**STATE OF MAINE**

**Department of Health and Human Services**

*Maine Center for Disease Control and Prevention*

**Health Equity Infrastructure & Capacity Building  
Grant Funding Opportunity**

**for Community Based Organizations**

**Preble Street**

**Quarterly Progress Report Template**

*Note: Please update file name to correct quarter number for future progress reports*

*(ex: HEI\_Preble Street\_Quarterly Progress Report\_****Q2****)*

# Purpose

To collect information on project progress as it relates to the CBO or Collaborative’s Capacity Building Plan for the Health Equity Infrastructure and TA project.

## Instructions

Report on each of the following prompts by entering responses in the fields below. If project is being operated as a Collaborative, please collect updates from each collaborative CBO.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reporting Period:**  **Check one\*\*** | **9/1 – 12/31/22** | **1/1 – 3/31/23** | | **4/1 – 6/30/23** |
| **7/1 – 9/30/23** | **10/1 – 12/31/23** | | **1/1 – 3/31/24** |
| **4/1 – 5/31/24** |  | |  |
| **Indicate Project Type: (Check one)\*\*** | **Individual CBO** | | **Collaborative** | |
| **Name of Organization (Lead)** | ***Preble Street*** | | | |
| **Agreement Number** | ***CDM-23-1517*** | | | |
| **Vendor Code** | ***VC1000073686*** | | | |
| **If Collaborative, list all collaborative CBOs contributing information to this report:** | | | | |
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## Updates/Changes to Capacity Building Plan

*Review response from proposal (blue field) and report on any changes identified to intended impact for growth and improvement through this project (white field).*

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| *Applicant response from RFA for ‘*Capacity Building Vision”*:* |
| Preble Street is committed to race equity and inclusion for all. This is an ongoing effort that we know will require sustained engagement and a multi-dimensional approach. We believe in our approach of combining social work services with public policy advocacy and education, working relentlessly for social and economic justice.  As a result of this funding opportunity, Preble Street would hire one Health Equity Coordinator who would support the agency in building the capacities necessary to address racial and health inequities. This individual would carry out the following:   * Attend Racial Equity training courses and conferences and disseminate this information across staff and programs. * Educate agency staff and the community and advocate for BIPOC clients we serve, acting as cultural brokers for our community. * Coordinate Race and Health Equity trainings for staff. * Advocate on behalf of clients experiencing barriers to services due to bias and racism. * Increase staff awareness of healthcare and community providers positioned to address disparities within the healthcare system * Facilitate translation of written material for staff and clients and access to interpreters when necessary. * Gather, review, and report out on data that will inform our work in structuring our agency’s Race Equity responses, including information about the efficacy of the pilot BIPOC Client Assistance Fund as an intervention that mitigates inequity.   The Health Equity Coordinator position will support our efforts to create, grow, and maintain an inclusive, safe, respectful, and welcoming environment for all people. From shelters to offices, from the streets to healthcare clinics, everyone deserves dignity, equitable treatment, and respect for who they are.  Some of the aspects that will grow and improve because of this funding opportunity are:   * Lower barrier and higher efficacy service pathways for BIPOC clients accessing agency services through access to technology, culturally competent staff, and advocacy * Increased education for Preble Street staff who are designing and/or providing services for clients, leading to more equitable and effective service provision * Internal capacity for developing, reviewing, implementing, and evaluating equity practices, for example, through the strengthening of the Race Equity Committee (via support from a Race Equity Consultant) * The use of our communications channels to amplify the voices, messages, and vision of BIPOC leaders and organizations (through increased connections and collaborations with BIPOC-led and other BIPOC-serving organizations in the community) * Greater understanding of and documented evidence for the effectiveness of targeted, flexible funding for the needs of marginalized clients in mitigating inequity: Pilot of a client assistance fund to pay housing-related and other costs to support clients who are Black, Indigenous, and People of Color in overcoming barriers to essential needs. Information gained through this pilot will inform future program development and funding prioritization.   b. This funding will allow Preble Street to execute and accomplish its broader strategic vision of offering more inclusive and equitable services to clients while fostering a more inclusive workplace for staff. This will be achieved through:  Staff training:  Educating and improving staff understanding of how structural racism and bias affect the BIPOC clients we serve. We need to prioritize those most affected by societal biases and ensure that program practices and policies are equitable. We will build upon existing agency Caseworker and Management Core Competencies, including being a Cultivator of Cultural Competence and Diversity. This means challenging stereotypes, holding self and others accountable for addressing bias or prejudice, fostering an inclusive workplace where diversity and individual differences are valued, developing and maintaining a culturally diverse environment, using fair and equitable hiring practices, and fostering a culture that promotes creativity and innovation in alignment with the Preble Street mission.    Resource access:   * Through staff training and the enhancement of agency policy and procedure, ensuring BIPOC clients have access to the support and resources needed to overcome entrenched barriers to stability. This also means ensuring Preble Street emergency shelters are spaces are inclusive, safe, respectful, trauma-informed and welcoming environments for all people, with particular attention to minority and BIPOC community members. * Ensuring minority and BIPOC community members have low-barrier access to translated materials and interpreter services. * Piloting a low-barrier, flexible Client Assistance Fund, specifically targeting clients who are members of BIPOC communities with resources needed to achieve stability. Efficacy of this fund will be documented and used to inform future program development and funding prioritization within the agency. * Continued access to race and health equity consultation to further organizational goals for developing, monitoring, and evaluating equity. * Breaking systemic barriers and facilitating new possibilities for client access to resources and housing. * Use real data regarding services and outcomes of BIPOC clients to educate and support the training and work of staff embedded within programs to better align with our own internal racial equity goals. * Collaborating with coworkers, community partners, and clients to address health disparities and mitigating health and racial inequities, building a new and better culture with seeds planted for significant growth. * Amplifying the voices of BIPOC individuals in policy discussions and through our social media networks. |
| *Changes to ‘Capacity Building Vision:* |
| *Report on any changes identified to intended impact for growth and improvement through this project.* |

## Overall Accomplishments for the Quarter

*Report overall accomplishments in the last quarter, regardless of if those were funded by DHHS or not.*

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| Updates to Overall Accomplishments |
| *Insert the organization’s overall accomplishments achieved in the last quarter.* |

## Capacity Plan Task Progress

Review the Major Objectives, Tasks, and Subtasks from your Capacity Building Plan and select the most applicable status for each subtask. If your organization determined that an additional Major Objective and tasks and/or subtasks are needed, please add them to a new or existing table as needed.

| **Capacity Plan Task 1** | |
| --- | --- |
| **Major Objective:**Health Equity Coordinator coordinates education/training to Preble Street staff. | **Intended Outcomes:** Increase cultural competence of Preble Street staff in alignment with Caseworker and Management Core Competencies. |
| **Tasks/Subtasks** | **Status (Check any that apply)** |
| *Task 1* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |
| *Task 2:* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |

| **Capacity Plan Task 2** | |
| --- | --- |
| **Major Objective:** Engage a Race and/or Health Equity Consultant | **Intended Outcome:**  Build infrastructure within the agency to continuously develop and maintain equitable service and organizational policies and processes. |
| **Task/Subtasks** | **Status (Check any that apply.)** |
| *Task 1:*  *Engage a Race and/or Health Equity Consultant* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |
| *Task 2:* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |

| **Capacity Plan Task 3** | |
| --- | --- |
| **Major Objective:**Translate key agency documents and provide interpreter services. | **Intended Outcome:**   * Increase accessibility of services to clients whose primary language is not English. |
| **Task/Subtasks** | **Status (Check any that apply.)** |
| *Task 1:* Translate key agency documents and provide interpreter services. | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |
| *Task 2:* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |

| **Capacity Plan Task 4** | |
| --- | --- |
| **Major Objective:**Administer and assess pilot of flexible BIPOC Client assistance funds: to expend monetary assistance directly to clients to meet basic needs including medical, interpretation and translation, cell phones, tablets, and transportation. | **Intended Outcome:**  Document the efficacy of flexible, responsive direct support to BIPOC clients in meeting basic needs and mitigating inequity to inform future program development and funding prioritization. |
| **Tasks/Subtasks** | **Status (Check any that apply.)** |
| *Task 1:* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |
| *Task 2:* | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |

| **Capacity Plan Task 5** | |
| --- | --- |
| **Major Objective:**Gather data regularly from BIPOC clients about their experience accessing services (internal and external). | **Intended Outcome:**  Assess and document barriers and identify potential solutions to ensure client access to culturally competence services. |
| **Tasks/Subtasks** | **Status (Check any that apply.)** |
| *Task 1:* Hire a development and communications specialist | Not Started In Progress Complete  Removed / Discontinued Task New Task/Subtask |

## Capacity Plan Outcomes

In this section, please provide narrative details on the progress made towards achieving your organization’s major objectives and tasks/subtasks from the previous section.

|  | **Previous Quarter Outcomes** | **Current Quarter Outcomes** |
| --- | --- | --- |
| **Overall Progress:** | *NA for Q1 (to be filled in for subsequent reports)* | *Describe overall progress toward the Major Objective(s)* |
| **Successes:** | *NA for Q1 (to be filled in for subsequent reports)* | *Describe all successes in the last quarter toward the Major Objective(s)* |
| **Challenges:** | *NA for Q1 (to be filled in for subsequent reports)* | *Describe all challenges in the last quarter toward the Major Objective(s)* |
| **Step to overcome Challenges:** | *NA for Q1 (to be filled in for subsequent reports)* | *Describe step(s) that have been or will be taken to overcome challenges* |

## For OPHE Internal Purposes Only

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| --- | --- |
| *OPHE Program Reviewer:* |  |
| *Date reviewed on:* |  |

***Comments from OPHE Reviewer:***