

CUMBERLAND COUNTY COMMUNITY DEVELOPMENT PROGRAM

CDBG GENERAL PROGRAM APPLICATION – 2010

Lead Community Town of Sebago, Maine

Additional Communities n/a

Contact Information: Name: Allen Crabtree; Tel. (207) 787-2730

Address: 406 Bridgton Road
Sebago, ME 04029

E-mail: allencrabtree@townofsebago.org

Project Title: Improve handicap accessibility at the Sebago Town offices

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 Handicapped/limited mobility and individuals with disabilities
Slum/Blight: Area-wide ; Spot Basis

Amount of CDBG funds requested \$ 8,500

Total estimated project cost \$ 11,200

Name of Authorized Official: Allen Crabtree, Chair, Board of Selectmen

Signature of Authorized Official: 

GENERAL GRANT PROGRAM APPLICATION - 2010

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

The grant would be used to improve handicap accessibility for the Sebago Town Offices and bring the offices into full compliance with the Americans with Disability Act (ADA). It would benefit all the residents of Sebago and surrounding communities that visit the town offices, but is specifically targeted to benefit those who fall under the ADA's definition of persons with disabilities.

Sebago proposes to improve the existing handicap ramp into the building, install a electric door opener and reconfigure the customer service counter. The current ramp at the offices was adequate at the time it was constructed, but the slope, access to the parking lot, and width now need to be improved to meet current guidelines. Grant funds would also be used to install an electric door opener to allow individuals in wheelchairs and on crutches to open the main entry door without needing assistance, and to reconfigure the customer service counter so that persons in wheelchairs could access the counter and do their town business easily.

Upon receipt of grant funds bids would be solicited and let, and construction begun immediately thereafter. The intent is to have all improvements and modifications completed and in operation by early 2011.

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.

The renovation of the town offices to make them more compliant with the ADA would be managed by the Town Manager with assistance from the Town Code Enforcement Officer (CEO). Both are licensed building inspectors and experienced contractors, and both have a close working knowledge of the requirements of State and town building codes as well as the ADA. They will prepare the plans and specifications for the work to be done, obtain the necessary local building permit, prepare the RFP to send out for contractor bids, and will oversee the work done by the contractor to do the work. They will prepare progress reports, coordinate payment of invoices, etc.

b. Explain the experience of the applicant in undertaking projects of similar complexity.

Although this is a fairly straightforward project, it requires both a working knowledge of Maine and Sebago building code requirements as well as the

requirements of the ADA. Both the Town Manager and the CEO have years of experience working with both requirements and with the requirements of the local building permit process. In addition, both have practical experience as contractors with this type of construction work and have extensive practice in preparing project design and specifications, in preparing RFPs and reviewing contractor bids, in carrying out project management and quality control inspections.

c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The renovations are intended to make the Sebago Town Offices more accessible and user-friendly for all the residents in Sebago and surrounding communities who use the town offices, but the renovations are specifically targeted at making the offices more handicap accessible. This is a key town-owned facility that provides a variety of services to the citizens of the town. Here people come to register their vehicles and boats, pay property taxes, get wedding licenses, license their dogs, and conduct the usual business that is done in a municipality. Property and tax records are filed at the town offices. In addition the Town Manager, Town Clerk and assistants, CEO and Director of the Department of Public Works have their offices here. The meeting room is used for a variety of meetings including the Board of Selectmen, Planning Board, Board of Appeals, Budget Committee, and a variety of other town and public committees. Maintenance and operation of the town office building are a line item in the town's operating budget, and when the renovations are complete it will continue to be so.

3) Implementation schedule for project. 10 points

Schedule is attached. See below.

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

For construction related projects:

The facility is town-owned and construction may begin as soon as funds are available and a contractor is awarded a contract. Meetings have been held with the Town Manager and the CEO to determine the work that needs to be done to improve compliance with the ADA, and upon approval of this grant they will draw up specifications and plans, prepare and circulate an RFP to prospective contractors. At the same time, the CEO will issue the town building permit.

There are no major impediments to the project. No expansion of the parking lot will be required. No zoning variance will be required. Planning Board approval will not be required, but the CEO will keep them informed. The Town Manager will keep the Board of Selectmen informed as well, and they will need to approve

the contract let with the contractor in accordance with the town's purchasing policy.

Care will taken to insure that regular business at the town offices can continue unimpeded while construction is going on. The town offices are open Tuesday through Friday, and every effort will be made to have construction work done when the offices are closed to the public.

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

The ADA requires that reasonable accommodation be made to make existing facilities readily accessible to and usable by persons with disabilities. It further defines individuals with a disability as persons who have a physical or mental impairment that substantially limits one or more major life activities. The existing ramp into the Sebago Town Offices needs to be modified to make it more compliant with the ADA, and other modifications are called for to create the "reasonable accommodation" defined in the ADA. These other modifications include an electric door opener so individuals in wheel chairs can open the town office doors unassisted, and lowering a portion of the customer service counter so they can reach the counter from their wheelchairs

b. Identify the number of people & the number of low/moderate income people affected.

The total number of individuals who meet the ADA definition of disabled in Sebago is unknown, but the ADA requirements apply whether there is one or one hundred involved.

c. Describe the extent the project makes in the long-term measurable difference in the economic and social health of the region.

Having an ADA compliant town office will make servicing the needs of Sebago citizens easier and more pleasant, not only for disabled and handicapped individuals but for all citizens in general.

d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

The town has a long-term building maintenance program to insure necessary maintenance and repairs to all town-owned facilities and repairs are included in the town's operating budget. The town also has an active capital investment program where all town vehicles and major projects are identified, their cost and implementation schedule, and funds are set aside in reserve accounts every year

to save for their implementation. The improvements to the town office conform to the long-term needs and plans of the community but are not now included in either the operating budget nor the capital investment budget due to conflicting demands to fund higher priority projects.

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?

The project will be delayed until the town can fund the project with municipal funding. With the extremely tight constraints on the town budget, the project would have to compete with several other similarly important projects. It would likely be several years, if ever, that it is funded with only town funds.

b. What will be the consequence of partial project funding?

The scope of the project would have to be reduced to include only a part of the modifications proposed.

c. Why are CDBG funds critical for the project to proceed and be successful?

Town funds are not available to pay for the project, but there is an overriding need to complete the project to avoid ADA-compliance issues that could arise in the future. CDBG funds are absolutely critical to allowing this project to proceed and be successful.

d. Have or will you seek funds from other sources?

The town has not sought funds from other sources. If the CDBG grant is not approved, we would do so, but at the present no other funding has been identified.

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

Budget is attached. See below.

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.

The 2010 Community Distress Score for Sebago is 3.

Budget - Construction Projects

Cost Category	CDBG Funds	Municipal Funds	Other Funds	Total
Design/Engineering		\$500		\$500
Land Costs				
Materials/Supplies	\$4,000			\$4,000
Construction Costs	\$4,500		\$1,500	\$6,000
Project Mgmt		\$700		\$700
TOTAL COSTS	\$8,500	\$1,200	\$1,500	\$11,200

Implementation schedule for project

Activity	Q#1 J-S/2010	Q#2 O-D/2010	Q#3 J-M 2011
Contract/Env Review	X		
Reporting		X	X
Local permits	X		
Matching funds	X		
Project design	X		
Develop specs/RFP	X		
Contract bids		X	
Contract award		X	
Construction		X	X
Wrap-up			X
Final completion			X
IOC			X

Demonstration of endorsement by elected officials

Grants For The Town of Sebago Application Worksheet

Approval to submit the grant application and to accept the grant if awarded

What is the source of the grant (e.g. – agency, company, foundation, etc...)?

Community Development Block Grant

How much is being requested? \$ 8,500 What is the local match? \$ 2,700

Who would provide the local match (town funds, private funds,...?) town funds, in kind

What town department would benefit from the grant if won? town

What is the grant being requested for (describe items, equipment, service, etc...)?

This grant would allow modifications to be made to the town office to better conform with the requirements of the ADA. A new handicap electric door opener would be installed, modifications made to the handicap ramp as needed, and modifications to the customer counter to better serve clients in wheelchairs.

When must the application be submitted (filing date)? Jan 22, 2010

If the grant is won, what would be the commitment to maintain, house, or replace the equipment by the town?

Estimated cost per year? \$ 200

Estimated number of years? 20

Explain what the commitment would be (e.g. – service contract, vehicle maintenance costs, housing, etc.)

Maintenance of door switch, other maintenance included in normal building maintenance for town offices.

If a vehicle, where would it be stored? n/a

Submitted by (name) Allen Crabtree Date 11/17/09

Department/Group/Club/Organization BoS

Reviewed by Town Manager Jim Smith Date: 11/17/09

Action/Recommendation: Approve X Modify _____ Deny _____

Reviewed by Board of Selectmen. Date: 11/17/09

Action: Approve X Modify _____ Deny _____

Form 3/12/07