



September 14, 2022

Ms. Brianne Hasty
Office of Community Development
59 State House Station
Augusta, ME 04333-0059

Dear Ms. Hasty:

The Planning Board has reviewed the 2022 Public Service Grant Program. The City is a Certified Local Government, and will follow the established procedures for review of the Boys and Girls Club of Kennebec Valley Equipment for the new program spaces project.

This project is consistent with the city's plans and goals. Any construction or installation will be reviewed by the appropriate permitting authority, and will meet all local permitting requirements and regulations.

Sincerely,

Debby Willis
Planning Board Chair

c: Tracey Desjardins, Director of Economic Development & Planning
Kris McNeill, CEO

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION AND CERTIFICATIONS

Public Service Grant Program

<p>Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 5 for the Public Service Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your WDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.</p>			
I. APPLICANT MUNICIPALITY INFORMATION			
Municipality: City of Gardiner		County: Kennebec	
Mailing Address: 6 Church Street	State: ME	Zip Code+4: 04345	
Manager/Contact Person: Tracey Desjardins, Dir. of Economic Dev./Planning		E-Mail: tdesjardins@gardinermaine.com	
Phone: (207) 582-6888		Fax: (207) 582-6895	
Applicant Municipality DUNS (Dunn & Bradstreet) #: UEI: CYALBE3J6U44 (visit http://fedgov.dnb.com/webform if business needs to obtain a number)			
II. APPLICANT SUB-GRANTEE (Business, Non-Profit, etc.) if applicable:			
Legal Name of Business: Boys & Girls Clubs of Kennebec Valley			
Legal Address of Business where jobs will be created and/or retained: 14 Pray Street			
Town/City: Gardiner	State: ME	Zip Code: 04345	County: Kennebec
Manager/Contact Person: Ingrid Stanchfield		Email: istanchfield@bgckv.org	
Phone: 207-582-8458		Fax: 207-582-7902	
Applicant Sub-Grantee DUNS (Dunn & Bradstreet) #: 105586478 (visit www.nea.gov/grants/apply/DUNS.html if business needs to obtain a number)			

Signature of Municipal Official: <i>Anne Davis</i>	Name: Anne Davis
Date: 5/24/2022	Title: <i>Acting City Manager</i>
Signature of Sub-Grantee Representative (if applicable): <i>Ingrid L. Stanchfield</i>	Name: Ingrid Stanchfield
Date: 5/25/2022	Title: CEO

Census Tract(s) Where Proposed PSG Activities will occur:

011000

III. SUMMARY OF PROGRAM ACTIVITIES

Is this PSG application in support of program activities designed **predominantly** for persons determined to be low to moderate income? Yes No If no, please explain.

Is this PSG application in support of program activities designed exclusively for members of one or more of the groups below presumed by HUD to be low to moderate income? Yes No

If yes, check applicable groups(s):

- | | |
|---|---|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Homeless Persons |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> Elderly Persons | <input type="checkbox"/> Migrant Farm Workers |
| <input type="checkbox"/> Severely Disabled Adults | <input type="checkbox"/> Persons Living with AIDS |

IV. SUMMARY OF TRAINING TIMELINE:

Positions to be trained as part of this development project by job classification identifiers (see Appendix C for Job Classification Types:

Type of Training	Training Date(s)	# of Individuals to be Trained	Cost Per Person
N/A			

V. 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 GFR 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.

Community Development Block Grant Public Service Grant Program

Budget Summary (Include Cash & In-Kind if applicable)

Cost Category	Column 1 CDBG	Column 2 Local (Municipality contribution)	Column 3 State	Column 4 Utility	Column 5 Non-CDBG Federal	Column 6 Other (BGCKV Fundraising)	Column 7 Cost Category Total
Administration							
Equipment	\$50,000	\$25,000				\$613,888	\$688,888
Materials							
Operations							
Salaries							
Fringe							
Transportation							
Vehicles							
Consultants							
Other (List)							
1.							
2.							
3.							
TOTAL COSTS	\$50,000	\$25,000				\$613,888	\$688,888

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 original and all four copies of the application.

APPENDIX A

Members of the Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

Impact (40 points): BGCKV's New Clubhouse impact on the Communities they serve

- Conditions requiring a new or expanded service – 15 points

The Boys & Girls Clubs of Kennebec Valley's (herein written as BGCKV) current facility and its program space furnishings and learning tools are in need of an upgrade due to their condition, this is requiring BGCKV to purchase all new equipment and learning manipulatives for the new program spaces in the New Clubhouse.

- Issues faced by service providers including capacity, finances and staffing – 15 points

BGCKV has served the Southern Kennebec Valley region for over 20 years. It started as a recreation department affiliated with the City of Gardiner in 1996. In 2000, they began to develop their own Boys & Girls Clubs corporation and was officially established as a 501(c)(3) organization in 2002. BGCKV has been in their current facility, 14 Pray Street, Gardiner, ME since 2003. In the 22 years of operations, they have grown their programs, expanded services and have provided care for more than 20,000 kids in Central Maine. Over 56% of the families they serve are at the federal poverty level. Currently, 67% of their parents/caregivers are essential workers. Without these services and programs, they may not be able to work.

- Why PSG funds are critical for the project – 10 points

BGCKV is in the midst of constructing a \$10.1 million new Clubhouse on the same property as the current Pray Street building. The current facility is over 65 years old and unable to sustain the improvements needed to accommodate the growing needs of the community. This new Clubhouse will provide Club members/families/community an up-to-date facility that will better accommodate current and future Club programs. BGCKV's goal is to serve 20-30% more youth in our region by 2023 through expansion of services and programs at the New Clubhouse. Child care services in Gardiner is of great need and BGCKV is working to support this need. BGCKV's new Clubhouse needs all new equipment and learning tools in the childcare program spaces. This was not accounted for in the original construction budget. Up-to-date furnishings and learning tools for the early childhood classrooms is crucial for the development of the youth in our community to be ready to head off to school.

Development Strategy (40 points):

- A description of the new or expanded service, specific use of PSG funds, including how this service will resolve identified problems, and why this service will be more effective than existing services for the targeted beneficiaries – 10 points

BGCKV's new Clubhouse is built to expand its services by providing 20-30% more childcare spaces for current and future families in the communities it serves. PSG funds will specifically support the purchase of Early Childhood furnishings for the infant through grade 1 program space furnishings. The updated cost for all furnishings and learning tools through the vendor,

Lakeshore Learning Materials, as of May 23, 2022 totaled \$172,173.49. After accessing our furniture and learning tools in our current clubhouse, it was identified that more than 80% of all of the furnishings we are using have lived their useful life, some were in need of repair, some wouldn't fit the layout in the new space and others were just old, had been donated or were damaged. BGCKV is working towards accreditation for our Early Childhood Education. Accreditation provides a framework to manage resources, offer best practices, & strive for continuous improvement. The accreditation process will be in 3 phases. Phase 1-Early Childhood Education through The National Association for the Education of Young Children (NAEYC). They advance a diverse, dynamic early childhood profession & support all who care for, educate & work on behalf of youth & will provide our teachers continued professional development. Accreditation ensures quality programs for generations to come & sets quality standards for the next generation of BGCKV Administration. Phases 2 & 3 will take place with the Council of Accreditation. By purchasing updated furnishings and learning tools that are age appropriate for each program space it helps us advance our accreditation process much easier.

The programs BGCKV provides includes –

1. **Early Childhood Education Programs** – Programming for infants ages 6 weeks - 15months; toddler care for ages 15 months - 3 years; early preschool care ages 2 ½ - 4 years and preschool age 3 - age 5. The Club has a new partnership with Educare Central Maine. This partnership will bring staff training and curriculum development to the programs, positioning them for national accreditation in the next three years.
 2. **School Age before & after school care** for children in kindergarten - 5th grade. This program offers a wide variety of learning activities such as science projects, games, literacy, math, technology, arts and wellness programs. We provide mentoring programs, homework help & skill development for children grades 3 -5. In addition, we have 3 satellite sites for school age programming at Chelsea/Whitefield, Windsor & Palermo Elementary Schools.
 3. **Teen Center** is offered for student's 6th -12th grade. It is home of the 21st Century Learning Community Center (CLC). CLC provides academic enrichment opportunities during non-school hours for Teen Center members. The Teen Center is also working on a new program funded through TANF to provide Boys & Girls Club programming and workforce development for youth ages 14 -24.
 4. **Boys & Girls Club Experience** - Encourages Club members 14 - 24 y.o. to assess their skills & interests, explore careers, make sound educational decisions and prepare to join our nation's workforce.
 5. **Summer Program** - The Club's summer camp is for youth grades 6-12. . Summer camp is an eight-week program where members can attend on a week-by-week basis.
 6. **Sports Programs**– The Club coordinates and hosts sports programming for soccer, cheering, softball, lacrosse and track for all community children ages 3 to 6th grade.
 7. Our **Oldies but Goodies Senior Group** – The Club's Senior Citizen Group meets at the Club on Thursdays
 8. **Feeding Site** – The new Clubhouse will provide over 100,000 meals to youth and seniors annually. Meals are provided to all of our members 3 meals + 2 snacks. We have a Friday food pantry for our seniors and other community members to pick up food. Additionally, during the summer months we serve as an at-risk feeding site for families, while school is not in session.
- How PSG funds will be utilized to assist LMI persons or a HUD approved Limited Clientele group – 10 points

51% of BGCKV members are considered low to moderate income. Research shows that as poverty level goes up, student academic achievement decreases. BGCKV's mission is to enable all young people, especially those who need us most, to reach their full potential. BGCKV seeks to provide the families and kids they serve with the best possible tools to thrive amongst their peers. Providing age-appropriate programs and outfitting their program spaces with age-appropriate furnishings and learning tools that will assist with allowing all of whom they serve to reach their full potential.

- Project timeline, including a start date, tasks completed to date, how PSG funds will be expended in a timely manner, and method of tracking success – 10 points

Date Started	Tasks	Date Completion
2017	Started \$10.1 Capital Campaign for New Clubhouse	Fundraising Complete for Building
2019	Began Design Work for the New Clubhouse	Complete
May 2021	Ground-Breaking for BGCKV New Clubhouse	Complete
July 2021	Started fundraising for Clubhouse Classroom and office furnishings & equipment, window treatments, maintenance and janitorial supplies, generator, irrigation system and sod	
June 2022	BGCKV Classroom & Office Furnishing supplies to be ordered	Complete
End of July 2022	Installation of Program and Office Furniture	
Early August 2022	New Clubhouse to be completed and delivered by Lajoie Brothers (Construction Contractor)	
August 19, 2022	BGCKV Club Programs move into New Clubhouse	
August 29, 2022	First Club Member Day	
September 2022	Complete fundraising for Clubhouse Classroom and office furnishings & equipment, window treatments, maintenance and janitorial supplies, generator, irrigation system and sod	

BGCKV has submitted orders for purchasing classroom furniture from Lakeshore Furnishings and the PSG funds for purchasing this equipment will be expended by mid-July 2022.

- Capacity and qualifications of the service provider implementing the project, including familiarity with the needs of project beneficiaries – 10 points

BGCKV has been in existence since 1999. Over the course of 22 years, BGCKV has developed early childhood programs, before and after-school programs for two school districts, managed several contracts with the State of Maine through the Department of Education and Department of Health and Human Services. During this time all programs have been full to capacity with waiting lists of parents wanting to register their children. BGCKV has received

several State level recognitions for our 21st Century Community Learning Center program that serves teens. BGCKV has also maintained positive relationships with two school districts and four municipal partners, as well as United Way and hundreds of individual donors and several foundations.

BGCKV reviews local and Club based data on a regular basis to determine the needs of the individuals it serves.

The construction project is being managed by a professional project manager, Todd Valentine of Real Assets Services (RAS), he was hired to work as BGCKV's representative. He works with the general construction manager, Lajoie Bros. for the project. Thus far this project has been managed very professionally.

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development – 5 points
With over 45% of Club members being Gardiner residents and 51% of those residents being LMI, BGCKV is providing a programs to suit the needs of their community's youth to enable all young people, especially those who need BGCKV the most, to reach their full potential as productive, caring, responsible citizens.
- Effective use of any media (newspapers, radio, TV, etc.) to further public awareness and participation – 5 points
The City of Gardiner and the Boys & Girls Clubs of Kennebec Valley worked closely with the Kennebec Journal to ensure that the notice for public hearing about this grant proposal was in the printed Kennebec Journal and in their e-newsletter 10 days prior to public hearing. Additionally, BGCKV posted the notice of public hearing on their Facebook page, of which has over 2,000 engaged community members.
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 5 points
BGCKV attended the May 18, 2022 Gardiner City Council Meeting to request permission from council for the city to submit a letter of intent for the CDBG Public Service Grant on behalf of BGCKV. City of Gardiner will have a public hearing on June 1st at 6 pm to discuss the application being submitted – see attached notice. No comments were made – see attached minutes.
- 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 – 5 points
Prior to BGCKV starting their capital campaign they interviewed parents, staff and Club members to find out what the Club meant to them. Many parents and club members shared their impact statements on video to share how the Club has supported their family, their children and community. BGCKV has also kept families informed about the project through parent notices and social media. Additionally, there are several Club parents who also serve on the Board of Directors.

6. Final Application Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.