

City of South Portland Community Development Block Grant Public Service Grant Application



July 1, 2021 – June 30, 2022

DUE: 4:00pm Monday January 04, 2021



COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2021-2022 APPLICATION

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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

The City of South Portland CDBG planning grant program is designed to aid in developing clearly articulated strategies for addressing communities' greatest community development needs following meaningful citizen participation. Although there is no requirement for local match, Planning Grants may or may not cover the full cost of all planning activities for future projects. Applicants should expect to contribute resources to the planning process in order to develop a successful project.

B. FEDERAL HUD REGULATIONS

1. **PROGRAM OBJECTIVE:** While planning grants are not subject to the CDBG national objectives, all planning grants under this program must have the goal of benefitting low to moderate income individuals or the community of South Portland as whole. Additionally, all studies must be completed within a 12-month period.
2. **LIST OF ELIGIBLE ACTIVITIES:**
 - long range planning,
 - comprehensive planning,
 - functional plans such as plans for housing, land use, and energy conservation
 - community and neighborhood development plans
3. **LIST OF INELIGIBLE CDBG ACTIVITIES:**
 - Architectural and engineering designs;
 - Costs associated with implementing plans
 - Any other activity that the authority determines to be inconsistent with the national objectives in 42 U.S.C. 5304 (b) of the federal act.
 -

C. CDBG GOALS & PRINCIPLES

1. GOALS

- **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure-* This goal will be supported through a range of improvements to community centers, senior centers, food pantries, parks, playgrounds, and similar public buildings.
- **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families.* This goal will be supported through improvements to and the creation of new sidewalks, storm drainage, road improvements, and utility improvements such as water and sewer lines.

- **Affordable Housing-***Promote activities that support affordable housing development and the rehabilitation of residential housing.* This goal will be supported through land acquisition, installation of infrastructure, and home repair programs such as energy efficiency, weatherization, and handicap accessibility.
- **Economic Development-***Assist businesses through job creation programs-* This goal will be supported through programs that assist businesses who are looking to expand and hire low to moderate income individuals.
- **Public Services-***Promote programs and activities that improve the quality of life for low and moderate income individuals.* This goal will be supported through programs such as homeless prevention, elder services, transportation, domestic violence prevention, support for food pantries, childcare, health care, care for persons with mental illness, addiction and developmental disabilities, youth recreation, English language learners, and similar social service programs.
- **Community Planning-***Promote long range planning for the benefit of the community as a whole.* This goal will be supported through planning grants that aid in the identification of future CDBG and community development projects.

2. GUIDING PRINCIPLES

- **Project Description.** All projects should be clearly defined. The project description should explain the “who, what, when, and where” of the project. All applications will be reviewed with respect to HUD requirements.
- **Need for the project.** Programs and projects will be evaluated based on how well they demonstrate a need for this project within the community. Proposals should clearly address gaps in or duplication of services.
- **Project Management.** Projects will be evaluated on past performance and/or the organizations ability to successfully execute the requirements of this program.
- **Readiness to Process.** Proposals must clearly demonstrate the organization’s ability to start the program as soon as the grant becomes available.
- **Implementation Schedule.** Proposals will be evaluated on their planned implementation schedule, and must clearly demonstrate the projects ability to meet set quarterly goals.
- **Demonstration of Need for CDBG Funds.** CDBG funds are a limited resource. All proposals will be carefully evaluated to determine if CDBG is the best funding source for this project. Proposals should clearly demonstrate an effort to secure funding from other sources before applying to CDBG.
- **Partnership and Collaboration.** Proposals should demonstrate collaboration with other organizations or City Departments serving the same population. Partnerships and Collaborations with other organizations and City Departments prevent an unnecessary duplication of services. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives.

D. APPLICATION GUIDELINES

1. FUNDING REQUEST RESTRICTIONS:

a. **Maximum Grant Request- – EXCEPT Public Infrastructure Projects**

No more than \$15,000.

2. SUBMISSION GUIDELINES

All applications must follow the prescribed formatting, or be subject to penalty points:

- a. Separate applications for each program requesting funds shall be submitted;
- b. Applications must be typewritten;
- c. White 8 ½ x 11” paper; with 1” margins;
- d. Text must be Times New Roman 12pt for the narrative, single spaced with double spacing between paragraph, the Summary and Worksheet may use Times New Roman 11 pt;
- e. All sections and narrative questions must be labeled, page numbering is encouraged;
- f. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
- g. The check list provided must be completed and submitted with the application;
- h. Page limits listed on the check list must be followed, additional pages may not be forwarded to the Committee for review;
- i. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- j. Required documents:
Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent audit or if not available the most recent 990 financial statement.
- k. Supporting documents (subject to scoring):
 - i. Separate Project Timeline: describes when the program or project will occur with specific dates and times
 - ii. Project map of neighborhoods served by the project (LMA only)
 - iii. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
 - iv. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support.

- l. One (1) original printed version of the application with original signatures **plus** one (1) **full** electronic version, submitted via email, USB drive, or CD;
- m. All applications shall be complete, approved, and signed by the owner, the Board of Directors, or the Executive Director authorized by the Board.

E. DEADLINES

1. **Informational Application Meeting:** Applicants are encouraged to attend and learn more about our new applications and ask questions

MEETING: *Thursday December 10, 2021 at 10:00am See Program Year schedule for meeting information will be conducted via zoom.*

2. **SUBMISSION DEADLINES** All applications, one electronic **and** one paper version must arrive by the deadline. Each applicant will receive a notification of application receipt from the City of South Portland's Office of Community Development.

DEADLINE: *Monday, January 04 2021 at 4:00pm*

Applications must be submitted electronically and in paper form to:

City of South Portland: Office of Community Development
Attention: Sandy Warren
496 Ocean Street
South Portland, Maine 04106
swarren@southportland.org
207-347-4139

**NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.
POINTS WILL BE DEDUCTED FOR INCOMPLETE SUBMISSIONS.**

3. **OPEN MIC NIGHT MEETING: *This is not a mandatory meeting however, Applicants are highly encouraged to attend and present your application to the committee and answer questions they may have.***

MEETING: *Wednesday February 02, 2021 at 6:00pm*

***Tentatively at City Council Chambers of City Hall
25 Cottage Road, South Portland***

*****Please note, meeting might shift to Zoom, depending on COVID 19 and current executive order at this time. Please make sure to check the CDBG Webpage under the program year schedule and contact Sandra Warren.**

F. REVIEW PROCESS AND SCORING

1. REVIEW PROCESS

South Portland Community Development staff will review all applications to ensure HUD requirements are met. Community Development Advisory Committee will then review and score all applications based on need, goal, guiding principles, and other scoring categories. Office of Community Development staff will prepare a list of the CDAC Recommendations to City Council. A draft time-line for the Community Development Advisory Committee is below and is also available on the website:

November 02, 2020	Applications are available
December 10, 2020	Application workshop 10:00am
January 04, 2021	Applications DUE by 4:00PM
Jan 2021- Feb 2021,	Community Development Advisory Committee (CDAC) reviews & scores all applications
February 02, 2021	Open Mic Night
February 16, 2021	CDAC recommends funding allocations
February 17, 2021	Applicants notified of recommendations and notice of upcoming public hearing
March 16, 2021	CDBG Staff present recommends funding allocations to Council for approval.
April 06, 2021	County Commissioner Public Hearing
May 10, 2021	County Commissioners Approval
May 15, 2021	Submission of Annual Action Plan to HUD

2. SCORING CATEGORIES AND POINT DISTRIBUTION

Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description.....	10 points
2. Need for the project.....	20 points
3. Project management.....	10 points
4. Readiness to proceed.....	20 points
5. Project budget.....	10 points
6. Implementation schedule.....	5 points
7. Demonstration of need for CDBG funds.....	15 points
8. Partnership/Collaboration bonus.....	10 points

3. APPEALS PROCESS ON SCORING

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the Community Development Advisory Committee publishes the scores. The appeal shall be filed in the Cumberland County office of Community Development, Development Director Kristin Styles, 142 Federal Street, Portland, ME

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the Community Development Director or his/her designee determines that, if granted, the appeal would result in a change to the appellant's application score sufficient to result in a grant award or a higher grant award, the County Director or his/her designee ("Hearing Officer") shall schedule the matter for a hearing. The hearing must be held within five days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within three days after the completion of the hearing. The date of the hearing and the date by which the written decision must issue may be extended by agreement between the appellant and the City.

If an appeal is granted, the Hearing Officer's decision shall state the additional points awarded to the applicant and be transmitted to the Community Development Advisory Committee within 3 days after the completion of the hearing with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

The Community Development Advisory Committee shall not be required to meet to make any final adjustments to its allocation grant awards recommendations until all appeals have been decided.

G. RESERVATION OF RIGHTS

The City of South Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG funding for this fiscal year, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of South Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the City.

The City of South Portland reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

H. POST AWARD AND SUB-RECIPIENT CRITERIA

All awards are subject to the City's receipt of its annual appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

The City of South Portland is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include City of South Portland departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City of South Portland's and Cumberland County's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Housing and Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG funds. The forfeited funds will be then returned to the CDBG program for reallocation.

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of South Portland and a contract between the City of South Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before the planning grant can begin.
- Program years begin when HUD has approved County's Annual Action Plan, projected to be July 1, 2021. Planning must begin the project within six months and have the project completed within 12 months, ending June 30, 2022.
- CDBG recipients must sign the contract no later than July 1, 2021 or the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipient shall ensure recognition of the role of the City of South Portland Community Development Block Grant in providing services. All facilities constructed or providing services assisted with CDBG funding shall be prominently labeled as to the funding source.
- All non-City recipients must provide the following insurances:
 - Liability Insurance of \$2,000,000 with the City of South Portland listed as an additional insured
 - Worker's Compensation Insurance (if you have employees)
 - Unemployment Insurance (if you have employees)
 - Crime Coverage or a fidelity bond
- CDBG recipients will be required to maintain accurate records documenting the targeted populations and/or areas being served by the program or project, and to provide monthly or quarterly reports to the City demonstrating that eligibility requirements are being satisfied. The CDBG recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients may be asked to provide a year-end summary reporting accomplishments and outcomes to be provided to HUD and the public. This includes a description of the

impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.

- Comply with all Federal Laws and Regulations, including Environmental Review, Historic Preservation, Federal Davis Bacon Wage regulations, Fair Housing and Equal Opportunity, Handicap Accessibility, Lead Based Paint Poison Prevention, and other applicable federal regulations.

II. PLANNING APPLICATION

COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- A. Planning Cover Page** *limit 1 page*
- B. Planning Worksheet** *limit 2 pages*
- C. Planning Narrative** *limit 7 pages*
- D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*
Budget worksheet MUST match budget listed on the Cover Page, Summary Page and in the narrative
- E. Planning Summary** *limit 1 page*
[Complete this section in whole; this is the only form forwarded to the City Council]

Required documents for non-profit organizations:

- Verification of 501(c)3 Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

Supporting documents (subject to scoring)

- Project Map** of the neighborhoods served by this project (*required for LMA*)
- Project Timeline** may be included in narrative or attached separately
- Memorandum of Agreement**, if applicable, that describes the relationship between partner entities for this application. *Limit 2 pages: can be one MOA that's two pages long or two MOA's that are one page each.*
- Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President, CEO, Executive Director or City Manager

Date

A. PLANNING COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022**

Application Type	<input type="checkbox"/> Planning		
Operating Agency/ Business			
Project Name			
Mailing Address			
Project Address			
Executive Director		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Project Budget	
		\$	
DUNS Number		Tax ID	

C. PLANNING NARRATIVE

In a separate document please answer the following questions; you have seven total single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

1. Program/Project Description

Describe the program/ project being proposed. Describe the scope, goals, and any plans or designs that have been developed to date.

2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

4. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) *Public Facility Improvements –Improve accessibility and availability of public infrastructure;* 2) *Public Infrastructure Improvements-Improve the quality of public infrastructure that primarily serves low to moderate income families* 3) *Economic Opportunity – Assist businesses through job creation programs* 4) *Affordable Housing – Promote activities that support affordable housing development and the rehabilitation o residential housing.* 5.) *Public Services- Promote programs and activities that improve the quality of life for low and moderate-income individuals.* 6.) *Community Planning- Promote long range planning for the benefit of the community as a whole.*

5. Guiding Principles

Describe how the program meets each of the following Guiding Principles: 1.) Project Description, 2.) Need for project, 3.) Project management 4.) Readiness to Process, 5.) Implementation Schedule, 6.) Demonstration of Need for CDBG funds, 7.) Partnership and Collaboration.

6. Partnerships, Collaboration, and Outreach

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. *Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.*

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

7. Readiness to Proceed and Complete

Describe the project’s timeline with specific dates/ times, including start dates, end dates, and milestones, as applicable.

8. Experience Providing Service

Describe the applicant’s experience in delivering and managing similar projects. Give specific examples of past projects that have been completed on time and within budget.

9. Financial Need

Describe why CDBG funds are necessary to this project.

How will this project continue if CDBG funding is not awarded?

11. Leveraged Funding Narrative

Describe all other sources of funding for this project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

12. Budget Narrative

Provide a short narrative description of the budget and expenses for the project. *Describe exactly what and who CDBG will pay for in this program.*

If this project was funded by CDBG in the previous year (Program Year 2017-2019) and you are requesting an increase from last year’s allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the cover page, summary and budget worksheet

D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

Complete separate Excel budget form.

E. PLANNING SUMMARY, limit 1 page

Application Type	<input type="checkbox"/> Planning		
Operating Agency/Business			
Project Name			
Funds Requested	\$		
Project Summary			
Primary Goal <i>Refer to Section II.B.3</i>	<input type="checkbox"/> Public Facility Improvements	<input type="checkbox"/> Affordable Housing	
	<input type="checkbox"/> Public Infrastructure Improvements	<input type="checkbox"/> Community Planning	
	<input type="checkbox"/> Economic Opportunity	<input type="checkbox"/> Public Services	
Beneficiaries/ Clients Served - Refer to Section II.B.4			
Client Description			
Number of Clients Served			
Location of Project			
Outcomes - Refer to Section II.B.6			
Budget - Refer to Section II.D			
\$	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds - Refer to Section II.D all columns must be complete – write ‘zero’ if necessary			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$	City (not CDBG)	\$	Gifts in kind