

# **Cumberland County Community Development Block Grant Program**

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## **General Program Application 2010**

Applications Due -- 4:00 PM, Friday, January 22, 2010

**Cumberland County  
Community Development Office  
142 Federal Street, Suite 102  
Portland, Maine 04101  
Tel. 207- 699-1905  
Fax 207- 871- 8292**

**An electronic copy of this application is available at  
[www.cumberlandcounty.org/cd/cdbg](http://www.cumberlandcounty.org/cd/cdbg)**

# Cumberland County Community Development Program

## General Program Application

### Application Timetable & Submission Requirements

1) Applications are due: 4:00PM, Friday, January 22, 2010

2) Eligible Applicants: Municipalities and Cumberland County are the only eligible applicants for this program. Non-profit service providers, businesses or other organizations/entities must apply through a municipality for a local program and through the County for a regional program.

3) Submission of applications:

- E-mail or fax applications **will be accepted** to meet the deadline - *applicants must submit printed copies by Tuesday, January 26, 2010, 4:00PM*

- 1 original and 9 copies must be mailed or delivered to:

Community Development Program  
Cumberland County – Executive Office  
142 Federal Street, Suite 102  
Portland, Maine 04101

4) Presentation:

- No binders, covers or folders
- Minimum 12 point type.
- 8.5" X 11" paper
- At least 1" margins
- The 9 copies may be double-sided copies.

5) Maximum length response to the five narrative questions is **4 pages**. Applicants may include up to two pages of attachments for maps or pictures.

6) Application submission must include:

- Cover page
- Responses to the five narrative questions
- Budget page
- Schedule page
- Demonstration of endorsement by elected officials

7) Applications **may** include up to two pages of attachments for maps or pictures.

8) Multi-community applications **must**: 1) respond to the 2 additional questions (form provided); & 2) complete the multi-community endorsement/signature page (form provided).

**CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM**

**CDBG GENERAL PROGRAM APPLICATION – 2010**

Lead Community \_\_\_\_\_

Additional Communities \_\_\_\_\_

Contact Information: Name: \_\_\_\_\_; Tel. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail: \_\_\_\_\_

Project Title: \_\_\_\_\_

**Program Category:** Public Service \_\_\_; Public Infrastructure/Facility \_\_\_;  
Housing \_\_\_; Downtown Revitalization \_\_\_; Economic Development \_\_\_

**Select your CDBG “National Objective”:**

Low/moderate income: Area-wide \_\_\_; Limited Clientele \_\_\_; Direct Benefit  
Presumed Group \_\_\_\_\_ (identify group)

Slum/Blight: Area-wide \_\_\_; Spot Basis \_\_\_

Amount of CDBG funds requested \$ \_\_\_\_\_

Total estimated project cost \$ \_\_\_\_\_

Name of Authorized Official: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

## GENERAL GRANT PROGRAM APPLICATION - 2010

Respond to the 5 narrative questions in a maximum of 4 pages. The Implementation Schedule and Budget forms must be completed.

- 1) Provide a **brief summary** (200 words maximum) of the proposed project. - **10 points**

Focus your answer on issues such as: what will be built, what will happen, who's in charge, where will it happen, who will be served. Be specific to the project and the CDBG funds requested.

*[Answer to be evaluated on clarity and completeness]*

- 2) Provide a response to the three questions concerning **management of the proposed activity** – 10 points

- a. Define who and how the grant funded project will be managed.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

*[Answer to be evaluated on clarity, completeness and demonstration that sufficient management capacity is ready and available]*

- 3) **Implementation schedule** for project. Fill in the attached schedule form. **10 points**

*[Response to be evaluated on logic, completeness and reasonableness of assumptions]*

- 4) Demonstrate that the project is **ready to proceed** – 10 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, matching funds, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any potential impediments to project initiation.

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, matching funds, securing an appropriate location, marketing and networking.
- Describe any potential impediments to project initiation

*[Answer to be evaluated based on clarity, completeness and demonstration that the project can be substantially completed within **24** months]*

**5) Provide a response to the four questions defining and justifying the need for the activity. 20 points**

- a. Convey the magnitude and severity of the issue to be addressed
- b. Identify the number of people & the number of low/moderate income people affected.
- c. Describe the extent the project makes in the long-term measurable difference in the economic and social health of the region.
- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

*[Answer to be evaluated on clarity, completeness and an assessment of the severity of the need for the project]*

**6) Provide a response to the four questions demonstrating the need for CDBG program funds. 15 points**

- a. What will be the consequence if the CDBG funds are not received?
- b. What will be the consequence of partial project funding?
- c. Why are CDBG funds critical for the project to proceed and be successful?
- d. Have or will you seek funds from other sources?

*[Answer to be evaluated on completeness, clarity, and assessment of the need for CDBG funding]*

**7) Budget for project. Fill in the attached budget form. 10 points**

Application will not be accepted without completed budget. 20% threshold match must be cash, in-kind direct labor, donated land or building materials and contracted project development services. *County sponsored projects are not required to demonstrate matching funds.*

*[Response to be evaluated on logic, completeness and reasonableness of assumptions]*

**Distress Score:** Each community will be assigned a score from **0 to 10 points** based upon two factors: 1) % of low/moderate income community residents of the total community population; 2) % of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

**Multi-Jurisdictional Bonus:** **5 points** will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- Application must be endorsed by officials from both communities (form provided)
- Each participating community's role in the project must be defined (form provided)
- Distress score for multi-jurisdictional applicants:
  - Factor #1: Combine LMI & population of the communities to create a new "LMI as % of population factor"
  - Factor #2: Average the existing "LMI as % of County LMI" factor for the communities.

**Budget – Construction Projects**

<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Municipal Funds</b>	<b>Other Funds</b>	<b>Total</b>
<b>Design/Engineering</b>				
<b>Land Costs</b>				
<b>Materials/Supplies</b>				
<b>Construction Costs</b>				
<b>Project Management</b>				
<b>Other</b>				
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>Total Costs</b>				

**Budget – Public Service Programs**

<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Municipal Funds</b>	<b>Other Funds</b>	<b>Total</b>
<b>Equipment</b>				
<b>Materials/Supplies</b>				
<b>Operations</b>				
<b>Salaries</b>				
<b>Fringe</b>				
<b>Transportation</b>				
<b>Consultants</b>				
<b>Space/Rent</b>				
<b>Project Management</b>				
<b>Other – 1)</b>				
<b>Other – 2)</b>				
<b>Total Costs</b>				

## Project Implementation Schedule

<b>Activity</b>	<b>Q #1 J – S 2010</b>	<b>Q #2 O – D 2010</b>	<b>Q #3 J – M 2011</b>	<b>Q #4 A – J 2011</b>	<b>Q #5 J – S 2011</b>	<b>Q #6 O – D 2011</b>	<b>Q #7 J – M 2012</b>	<b>Q #8 A – J 2012</b>
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
<b>Project Completed:</b>								

## **Project Implementation Schedule**

There are many types of potential CDBG funded projects, each with their own set of typical activities and timelines. The lists below contain typical activities for different types of projects. Your own individual project may have other activities that you'll want to identify and include. These are examples.

Some activities, like construction of a building or infrastructure, or a planning project will be quite linear. Others, like housing rehabilitation may repeat over time as more projects are undertaken. Public service activities may consist of only a few activities.

Fill in the activities that will occur and your best estimates of the time frame. Up to two years is provided in the table, though your project may take considerably less time. Use an additional table page if needed.

### Construction Projects

- Local approvals & permits
- Matching funds
- Procurement of architect/engineer
- Design phase
- Specification development
- Contract bid
- Contract award
- Contract start
- Construction
- Construction wrap-up
- Final completion & final payment

### Housing Rehabilitation

- Development of services RFP
- Selection of service contractor
- Solicitation of rehabilitation contractors
- Marketing of program
- Client intake and screening
- Home inspections, project development
- Implementation of rehabilitation activities

### Public Service

- Procurement of facilities
- Hiring staff
- Program marketing
- Program implementation

**CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM**

**CDBG GENERAL PROGRAM APPLICATION – 2010**

**MULTI-COMMUNITY APPLICATION**

**ADDITIONAL QUESTIONS**

New for the 2010 program year, applications for projects serving two or more communities are eligible to receive an additional 5 points in the scoring process.

Multi-community applicants must answer two additional questions in a maximum of one page:

- 1) How will low/moderate income residents in each participating community benefit from the project/activity?
  
- 2) What role will each applicant community play in the project/activity?

**CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM**

**CDBG GENERAL PROGRAM APPLICATION – 2010**

MULTI-COMMUNITY APPLICATION

ENDORSEMENT BY ELECTED OFFICIALS

Lead Community Applicant: \_\_\_\_\_

Lead Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_