

**TOWN OF BRIDGTON, MAINE
&
CUMBERLAND COUNTY**

COMMUNITY DEVELOPMENT BLOCK GRANT –CDBG

**PROGRAM APPLICATION
Program Year 2019**

TOWN HALL RECREATION OFFICE RENOVATION/BATHROOMS

Applications due Monday, January 21, 2019 on or before 4 PM

FY 2019 Bridgton CDBG Program

The CDBG program provides funding to eliminate Slum & Blight conditions, to serve populations of low to moderate income, and for public infrastructure projects.

Proposals submitted to the program must be consistent with the Goals and National Objectives of the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Program. Any applications submitted that do not meet these Goals and National Objectives will be excluded from review.

Eligible Use of Funds - Examples of eligible projects are upgrades to facades and signs to eliminate slum and blighted conditions, improvements to publicly used buildings, and public infrastructure projects.

Timetable & Requirements

- Applications are due no later than **4 PM on Monday, January 21, 2019** to the Bridgton Municipal Office, 3 Chase Street, Bridgton 04009 c/o Brenda Day, Administrative assistant.
- Applicants are required to attend one MANDATORY “workshop” with Community Development staff to review requirements and project eligibility. There will be two opportunities with 2 different time slots to attend a workshop:
 - Tuesday December 18, 2018 at 10:30 AM
 - Thursday December 19, 2019 at 2:00 PM
- Applicants are invited to present their application on **February 13, 2019 at 8 am** to the Community Development Committee, which will be reviewing applications and recommending funding to the Select Board. The Select Board will receive the applications and recommendations at their regular meeting February 26, 2019. The Select Board must make their decision for Cumberland County review before March 29, 2019. Funds will be available for disbursement after July 1, 2019.

Rules & Record Keeping Requirements

Funded applicants will be required to sign a contract with the Town of Bridgton that will state all the requirements placed on the applicant, which include but are not limited to:

- You will be required to provide monthly or quarterly reports with invoices, photographs of the projects and project progress. These figures are required to be reported to HUD.
- Your project will be bid using the process outlined by HUD and Cumberland County
- Your project is subject to federal requirements as to Davis –Bacon wage rates, and will be required to adhere to all civil rights policies and regulations.
- Grant funds will be disbursed for work completed; 10% of all invoices will be held until final inspection at project completion. Written records justifying all expenditures must be maintained for a period no less than four years after the full grant is expended. These records will be subject to review by the Town, Cumberland County, and HUD.

I certify that I have read and understand the above rules and record keeping requirements of the Bridgton CDBG program:

Signature of Authorized Official _____ **Date** _____

**TOWN OF BRIDGTON MAINE
&
CUMBERLAND COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT –CDBG
PROGRAM APPLICATION
FY 2019**

Applications due January 21, 2019 on or before 4 PM

COMMUNITY/ORGANIZATION: Town of Bridgton

CONTACT INFORMATION: Robert A. Peabody, Jr.

ADDRESS: 3 Chase Street, Suite 1

E-MAIL: rpeabody@bridgtonmaine.org

PROJECT TITLE: Town Hall Recreation Office Renovation

PROGRAM CATEGORY: Public Infrastructure/Facility ;
Housing__ ; Downtown Revitalization__ ;
Other__ ;

Select your CDBG “NATIONAL OBJECTIVE(S):

LOW/MODERATE INCOME: Area-Wide ; Limited Clientele__ ;
Presumed Group_____ (Identify Group)

SLUM/BLIGHT: Area-Wide__ ; Spot Basis__ ;

AMOUNT OF CDBG FUNDS REQUESTED: \$34,183

NAME OF AUTHORIZED OFFICIAL: Robert A. Peabody, Jr.

SIGNATURE OF AUTHORIZED OFFICIAL:

For additional information and assistance with this application please contact Brenda Day, Administrative Assist, Bridgton Town Office at 207.803.9963 or by email bday@bridgtonmaine.org

GENERAL GRANT PROGRAM APPLICATION

TOWN OF BRIDGTON AND CUMBERLAND COUNTY FY 2019 CDBG APPLICATION **NARRATIVE QUESTIONS**

NAME OF PROJECT/APPLICANT: TOWN HALL RECREATION OFFICE RENOVATION

1). DESCRIBE THE PROJECT: (30 Points)

The Bridgton Town Hall functions as the Town's Recreational Building. Numerous activities take place in the building including basketball, pickle ball, ping pong, Tai Chi, senior citizen exercise program, Zumba, aerobics, walking and open gyms. The range of activities serve all segments of the population. The building is open 7 days a week and currently is sporadically monitored. The building has a room that functions as a de facto office and janitorial space. It is noted that most of the programs are free of fees.

It is anticipated that the Town will be employing a program assistant (under the supervision of the Recreation Director). That individual or the Recreation Director should the new position not be funded in the new fiscal year will work out of the office. The individual, by being based at the Town Hall, will provide program and facility oversight (including the Skating Rink which is adjacent to the Town Hall). The funds will be utilized to construct a functional office with viewing window and a separated janitorial space. Improvements will include wall construction, flooring, ceiling, door(s), viewing window, electrical, lighting, shelving and painting. The two bathrooms are dated and in fair condition- improvements will include new fixtures and painting. Non-structural improvements will include a desk, chair, filing cabinets and computer.

2). IDENTIFY THE COMMUNITY NEEDS TO BE ADDRESSED: (30 Points)

The office space will provide program oversight on a daily basis. This will insure proper use of the Town Hall and equipment and will minimize vandalism.

3). CONVEY YOUR ORGANIZATION'S READINESS TO PROCEED: (20 Points)

If approved, the project will be placed out to bid this fall. Construction oversight will be provided by the Town's Clerk of the Works.

4). IDENTIFY THE MEASURABLE IMPACTS OF THE ACTIVITY: (10 Points)

As the Town's only year-round recreational facility, considerable funds have been invested in the structure in the last five years. Providing staff space to oversee and monitor programs will result in a safer environment for program participants and ensure the building is used appropriately.

5). DEMONSTRATE THE NEED FOR CDBG PROGRAM FUNDS: (10 Points)

The Town's recreational programs, building maintenance and operational costs are taxpayer funded. Most of the programs offered at the Town Hall are free of charge. CDBG funding for this project will lessen the taxpayer's burden to fund the project.

BUDGET- CONSTRUCTION PROJECT

COST CATEGORY	CDBG FUNDS	ORGANIZATION FUNDS	OTHER FUNDS	TOTAL
DESIGN/ENGINEERING				
LAND COSTS				
MATERIALS/SUPPLIES				
CONSTRUCTION COSTS	\$28,783			
ADMINISTRATION				
OTHER: Desk, chair, filing cabinets, computer	\$3,000			
Contingency	\$2,400			
TOTAL COSTS:	\$34,183			

Name of person preparing the cost estimate: Jeff Frey, Clerk of the Works

You are invited to provide additional project information to further explain your project. Please provide photographs for sign replacement or façade projects of existing building condition and specifications for work planned.

