

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



July 1, 2024 – June 30, 2025

**Applications due - 4:00 PM, Thursday January 04, 2024**



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



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## I. APPLICATION INSTRUCTIONS

### A. INTRODUCTION

The Public Service Program provides funding to local public service agencies that provide a direct benefit to the citizens of South Portland. The grant funds provide funding for operating expenses, equipment, and program materials for public service programs. Past funded programs include adult/child recreation scholarships, senior services, and domestic violence services. The CDBG funds should be seen as seed money for starting or expanding innovative programs that serve low to moderate income South Portland residents. 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.* ***The Department of Housing and Urban Development (HUD) caps the public service programs to 15% of the community's entitlement funding.*** This represented a public service budget for South Portland of approximately \$63,000 in PY 2023. The exact amount available in 2024-2025 will be determined in the upcoming months but is projected to be similar. If you are planning to apply for funding of an eligible activity under the Community Development Block Grant Program for an agency, please note:

- Applications will only be accepted from non-profit organizations or City of South Portland departments.
- All requests submitted will be in competition for funding.
- Matching funds may be a deciding factor in a recommendation for funding.
- A separate proposal must be submitted for each proposed funding request.

### B. FEDERAL HUD REGULATIONS

**1. NATIONAL OBJECTIVES:** To be considered for CDBG funding a program or project must meet the following National Objective:

**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
<b>Extremely Low (30%) Income Limits</b>	Below \$24,850	Below \$28,400	Below \$31,950	Below \$35,500	Below \$38,350	Below \$41,200	Below \$44,050	Below \$46,900
<b>Low Income (50%) Income Limits</b>	Below \$41,450	Below \$47,350	Below \$53,250	Below \$59,150	Below \$63,900	Below \$68,650	Below \$73,350	Below \$78,100
<b>Moderate Income (80%) Income Limits</b>	Below \$66,250	Below \$75,700	Below \$85,150	Below \$94,600	Below \$102,200	Below \$109,750	Below \$117,350	Below \$124,900
<b>Above Moderate More than 80%</b>	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 two approaches for meeting the Low to Moderate Income qualifications:

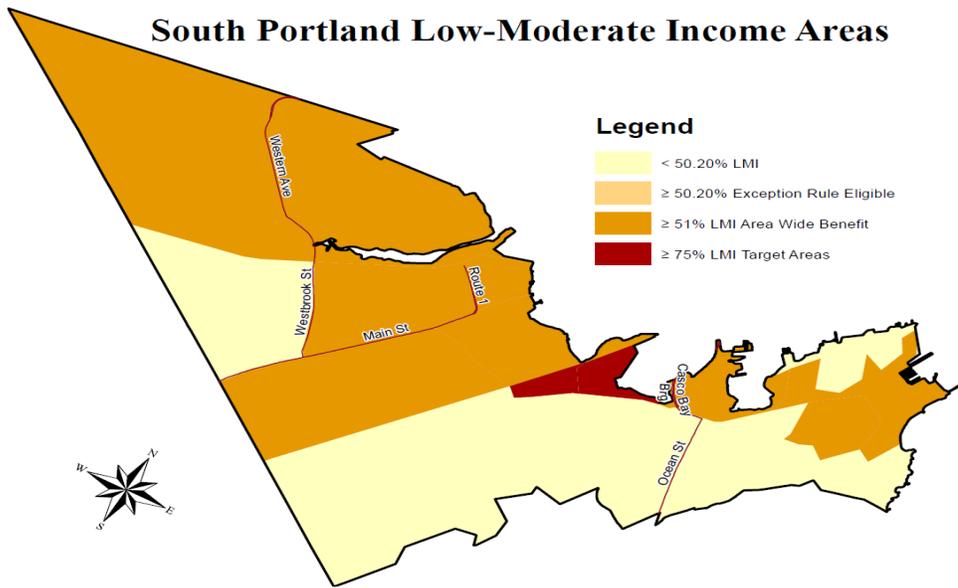
- i. *Low to Moderate Income Limited Clientele (LMC):* an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual 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 on page (5) and can also be found online at:

[https://www.southportland.org/files/1915/7254/1450/South\\_Portland\\_Low-mod\\_income\\_areas\\_Map.pdf](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 CD Staff to determine eligibility. The current map is based on the 2015 Census and the American Community Survey.

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 South Portland 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:

Social services, or public services, include but are not limited to job training, childcare, educational programs, senior services, food services, and homeless services.

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 South Portland 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 South Portland Community Development office for assistance.

- 4. PROGRAM/PROJECT OBJECTIVES:** Once a national objective and eligible activity have 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**

## C. CDBG GOALS & PRIORITIES

### 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. **Social Service Application:** Provide an eligible social service that serves 51% low to moderate-income South Portland residents. Please complete and submit Section II Social Service Application, the Application Budget Form, plus relevant attachments.



2. **FUNDING REQUEST RESTRICTIONS:**

- a. **Maximum Grant Request** - \$25,000 for Public Service projects
- b. **Minimum Grant Request** - \$5,000 for Public Service Projects

3. **SUBMISSION GUIDELINES**

All applications must follow the formatting described below 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 must be attached:

Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement.

- k. Supporting Documents (subject to scoring)
  - 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.
    - a. 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.
    - b. 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.

- c. These documents should be specific about how the organizations service is enhanced through the collaboration. In addition, the document should describe where the service and collaborator fits on the “continuum of care”.
  - 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.

## E. DEADLINES

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

### MEETING:

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

Meeting ID

[meet.google.com/psd-zvbc-ocy](https://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 City of 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](mailto: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

### 1. REVIEW PROCESS

The South Portland Community Development Advisory will review and score all applications based on the scoring categories. Office of Community Development staff will prepare a list of the rated applications from highest score to lowest score, with our recommendation to the City Manager, and City Council for approval. A program time-line for the Community Development Advisory Committee is below and is available on the website:

<b>November 9, 2023</b>	<b>Applications are available</b>
<b>January 04, 2024</b>	<b>Applications DUE by 4:00PM</b>
Jan 2024- Feb 2024	Community Development Advisory Committee (CDAC) reviews & scores all applications
<b>February 5, 2024</b>	<b>Open Mic at 6:00</b>
February 15, 2024	CDAC recommends funding allocations
March 7, 2024	City Council Public Hearing and Approval
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.....	15points
8. Partnership/Collaboration .....	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 County manager 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 Manager 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 and historic preservation at the State and local level are required before construction jobs can begin. This date will be July 1, 2023 unless otherwise notified.
- Program years begin when HUD has approved Cumberland County Annual Action Plan, projected to be July 1, 2024. Social Service Programs have one year to complete their program, ending June 30, 2025.
- CDBG recipients must sign the contract no later than July 1, 2024 or the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipients shall ensure recognition of the role of the City of South Portland Community Development Block Grant in providing services.
- All 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 social service programs, sub-recipients are required to:



- Collect and track data elements associated with the program/project requesting funding. These elements may include: number of persons/ households served, family size, race/ethnicity, income documentation, residency documentation, verification that an individual meets a HUD defined presumed benefit individual. Additional elements may be required to be collected and tracked depending upon the nature of the program.  
**Please note:** number of persons served cannot be the unit of service provided. Sub-recipients must provide documentation of both 1) persons/households served and 2) units of service provided.
- Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of social service agencies for ongoing compliance and eligibility is done by the City on an annual basis to ensure income guidelines and residency are being met and goals are being reached.
- Payments: Invoices or requests for payments will be paid based on level of service provided; *backup substantiating the invoice is required*. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.



## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2024-2025

### II. SOCIAL SERVICE APPLICATION

#### COMPLETE APPLICATION CHECKLIST

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

- A. Social Service Cover Page**, *limit 1 page*
- B. Social Service Worksheet**, *limit 2 pages*
- C. Social Service 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*  
*Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget*
- E. Social Service Summary**, *limit 1 page*  
[Complete this section in whole; this information will be provided to City Council at time of recommendation or upon request]

#### 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 Agency Operating Budget Summary**, *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 Timeline** may be included in narrative or attached separately
- Partnership/Collaboration Memorandum of Agreement**, *limit 2 pages*: may be one MOA that is two pages long or two MOAs 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 or Executive Director**

**Date**



**A. SOCIAL SERVICE COVER PAGE, limit 1 page**

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

Application Type	<input type="checkbox"/> Standard Social Service		
Operating Agency			
Program Name			
Mailing Address			
Address Services are Delivered			
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 Program Budget	
		\$	
UEI Number	*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.		



**B. SOCIAL SERVICE 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.

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

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

- Creating a Suitable Living Environment**
- Providing Decent Affordable Housing**
- Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions p. 6 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. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A.
B. How many will be served by the proposed program? (unduplicated -per year)	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? (To calculate = $D/B * 100$ ; Must be > 51%)	E.
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5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. (Example – Meals, or hours with clients, scholarships, etc.)
B. How many units of service will be provided by the program?	B.

6. **Program Objectives and Outcomes.** Please list below.

Program Objectives	Outcomes/ Community Impact

7. **Employees.** Program specific, not for the entire organization.

A. How many employees are currently employed in this program?	A.
B. How many employees will be employed in this program if it receives CDBG funding?	B.
C. How many employees will be employed in this program if it does not receive CDBG funding?	C.

8. **Documentation**

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 Social Service Worksheet to 2 (two) Pages.*

## **C. SOCIAL SERVICE 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 Description**

Describe the program being proposed. Make sure to explain the “who, what, when, and where”. Is this a new program or an expansion of an existing program?

### **2. Need for the Project**

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

### **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 programs. 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 2022-2023) 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. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>			
<b>Program Name</b>			
<b>Funds Requested</b>	\$		
<b>Program Summary</b>			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input type="checkbox"/> Creating Suitable Living Environment		
	<input type="checkbox"/> Providing Decent Housing		
	<input type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description			
Number of Clients Served			
Number of LMI South Portlanders			
LMI South Portland Percentage			
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service			
Number of Units Provided			
<b>Outcomes - Refer to Section II.B.6</b>			
<b>Budget - Refer to Section II.D Budget</b>			
\$	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]		
<b>Leveraged Funds – Refer to Section II.D Budget – all columns must be complete, enter a ‘zero’ if needed.</b>			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$	City (not CDBG)	\$	Gifts in kind

