

# Cumberland County Community Development Block Grant Program

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## General Program Application

2009

Applications Due -- 4:00 PM, Tuesday, February 3, 2009

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



# Cumberland County Community Development Program

## Application Timetable & Submission Requirements

1) Applications are due: 4:00PM, Tuesday, February 3, 2009

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 Friday, February 6, 2009, 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

- The 9 copies may be double-sided copies.

4) Presentation:

- No binders, covers or folders
- Minimum 12 point type.
- 8.5" X 11" paper
- At least 1" margins

5) Maximum length response to the five narrative questions is **4 pages**.

6) Application submission must include:

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

**CUMBERLAND COUNTY**  
**COMMUNITY DEVELOPMENT BLOCK GRANT - CDBG**  
**PROGRAM APPLICATION – 2009**

Community(s) \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_  
Presumed Group \_\_\_\_\_ (identify group)

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

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

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

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

## GENERAL GRANT PROGRAM APPLICATION

Respond to the five narrative questions in a maximum of four pages.

1. Describe the project: 30 points

- Provide a detailed description of the project or program
- Outline the project's implementation schedule

2) Identify the community needs to be addressed: 30 points

- Describe the scope, magnitude and severity of the problem
- Describe past efforts, if any, to address the problem.
- What's the impact of the problem on low/moderate income persons or slum/blight conditions?

3) Convey your community's readiness to proceed: 20 points

- What steps must to be taken prior the project's implementation?
- How has the project been conveyed to community residents particularly low/moderate income residents?
- Are the 20% matching funds/in-kind contributions available for the project?

4) Identify the measurable impacts of the activity: 10 points

- How will you measure the outcomes resulting from the project?

5) Demonstrate the need for CDBG program funds: 10 points

- What will be the consequence if the funds are not received?
- Demonstrate that you've sought funds from other sources
- Why are CDBG funds critical for the project to proceed and be successful?

**Budget - Construction Projects**

<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Municipal Funds</b>	<b>Other Funds</b>	<b>Total</b>
Design/Engineering				
Land Costs				
Materials/Supplies				
Construction Costs				
Administration				
Other -----				
1.				
2.				
3.				
4.				
<b>TOTAL COSTS</b>				

Budget - Public Service Programs

<b>Cost Category</b>	CDBG Funds	Municipal Funds	Other Funds	Total
Administration				
Equipment				
Materials/Supplies				
Operations				
Salaries				
Fringe				
Transportation				
Vehicles				
Consultants				
Space/Rent				
Other (List)				
1.				
2.				
3.				
<b>TOTAL COSTS</b>				