

City of South Portland Community Development Block Grant Public Infrastructure & Facilities Grant Application

July 1, 2024 – June 30, 2025



Applications due: 4:00pm Thursday January 4, 2024

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2024-2025
APPLICATION**



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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

The Public Infrastructure & Public Facilities program is designed to aid in the development or improvement of publicly owned assets (City of South Portland) or property owned by local non-profits and operated to serve low- or moderate-income persons. The City of South Portland CDBG program works to foster innovation and creating programs that address the critical issues facing the City of South Portland. The CDBG funds should be seen as seed money for starting or expanding innovative programs. Our goal in funding a program is to help get it off the ground or successfully expand. We strongly encourage new and innovative programs to apply for the 2024-2025 round of CDBG funding.

B. FEDERAL HUD REGULATIONS

1. **NATIONAL OBJECTIVES:** Each project must meet one of the following National Objectives:

a. **Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the chart below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

2023 HUD Low to Moderate Income Guidelines for South Portland, Maine**

Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low (30%) Income Limits	Below \$24,850	Below \$28,400	Below \$31,950	Below \$35,500	Below \$38,350	Below \$41,200	Below \$44,050	Below \$46,900
Low Income (50%) Income Limits	Below \$41,450	Below \$47,350	Below \$53,250	Below \$59,150	Below \$63,900	Below \$68,650	Below \$73,350	Below \$78,100
Moderate Income (80%) Income Limits	Below \$66,250	Below \$75,700	Below \$85,150	Below \$94,600	Below \$102,200	Below \$109,750	Below \$117,350	Below \$124,900
Above Moderate More than 80%	Above \$66,250	Above \$75,700	Above \$85,150	Above \$94,600	Above \$102,200	Above \$109,750	Above \$117,350	Above \$124,900

** New income guidelines are expected prior to grant award. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.



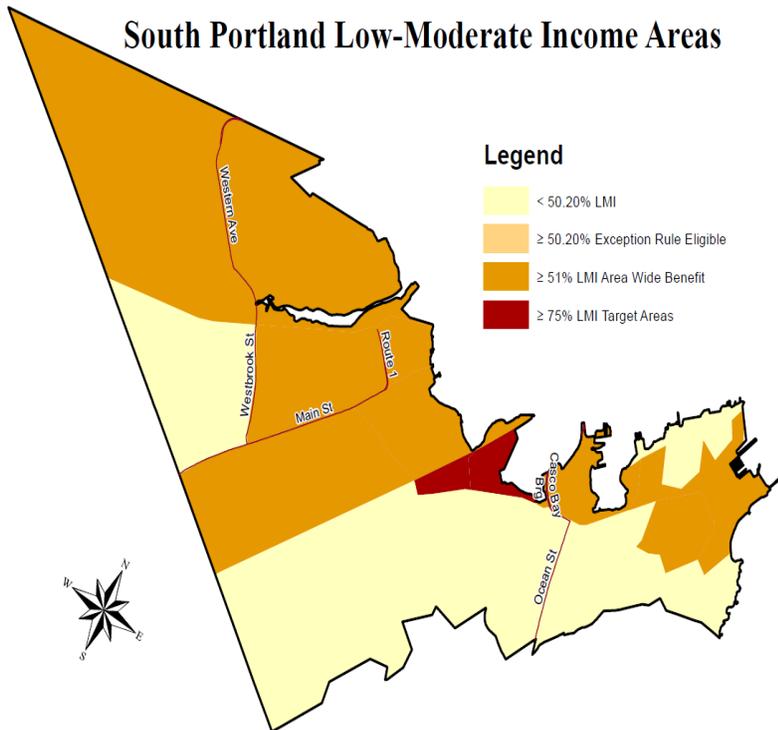
There are three approaches for meeting the Low to Moderate Income qualifications:

- i. *Low to Moderate Income Limited Clientele (LMC)*: an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include: *abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.*

- ii. *Low to Moderate Income Area Benefit (LMA)*: an activity which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and can also be found online at:

https://www.southportland.org/files/1915/7254/1450/South_Portland_Low-mod_income_areas_Map.pdf



Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the Staff to determine eligibility. The current map is based on the 2015 Census and the American Community Survey.

- iii. *Low to Moderate Income Housing (LMIH)*: an activity, which assists in the acquisition, construction, or improvement of permanent, residential structures benefiting LMI persons.



b. Aid in the Prevention and Elimination of Slum or Blight

The project *must be limited to eliminating* specific instances of blight (“spot blight”). To qualify an activity must meet the following criteria:

- i. The property must exhibit physical signs of blight or decay that are detrimental to public health, safety, or welfare. *Blight or decay must be documented and submitted as part of the application.*
- ii. The project must address one or more of the conditions which contributed to the deterioration of the property, *included in the description or scope of work.*
- iii. The project must be designed to eliminate specific conditions of blight or physical decay, such as acquisition, clearance, relocation, historic preservation or rehabilitation. *Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.*

More information on meeting a National Objective can be found in the CDBG regulation handbook under [24 CFR Part 570.208 Criteria for National Objectives](#). If you have any questions, please reach out to the Community Development office for assistance.

2. LIST OF ELIGIBLE ACTIVITIES: In addition to meeting a National Objective, each project must be an Eligible Activity, including but not limited to:

- a. Public facilities and improvements including acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of buildings for eligible purposes. Also, improvements of sidewalks, parks, playgrounds, publicly owned utilities and public buildings. *Maintenance is not permitted.*
- b. Removal of architectural barriers inhibiting handicap accessibility.
- c. Clearance, demolition, and removal of buildings.
- d. Rehabilitation and preservation of privately-owned buildings; low-income housing; publicly or commercially owned buildings; non-profit owned non-residential buildings; or historic preservation, including rehabilitation, preservation or restoration of publicly and privately-owned historic properties.
- e. Housing development support for construction of new permanent residential structures may be eligible under certain circumstances.

A full list of eligible activities can be found in the CDBG regulation handbook under [24 CFR Part 570.201 Basic Eligible Activities](#). If you have any questions about an activity being eligible, please reach out to the Bridgton Community Development office for assistance.



3. LIST OF INELIGIBLE CDBG ACTIVITIES: The U.S. Department of Housing and Urban Development has deemed certain types of activities ineligible for CDBG funding; these activities include:

- a. Improvements to buildings for the general conduct of government.
- b. General government expenses.
- c. Political activities and lobbying.
- d. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- e. Operating and maintenance expenses.
- f. New housing construction
- g. Income payments.
- h. Supplanting or substituting expenses currently paid for by other sources.

More Information on Ineligible CDBG Activities can be found in CDBG regulation handbook under [24 CFR Part 570.207 Ineligible Activities](#). If you have any questions about an activity being ineligible, please reach out to the Bridgton Community Development office for assistance.

4. PROJECT OBJECTIVES: Once a national objective and eligible activity has been identified, each proposal must address *one* of the following objectives:

- a. **Creating Suitable Living Environments**
- b. **Providing Decent Affordable Housing**
- c. **Creating Economic Opportunities**

5. FEDERAL REQUIREMENTS FOR ALL CONSTRUCTION PROJECTS: *If you have questions on any of these requirements, please ask.*

- a. **Environmental Review Requirements:** As required under HUD Regulations referenced in 24 CFR 50.4, 58.5 and 58.6. All funded projects that include construction will require an Environmental Review by the City to ensure compliance with the State Historic Preservation Office and other environmental regulations. *All construction projects must undergo historic review regardless of location.*
- b. **Federal Labor Standard Requirements:** Applicants applying for construction or rehabilitation projects must ensure that they and all subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work over \$2,000, financed in whole or in part with assistance received under HUD programs, shall be paid the prevailing wage as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C.276a—276a-5).
- c. **Lead-based paint:** CDBG residential rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act.



- d. **Handicapped Accessibility:** All federally funded projects must be accessible to handicapped persons.
- e. **Fair Housing and Equal Opportunity:** Discrimination based on race, color, national origin, religion, sex or age is prohibited.

C. CDBG GOALS AND 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, child care, 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 the 2022-2026 Consolidated Plan and other HUD requirements. Plans can be found online at:
- <https://www.cumberlandcounty.org/DocumentCenter/View/7731/2022-2026-Five-Year-Consolidated-Plan>



- **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. **CONSTRUCTION APPLICATION:** For infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing or other eligible construction activities. Any needed technical assistance or consulting for completing the project may be built into the request.

2. **SUBMISSION GUIDELINES**

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

- a. Projects at different locations cannot be combined into a single application; each distinct project must have a separate application.
- 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:
 - i. Scope of work and estimate provided by city or building professional
 - ii. Plans, designs, and/or pictures
 - iii. Project map of neighborhoods served by the project (LMA only)
 - iv. Project timeline including specific dates and milestones
 - v. Verification of contact with City Historic Preservation staff
 - vi. Verification of 501(C)3 status (nonprofit applicants only)
 - vii. Most recent audit or if not available the most recent 990 financial statement (non-profit applicants only)
- k. Supporting Documents
 - i. 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.
 - ii. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
 - iii. Project Timeline: describes when the program will occur with specific dates and times
- 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.
- n. One (1) original printed version of the application with original signatures must be submitted to the HCD office, **plus** one (1) full electronic version, must be submitted via email, USB drive, or CD;
- o. Applicant must have site control or ownership of proposed project or apply in partnership with the owner of the property;
- p. All applications for improvements to City owned parcels must be requested by a City Department.



E. DEADLINES

1. **APPLICATION INFORMATION MEETING:** *Applicants are highly encouraged to attend and learn more about the new application and ask any questions they might have.*

MEETING: **Thursday December 7, 2023 at 10:00am**

Meeting ID

meet.google.com/psd-zvbc-ocy

Phone Numbers

(US)+1 567-623-9098

PIN: 878 781 854#

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 South Portland's Office of Community Development.*

DEADLINE: **Thursday, January 04, 2023 at 4:00pm**

Applications must be submitted electronically and in paper form to:

City of South Portland: Office of Community Development

Attention: Courtney Kemp

496 Ocean Street

South Portland, Maine 04106

ckemp@southportland.org

207-619-1036

**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: **Monday February 05, 2024 at 6:00pm**

City Council Chambers of City Hall

25 Cottage Road, South Portland

F. REVIEW PROCESS AND SCORING

REVIEW PROCESS

South Portland Community Development staff will review all applications and designate the priority impact level of each application; giving 11 points for 'High Priority' and 7 points for 'Priority'. CDBG 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 rated applications from highest score to lowest score for the City Council. A draft time-line for the Community Development Advisory Committee is below and is also available on the website :



November 9, 2023	Applications are available
January 04, 2024	Applications DUE by 4:00PM
Jan 2024- Feb 2024	Community Development Advisory Committee (CDAC) reviews & scores all applications
February 5, 2024	Open Mic at 6:00
February 15, 2024	CDAC recommends funding allocations
March 7, 2024	City Council Public Hearing and Approval of Recommendations
April 8, 2024	County Commissioner Public Hearing
May 13, 2024	County Commissioner Approval
May 15, 2024	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: Office of Cumberland County Community Development, 142 Federal Street, Portland, ME. Attention Kristin Styles, Director.

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the County Manger 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 Manger 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 HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the 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, including historic preservation at the State level, is required before construction jobs can begin.
- Program years begin when HUD has approved the County's Annual Action Plan, projected to be July 1, 2024. Construction activities must begin within six months of award and complete within 18 months, ending December 31, 2025.



- CDBG recipients must sign the contract no later than July 1, 2024. If the contract is not signed by such time, 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 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.
- For construction, rehabilitation or acquisition projects recipients are required to:
 - Maintain accurate records for all expenses and relevant grant/loan transactions and information.
 - Conduct all procurement transactions in a manner that provides full and open competition, including choice of designers or contractors paid for in whole or in part through these federal dollars. This procurement process shall utilize formal advertising, and either: sealed bids with award going to the lowest price responsible bidder or competitive proposals where the award is given to the entity most advantageous to the project, with both price and other factors considered.
 - Obtain price or rate quotations from three or more vendors for all equipment or other purchases less than \$15,000. For equipment or other purchases greater than \$15,000, competitive sealed bidding is required.
 - Comply with all applicable laws, ordinances, and codes of the City of South Portland and State of Maine, and secure and pay fees for all permits required to perform the scope of work.
 - 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.



- Allow the City of South Portland to retain a security interest in the property for up to 10 years. This may be in the form of a mortgage deed and/or promissory note.
- Payments and Invoices
 - Construction projects will receive payment based on work complete, substantiated by contractor or designer invoices. Davis Bacon certified payroll must be submitted with each construction invoice. A minimum of 10% of the allocation will be kept until final inspection.



II. CONSTRUCTION APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- A. Construction Cover Page** *limit 1 page*
- B. Construction Worksheet** *limit 2 pages*
- C. Construction Narrative** *limit 4 pages*
- D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*
- E. Construction Summary** *limit 1 page*

Required documents for ALL Construction Projects, *applies to non-profit or City applicants:*

- Scope of work** provided by city or building professional: engineer, architect, project manager or contractor.
- Estimate** provided by city or building professional: engineer, architect, project manager or contractor. *Please note: if the project is over \$2,000 and is not being built with City employees, federal wage rates apply.*
- Plans or Pictures** if applicable, black and white, *limit 3 pages total*
For Slum/Blight projects: Blight or decay must be documented and submitted as part of the application (required for SB)
- Project Map** of the neighborhood served by this project (LMA only)
- Project Timeline** attached separately

Supporting documents (subject to scoring)

- 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.*

Additional required documents for non-profit organizations:

- Verification of 501(c)3 Status**, *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**

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



A. CONSTRUCTION COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2024-2025**

Application Type	<input type="checkbox"/> Construction		
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 \$	
UEI Number	<i>*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your organization does not have one yet.</i>		



B. CONSTRUCTION WORKSHEET, limit 2 pages

1. **HUD National Objective.** Indicate which National Objective this program activity will address, choose one. Refer to National Objective description p. 3 for additional information.

Prevention and Elimination of Slum or Blight to address conditions that is detrimental to public health, safety, or welfare (SB) *Slum or blight must be documented & submitted with the application.*

Low and Moderate Income Area Benefit (LMA): an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

Low and Moderate Income Clientele (LMC): an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI South Portlanders.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?* No Yes (please circle appropriate population)

Low and Moderate Income Housing (LMH)

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

Creating a Suitable Living Environment

Providing Decent Housing

Creating Economic Opportunity

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions on p. 6-7 for additional information.*

Public Facility Improvements- *Improve accessibility and availability of public infrastructure*

Public Infrastructure Improvements-*Improve the quality of public infrastructure that primarily serves low to moderate income families*

Affordable Housing-*Promote activities that support affordable housing development and the rehabilitation of residential housing.*

Economic Opportunity: *Assist businesses through job creation programs*

Public Services- *Promote programs and activities that improve the quality of life for low and moderate income individuals.*

Community Planning-*Promote long range planning for the benefit of the community as a whole.*



4. Location.

A. What census tract is the project located?	A.
B. Service Area: What neighborhoods will be served by this project (<i>LMA only</i>)	B.

5. Beneficiaries. Describe the beneficiaries or clients served by the program.

(LMA answer A only)

A. Describe the beneficiaries or clients served by the program.	A.
B. How many will be served by the proposed program?	B.
C. How many are <i>residents of South Portland?</i>	C.
D. How many are <i>low to moderate income residents of South Portland?</i> See income data in the instructions	D.
E. What percentage of total clients are low to moderate income residents of South Portland? <i>(To calculate = D/B * 100; Must be > 51%)</i>	E.

6. Program Objectives and Outcomes. Please list below:

Program Objectives	Outcomes/ Community Impact

7. Documentation (*not applicable for LMA*)

A. How will the beneficiaries' information be collected and documented?	A.
B. How will the units of service be tracked and documented?	B.
C. How will the outcomes be measured, collected, and documented?	C.



Please limit the Construction Worksheet to 2 (two) Pages.

C. CONSTRUCTION NARRATIVE

In a separate document please answer the following questions; you have **four** 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. Project Description/Scope of Work

Describe the project, scope, goals, and any project designs that have been developed to date.

2. Need for the Project

Describe the scope of the community problem or need this project will address.

3. Project Management

Define who will manage the project and how they will manage it. Describe the applicant's experience in delivering and managing this or similar projects. Please summarize current licensing and accreditations obtained.

4. Readiness to Proceed

Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

5. Budget for the Project

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

If this program was funded by CDBG in the previous year (Program Year 2023-2024) and if 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.

6. Implementation Schedule

Describe the program's timeline with specific dates and times, including start dates, end dates and milestones as applicable.

7. Demonstration of Need for CDBG funds

Describe any efforts made to seek funding for this project through sources other than CDBG. If successful, what other sources of funding will be used in this project? If CDBG is the only funding source, explain why no other funding is being used.

8. 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.

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

Complete separate Excel budget form.



E. CONSTRUCTION SUMMARY, limit 1 page

Application Type	<input type="checkbox"/> Construction Project		
Applicant			
Project Name			
Project Address/Location			
Funds Requested	\$		
Project Summary			
HUD National Objective <i>Refer to Section III.B.1</i>	<input type="checkbox"/> Prevention of Slum/ Blight	<input type="checkbox"/> Low/ Moderate Income Clientele	
	<input type="checkbox"/> Low/Moderate Income Area	<input type="checkbox"/> Low/ Moderate Income Housing	
Location - For LMA projects <i>Refer to Section II.B.4</i>			
Census Tracts			
Service Area Neighborhoods (For LMA Projects)			
Beneficiaries/ Clients Served - Refer to Section II.B.5			
Client Description			
Number of Clients Served			
Number of LMI South Portlanders			
LMI South Portland Percentage			
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			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$	City (<i>not CDBG</i>)	\$	Gifts in kind



D. BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME: _____

APPLICANT: _____

CDBG Program Year: July 1, 2024- December 31, 2025

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2024-2025		
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds		
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		0

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Design/ Engineering			0
Materials/Supplies			0
Construction costs			0
Project Management			0
Other, please specify			0
a.			0
b.			0
c.			0
d.			0
e.			0
TOTAL PROGRAM or PROJECT EXPENSES	0	0	0

0