



**GARDINER CITY COUNCIL**  
**AGENDA ITEM INFORMATION SHEET**



<b>Meeting Date</b>	01/17/2024	<b>Department</b>	Planning/Economic Dev
<b>Agenda Item</b>	4f. Advise and Consent to submit a letter of intent to apply for a Downtown Revitalization Grant		
<b>Est. Cost</b>	None		

**Background Information**

With a recent downtown master plan, the City is in a favorable position to apply for a Downtown Revitalization Community Development Block (CDBG) Grant. These community revitalization projects must be part of a strategy that targets downtown service and business districts and will lead to future public and private investment. The maximum grant award is \$300,000 and requires a minimum 25% cash match.

The Economic & Community Development Committee has discussed this grant opportunity, and agree that the best project to apply for would be for improvements to the downtown Arcade parking lot. This was a significant strategy suggested in the Heart of Gardiner Downtown Master Plan which was adopted in December 2021.

To qualify, the grant must be used to prevent or eliminate slum and blight conditions. The code enforcement officer can certify a location as slum and blight if it meets detrimental conditions as defined by the state. This can be either area-wide or a spot location.

The economic development director would like to begin the process of qualifying for this grant opportunity. A letter of intent to apply (LOI) is due January 26. For the Arcade improvement a spot blight declaration must be made before submitting the LOI. Submitting a LOI does not commit the City to anything at this time. After it is reviewed by the Maine office of Community Development, the City may be invited to submit a full application which would be due on March 8. The 25% matching funds must be committed before submitting a full grant application. If approved to advance forward, consideration to do so would be brought to city council for approval.

<b>Requested Action</b>	"I move to approve submitting a letter of intent to apply for a CDBG Downtown Revitalization Grant"
<b>City Manager and/or Finance Review</b>	City Manager and Economic Development Director Approve this action
<b>Council Vote/ Action Taken</b>	
<b>Departmental Follow-Up</b>	

<b>City Clerk Use Only</b>	1 <sup>st</sup> Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 <sup>nd</sup> Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____



State of Maine  
Community Development  
Block Grant Program  
2024 Downtown Revitalization Program



## Letter of Intent to Apply

**Due at DECD on or before January 26, 2024 at 4:00 p.m.**

Letters of Intent must be submitted via email to: [ocd.loi@maine.gov](mailto:ocd.loi@maine.gov)  
Please enter "DR LOI" in the subject line.

All communities wishing to apply for a 2024 Downtown Revitalization Grant must use this Letter of Intent to document compliance with requirements established by Title I of the Housing and Community Development Act of 1974, as amended and the State of Maine CDBG program. Applicants who submit a completed Letter of Intent and demonstrate meeting a CDBG National Objective will be notified by OCD that they are eligible to submit a final application. Eligibility to submit a final application does not imply final project approval or funding. **Funds will not be available until after July 1, 2024.**

### A. APPLICANT ELIGIBILITY

#### 1. Legal Applicant:

Applicant:		Phone:	
Address:		Fax:	
City, ZIP+ four:		E-Mail:	
Chief Official:			
DPM name and date of Consultation (required):			
Census Tracts #(s) Where Proposed Activities Will Occur:			
Year of Slum & Blight Declaration		Parameters of Slum & Blight area (such as High St. to Green St. to Main St. etc.)	
National Objective (Low/Mod, or S/B)		Percent of blighted buildings in area	
Applicant UEI (please visit <a href="http://www.sam.gov">www.sam.gov</a> ) #:			

#### 2. Applying on Behalf of Sub-Grantee (if applicable): (e.g.: Water District, Sewer District, Non-Profit)

Sub-Grantee:		Phone:	
Address:		Fax:	
City, ZIP:		E-Mail:	
Agency Rep:		Title	

**3. Engineer/Architect consulted for project & providing cost estimates:**

Name:		Phone:	
Firm:		Fax:	
Address:		E-Mail:	
City, ZIP:			

**B. ELIGIBLE ACTIVITY CATEGORIES**

Place an "X" to the left of the DR categories for which this Intent to Apply is being made:

<input type="checkbox"/>	<b>1. Public Facilities (accomplishment type: 01 People)</b>
<input type="checkbox"/>	<b>2. Public Infrastructure (accomplishment type: 01 People)</b>
<input type="checkbox"/>	<b>3. Housing Assistance (accomplishment type: 10 Housing Units)</b>
<input type="checkbox"/>	<b>4. Micro-Enterprise (accomplishment type: 01 People or 08 Businesses)</b>

**C. PROJECT INFORMATION**

Provide a clear, concise description of the proposed project using the space below. The scope of work should be very specific in identifying how the money will be used in meeting a National Objective.

<input type="checkbox"/>	<b>1. Is any part of the project in a Floodplain? YES NO</b>
<input type="checkbox"/>	<b>2. Will the project involve a property on or eligible to be on the historic register? YES NO</b>

**D. COST ESTIMATES & PROJECT FUNDING**

Provide the estimated project cost, amount of CDBG funds to be requested and sources, amounts and dates secured for all anticipated cash matching funds. **A minimum cash match equivalent of 25% of the grant award** may come from any public or private source.

All construction estimates should be prepared by the Engineer/Architect (from section A-3). Take into account the inflation rate in relation to the anticipated starting date of the project and applicable DAVIS/BACON wage rates as they apply to construction costs.



Total Estimated Project Cost: \$	CDBG Request: \$
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Funding Source	Amount	Date Secured







	<p><b>Elimination or Prevention of Slums and Blight on an Area-Wide Basis</b></p> <p> Attach completed Slum &amp; Blight Declaration meeting the requirements of Maine State Statute 30-A, Chapter 205, Section 5202 and regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.</p>
	<p><b>Elimination or Prevention of Slums and Blight on a Spot Basis</b></p> <p> Attach completed Spot Blight Designation form and required attachments which meets regulations set forth by the United States Department of Housing and Urban Development in 24 CFR Part 570.</p>

## Applicant Certifications

- a. To the best of my knowledge and belief, the information in this Letter of Intent and all attached documentation is true and correct
- b. This Letter of Intent complies with all applicable State and federal laws and regulations; and
- c. With the exception of administrative or personnel costs, verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or sub-recipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR part 570.611.
- d. Approval of this Letter of Intent by OCD to submit a final application does not imply final project approval or funding.

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

## BENEFICIARY PROFILE

The demographic information is garnered from local survey forms and the Benefit Data Worksheet on Page 24 of the Survey Methodology Handbook or, for HUD listed 51% LMI communities or contiguous census tracts, from U.S. Census Data. You may access this data for your community online at <https://www.maine.gov/dafs/economist/census-information> or at <https://www.census.gov/quickfacts/ME>

1. Community: \_\_\_\_\_ Date: \_\_\_\_\_
2. Name of Target Area: \_\_\_\_\_ (If community-wide, state "same as above")
3. Description of Target Area: \_\_\_\_\_  
\_\_\_\_\_
4. Census Tracts #(s) contained in Survey Area (whole or partial): \_\_\_\_\_  
\_\_\_\_\_

5. POPULATION

- a. Total Population \_\_\_\_\_
- b. Total Persons at or below 80% of county median income \_\_\_\_\_
- c. Total Persons above 80% of county median income \_\_\_\_\_

6. FAMILY RACE (Indicate total estimated persons for each racial group from Benefit Data Worksheet on Page 24; for town-wide surveys or contiguous census tracts use data from U.S. Census website.)

Racial Group	At or below 80%	80% Plus
White		
Black/African American		
Asian		
Native Hawaiian/Other Pacific Islander		
American Indian/Alaskan Native		
Asian & White		
American Indian/Alaskan Native & White		
Black/African American & White		
American Indian/Alaskan Native & Black/African American		
Other		

7. DEMOGRAPHICS (Indicate total estimated persons for each demographic group from Benefit Data Worksheet on Page 24; for town-wide surveys or contiguous census tracts use data from U.S. Census web site listed above.)

Demographic Group	At or below 80%	80% Plus
Total Number of Elderly		
Total Number of Severely Disabled		
Total Female Heads of Households		

8. Date Submitted: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**Instructions for completing the Beneficiary Profile**

All page numbers referenced below are from the Survey Methodology Handbook

- Line 1 State name of community.
- Line 2 Give name of target area; state "same as above if community-wide.
- Line 3 Give a brief description of target area.
- Line 4 List all Census Tracts contained in the target area
- Line 5a In regard to a target area; use the estimated total number of persons on line 15 of the Low to Moderate Income Worksheet contained on Page 19. In regard to the entire Town or City being the target area, use the latest census information.
- Line 5b In regard to a target area; use the total estimated number of persons at or below 80% of county median income from the CDBG Benefit Data Worksheet on Page 24. In regard to the entire Town/City being the target area, use the latest census information.
- Line 5c In regard to a target area; use the total estimated number of persons above 80% of county median income from the CDBG Benefit Data Worksheet on Page 24. In regard to the entire Town/City being the target area, use the latest census information.



- Line 6 In regard to a target area; use the electronically generated figures for all racial groups from the Low to Moderate Income Worksheet contained on Page 19. In regard to the entire Town/City being the target area, use the latest census information.
- Line 7 In regard to a target area; use the electronically generated figures for all demographic groups from the Low to Moderate Income Worksheet contained on Page 19. In regard to the entire Town/City being the target area, use the latest census information.
- Line 8 Sign, date and indicate the title of the Beneficiary Profile signatory.

# DOCUMENTATION OF SPOT BLIGHT

## MAINE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

(For sites outside of a designated slum and blight area only. You must attach a photo of the site.)

Community: \_\_\_\_\_

Date: \_\_\_\_\_

Name or description of building/site: \_\_\_\_\_

Address of site: \_\_\_\_\_

\_\_\_\_\_

Census Tract: \_\_\_\_\_

Age of Building: \_\_\_\_\_

Description of specific conditions of blight or physical decay of site: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Why is this site detrimental to public health and safety? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Certification

(Must be signed by Code Enforcement Officer, Building Inspector, etc.)

I hereby certify that to the best of my knowledge and experience the site indicated above is blighted in nature, and furthermore is a threat to public health and safety.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title



# State of Maine Community Development Block Grant Program



Economic & Community  
Development



## Downtown Revitalization Grant Program

## 2024 Application Package

Office of Community Development  
111 Sewall Street  
59 State House Station  
Augusta, ME 04333-0059  
Phone: (207) 624-7484  
TTY: 1-800-437-1220  
[www.meocd.org](http://www.meocd.org)

**Application by Invitation Only**

# **Downtown Revitalization**

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# Downtown Revitalization

## APPLICATION TIMETABLE & REQUIREMENTS

Please take note that eligible applicants for DR funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a DR application without OCD approval of their Letter of Intent will have the application returned unscored.

All applications must be **received electronically by 4:00 P.M., Friday, March 8, 2024.**

Late submissions will not be accepted.

Faxed copies will not be accepted.

Applications must be received as **one complete PDF format application submitted via email to: [ocd.application@maine.gov](mailto:ocd.application@maine.gov)**

FOR FURTHER INFORMATION: (207) 624-7484

### SUBMISSION REQUIREMENTS

See Page 5 for packaging instructions.  
Include only those attachments requested by OCD

**ONE ORIGINAL** – Scanned and emailed in PDF format, packaged in this exact order: Signed Cover Sheet with Certifications, Project Information Sheet, Application Responses, Matching Funds Table with attached Letters of Commitment, Budget Summary, and Public Hearing Record and Mandatory Attachments as directed.

**MARGIN AND TYPE SIZE** for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 12 Arial font on 8 1/2 x 11-inch paper.

**MAXIMUM LENGTH OF APPLICATIONS** is limited to **four (4) pages** to provide the responses required in Section II (D), not counting required attachments.

**NON-CONFORMING APPLICATIONS WILL NOT BE SCORED**

This Application Package is available electronically at:

**[www.meocd.org](http://www.meocd.org)**



# Downtown Revitalization

## A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION

1. Read the entire Application Package carefully! Be sure to follow instructions on Page 3 as to due date, font size, and paper size, margins, emailing requirements and maximum length allowed for your Required Responses section. For additional information on all CDBG programs consult the 2024 CDBG Program Statement available on the OCD web site.
2. Choose the proper Downtown Revitalization activity areas listed on Page 18 that match your proposed project.
3. Complete the Application Cover Sheet on Pages 14-16. The Cover Sheet contains places for signatures and lists specific state and federal regulations that applicants certify they will follow if awarded CDBG funds. Make sure all required signatures are obtained. At a minimum, each applicant will need the signature of their Chief Executive Officer (CEO). In addition, signatures are required from each CEO for multi-jurisdictional Applications. Projects in support of utility districts also require the signatures of that entity's chief executive officers.
4. Complete the Program Designation Sheet on Pages 17-18. This sheet will list project activities and determine if proposed projects comply with 30-A M.R.S.A. Section 4301(5-A) and PL 776 relating to Growth-Related Capital Investments.
5. Use a maximum of four (4) pages for your Required Responses to the Impact, Development of Strategy, and Citizen Participation criteria contained on Pages 9-10 in Section 2 (E) of this application package. Make sure you address each applicable subcategory! You *must* submit an attachment documenting cost estimates and projected project timeline. This does *not* count towards the 4 pages.
6. Complete the Matching Funds Table on Page 12 and attach letters of commitment for each funding source claimed on the table. A minimum cash match equivalent of 25% of the grant award may come from any public or private source.
7. Complete the Budget Summary on Page 13. Directions for completion are included with the form.
8. Attach documentation of local public hearing to the Application. This must comply with the requirements set forth on Page 6. Please remember all public hearing notices must comply with the Title VI requirements set forth in the sample notice contained on page 20 of this application package. Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.
9. Package your application exactly in the order specified on Page 5 and be sure that it meets the requirements contained on Page 3.
10. Use the application Checklist & Packaging Requirements on Page 5 as a tool to make sure your application will be complete and ready for OCD review.
11. Remember! The Application due date is Friday, March 8, 2024 at 4:00 PM.



# **Downtown Revitalization**

## **APPLICATION CHECKLIST & PACKAGING REQUIREMENTS**

Use this to make sure your application contains all required submissions and is packaged in the proper order!

A complete application consists of the following items packaged in this exact order:

- Cover Sheet with original signature**
- Program Designation Sheet**
- Required Responses to the Impact, Development Strategy, Project Leverage and Citizen Participation sections. (Maximum of four (4) pages)**
- Executive Summary of Downtown Action Plan**
- Matching Funds Table with attached letters of commitment**
- Budget Summary**
- Public hearing record including the published public hearing notice, attested hearing minutes and attendance list — Notice must comply with sample notice contained on page 20 of this application package; and**
- Mandatory attachment documenting cost estimates and projected project timeline.**

Incomplete packages or applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process during the threshold review.



## SECTION I - DOWNTOWN REVITALIZATION GRANT APPLICATION OVERVIEW

### A. Introduction

The Downtown Revitalization Program (DR) will provide funds to communities to implement comprehensive, integrated, and innovative solutions to the problems facing their downtown districts. These community revitalization projects must be part of a strategy that targets downtown service and business districts and will lead to future public and private investment. Qualified applicant communities must have a downtown district meeting the definition of 30-A M.R.S.A. Section 4301(5-A), and proposed activities must be consistent with PL 776 enacted by the 119<sup>th</sup> legislature. Multi-jurisdictional applications from two or more communities must designate a lead community.

### B. Letter of Intent as DR Application Eligibility Requirement

Eligible applicants for DR funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a DR application without OCD approval of their Letter of Intent will have the application rejected.

### C. Public Hearing Requirements

Each applicant is required to **hold a duly authorized public hearing during the application process** with a minimum of 10 days prior notice. The hearing must be advertised in local newspapers and posted according to local requirements. The published notice must meet the Title VI requirements set forth in the sample notice contained on Page 20 of this application package. **Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.** Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the application.

### D. Matching Funds Requirements

Communities applying for DR funds must demonstrate they will provide a direct cash match of **at least 25% of the total CDBG grant award.** The minimum 25% may come from any source public and/or private. This must be reflected on the Matching Funds Table contained on Page 13 of this Application Package. Firm letters of commitment for all cash matching funds must be attached to the table.

### E. Financial Commitments as a Threshold Requirement:

Applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process during the threshold review.

### F. Maximum DR Grant Amount: **\$300,000**

### G. Applicant Prohibitions

Units of local government may not apply for more than one DR program per grant year. Units of local government that benefited from a 2023 DR may not apply for a 2024 DR. In addition, all DR applicants must meet the past performance criteria contained in the 2024 Program Statement on page 8, Section 1 (g), (9). Eligible units of general local government as defined above may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible.

**(i) Multiple Year Award Prohibition** - Communities may not submit a DR application if they have received or benefited from two (2) DR awards within the five (5) year period prior to the CDBG program year for which applications are being accepted.

### H. Multi-Jurisdictional Applications



A multi-jurisdictional application is one submitted from two or more communities joining together to create a single DR program to meet shared problems in the respective communities.

## **I. Application Process**

The selection process for the DR Program consists of two phases - an Application Phase and a Project Development Phase.

### **1. Competitive Application**

The application must provide a narrative description of the Impact, Development Strategy, and Citizen Participation relating to downtown revitalization activities proposed in the application.

The applicant must complete the Application form and may only attach additional information if specifically requested. Please remember to answer briefly and as completely as possible within the allotted space. The focus of the review is to assess the readiness, feasibility, LMI impact, health, and safety issues, and need for funding from the basic facts of the situation and proposed solution. Reviewing and scoring of applications will begin following the application deadline. Each application will be rated on its own merit and in relation to all other applications. After the scoring process is completed, successful communities will be invited into the project development phase.

### **2. Project Development**

An invitation into the Project Development Phase reserves funds for the project. Program funding is contingent upon the Office of Community Development's (OCD) receipt of funds from HUD and successful completion of Project Development criteria. All aspects of the Project Development Phase must be completed prior to the execution of a contract with OCD and include:

- 1) environmental review
- 2) cost analysis and justification
- 3) non CDBG project funds commitments
- 4) management plan development; and
- 5) specific state and federal requirements.

The emphasis during the Project Development Phase is on development of the best project to meet the community's DR needs. A Development Program Manager will be assigned to work with each community to assist in the finalization of their project. **Applicants have six months to complete the project development phase process or notice of award may be rescinded.**

### **3. Project Implementation**

Following contract execution, the community will be awarded DR funds and will begin to implement their project. The Development Program Manager will remain involved with the community throughout project implementation providing technical assistance and to monitor for compliance with federal and state regulations.



## SECTION II - DOWNTOWN REVITALIZATION GRANT APPLICATION INSTRUCTIONS AND SCORING CRITERIA

### A. Introduction

Communities must provide a narrative description of the Impact, Development Strategy, and Citizen Participation relating to the downtown revitalization activities proposed in the application. Scoring criteria for Impact, Development Strategy, and Citizen Participation are described below. Each application will be rated in relation to all others in a **three-stage process** described in Sections E-G below.

There is no minimum score required for an application to be considered for funding. The maximum length of an application, excluding the Cover Sheet and Program Designation Sheet, Executive Summary of Downtown Plan, Matching Funds Table, Budget Summary and mandatory attachment documenting cost estimates and projected project timeline is **four (4) pages** on 8 1/2 x 11-inch paper with a print size no smaller than that in this application package. Please refer to Page 6 of this application package for required packaging instructions.

### **All Nonconforming applications will be returned unscored.**

Eligible activities in the DR Program include all activities eligible under the Public Facilities, Public Infrastructure, Micro-Enterprise Assistance, and Housing Assistance carried out in a downtown area as follows:

1. Eligible Public Facilities and/or Public Infrastructure activities include infrastructure for new housing construction, **and** construction, acquisition, reconstruction, installation, rehabilitation, site clearance, historic preservation, and relocation assistance **associated with** such projects as water and sewer facilities, non-housing rehabilitation, utility hook-ups, wharfs, flood and drainage improvements, parking, streets, curbs, gutters, sidewalks, fire protection facilities, community, child, senior, and health centers, libraries, salt/sand storage sheds, transfer stations, shelters for the homeless, sheltered workshops, recreational facilities, parks, removal of architectural barriers, neighborhood revitalization and public works garages in a downtown area.
2. Eligible Housing activities are limited to acquisition, code enforcement, conversion of non-residential structures, demolition, historic preservation, housing rehabilitation, new housing construction, relocation assistance and removal of architectural barriers directly related to assisting or creating residential housing units in a downtown area.
3. Eligible Community Enterprise activities include the façade and streetscape activities as set forth in Section J. 1. (a) of the 2024 CDBG Program Statement (page 26). Each Community Enterprise activity funded with Downtown Revitalization funds must meet the applicable CDBG National Objective set forth in the 2024 CDBG Program Statement on page 3.

**If an application contains ANY activity not listed above, the entire application will be judged as not meeting project eligibility criteria and will be eliminated from consideration.**



## B. Cover Sheet

On Pages 14-16 in this Application Package is the Downtown Revitalization Grant Program Cover Sheet. The Cover Sheet consists of three sections:

### 1. Applicant Identification

Community's name, address, Chief Executive Officer (CEO), contact person, and phone numbers. The Cover Sheet must be completed, signed, and attached to the front of the application. The Chief Executive Officer of the applicant or the County Commissioner on behalf of unorganized territories must sign the Cover Sheet.

In multi-jurisdictional applications, one unit of local government must be identified as the lead applicant. Signature of the Chief Executive Officer of **each other participating unit** of general local government signifies approval for the lead applicant to apply on its behalf.

### 2. State Certifications

List of State Certifications that applicants agree to follow if they are awarded Downtown Revitalization Program funds.

### 3. Federal Certifications

List of Federal Certifications that communities agree to follow if they are awarded Downtown Revitalization Program funds.

## C. Program Designation Sheet

The Program Designation Sheet contained on Pages 17-18 must be completed by all applicants. This sheet lists project activities and funding categories and determines if proposed projects are in a downtown district meeting the definition of 30-A M.R.S.A. Section 4301(5-A), and proposed activities comply with PL 776 relating to Growth-Related Capital Investments.

## D. Planning Requirements

The applicant must have completed a comprehensive downtown planning process within the past five years. Communities with plans older than 5 years must demonstrate that their plans are under active implementation and the action plan remains valid or has been updated within the past five years. The proposed DR activities must be in the plan as recommended actions necessary for downtown revitalization.

**The applicant must attach a copy of an executive summary of the implementation or Action Plan portion of its downtown revitalization plan with the application. Please **Do Not** submit the entire plan.**

**Applicants not providing a copy of their downtown Action Plan executive summary will be eliminated from consideration.**

## E. Review Team Analysis

Members of the OCD Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the scoring areas below and be determined by the total of each sub-scoring area.

**1. Impact (40 points)** describes the community problems or needs the applicant wishes to address with DR assistance. The following rating criteria will be used:



- Describe the scope and magnitude of the problems you seek to address. Describe how they are obstacles for revitalizing the downtown. – 8 points
- Explain how these problems negatively impact the viability of existing downtown businesses, and how they limit new development and expansion. –12 points
- Demonstrate how the problems impacting the downtown affect LMI persons, or how they contribute to slum/blight conditions. –8 points
- Explain why DR funds are necessary for the project and describe what efforts have been made and where you have searched to secure other grant or loan funds. –12 points

**2. Development Strategy (40 points)** presents solutions to the problems identified in the Impact section. (***You must submit an attachment documenting cost estimates and projected project timeline.***) The following rating criteria will be used:

- Clearly link the proposed DR activities to action steps outlined in your community's Downtown Action Plan and explain how the activities of the project will stimulate economic activity in the downtown. –12 points
- List the specific activities to be addressed in this downtown revitalization effort and identify the tasks to be undertaken with DR funds and the activities to be undertaken with each other source of funds. –12 points
- Define how the proposed DR activities provide a solution to the problems and assist in improving the area's viability, and how the activities will have a positive impact on LMI persons, or on alleviation of the slum/blight conditions. –8 points
- Describe the capacity and experience of the administrator who will be implementing the project, describe the engineering and design work completed to date, provide a project timeline, and explain how DR funds will be expended in a timely manner. – 8 points

**3. Citizen Participation (20 points)** describes how citizens, community groups and project beneficiaries participated in identifying the problems and solutions included in this application. (***Note: you must also submit a public hearing record consisting of the Title VI compliant published public hearing notice, hearing minutes, and attendance list with the application.***) The following rating criteria will be used:

- Effective use of any media (newspapers, radio, TV, web, etc.) to further public awareness and participation. – 4 points
- Relevance of listed meeting/hearing comments (not counting required public hearing) and the overall citizen participation process in application and project development. – 4 points
- Involvement of downtown and local businesses, Chambers of Commerce, development groups or other business-related organizations in identification of problems and development of the application and project. – 4 points
- Involvement of potential LMI project beneficiaries in development of the application and project, and how the required public hearing relates to the application development and citizen participation process. – 4 points
- What other local resources (cash and in-kind) are directly related to the project, and the establishment of a cash value equivalent for all in-kind commitments. – 4 points



## **F. Maine Downtown Center Designation Bonus**

Three (3) bonus points will be assigned to each application submitted by a community designated as a Main Street Maine Community by the Maine Downtown Center. One (1) bonus point will be assigned to each application submitted to a community designated as a Downtown Affiliate Community by the Maine Downtown Center.

## **G. OPPORTUNITY ZONE BONUS**

Three (3) bonus points will be assigned to each applicant community certified as an Opportunity Zone location at time of application.

## **H. Final Application Score**

Each application will receive a Final Application Score assigned by members of the Review Team plus any applicable Maine Downtown Center and/or Opportunity Zone Bonus points. The top scoring applicants will be invited to proceed to the Project Development Phase as funds allow. There is no minimum score required for an application to be considered for funding.

# Community Development Block Grant Downtown Revitalization Grant Program Matching Funds Table

Funding Source	Grant/Loan	Amount	Terms of borrowing or bond sale
	<b>TOTAL:</b>	<b>\$</b>	

**Submit a copy of this Matching Funds Table and all letters of commitment with the application.**

# Community Development Block Grant Downtown Revitalization Grant Program

## Budget Summary (Include Cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Non-CDBG Federal	Column 6 Other	Column 7 Cost Category Total
Land Acquisition							
Legal Expenses							
Appraisals							
Relocation							
Demolition							
Site Work							
Architectural							
Engineering							
Administration							
Construction							
Materials							
Business Facades							
Housing Activities							
Streetscapes							
Micro-Enterprise Grants							
Inspection							
Other (List)							
1.							
2.							
3.							
<b>TOTAL COSTS</b>							

### Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Cost Category Total
3. Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
4. Submit a copy of this Summary with the application.



**STATE OF MAINE  
COMMUNITY DEVELOPMENT BLOCK GRANT  
COVER SHEET AND CERTIFICATIONS**

**Downtown Revitalization Grant Program**

**A. Applicant Identification**

<b>Applicant:</b>	
<b>Address:</b>	
<b>Town/City/County:</b>	
<b>Zip Code:</b>	
<b>Chief Executive Officer:</b>	
<b>Phone Number:</b>	
<b>E-Mail:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>E-Mail:</b>	
<b>Census Tract(s) Where Proposed DR Activities will occur:</b>	
<b>Applicant UEI (Unique Entity Identifier) #:</b>	
(To find or request a Unique Entity Identifier please visit <a href="http://www.sam.gov">www.sam.gov</a> .)	



**B. CERTIFICATION BY AUTHORIZED OFFICIAL OF MUNICIPALITY AND SUB-GRANTEE (if applicable):**

**1. State Certifications**

- a. To the best of my knowledge and belief, the information in this Application is true and correct:
- b. the governing body of the applicant has duly endorsed the document
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements
- d. will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. will comply with all applicable State laws and regulations.

**2. Federal Certifications**

- a. will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968
- b. will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
  - (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
  - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them
- d. will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider, and maintain all oral and written comments received on the proposal
- e. will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component
- f. is not listed on U. S. Department of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list
- g. will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and
- h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or sub-recipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities, per 24 CFR Part 570.611.
- i. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community.
- j. Transfer positions cannot be counted toward the job creation/retention requirements.
- k. All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD.
- l. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protect Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington DC 20580.



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Signature of Chief Executive Officer      Name of Community      Date: mm/dd/year

**Signature of Each Participating Applicant in a Multi-Jurisdictional Application**

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Signature of Chief Executive Officer      Name of Community      Date: mm/dd/year

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Signature of Chief Executive Officer      Name of Community      Date: mm/dd/year

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Signature of Chief Executive Officer      Name of Community      Date: mm/dd/year

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Signature of Chief Executive Officer      Name of Community      Date: mm/dd/year

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Signature of Chief Executive Officer      Name of Community      Date: mm/dd/year

# Community Development Block Grant Downtown Revitalization Grant Program Program Designation Sheet

Only eligible activities listed in Section II may be requested for DR assistance. A community may request funds in more than one category but can submit only one DR application.

1. Please list the activities that will be part of your DR project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Into which category or categories do your activities fit?

_____ Public Facilities:	Requested amount: \$ _____
_____ Public Infrastructure:	Requested amount: \$ _____
_____ Community Enterprise:	Requested amount: \$ _____
_____ Housing Assistance:	Requested amount: \$ _____
_____ General Administration:	Requested amount: \$ _____
<b>*Total amount requested: \$ _____</b>	

**(\*Maximum DR assistance: \$300,000)**

3. Growth-Related Capital Investments (PL 776) and site is consistent with 30-A M.R.S.A. Section 4301(5-A),

a. CDBG financed growth-related capital investments may only be made in specific locations as per title 30-A MRSA 4349 as listed below:

- A locally designated growth area as defined in an adopted comprehensive plan consistent with the Growth Management Act.
- In the absence of a consistent comprehensive plan:
  - 1) An area served by a public sewer system with the capacity to absorb the growth-related project
  - 2) A census-designated place
  - 3) A DOT urban compact area?



Is the proposed project located in one of the above areas?  Yes  No

Explain: \_\_\_\_\_

\_\_\_\_\_

b. Projects not located in these four specific locations may receive funding under the following conditions.

- To remedy a threat to health and safety
- A project related to a commercial or industrial activity that due to its nature is typically located away from other development or relies on a particular natural resource for its operation. Examples might include sawmills, farms, or aquaculture.
- Industries that must be located near an airport, port, or railroad line
- A tourist or cultural facility that must be at or near a particular historic, cultural, or natural site.
- Projects in communities that received grants from Maine’s Municipal Planning Assistance Program within the previous two years to complete comprehensive plans.
- Projects in communities that requested funds from Maine’s Municipal Planning Assistance Program prior to January 1, 2000 to complete a comprehensive plan but did not receive a grant to assist in the preparation of a plan.
- Housing projects that serve persons with handicaps, foster children, homeless persons, and others as outlined in the law.
- A pollution control facility.
- A project with no feasible location within the four areas outlined in (a) or fitting any of the exceptions in (b), if the DECD commissioner certifies to the Land and Water Resources Council that unique needs of the agency require state funds for the project. A majority of the Land and Water Resources Council’s membership must vote to approve the project.

Does the proposed project meet one of the above exceptions?  Yes  No

Explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Public Hearing Notice to Comply with Title VI Requirements

Public Hearing Notice  
The City/Town of \_\_\_\_\_

The City/Town of \_\_\_\_\_ will hold a Public Hearing on \_\_\_ (date) \_\_\_, at \_\_\_ (time) \_\_\_, at the \_\_\_ (location) \_\_\_ to discuss an application being submitted to the State of Maine CDBG program for a (specific name of grant program) . The purpose of the grant application is to state purpose. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: (name of contact, address) at any time prior to the Public Hearing. TDD/TTY users may call (list local TTY number or 711) . If you are physically unable to access any of the City's/Town's programs or services, please call (list local contact and phone number), so that accommodations can be made.



***Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.***



**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT UPON REQUEST**

**BY CONTACTING:**

**OFFICE OF COMMUNITY DEVELOPMENT  
111 SEWALL STREET, 3<sup>RD</sup> FLOOR  
59 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0059  
TELEPHONE (207) 624-7484  
TTY: 1-800-437-1220**

**ALSO AVAILABLE ON THE OFFICE OF COMMUNITY DEVELOPMENT WEB SITE:**

**[www.meocd.org](http://www.meocd.org)**

**The Maine State CDBG Program is Funded by:**

