALYSIS

Accident data for the period of 1988-1990 were obtained from MDOT for roadway segments and intersections in the study area. A summary of the data collected is presented in Table 4.

TABLE 4  
SUMMARY OF ACCIDENT DATA

Location	1988-90 Accidents	Yearly Average	Critical Rate Factor
Mellen St./Cumberland Ave.	10	3.33	1.53
Cumberland Ave./State St.	20	6.67	0.88
Deering St./Mellen St.	2	0.67	0.50
Cumberland Ave. (Mellen to State)	3	1.00	0.79
Deering St. (Mellen to State)	8	2.67	2.28

The assessment as to whether a safety deficiency exists is primarily based upon information found in the collision diagrams which describe accident type and location. These diagrams help determine whether any recurring accident patterns are present. MDOT's guidelines for identifying potential safety deficient locations consists of identifying 8 or more accidents in any 3 year period and a critical rate factor of more than 1.0. According to Table 4, 2 locations have potential safety deficiencies (Mellen Street/Cumberland Avenue and Deering Street).

The intersection of Deering Street/Mellen Street will not be analyzed for potential safety deficiencies as only 2 accidents occurred during the past 3 years and MDOT only assigned a CRF of 0.50 to it, which describes it as a not very hazardous location.

- The intersection of Mellen Street/Cumberland Avenue had 10 accidents over the most recent 3 year period. Two of these accidents were caused by unique circumstances. Four of the accidents were angle collisions. The last 4 accidents were turning movement accidents. Of these 10 accidents 3 had defective vehicle parts, 2 had their vision obscured by the sun or windshield, 1 had been drinking, 2 apparently were confused by the 4-way-stop situation and the other was a parked car that lost its parking brake and rolled through the intersection before hitting a tree.
- The intersection of Cumberland Avenue/State Street had 20 accidents over the most recent 3 year period. One accident involved a pedestrian. Eleven of the accidents were cross-traffic collisions. Five accidents were angle collisions involving westbound Cumberland Avenue left-turns with eastbound Cumberland Avenue through movements. Two accidents were lane change collisions. The last accident involved a rear-end collision. Twelve of the twenty accidents occurred during the winter months usually when the roads were wet and slippery. Of these twenty accidents, thirteen accidents were due to either failure to yield the right-of-way or in disregarding the traffic control device. The rest of the accidents were caused by various other situations. It appears accidents may be related to excessive speeds and/or insufficient traffic signal clearance times.

- The road segment of Cumberland Avenue from Mellen Street to State Street had 3 accidents over the most recent 3 year period. All of these accidents were collisions with parked cars. No correctable pattern exists with this group of accidents.
- The road segment of Deering Street from Mellen Street to State Street had 8 accidents during the most recent 3 year period. All collisions but one involved a parked vehicle. Of these seven collisions, three were hit-and-run, one collision occurred under icy conditions and the others were due to driver inattention. The one accident not involving a parked vehicle was a rear-end collision on ice-packed roads.

Sight distances at the proposed site drives were measured during the on-site review. The sight distances from all site exits are at least 500 feet long. However, the exit from the Deering Street parking lot is somewhat restricted by parked vehicles east of the parking lot. Safety data indicates no accidents occurred at this exit, probably due to the fact that drivers creep up slowly to see past the parked vehicles.

#### SECTION VII - ON-SITE CIRCULATION AND SITE ACCESS

There are 3 facilities provided on the proposed site for parking activities. There is a parking lot adjacent to 73 Deering Street (called the Upper Lot) and another parking lot adjacent to 510 Cumberland Avenue (called the Lower Lot). The other parking facility is a parking turn-out lane used primarily to load/unload the children going to the Daycare/Headstart program. Delivery vehicles may use this parking turn-out lane as well. All on-site circulation analyses were performed using the preliminary site plan dated August 15, 1991.

##### Upper Lot

This lot provides good access/egress to Deering Street. The driveway is wide enough to allow 2 passenger cars side-by-side (one entering, one exiting). This lot provides room for 3 compact (8 ft. x 21 ft) and 22 large (9 ft. x 19 ft.) parking spaces, including 2 handicapped parking spaces.; This lot will be used primarily by the office staff working at 73 Deering Street and by all of the apartment dwellers from the 2 site buildings. Vehicle circulation in this lot is cramped. Aisle widths are slightly narrower than the City's standards. Maneuvering into all parking stalls is anticipated to be unrestricted by passenger cars. However, backing out of the end stalls in the southwesterly corner of the lot is difficult. It is recommended that 1 of these 2 parking spaces be eliminated by way of striping or signing that space as a "No Parking Zone." This will allow the backing maneuver from the remaining parking space. The "hot-top curb" island in the northeasterly corner of the lot should be cut back approximately 3 ft. to provide easier access to the 90° parking spaces. Pedestrians are provided a ramp from this lot to the back of 510 Cumberland Avenue (the apartment floors), and concrete steps from this lot to the lower lot.

Lower Lot

This lot provides good access/egress to Cumberland Avenue. There are 2 driveways, both of which are wide enough to allow 2 passenger cars side-by-side. This lot provides room for 12 large (9 ft. x 19 ft.) and 24 compact (7.5 ft. x 15 ft.) parking spaces. No handicapped spaces have been provided for this lot. This lot will be used primarily for the office staff of 510 Cumberland Avenue and their clients. Vehicle circulation in this lot is cramped, too. Aisle widths are slightly narrower than the City's standards. Maneuvering into all parking stalls is anticipated to be unrestricted by passenger cars. However, backing out of the end stalls in the southwesterly corner of the lot is difficult. It is recommended that the western-most parking row be shifted northward either by converting to compact parking spaces, or by eliminating the southwestern-most parking space by way of striping or signing that space as a "No Parking Zone." It is recommended that the guardrail, separating the lower lot into 2 areas, have breaks in it to allow pedestrians to pass through this lot unimpeded.

Both the upper and lower parking lots have the same difficulties in that if either lot is full, any additional cars trying to find a parking space are going to have to back out of the lot and into the street. A similar situation occurs when an emergency vehicle gains access to the lots, to exit it must back all the way out to the street.

Parking Turn-Out Lane

This lane provides a refuge for the safe loading and unloading of passengers and goods away from lanes of moving traffic in front of 510 Cumberland Avenue. The area provided is 6.5 ft. nominal width and 120 ft. nominal length. This area is long enough to store 6 passenger cars at any one time. However, the width is very narrow, even for a passenger car. The American Association of Street and Highway Transportation Officials (AASHTO) recommends a minimum width of such parking turn-out lanes to be 8 ft.; a 7 ft. width has been documented as being successful when used exclusively by passenger cars. Because the site proposes to have a short school bus transport the Daycare/Headstart children to elementary school twice a day and the fact that the parking turn-out lane provides easy, safe access to 510 Cumberland Avenue, this lane is not expected to be used exclusively by passenger cars, and should have a minimum width of 8 ft. The length of this lane seems appropriate. By increasing the parking lane width to 8 ft. (from the edge of travelled way to the face of curb), this correspondingly decreases the sidewalk width from 8 ft. to 7 ft., which encroaches on the position of the CMP pole and the 2 "Pine in Planters." The CMP pole will need to be relocated, and it is recommended that the 2 planters be relocated to a wider segment of sidewalk or removed completely. It is recommended that the parking turn-out lane be signed to restrict the amount of time allowed for loading/unloading of passengers and goods.

**SECTION VIII - PARKING DEMAND EVALUATION**

Two methods of computing the required number of parking spaces were analyzed. The first method was computed by PROP and was previously submitted to the City of Portland. The method generalizes the amount of parking spaces required based on gross floor areas (GFA). Table 5, below, summarizes PROP's findings.

**TABLE 5  
METHOD #1: PARKING REQUIREMENTS (GFA)**

<u>510 Cumberland Avenue</u>	<u>Units</u>	<u>Parking Spaces</u>
Classrooms	4 Each	4
Offices	6,150 SF	15
Circulation Areas	8,572 SF	9
Apartments	13 Each	<u>19.5</u>
		Say 48 Spaces
<u>73 Deering Street</u>	<u>Units</u>	<u>Parking Spaces</u>
Offices	4,200 SF	10.5
Apartments	3 Each	<u>3</u>
		Say 14 Spaces

Total Required = 62 spaces  
 Total Available\* = 73 spaces  
 Total Surplus = 11 spaces

\* This number may change, see Section VII for details.

The second method uses site specific information (number of employees, number of interviews, hours of operation, etc.) when available, and the City's standards when necessary (apartment spaces, etc.). Table 6, below, summarizes the findings of this method's computation of the required number of parking spaces.

TABLE 6  
METHOD #2: PARKING REQUIREMENTS (SITE SPECIFIC)

510 Cumberland Avenue	Units	Parking Spaces
Teachers/Aides	6 Each	6
Office Staff	50 Each	39.5
WIC Interviewees	3 Each	3
HEAP Interviewees	2 Each	2
		Say 51 Spaces

73 Deering Street	Units	Parking Spaces
Offices	4,200 SF	10.5
Apartments	10 Each	20.4
		Say 31 Spaces

Total Required = 82 spaces  
Total Available\* = 73 spaces  
Total Deficit = 9 spaces

\* This number may change, see Section VII for details.

There is a considerable difference in number of required parking spaces between these 2 methods. The largest discrepancy occurs between the number of parking spaces required for the office staff at 510 Cumberland Avenue. Method #2 takes into account the number of employees, shared trips, vacation and sick leaves, and staggered work hours. The publication Parking Generation (2nd Edition, 1987) was used to generate the factor which was applied to the number of office staff to arrive at the average number of parking spaces required for the office staff. A discrepancy also exists in the number of parking spaces required for all the apartments between Method's #1 and #2. Method #2 made use of the fact that the spaces used by the apartment dwellers can be used by office staff during working hours (shared parking). The publication Shared Parking (Urban Land Institute, 1983) was utilized to generate a factor to apply to the parking spaces. This factor adjusted the number of spaces to reflect the share parking opportunities between the apartments and the office component of the development.

The number of parking spaces required for the apartments may be somewhat less than what was projected previously. The City's standard of 1.5 spaces per apartment were used in both Methods #1 and #2. The proposed apartments are being developed for the benefit of low income families. Therefore, the number of spaces probably should be reduced per unit to reflect the ownership of cars by low income families.

SECTION IX - RECOMMENDATIONS AND CONCLUSIONS

1. The proposed relocation of PROP's offices and the creation of 13 3-bedroom apartments at 510 Cumberland Avenue is expected to occur late fall 1992.
2. It is anticipated that the proposed site will generate 49 entering vehicles and 17 exiting vehicles during the AM peak hour, and 14 entering vehicles and 66 exiting vehicles during the PM peak hour.
3. Capacity analysis was conducted at the signalized intersection of Cumberland Avenue/State Street through the 1992 Build condition. The LOS for this intersection remains essentially unchanged. LOS-A and LOS-B were maintained during the AM and PM peak hours respectively. Capacity analyses conducted for the 4-way STOP intersection of Cumberland Avenue/Mellen Street resulted in a better than LOS-C for all conditions.
4. The proposed site is planned to provide 73 parking spaces. Parking space analysis based on gross floor area (GFA) resulted in a need for only 62 spaces. However, it is felt that this number is too low due to the fact that the rate per GFA is based on an average use of all similar buildings in the area. It is believed that the number of spaces required for the office staff has been underestimated. Parking analysis using site specific data resulted in a need for 82 spaces. However, it is believed that this number is too high due to the unknown parking patterns generated by low-income apartments. Off-street parking is available during the daytime hours as most of these off-street spaces are generally used by the residential owners during the evenings and weekends.
5. The on-site circulation analysis recommended the removal of 1 parking space from both the Cumberland Avenue lot and Deering Street lot to provide improved vehicular maneuverability. It has been recommended that the guardrail in the Cumberland Avenue lot be removed or broken in different areas to allow pedestrians to move about this parking lot. Also, it has been recommended that the "hot-top curbed" island in the Deering Street be shortened to allow easier access to the adjacent "head-in" parking spaces. It is not recommended to reserve parking spaces especially for the apartment dwellers, as their spaces can and should be shared with office staff so that these spaces can be utilized during both the day and night.



225 Douglass St. • P.O. Box 3553 • Portland, ME 04104-3553

(207) 774-5961  
FAX (207) 761-8307

September 6, 1991

PROP  
Att: Ed Rosenthal  
222 St. John Street  
Portland, ME 04102

Re: Deering Place

Dear Mr. Rosenthal:

The Portland Water District has received and reviewed your letter of August 13, 1991.

The District has a 12" and a 4" water main in Cumberland Avenue at this location. These mains have adequate capacity to provide all normal fire protection and domestic water demands of this project.

The existing building (formerly House of Lights) has an existing 6" sprinkler service and a 2" domestic service, which can be utilized for the proposed Deering Place.

With certification by the developer that all required permits have been received and satisfactory service arrangements with the District completed, we look forward to serving this project.

Sincerely,

*David W Coffin*  
David W. Coffin  
Engineering Foreman

DWC:p

ATTACHMENT #4



**MSHA**  
MAINE STATE HOUSING AUTHORITY

MAY 21 1991

P.O. Box 2669 • Augusta, ME 04338-2669 • Dwight A. Sowell, Director

cc: Bob  
ATTACHMENT # 5 Ed

May 20, 1991

Mr. Grant Lee, Executive Director  
Peoples Regional Opportunity Program  
222 St. John Street  
Portland, Maine 04102

Dear Grant:

I enjoyed the opportunity to meet with you this morning to discuss the considerable progress you have made towards accomplishing the redevelopment of the "House of Lights" property, in Portland. As you know, we had previously awarded your organization a \$32,500 predevelopment loan to evaluate the feasibility of converting the building to a mixed use facility, including 13 units of rental housing and approximately 20,000 sq. ft. of commercial space for your offices.


While no formal commitment of funds can be made prior to the receipt of final application materials, your most recent submission appears to indicate that you have addressed the bulk of our underwriting concerns. On that basis, I am confident that we can proceed with the balance of the application process and provide you with a financing commitment within the next sixty days, depending upon the timing of your submissions.

It is my understanding that you intend to apply for up to \$250,000 in funding from the MSHA Land Acquisition Program and approximately \$1.7 million in MSHA tax exempt bond financing to assist in your efforts. While I must reiterate that no commitment can be forthcoming pending the receipt of your final application materials, the level of debt requested in your most recent proposal appears to be generally consistent with the MSHA's underwriting parameters. Please do not interpret this statement as evidence of a binding commitment nor as an indication of the value of the property you seek to acquire. The MSHA does not involve itself in the negotiation of property valuation other than to determine the maximum amount of debt the property can afford to carry without jeopardizing the public purpose of the project and/or its financial stability.

Grant Lee  
May 20, 1991  
Page Two

In closing, best wishes for the success of your efforts to redevelop the House of Lights property. This project is illustrative of the type of community based affordable housing initiative which we hope to support in the coming months. I look forward to working with you towards the accomplishment of our mutual affordable housing goals for Cumberland County.

Sincerely,

  
Dwight A. Sewell  
Chairman/Director



Since 1965, People's Regional Opportunity Program has been at the forefront of the effort to make Cumberland County and Maine a better place for its poorest citizens to live. Through advocacy and coalition-building, promotion of self-help and the provision of direct services, we have helped thousands of families and individuals along the road to self-sufficiency.

This guide outlines PROP's current programs. In addition to federal and state-funded programs we administer, we gratefully acknowledge the financial support we receive from United Way, the City of Portland Housing and Community Development Fund, Portland Housing Authority, the Cumberland County Commissioners, and local municipalities.

We are also indebted to scores of dedicated volunteers throughout the county, without whose help it would be impossible to run some of our programs.

about these regulations and the procedure for requesting discrimination complaints.

So. Portland Child Development 874-1145



## PEOPLE'S REGIONAL OPPORTUNITY PROGRAM

222 St. John Street, Portland, Maine 04102 874-1140

### CHILD DEVELOPMENT

- **HEAD START** is a comprehensive child development program for children 3-5 years old, providing education, social services, health & nutrition services and a parent involvement focus. Centers are located throughout the county. Families of children with special needs are welcome to apply.
- **CHILD CARE** is available for 3-5 year old children whose parents are working or in job training. Fees are on a sliding scale. We operate centers in two Portland locations, South Portland, Westbrook, Gorham and Bridgton.
- **AFTER SCHOOL CARE** is provided for grade school children in Portland's West End neighborhood and in South Portland at Brown School.
- **SUMMER CHILD CARE** is available to children entering grades K-2 in the fall. Portland only.
- **PRESCHOOL MENTAL HEALTH SERVICES:** A professional is available to all our child care centers for mental health consultations and referrals, as requested, to PROP's therapeutic play groups and parent support groups. Parent/provider referrals encouraged.

### WOMEN, INFANTS & CHILDREN

874-1156

WIC is a supplemental food and nutrition program for pregnant, breastfeeding and postpartum women, infants, and children up to age five. Eligibility is based

### HOUSING & ENERGY SERVICES

874-1159

- **HOME ENERGY ASSISTANCE PROGRAM (HEAP)** provides funds for heating fuel to reduce clients' energy costs during specific times of the year. You may be eligible regardless of your fuel source, and even if you live in subsidized housing or rent where heat is included.
- **EMERGENCY CRISIS INTERVENTION (ECIP)** helps with emergency fuel and surcharges, weatherization related repairs, inoperable or unsafe heating systems, utility shutoffs or inability to pay utility bills.
- **EMERGENCY HOMELESS PROGRAM (EHP)** coordinates social services and fills in service gaps in rural Cumberland County by providing resources to homeless families and individuals for shelter, food, clothing, and other basic needs.
- **WEATHERIZATION INFORMATION/ REFERRAL** is operated in conjunction with the Southern Maine Technical College. PROP determines client eligibility, assesses needs and maintains the waiting list for state-funded weatherization services county-wide. SMTCC does hands-on work on eligible homes.

### HOUSING PROGRAMS

- **HOUSING PRESERVATION LOAN PROGRAM** Very low income homeowners can qualify for a low interest or deferred payment loan of up to \$10,000 for home improvements to bring their dwelling up to

on medical/nutritional risk and income guidelines as  
There are clinic sites throughout the county.

### ADOLESCENT SERVICES

• THE PEER LEADER PROGRAM is a national award winning primary prevention model operating in urban public housing project neighborhoods. Teens identified by their peers as indigenous leaders work on personal leadership skills, self-esteem building, and receive information about substance abuse prevention, teen pregnancy prevention, AIDS, staying in school, family systems dynamics, and crisis intervention resources.

### FAMILY RESOURCE CENTER

874-1140, 34 W. Presumpscot Street, Portland

This is a drop-in center offering parent groups, family centered activities, peer support, self help groups, workshops, information & referral. Parents and staff work together to provide programs and opportunities which reflect parent interests and needs.

### CASE MANAGEMENT

PROP offers licensed social workers for general counseling and outreach, coordination of services, advocacy and case management for clients. Helping people to help themselves is our goal.

### TRANSPORTATION

People referred by the Maine Department of Human Services are transported by volunteer drivers on a one-to-one basis. Volunteers also transport children with special needs upon referral by Child Development Services/Co-Step.

### DENTURES

PROP administers a unique program in which area dentists donate their professional services to help low-income people obtain dentures.

In conformance with federal regulations, PROP does not discriminate on the basis of race, color, national origin, handicap, or age in admission or access to, or treatment or employment in, its programs or activities. You may contact PROP's EEO/Alternative Action Officer at 874-1140 for further information about these regulations and the procedure for resolving discrimination complaints.

health and safety standards. Work is done by the SNTC weatherization crew.

### HOUSING INFORMATION & REFERRAL

Up-to-date resources about affordable housing programs, housing initiatives, transitional housing, Section 8, fair housing laws, homeless advocacy.

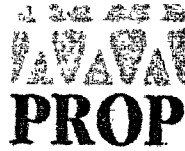
### COMMODITIES

PROP periodically distributes surplus foods county-wide at 15 locations under the Temporary Food Assistance Program. Income-eligible households may receive quantities of butter, milk, pork, raisins, honey, peanut butter, cornmeal, flour, or rice.

### PRO People & York County Chronicle

These publications are information and resource journals for Southern Maine's disadvantaged population that also strive to increase public awareness of poverty issues. Twice a year, 21,500 copies are distributed throughout Southern Maine.

ADMINISTRATIVE OFFICE	874-1140
FUEL ASSISTANCE	874-1153
HOUSING PROGRAM	874-1140
WIC	874-1156
ADOLESCENT SERVICES	874-1140
If you prefer to call a local number:	
Baldwin Head Start	625-4917
Bridgton Child Development	647-5758
Casco Head Start	627-7266
Gorham Child Development	839-6400
Gray Head Start	657-2322
New Gloucester (lv. message)	926-3100
So. Portland Child Development	874-1145



PEOPLE'S REGIONAL OPPORTUNITY PROGRAM

222 St. John Street, Portland, Maine 04102 874-1140

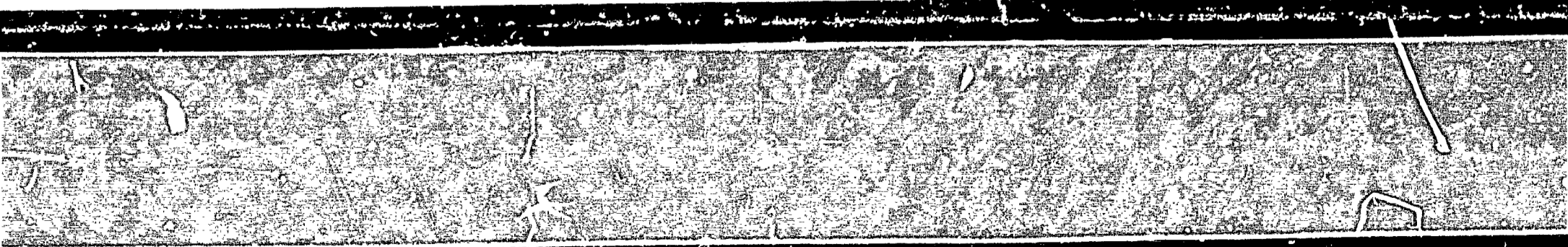
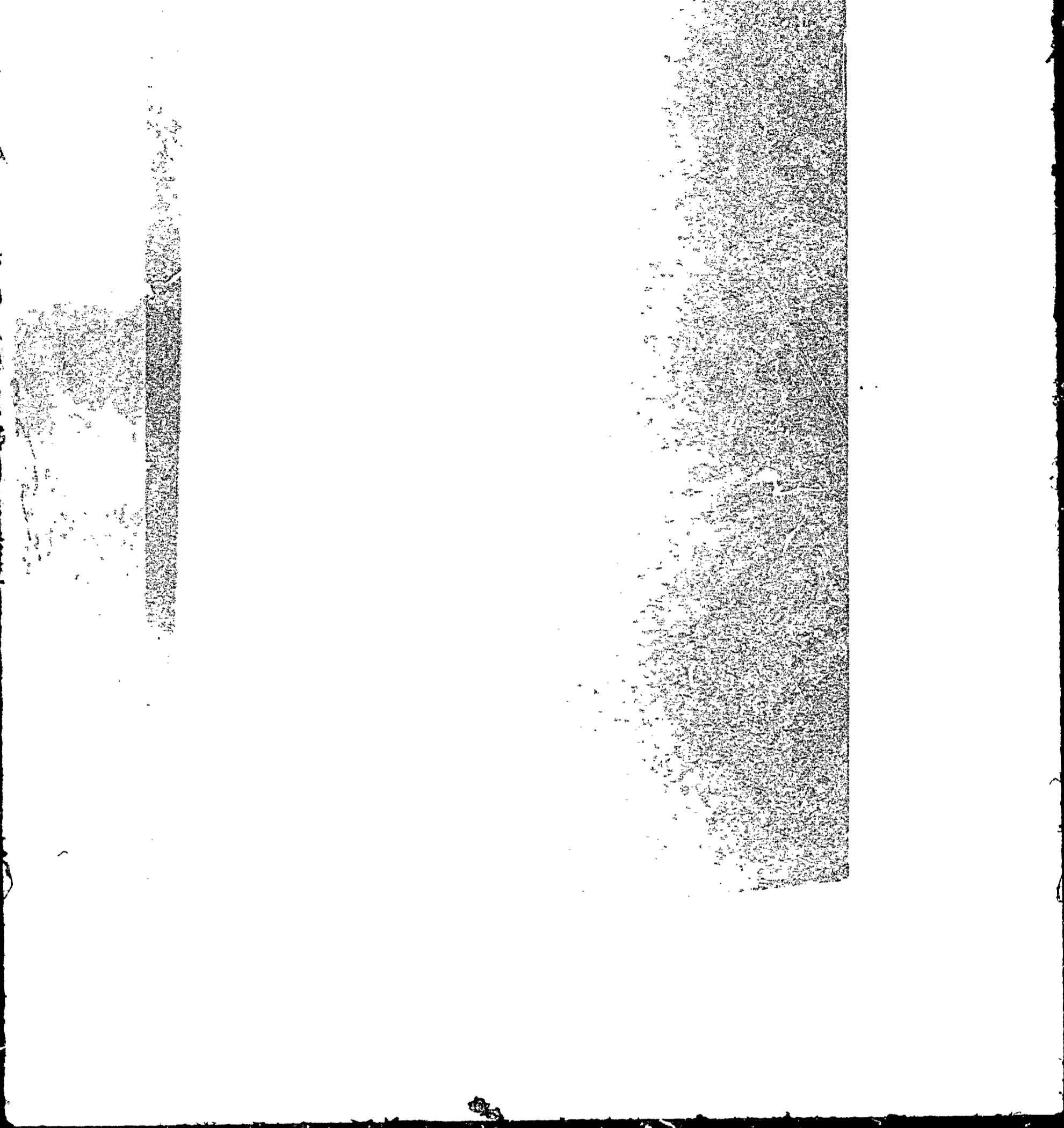
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"The moral test of government is how it treats those who are in the dawn of life, the children; those who are in the twilight of life, the elderly; and those who are in the shadows of life, the sick, the needy, and the handicapped." - Hubert Humphrey

Peoples Regional Opportunity Program (PROP) is the designated Community Action Agency for Cumberland County, Maine, serving the following communities:

Baldwin	Falmouth	New Gloucester	Sebago
Bridgton	Gorham	North Yarmouth	South Portland
Cape Elizabeth	Gray	Portland	Standish
Casco	Harrison	Raymond	Westbrook
Cumberland	Napies	Scarborough	Windham
			Yarmouth





We gratefully acknowledge the following communities for their financial and in-kind support to the agency in 1990:

Baldwin	North Yarmouth
Bridgton	Portland
Cape Elizabeth	Raymond
Casco	Scarborough
Falmouth	Sebago
Gorham	South Portland
Gray	Standish
Harrison	Westbrook
Naples	Windham
New Gloucester	Yarmouth

In addition to federal, state and local funding, PROP received donations of time, space, materials, commodities, and services totaling \$682,652, and the aid of over 700 volunteers to deliver a \$7,060,387 program of services to the people of Cumberland County in 1990.

**THANK YOU:**

AARP Senior Community Service  
Employment Program  
AG, Bridgton  
Ace Hardware  
ACTION  
Affiliated Organization  
of Board Members



**PRESIDENT'S REPORT**

Last year PROP began a town-by-town community needs assessment process to determine the degree to which poverty and its causes and conditions persist in Cumberland County. Our research found that low-income people make up over 13% of the population of Cumberland County, and the numbers are rising. One in four female-headed households lives below the federal poverty level and one in four elder-headed households lives within 125% of the poverty level. Conservative estimates are that over 11,422 households county-wide live in poverty.

Our assessment and the latest United Way Needs Assessment for Cumberland County have identified many problems facing low-income people including an affordable housing crisis, a need for housing preservation, substance abuse and teen pregnancy prevention education, and a growing need for case management services. We learned, for instance, that

- Of all school-age children in Maine, as many as 33% come from families where there are or have been problems associated with alcohol or drug abuse. More than 3,600 13- to 19-year-olds in the Greater Portland region abuse alcohol.
  - Maine has one of the highest rates of teen pregnancy in the nation; Cumberland County has one of the highest teen pregnancy rates in the state.
  - The unemployment rate remains low but current wage structures are not providing financial independence. Sixty percent of families do not have the annual income needed to be able to purchase a median priced home in the community.
  - Repair and rehabilitation is needed to bring more than 500 current substandard homes up to basic health and safety standards.
  - At least 250 individuals, including two dozen children, live on the streets and in the shelters in Portland. Families double up in mobile homes and live year-round in summer camps as alternatives to homelessness in rural Cumberland County.
  - The cost of basic health care and medications is beyond the reach of many fixed-income elders who are trying to maintain independent living.
  - The working poor are falling between the cracks in the economic recession. They are over-income for assistance, but cannot make ends meet. Social service case managers are inundated with requests for help.
  - Affordable child care is in extremely short supply in rural and suburban Cumberland County. About 200 subsidized child care slots exist to meet the needs of 670 children living in poverty.
  - The income gap between the wealthy and poor in Cumberland County has widened to the point that poverty levels cannot be accurately measured. Coupled with the downturn in the economy, we know that poverty rates throughout the county are higher than we have calculated.
- The Board of Trustees and PROP's Senior Management Team are charged with setting direction for the agency in response to the needs of the communities we serve. To do this, we look at economic trends, we listen to our constituents, and we seek input from our advisory committees and all levels of staff. But the work is not ours alone. We are committed to our long-standing working relationships with state, regional and local service providers, municipal leaders and community organizations. Together we create a support system which provides opportunities for growth and independence and which is responsive to the changing needs of the region's poor and near-poor populations.

*James E. Ford*  
James Ford

**ACCOMPLISHMENTS**

Our emphasis this year has been on environment in which we and they operate. Decision-making is based on that, what has always been done in the past, we are "doing the right things" with efficiency and productivity. Our efforts to address the issues of the past this year have included:

- Designing a town-by-town Community Needs Assessment to determine the degree to which problems persist in Cumberland County.
- Creating a Development component to coordinate all resources to meet client needs.
- Implementing an agency-wide data system to improve our direct service delivery.
- Reorganizing our Community Service program to enhance case management.
- Developing a housing action plan to secure funds to establish a revolving fund to increase homeowners with housing.
- Substantially increasing the number of clients served by our programs, across the county.
- Increasing our commitment to providing child development programs through expansion.
- Developing and expanding the Food Bank for adolescents and adults as well as teens.
- Securing a drug-related crime prevention program in Portland's poorest neighborhoods.
- Expanding the scope of our Family Resource Center to a more diverse population.
- Establishing an Elder Supportive Services program to help residents in their communities.
- Becoming the new sponsor of the Program to assure continuation of the program which matches elder volunteers with their families.
- Expanding community awareness linkages with state, regional and local agencies and community organizations.
- Participating in forums on low-income assistance in program development with agencies and organizations.

## ACCOMPLISHMENTS

Our emphasis this year has been on our clients and the external environment in which we and they operate. Change and growth have occurred in response to the needs of our clients and our changing environment. Decision-making is based on our vision of the future, rather than what has always been done in the past. In addition to "doing things right," we are "doing the right things," with an emphasis on effectiveness, efficiency and productivity.

Our efforts to address the issues of the region's low-income population this year have included:

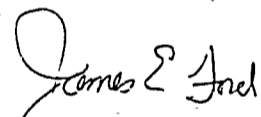
- Designing a town-by-town Community Needs Assessment process to determine the degree to which poverty and its causes and conditions persist in Cumberland County;
- Creating a Development component to identify and secure additional resources to meet client needs;
- Implementing an agency-wide database collection system to improve our direct service delivery;
- Reorganizing our Community Services component to focus on comprehensive case management;
- Developing a housing action plan to meet identified needs, and securing funds to establish a revolving loan program to assist low-income homeowners with housing repairs and rehabilitation;
- Substantially increasing the number of families and households served by our programs, across the board;
- Increasing our commitment to provide affordable, accessible, quality child development programs through site relocation, renovations and expansion;
- Developing and expanding the Peer Leader Program model to serve adolescents and adults as well as teens;
- Securing a drug-related crime prevention grant to aid four of Portland's poorest neighborhoods;
- Expanding the scope of our Family Resource Center to target services to a more diverse population;
- Establishing an Elder Supportive Services Program at two senior housing complexes to help residents advocate for desired changes in their communities;
- Becoming the new sponsor of the Portland Foster Grandparent Program to assure continuation of this one-to-one support program which matches elder volunteers with high risk/special needs children and families;
- Expanding community awareness efforts and strengthening our linkages with state, regional and local service providers, municipalities, and community organizations;
- Participating in forums on low-income issues and providing technical assistance in program development to local, state and national agencies and organizations.



### THANK YOU:

Agway Suburban  
Allen's Studio, Gray  
American Legion Post 197  
Ames Department Store  
Andover College  
Baridoff Galleries  
Black Point Church, Scarborough  
Bridgton Pharmacy  
Bookland  
Brooks Drug Store  
Buddy's Store, Gray  
Cakes Extraordinaire  
Casco Bank  
Casco Bay Lines  
Chevrus High School  
Chipman's Farm, Raymond  
Cloutier's Market  
Community Counseling Center  
Col's Corner Store, Portland  
Cook's Country Store, Gorham  
Cook's Realty  
Country Farm Furniture, Gray  
Country Kitchen-Lepage Bakeries  
Creative Realty  
Cumberland County Commissioners



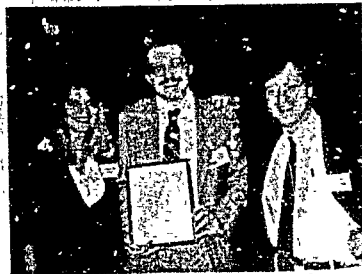
  
James Ford

## FROM THE EXECUTIVE DIRECTOR



### THANK YOU:

Cumberland County Child Abuse  
& Neglect Council  
Cumberland County  
Affordable Housing Venture  
Cumberland Farms  
D & M Delightful Mess  
Dairy Queen  
Densmore Drywall  
Domino's Pizza  
Donut Haven  
Downeast Pharmacy  
Dry Mills Realty, Gray  
Dunn's Auto  
Eagle Snacks, Inc.  
Ellen Wells  
Falmouth Congregational Church  
Family Crisis Shelter  
Fiddleheads & Ferns  
First Parish Congregational Church  
of Yarmouth  
Food City, Bridgton  
Four Seasons Campground  
Fox Lumber  
Frito-Lay, Inc.  
Gilmaren Garage, Gray



This past year was one of accomplishment for PROP. We continued to strengthen and improve our administrative capabilities as well as strengthen and increase the services we provide.

Corporate accomplishments included completing the initial phase of our strategic planning process, creating a Development position to help us build resources and partnerships, establishing a housing component and a housing preservation loan program, and strengthening our financial position. We provided interim sponsorship to the Portland Foster Grandparent Program this year and, in October, became its permanent sponsor.

In addition, our individual programs made significant strides in initiatives they had undertaken during the year, such as the teen Peer Leader Program expanding the scope of its work to include underserved pre-teens and adults.

In our Fuel Assistance Program, our goal of serving 6,000 clients was met. In our Energy Crisis Intervention Program, we expended \$335,000 to provide emergency fuel to 2,500 people. This was five times more than we expended last year.

Over 500 children and their families participated in our Child Development programs. The Baldwin Center relocated to newly renovated space and Westbrook's Pine Knoll Center became our newest combination Head Start/Child Care classroom. Plans are progressing to establish a Windham Head Start center by early winter. At our Family Resource Center, several support groups have been established and a new team of peer counselors has been trained. The center relocated to a public housing project neighborhood to target its services to high-risk, pregnant and parenting teens.

Our WIC Program opened four new sites and increased its caseload by over 400 clients this year. Our 40 volunteer drivers provided 100,000 miles of transportation under contract with the Department of Human Services. In total, our volunteers gave us well over 7,000 hours of their time and talents. We are proud to report that our volunteer-to-staff ratio is 7-to-1.

PROP has accomplished much this past year that is tangible and visible for all to see. We've also laid significant groundwork upon which to build for the future. It's this future potential that fills me with excitement and enthusiasm. Our potential as an organization for serving others and as a vehicle for social change is as unlimited as the human potential in each of us.

PROP's driving force is that we constantly explore alternative ways of delivering our services more effectively, efficiently, and economically, while being alert and responsive to new and emerging needs of the people we serve.

As I look around and see the people responsible for PROP's success — Board members, staff, volunteers, community supporters, local, state, and federal officials — I feel very proud to be part of this effort. I am also very appreciative of the efforts of so many who have continued the 25 year tradition of caring and commitment that is the People's Regional Opportunity Program.

  
Grant Lee

## PROGRAM REPORTS

### CASE MANAGEMENT

GOAL: To provide comprehensive case services to a growing population in counseling, crisis intervention, outreach.

PROP's team of case managers provided and advocacy services to 4,997 individuals and support services for homelessness and support services for attention as pilot projects were developed. Center and Maine State Housing Authority.

In addition to initiating a Housing homeless individuals transitioning into administered state- and federal-funded agency shelter and essential supplies countywide.

An elder supportive services project Housing Authority's Longfellow Place or Wayside Pines complex in Bridgton. The to help the seniors advocate for desired communities.

PROP's community services component enhance its capacity to provide comprehensive to a case management model of individuals in a more holistic manner determine the appropriate steps to requires more coordination of services reliance on the service providers' network because it is problem-solving or proactive.

Presently, about 60% of the unit's work dealing with health care, mental health term crisis intervention and 10% is information is very difficult to maintain as the economic families and elders on fixed incomes stretch their incomes enough to cover workers now have program-specific and one in Child Development. Another stance administrator for two local municipalities.

Child Development services offered which provides education, socialization opportunities for parent involvement; and summer care; and preschool mental.

Over 500 Cumberland County child single parents and over 75% living below Start and/or child care services through classrooms operate through the county teams.

### CHILD DEVELOPMENT

GOAL: To provide affordable, accessible with a curriculum that promotes good esteem, and to provide effective support stresses of parenthood and the added raising healthy, happy children.

Child Development services offered which provides education, socialization opportunities for parent involvement; and summer care; and preschool mental.

Over 500 Cumberland County child single parents and over 75% living below Start and/or child care services through classrooms operate through the county teams.

ment for PROP. We continued to creative capabilities as well as provide.

completing the initial phase of Development position to help us shing a housing component and and strengthening our financial tip to the Portland Foster Grand- became its permanent sponsor. made significant strides in initia- ar, such as the teen Peer Leader rk to include underserved pre-

goal of serving 6,000 clients was ogram, we expended \$335,000 to This was five times more than we

participated in our Child Develop- ocated to newly renovated space became our newest combination S are progressing to establish a winter. At our Family Resource n established and a new team of ter relocated to a public housing ices, to high-risk, pregnant and

tes and increased its caseload by er drivers provided 100,000 miles Department of Human Services. er 7,000 hours of their time and volunteer-to-staff ratio is 7-to-1. st year that is tangible and visible oundwork upon which to build at fills me with excitement and ation for serving others and as a as the human potential in each of

antly explore alternative ways of y, efficiently, and economically, and emerging needs of the people

responsible for PROP's success — unity supporters, local, state, and e part of this effort. I am also very who have continued the 25 year is the People's Regional Oppor-

  
Grant Lee

## CASE MANAGEMENT

**GOAL:** To provide comprehensive case management and supportive social services to a growing population in need through individual and family counseling, crisis intervention, outreach networking, information and referral.

PROP's team of case managers provided counseling, outreach, case coordination and advocacy services to 4,997 individuals in the past year. The complexities of homelessness and support services for the elderly were areas of particular attention, as pilot projects were developed with Portland's Preble Street Resource Center and Maine State Housing Authority.

In addition to initiating a Housing Loss Prevention Program for urban homeless individuals transitioning into permanent housing, case managers administered state- and federal-funded programs to provide temporary emergency shelter and essential supplies to over 100 families and individuals countywide.

An elder supportive services project was developed for residents of Westbrook Housing Authority's Longfellow Place complex and York Cumberland Housing's Wayside Pines complex in Bridgton. The project focused on quality of life issues to help the seniors advocate for desired changes or improvements in their communities.

PROP's community services component was restructured this past year to enhance its capacity to provide comprehensive services to clients. The unit has shifted to a case management model of social work which looks at families and individuals in a more holistic manner, considering all aspects of a problem to determine the appropriate steps to take to meet needs. Case management requires more coordination of services within and outside of PROP and more reliance on the service providers' network. It is an empowering model for clients because it is problem-solving or proactive rather than crisis-oriented or reactive.

Presently, about 60% of the unit's work is long-term case management, often dealing with health care, mental health and economic issues. About 30% is short-term crisis intervention and 10% is information and referral services. This balance is very difficult to maintain as the economic recession is pushing working poor families and elders on fixed incomes over the edge of poverty. Many cannot stretch their incomes enough to cover their essential needs. Two of our social workers now have program-specific caseloads; one in the Peer Leader Program and one in Child Development. Another social worker serves as General Assistance administrator for two local municipalities in addition to her casework.

## CHILD DEVELOPMENT

**GOAL:** To provide affordable, accessible, comprehensive child care services with a curriculum that promotes good health, nutrition and positive self-esteem, and to provide effective support for parents dealing with the normal stresses of parenthood and the added personal stresses that prevent them from raising healthy, happy children.

Child Development services offered by PROP include the Head Start program which provides education, socialization, health and nutrition services, and opportunities for parent involvement; full- and part-time child care; school-age and summer care; and preschool mental health services.

Over 500 Cumberland County children and their families, consisted of 90% single parents and over 75% living below the federal poverty level, receive Head Start and/or child care services through PROP. Nineteen child development classrooms operate throughout the county, led by caring and supportive teaching teams.

(continued on next page)



### THANK YOU:

- Gince's Pizza
- Gray American Legion
- Gray Auto Exchange
- Gray Congregational Church
- Gray Dove Printing, Gray
- Gray Family Vision Center
- Gray IGA
- Gray Mobil
- Gray-New Gloucester
- Animal Hospital
- Gray-New Gloucester Eagles #4131
- Gray Rental
- Gray True Value
- Greater Portland Council
- of Governments
- Green Mountain Coffee Roasters
- Green Thumb
- Grossman's
- Hannaford Bros.
- Happy Wheels
- Harbor Terrace Tenant's Council
- Higgins' Auto Repair
- Immedia Too Audio Visual
- Italian Swiss Bakery
- Jane Herbert





## CHILD DEVELOPMENT

(continued from previous page)

Last year, to better meet the needs of very low-income families who are employed, in school, or in job training, PROP's Pine Knoll center in Westbrook became the fifth classroom to be converted to a full-day Head Start/child care combination center. Recent federal legislation supporting continued Head Start expansion and increased funding for subsidized child care should allow PROP to continue combining these resources and expand family services and parental involvement efforts.

Another program improvement during 1989-90 was the hiring of a preschool mental health coordinator to provide mental health consultations, referrals, therapeutic play groups and parent support groups to a growing number of children and families in need.

To address a demonstrated need for subsidized child development programming in the Windham area, PROP is working with Windham officials to open a new Head Start center there this winter.

## COMMODITIES

**GOAL:** To provide income-eligible households with quantities of government surplus foods during countywide distributions organized by PROP.

The Temporary Emergency Food Assistance Program (TEFAP) continues to provide for two commodities distributions per year, in the spring and fall. The distributions are accomplished by our 165-member volunteer work force -- the backbone of the program -- the generosity of those who donate site space and island transportation, and Shaw's Supermarkets, which for 12 years has provided refrigerator trucks and bags. This year volunteers distributed a record 124 tons of food valued at almost \$300,000 to 5,575 Cumberland County households, community food pantries and homeless shelters.

Food items have included such staples as flour, cornmeal, powdered milk, rice, honey, butter, peanut butter, raisins and pork.

## CUMBERLAND COUNTY DENTURES PROGRAM

**GOAL:** To reduce the risk of oral cancer and to improve the nutrition, health and employability of clients, with dentures provided through a unique partnership of public and private sector resources.

Sixty-four clients received full upper and/or lower dentures at no cost through the program this year. Clients paid only \$5 for gum evaluations and the cost of any needed extractions, paid on a sliding fee scale at the Center for Community Dental Health.

Recipients report improved health from being able to eat a greater variety of foods, such as raw vegetables, fruits and nuts, and eating in public without embarrassment. They report increased self-esteem, new job prospects and joy at being able to smile at people once again.

For 12 years, the partnership of area dentists and public and private funding sources has worked to provide a unique program to low-income individuals in Cumberland County. This year, 21 dentists provided \$37,675 of in-kind services, in partnership with Greater Portland United Way and Portland Provident. The program is administered by workers assigned to PROP's social service/care management unit.

### THANK YOU:

Jean Davis Smith  
 Jess & Nic's, Gray  
 Jim's Citgo  
 Jo Daniels/Lifespring  
 John Deere  
 Jolly John's, Saco  
 Jones Beach Motel  
 Kate Kosnow  
 Key Bank  
 Laverdiere's  
 Leavitt's Photography, Gray  
 Leighton's Welding  
 Liberty Oil  
 Lifetime Muffler  
 Loving Spoonful, Gray  
 Magic Garden  
 Maine Auto Auction  
 Maine Community Action Association  
 Maine Department of Human Services  
 Maine Division of Community Services  
 Maine Ladder & Staging  
 Maine State Housing Authority



## DEVELOPMENT/PUBLIC IN

**GOAL:** To help the agency meet its mission through community needs, grant development, research, consultation, organization development and communications.

PROP's Development department has a major role in its future vision by coordinating and implementing the agency's goals. The work of development is not in the public eye, but it cannot be ignored. Rather, it is successful when the issues are confronted, public relations are built, issues are established and secured, new programs are established and expanded.

A few examples of how the development department assisted the agency this year include:

- Developing and implementing the town-by-town process;
- Participating in the establishment of FAFSA helping secure \$200,000 to seed the Housing Fund;
- Advocating on behalf of Cumberland County housing rehabilitation monies through Maine State House;
- Focusing attention on low-income issues at a public annual meeting, and through PROP's public relations efforts;
- Coordinating speaking engagements to raise awareness of the low-income issues;
- Securing a drug related crime reduction grant for the poorest neighborhoods;
- Developing two pilot elder supportive services;
- Assisting in building a network of support for the new Head Start Center and for PROP to secure rehabilitation funds;
- Working with regional non-profit organizations to build a materials bank;
- Providing technical assistance to local agencies in developing programs to benefit the population.

## ENERGY SERVICES

**GOAL:** To prevent hypothermia among low-income households by providing energy crisis intervention, weatherization and energy conservation services.

A record 6,021 Cumberland County households received Energy Assistance Program (HEAP) this year. While the Needs Assessment however, this may be a conservative estimate as those whose total annual income would qualify for HEAP but who are not part-time staff and eight volunteers, along with the Agency on Aging, made a concentrated effort in the first 10 weeks of the program to increase outreach effort at elder housing communities and on the Casco Bay islands.

When fuel prices increased last winter the state provided the Energy Crisis Intervention funding of \$1.7 million. The effect in Cumberland County was an increase in households served and a \$1.7 million increase in expenditures. A total of \$335,000 was expended in 1989 -- to serve 1,453 households.