

October 19, 2021

Barney Seney, Mayor
Town of Putnam
200 School St.
Putnam, CT 06260

Dear Mr. Seney:

Please consider The Arc Eastern Connecticut as a recipient of a portion of your municipality's allocated ARPA funds, which allow for the addressing of essential services to people with intellectual and developmental disabilities in both the "public health expenditure" category and the category addressing the negative economic impacts on our agency caused by the public health emergency.

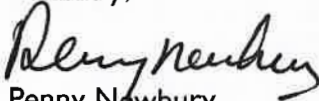
We've prepared a brief overview of our agency and the program we'd like to implement, as well as the contribution we are hoping the Town of Putnam can make towards this extremely vital initiative.

Many of our non-profit colleagues agree that this type of unprecedented and much-needed funding should be used to not only augment services but to **build the platform that supports the services**. In this way, ARPA funding lasts far longer than one or two programmatic years and gives agencies like ours a sustainable base from which we can deliver the best possible services to some of our region's most vulnerable citizens for years to come.

Please do not hesitate to contact me at (860) 889-4435 x 103 or pnewbury@thearcect.org if you have any questions or need additional information.

Thanks so much for your time and your support of people with IDD in eastern Connecticut.

Sincerely,



Penny Newbury
Director of Grants and Communications

The Arc Eastern Connecticut

American Rescue Plan Act (ARPA) Funding Application

Name of Project: Post-Pandemic Facility Assessment and Optimization Study for staff/participant health, safety, and flexibility

Agency Overview:

The Arc Eastern Connecticut is a 501 c 3 non-profit agency supporting over 790 people with intellectual and developmental disabilities (IDD). We offer day services, employment/job training programs, in-home/family supports, school-to-work transition services, Senior supports, and socialization/life skills, self-advocacy, health/fitness, and civic participation programs. We also operate 22 supported residences throughout eastern Connecticut. Our offices, with both administrative and day programs, are at 125 Sagem St., Norwich, CT, with additional offices at 52 Sacred Heart Drive, Groton, 22 Rt. 171, Woodstock, 193 Mechanic St., Danielson, and 687 Cook Hill Rd., Danielson, CT.

Proposal Overview:

The project we are proposing is an identification of The Arc's current and future space needs and an assessment of the appropriateness of our current physical assets, in light of the changes and re-configurations brought about by the pandemic. In 2019 The Arc New London County and The Arc Quinebaug Valley, both established in 1952, merged to form The Arc Eastern Connecticut, and now provides services and supports to people with IDD throughout the entire region (Windham and New London Counties and beyond). It is doubly important, then, that our facilities and our transportation system be as accessible as possible to **everyone** with IDD in the areas we cover.

Funds Requested from the Town of Putnam: \$6,000

Total Project Cost: \$68,700

Project Description

The agency has taken an extremely cautious approach to re-opening its in-person services and has learned that some type of hybrid model (in-person augmented by virtual supports) is extremely useful in certain circumstances—for both participants and staff. With this in mind, and with the knowledge of the enormous task of conducting a thorough and meaningful optimization analysis, we approached several professional planning agencies in the New England area with expertise in urban planning and non-profit reconfiguration and asked for proposals on how to best utilize our current facilities, where to position administrative and program offices to the advantage of all our constituents, and how to restructure our transportation system. Specifically, we requested that their analysis include mapping out all our facility locations, including residences, identifying where all our participants live (even those not in our residences), charting how many vehicles are deployed and where they go daily, and understanding where all our employees live, and to which site(s) they report—both pre- and post-pandemic.

The survey will include a compilation of a Client Demand Analysis that will analyze historic client consumption patterns, socioeconomic conditions, and economic climate changes, as well as constraints imposed by the pandemic, to create correlations between participant demand and existing conditions. This assessment will include tracking changes in specific demographic and economic factors. This baseline analysis will be compared against future growth projections to determine likely changes in potential participant demand levels.

Project Outcomes

This analysis will be a foundational component in determining current and future space location and allocation needs.

It will allow us to:

- consolidate locations if necessary
- Determine the best location for the central office
- Improve service quality, health and safety during the pandemic and beyond
- Maximize efficiencies and allow for staff/participant flexibility
- Provide energy cost savings
- Eliminate duplicate transportation routes
- Serve the largest number of people in the fewest number of buildings

Community Partners and Supporters

We have received or are in the process of receiving support for our commitment to the augmentation and improvement of services and access to services for people with IDD in our region from the following organizations: Safe Futures, United Community and Family Services, Sound Community Services, Northeast Department of health, The Dominion Foundation, Norwich Social Services, TVCCA, and Noank Community Support Services.

Agency Auditing and Fiscal Controls

The ARPA funding (revenue and expenditures) will be tracked in its own separate category in our financial records system. Financial data is audited (including field audits) by an independent accounting firm who is evaluated and engaged by the Board of Directors on an annual basis. The Auditors also issue the State of Connecticut Single Audit reports.