

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

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Sebago, ME 04029

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Project Title: Rehabilitate elderly housing in Sebago, develop on-going program

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 Elderly, LMI residents

Slum/Blight: Area-wide ; Spot Basis

Amount of CDBG funds requested \$ 25,000

Total estimated project cost \$ 32,000

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 Town of Sebago plans to build on the 2008 CDBG-funded elderly needs planning survey that identified housing rehabilitation needs in town and develop a housing rehabilitation program targeted towards improving the energy efficiency of homes of the elderly in town. We will winterize six homes in Sebago and also develop a program to include all the homes of elderly with housing rehabilitation needs in future years. The program could also be expanded to include low and moderate income (LMI) families in Sebago as well in future years.

The town will contact six elderly individuals in Sebago identified from the list developed during the earlier survey and evaluate their housing rehabilitation needs (replacement windows, doors, insulation, furnaces, or other rehabilitation needs). The Town would then solicit bids for material and installation, giving preference to local contractors where possible. Necessary building permits would be obtained. Construction would begin immediately with the intent to have all six housing rehabilitation projects completed by the end of 2011. The results from the six homes will be used to develop an outreach program aimed at all elderly in town with the aim of identifying and meeting other housing rehabilitation needs in the future.

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 housing rehabilitation of six homes of Sebago elderly will be managed by a local contractor with oversight by the Town Manager and the Town Code Enforcement Officer (CEO). The local contractor has extensive experience in this type of housing rehabilitation, and both the TM and CEO are licensed building inspectors and experienced contractors. All three have a close working knowledge of the requirements of State and town building codes.

Six homes will be selected from the list of those in need of housing rehabilitation by the Town Manager and the Sebago General Assistance officer. The project manager will then inspect the homes and develop plans and specifications for the work to be done. The CEO will review the plans and issue the necessary local building permits. The Town Manager will prepare the RFP to send out for contractor bids, and will review bids and issue contracts for the work to be done. If the town purchasing policy requires Board of Selectman approval of contracts the Town Manager will coordinate this with the Board. The Town Manager will

prepare oversee project management by the local contractor project manager, prepare progress reports, coordinate payment of invoices, etc.

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

Housing rehabilitation for these six homes will each require a customized approach to identify needs and design the most efficient way of meeting their needs. Some homes will need inefficient windows replaced, while others may need insulation, new entry doors, furnace repairs or upgrades, etc. Preparing plans for each home and then carrying out the rehabilitation will require a broad range of general contracting experience as well as a working knowledge of Maine and Sebago building code requirements. The project manager, Town Manager and the CEO all have years of experience with the requirements of the local building permit process. In addition, all three 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 CEO will make follow-up inspections of the rehabilitated homes and report back to the Town Manager if additional work is necessary. Steps will be taken to insure that contractors satisfactorily carry out their contract and correct any defects from their work.

A follow-on program will be developed based on the model of these six homes and other elderly living in town will be contacted who may have similar housing rehabilitation needs. This program will conduct a follow-on housing rehabilitation effort in future years. The project will be publicized through the town newsletter, direct mailings, the town webpage, and newspaper articles. An outreach public focus meeting will be scheduled, and a presentation will be made at the annual town meeting to spread the word. Funding for the follow-on effort will be identified, either through town funding, grants, or a combination of both.

3) Implementation schedule for project.10 points

Schedule is attached. See below.

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

Homes of the elderly in need of rehabilitation have been identified, and as soon as grant funds are available we stand ready to begin surveys, let contracts, and begin work. The goal is to complete one home rehabilitation in the first quarter,

and complete all six homes by the next four quarters. We will make every effort to complete all rehabilitation projects by the spring of 2011 but have scheduled extra time just in case there are complications and delays.

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 FY08 CDBG planning grant that the Town of Sebago received was used to do an assessment of the needs of the elderly population in Sebago. As part of the needs assessment a significant number of the elderly in town identified needs for weatherization at their homes. They said that their homes needed a range of improvements to make their homes more weather tight and reduce their heating bills from replacement windows and doors, to insulation, to furnaces.

Based on the results of this survey, as well as consultation with the Sebago General Assistance (GA) officer and Sebago clergy, and the response from participants at a dinner for the elderly put on by the Sebago Lions Club, more than a dozen homes have been identified that need immediate attention to upgrade windows, doors, insulation and heating systems. The six homes that have the most critical needs will be addressed with this initial effort, and additional homeowners will be addressed in future years.

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

Sixty two individuals responded to the 2008 elderly needs survey. Most were older than 60 years old and 43 of them were 70 years old or older. The survey respondents represent only a portion of the elderly in town, and the total number of elderly with housing rehabilitation needs is expected to be much greater based on informal discussions with church leaders and the GA officer. The initial housing rehabilitation effort will be publicized and it is anticipated that more elderly will be identified for future housing rehabilitation efforts.

We have consulted with CDBG staff and PROP about using the HOME program and/or PROP's weatherization program and felt that a Sebago-based effort affords greater flexibility and best meets the needs of our local situation.

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

Housing rehabilitation for the town's elderly will result in lower energy costs, a better quality of life, and will allow more elderly to remain in their homes longer, reducing the need for emergency services to their homes by town fire and rescue personnel.

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

The town strives to provide essential services that allow its citizens to maintain their quality of life, foster community spirit, and make Sebago a good place to live. Assisting our most needy citizens, the elderly, in improving their homes and reducing their energy costs, will aid all of the citizens in town.

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 not be undertaken.

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 housing rehabilitation 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 housing rehabilitation to enhance the quality of life of our seniors. 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	\$12,000		\$2,000	\$14,000
Construction Costs	\$13,000		\$3,500	\$16,500
Project Mgmt		\$1,000		\$700
TOTAL COSTS	\$25,000	\$1,500	\$5,500	\$32,000

Implementation schedule for project

Activity	Q#1 J-S/2010	Q#2 O-D/2010	Q#3 J-M 2011	Q#4 A-J 2011	Q#5 J-S 2011	Q#6 O-D 2011
Contract/Env Review	X					
Reporting	X	X	X	X	X	X
Local permits	X	X				
Matching funds	X					
Project design	X	X				
Develop specs/RFP	X	X				
Contract bids		X				
Contract award		X				
Construction		X	X	X	X	X
Develop rehab pgm	X	X	X	X	X	X
Public education		X	X	X	X	X
Wrap-up construction						X
Final completion						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? \$ 25,000 is the local match? \$ 7,000

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 the weatherization of up to 6 homes in town owned by our elderly (replace windows and entry doors with more energy efficient ones, add insulation,...). It would also establish a program for identifying and prioritizing additional homes for weatherization in future grants owned by the elderly and/or low and moderate income households in future years. The local match would include town funds as well as in-kind contributions by local contractors, churches, and citizens.

When must the application be submitted (filing date)? Letter of intent – Dec 09

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

Estimated cost per year? \$ 0

Estimated number of years? 0

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

n/a

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 Modify Deny

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

Action: Approve Modify Deny

Form 3/12/07