

BRIDGTON BOARD OF SELECTMEN'S WORKSHOP MEETING AGENDA

DATE: Tuesday, November 17, 2020

TIME: 3:00 P.M.

PLACE: Bridgton Town Office, 10 Iredale Street

Please join my meeting from your computer, tablet or smartphone.

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1. Call to Order
2. Pledge of Allegiance
3. Workshop with Bridgton Water District 3:00 P.M.- 4:30 P.M.

*Break from 4:30 P.M. – 5:00 P.M.
4. Workshop with Community Development Committee 5:00 P.M.
 - a. Community Development Block Grant (CDBG) Funding
5. Adjourn



SNOWDEN CONSULTING ENGINEERS, INC.

34 Libby Hill Professional Building Suite 2 Oakland, Maine 04963
Phone: (207) 465-4400 Fax: (207) 465-4441 email:bsnowden@snowdenengineers.com

May 4, 2020
WAT-18-027

Town of Bridgton
Attn: Robert Peabody, Town Manager
3 Chase Street, Suite 1
Bridgton, ME 04009

RE: Bridgton Water District Updated Costs for Lower Main Street

Dear Bob,

I am pleased to submit this letter to you that defines the financial obligations of the Bridgton Water District for the Lower Main Street Water Main Replacement project, which is part of your road reconstruction project. This letter documents our previous phone conversations and verbal agreement regarding the shared costs of the project.

As you are aware, the base bid for the water main portion of the project from Pratt & Sons was **\$ 767,550.00**. In addition to the base bid, the District work includes sharing some of the common item costs that were identified within the Town's subsection of the bid. These items are listed as follows (values in parenthesis are Pratt & Sons bid prices for each item):

1. Item 637.071 Dust Control (\$50,000)
2. Item 652.35 Construction Signs (\$2,000)
3. Item 652.361 Maintenance of Traffic Control Devices (\$30,000)
4. Item 652.38 Flaggers (\$27,600)
5. Item 652.411 LED Variable Sign (\$10,000)
6. Item 656.75 Temporary Soil Erosion and Water Pollution Control (\$150,000)
7. Item 659.10 Mobilization (\$150,000)

The verbally agreed upon method for determining the percentage contributions for these shared items was to use the percentage of total base bid costs for the water main and roadway subsections (minus these shared cost items), and determine the percentage of the total cost of each subsection. The understanding was that since the Town was adding the Bid Alternate #2 –

costs of the project, shouldn't this amount also be shared with the District at the same 33 percent as noted above?

3. From previous verbal agreements between the District and the Town, the District has agreed to pay the Town \$10,000 for costs related to surveying of the project sites, since the District is utilizing that information to develop their own plans for the shared project areas.
4. Finally, at this point the only other credit that we are waiting for relates to the elimination of the CDBG requirements under the construction project. My understanding from the preconstruction minutes is that the CDBG funding is not paying for any of the construction costs for Lower Main Street, even though it was included in the original bid documents. Therefore, I would expect the Town and the District to obtain a significant savings from Pratt & Sons due to the elimination of the wage rates, as well as the fact that the Contractor no longer has to provide any of the supporting documentation related to the CDBG funding, such as weekly payroll sheets. I would assume that once the Town determines/negotiates the credit due from Pratt & Sons, that the Town will then notify the District of their share of the savings. I would recommend that the same 33 percent apply to those savings, similar to the shared costs stated above.

In conclusion, at this point, according to my records, the District share of the project cost is **\$ 905,968.00**, and is expected to be reduced below that with the CDBG credit and potential shared benefit of the completion schedule change.

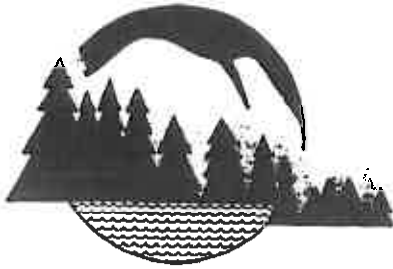
I wanted to document this for the District and Town. If you disagree with any of the statements listed above, please do not hesitate to contact me.

Sincerely,



Boyd A. Snowden, PE
President

Cc: Bridgton Water District
Colin Dinsmore, HEB Engineers
Scott Emery, RD



TOWN OF BRIDGTON
3 Chase St., Suite 1
Bridgton, Maine 04009
207-647-8786

INVOICE #1003
DATE: 08/10/2020

TO:
Bridgton Water District
PO Box 237
Bridgton, ME 04009

LOWER MAIN STREETSCAPE PROJECT BILLING		TERMS Net 30
Water District Portion of Shared Items		\$138,468.00
Administrative Fee (.5% of Water District's total project cost, \$906,018.)		\$4,530.09

TOTAL DUE	\$142,998.09
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Please remit payment to 3 Chase St., Suite 1, Bridgton, ME, 04009 Attn: Charisse Keach, Finance Officer.

Sincerely yours,

Charisse Keach
Finance Officer
207-803-9957
ckeach@bridgtonmaine.org

Cc: Robert A. Peabody Jr., Town Manager
Cc: Colin Dinsmore, Project Engineer
Cc: Boyd Snowden, Water District Engineer

FULL DEPTH RECONSTRUCTION OF ROADWAY

Alterate #2		\$ 395,633	Balance
Alternate #1		\$ 28,450	
BW Share		\$ 138,460	\$ 285,623
#308.36 Reclaim		\$ 41,940	\$ 243,683
Wastewater Share		\$ 61,500	\$ 182,183
Value Engineering		\$ 100,000	\$ 82,183
Finish 07/02/21	\$ 50,000		
5' of cover	\$ 10,000		
A to D gravel	\$ 15,000		
Drainage slope	\$ 5,000		
4' Forced main	\$ 10,000		
Crushed Stone Fill	\$ 10,000		
Current Paving		\$ 90,000	\$ 7,817
Project Bid Award		\$ 1,588,588	
Maine Bond Bank		\$ 1,355,000	\$ (233,588)
294-7-7502		\$ 235,000	
Capital Projects Reserve		\$ 478,650	
Contingency			\$ 487,879
Engineering Oversight		\$ 95,000	\$ 392,879
Over All Contingency			\$ 392,879

P.O. BOX 236
MECHANIC FALLS, ME 04256



PHONE (207) 345-3311
FAX (207) 345-3313

April 10, 2020

RE: Value Engineering

As discussed, this morning, I have put the following list together for cost saving measures.

1. Change the contract completion date to 7/2/2021. Credit of \$50,000.00
2. Allow us to install the remaining 4" FM pipe with 4' of cover. Credit of \$10,000.00
3. Allow us to install the 10" watermain with 5' of cover. Credit of \$10,000.00
4. Eliminate the "A" gravel item and allow us to use full depth type "D" gravel. Credit of \$15,000.00
5. Eliminate the 6" U.D. item and change the S.D. pipe to U.D. in same areas. (This would be installed per MDOT Specs) Credit of \$10,000.00
6. Allow us to pick up and/or change slope of some drainage runs where applicable. Credit \$5,000.00

None of the above changes would compromise the integrity of the project. Hopefully this proposal helps move the project along. We look forward to building this job and many others with the Town of Bridgton.

Sincerely,

Dan Ward

General Manager

Town of Bridgton
Office of the Community Development Director

MEMORANDUM

To: Select Board
From: Linda LaCroix, Community Development Director
RE: 2020-2021 CDBG Program
Date: 10/16/2020
CC: Town Manager, Deputy Town Manager, CDAC Committee

The 2020-2021 Community Development Block Grant program season is upon us. Application forms are anticipated to be made available by County in early November, and pre-applications are due in to the Community Development Advisory Committee by December 1. The Committee extends this invitation to the Select Board to let the committee know of projects you would like to see done with the town portion of the funds, which is usually in the range of \$130,000.

Attached is background information on the program and process, including:

1. An overview presentation from County on program eligibility and requirements for projects, applicants, and communities served (prepared for the 2019-2020 program year).
2. A Milestones document outlining the required actions/activities throughout the program year.
3. A Bridgton policies and procedures manual from County detailing the milestones noted above.

Note that there have been multiple changes to the program and requirements in this past year, most notably of which is new contractual requirements on larger projects. If information on these details is desired, I will provide the Board with the bid documents plus contractual obligations directly from HUD.

I and the committee are looking forward to hearing your ideas and to what we might be able to accomplish this year with the set-aside. The agenda for the upcoming BOS meeting on October 27th includes time to speak to your initial ideas, but please do not hesitate to bring additional ones forward over the next month prior to the pre-application deadline.

7/13/2020

COMMUNITY DEVELOPMENT BLOCK GRANT

On The Right Road



APPLICATION WORKSHOP

December 12, 2019

Overview

Community Development Block Grant - funds from U.S. Dept. of Housing & Urban Development (HUD)

- Began in 1974
- Over 1,200 communities in the country receive CDBG funds
- County program began in 2007, at this time both South Portland and Bridgton became set-aside programs.
- **Bridgton set aside approx. \$195,000**

Kristin Styles

Director of Cumberland County

Community Development

Responsible for the creation and administration of the County Community Development Block Grant (CDBG) Entitlement Program. Oversees Program in its entirety which includes the all of the towns and city's within Cumberland County's program including the two set asides of Bridgton and South Portland

Sandra Warren

Cumberland County

Community Development Coordinator

Administrative Contractor for the

City of South Portland CDBG Program.

I oversee the City of South Portland's

Program and ensure the city is

complying with All Federal Regulations

pertaining to the CDBG funding.

7/13/2020

Bridgton Contacts

7/13/2020

LINDA LACROIX

Community Development Director

(207) 647-8786 (main)

(207) 803-9956 (direct)

(207) 595-3560 (mobile)

llacroix@bridgtonmaine.org

KARI DOWNS

Administrative Assistant

(207) 647-8786 (main)

(207) 803-9952 (direct)

kdawns@bridgtonmaine.org



Overview continued

In order for a project or program to qualify for the use of CDBG funds you must meet two program requirements:

- 1.) Have an eligible activity
- 2.) Meet a national objective

Eligible Activities

7/13/2020

- Public Facilities & Infrastructure
- Housing
- Public Services (15% cap)
- Economic Development
- Planning (20% cap w/admin)
- Program Administration (20% cap w/planning)



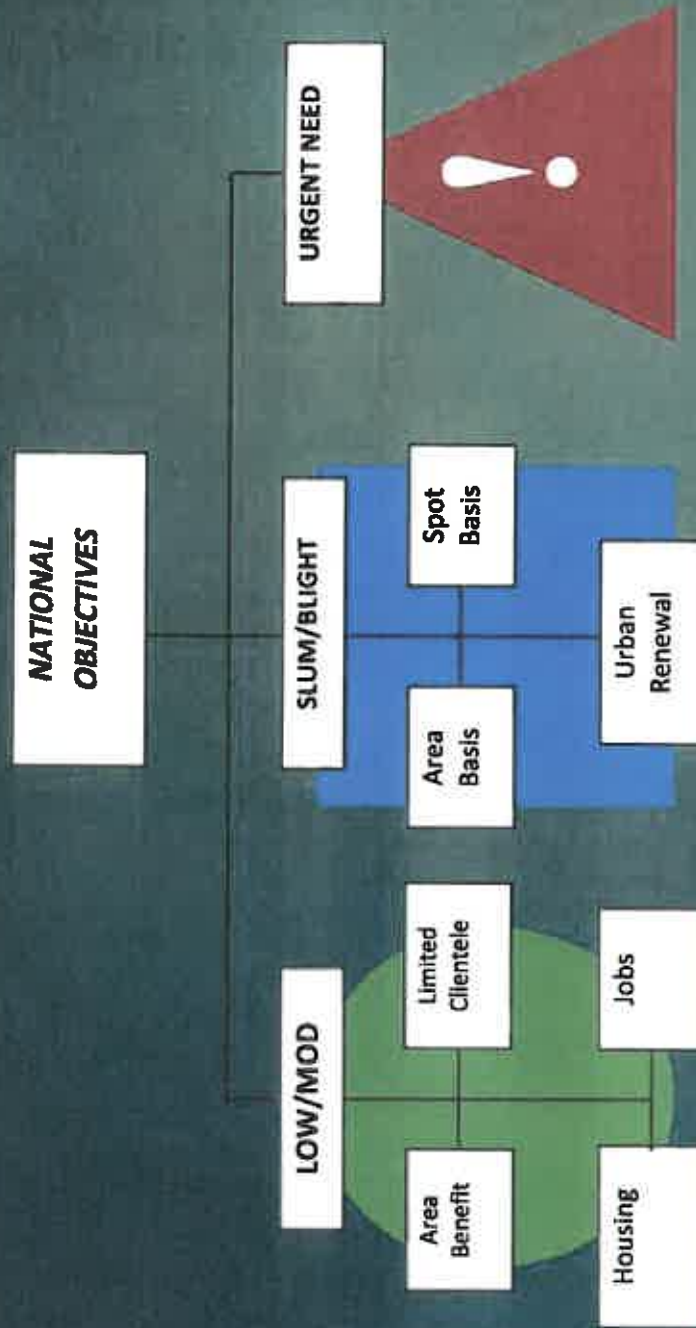
Ineligible Activities

7/13/2020



- Construction or renovations to buildings used for the general conduct of government (except removal of architectural barriers i.e. handicapped access)
- Operation & maintenance expenses
- New housing construction
- Furnishings
- Construction equipment

7/13/2020



All CDBG activities must result in one of the following: Benefit to low and Moderate income persons; Aid in the prevention and elimination of slums and blight; or meet urgent community development needs that the unit of local government is not able to fund either on its own or through other sources.

7/13/2020

LOW/MOD

Limited Clientele

Prevention Or
Elimination of Slum
&
Blighting Conditions

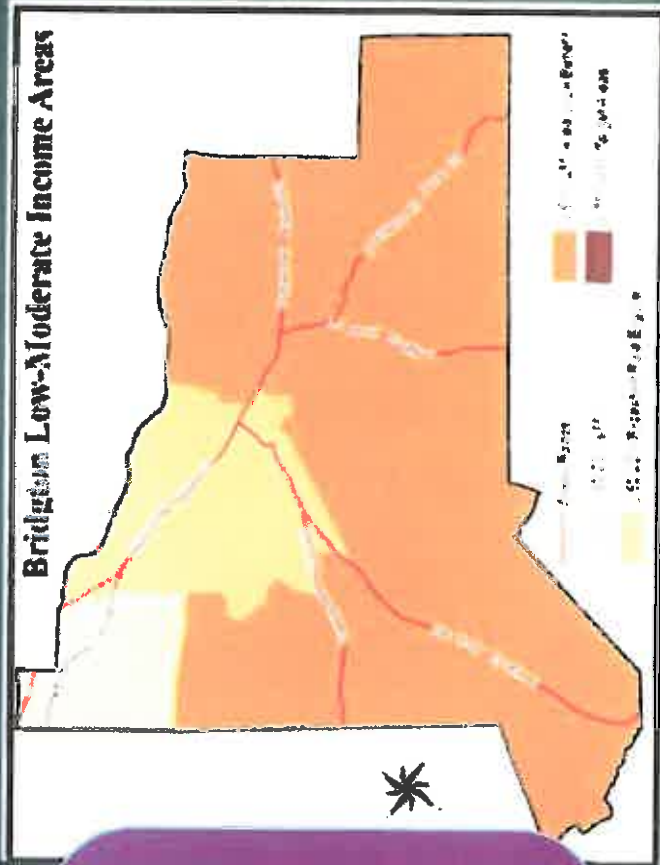
70% of all our CDBG Program funds must
meet this national objective. They can do
so in the following ways:

Area Wide Benefit

Presumed Benefit

Area-wide basis

7/13/2020



- Benefits of the activity are available to everyone within the area.
- Typically a public facility or infrastructure project
- To qualify, at least 50.2% of households in the area must be low-moderate income
- Local Survey
 - Examples of Area-wide projects
 - Sidewalks
 - Parks
 - Community Gardens
 - Recreational trails

Low/ Mod Benefit: Limited Clientele

7/15/2020

Limited Clientele

- ▶ Benefit is provided to individual clients/households determined to be low-mod income
- ▶ Requires:
 - ▶ An income certification process
 - or-
 - ▶ Equivalent determination (e.g. participation in free or reduced lunch program, GA recipients)

Examples of Projects

- ▶ Food pantries – distribution and building renovations
- ▶ Housing rehab
- ▶ Emergency fuel Assistance
- ▶ Free bus passes
- ▶ Homeless Prevention Programs



Low/ Mod Benefit: Presumed Benefit

7/13/2020

Programs benefitting the following groups do not need to income qualify clients:

- ▶ Abused children
- ▶ Elderly persons
- ▶ Battered spouses
- ▶ Homeless persons
- ▶ Severely disabled adults
- ▶ Illiterate adults
- ▶ Persons living with HIV/Aids
- ▶ Migrant farm workers
- ▶ Handicapped children are NOT presumed that persons literate in a language other than English.

Presumed benefit project examples

- ▶ Meals on Wheels
- ▶ Domestic Violence Services
- ▶ Therapeutic Recreation: Therapeutic Recreation



Prevention or Elimination of Slum & Blighting Conditions

2/13/2020

- Area-Wide basis
 - Requires a declaration of an entire area by Code
- Spot Basis
 - Particular parcels or buildings- requires backup documentation of blight from Code Enforcement engineers, photographic records, etc.
 - Rehab of non historic building- only to eliminate conditions detrimental to public health & safety.
- Past project examples include
 - Westbrook fire factory demolition



DUE DATE FOR 2020 APPLICATION

WARNING:
DUE DATES
ARE CLOSER
THAN THEY
APPEAR

▶ Tuesday January 20, 2020

by 4pm

7/13/2020

Application 2020

Schedule:

- ▶ December 05, 2019 Applications are available
- ▶ December 18, 2019 Mandatory Workshop
- ▶ January 20, 2021 Applications DUE by 4:00PM
- ▶ February 12, 2020 Open Mic at 10AM
- ▶ February 26, 2020 CDAC recommends funding allocations
- ▶ March 10, 2020 BOS reviews recommendations
- ▶ March 24, 2020 BOS provides final approval
- ▶ April 13, 2020 County Commissioner Public Hearing
- ▶ May 11, 2020 County Commissioners Approval
- ▶ May 15, 2020 Submission of Annual Action Plan to HUD

7/13/2020

Planning Applications

7/13/2020

20% Cap

Falls under 20% planning/
admin cap, small amount of
funds available

About \$15,000.00

Small Request

Typically applications with a
small request and large local
match score, well through no
match is required.

Types of Planning Studies

- + Future facilities/infrastructure applications
- + Downtown improvements
- + Emerging community need

Public Infrastructure/ facilities

Largest Pot of Funds

The Public Infrastructure & Public Facilities program is designed to aid in the development or improvement of publicly-owned assets (City of South Portland) or property owned by local non-profits and operated to serve the general public.

The Program is designed to assist in improvements that will benefit low to moderate income households and neighborhoods. Assistance under this program can be in the form of grants, loans, or a combination of grants and loans.

10% Match & Eligibility

Applicant will be required to match at least a 10% monetary value.

Project will not have to be eligible in the Community Development Target Area.

The grant will be used to benefit the improvement of public facilities. The maximum is 50.02% of the total project cost. Under the grant, the applicant will be responsible for the remaining 50% of the project cost. The project will be eligible for the grant if the project is eligible for a grant to improve public facilities. The grant will be used to improve public facilities. The grant will be used to improve public facilities. The grant will be used to improve public facilities.

The grant is designed to assist in improvements that will benefit low to moderate income households and neighborhoods. Assistance under this program can be in the form of grants, loans, or a combination of grants and loans.

Use Of Funds

- Acquisition
- Transportation (for period of 15 years or more)
- Construction
- Restoration
- Renovation (including the removal of architectural barriers)
- Installation
- Energy improvements
- Removal of architectural barriers including those in a building used for the personal conduct of government, and
- Aesthetic improvements to structures or buildings.

Public Service Application

7/13/2020

Use of Funds

The Public Service Program provides funding to local public service agencies that provide a direct benefit to the citizens of South Portland. The Public Service Program provides funding for operating expenses, equipment and program materials for public service programs that benefit low- and moderate-income persons.

15% Cap

Highly Competitive funds are limited to a max of 15% of allocation.

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 \$29,434 in FY 2019. The exact amount available in 2020/2021 will be determined in the upcoming months but is projected to be similar.

Types of Grants

Part-funded programs include adult/child reeducation, scholarships, tutoring services, and domestic violence services.

- Navigator Program
- Food Pantry
- Through Thrive Diet

Submission Requirements

7/13/2020

- ▶ Completed Checklist
- ▶ Cover Page
- ▶ Worksheet
- ▶ Narrative Questions
- ▶ Budget (Revenues / Expenditure)
- ▶ Summary

Application Sections

7/13/2020

Summary/ Project Description

Stay focused on the project you're requesting funds for. Make sure the reader learns exactly what the project is. Be specific.

Need for Project/ Activity

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

Management

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

Application sections Continued

7/13/2020

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.

Project Budget

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 2019-2020) and if you are requesting an increase from last year's allocation, you must explain why the individual necessary and what expansion of services is being provided.

Please assure that budget amounts listed in the narrative match the cover page, summary and budget worksheet.

Implementation Schedule

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

Application Sections

Demonstration of Need for CDBG

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.

Partnership/ Collaboration Bonus

If applying as a partnership, please describe the nature of the partnership, who is involved, and what is essential there is ongoing. 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.

Match Requirement

7/13/2020

For Public Infrastructure, facilities, & Housing applications

The applicant will be required to have at least a **10% match (monetary or labor)**. However, the CDAC has the ability to waive any required match.

Under Social Services a Commitment of 5%.

A Commitment describes the resources available to solve the problems presented. At minimum, an applicant shall display that a 5% match has been incorporated into the project's budget. The CDAC may waive this requirement for special circumstances.

Planning does not require a match

Take Away

7/13/2020

- ▶ Dialogue within your communities & with Town Staff to discover the best projects.
- ▶ Engage community members – it ain't called community development for nothing!
- ▶ Select projects that address both significant community needs and are ready to go
- ▶ It's not fast money
- ▶ You can't start before you're under contract – no jump-starts
- ▶ The Town Council reviews the recommendations provided to them by the CDAC.
- ▶ I am here to help at every step...but it's your project

Town of Bridgton

CDBG PROGRAM MILESTONES

<i>Time Frame/Dates</i>	<i>Activity</i>	<i>Detail</i>
SPRING/SUMMER 2021	Renegotiate contract with CCEJ ¹ .	Stay in CCEJ or leave CCEJ and return to State's HUD program. Currently Bridgton receives 45% of South Portland's set-aside under the CCEJ. Negotiated every 3 years.
July 1, 2022	End Negotiation.	
QUARTERLY	CDBG Coordinator submits timesheets for admin costs to county for reimbursement.	Signed by Admin and direct supervisor.
JULY	START OF CURRENT PROGRAM YEAR	PROJECT START
July 10	Public Service Projects	
	Final submission from prior year programs; Invoices through June 30	Narrative Beneficiary Tracking Report Final Invoice
July 20	Public Service Projects	
	Admin Report	
	Admin reach out to current recipients to go over required submittals	
	Execute Contracts with Subrecipient	
July 25	Construction Projects	
	End of year reporting	Current status and timeline for completion
	David Bacon interview	Project Start, mid-year, quarterly
	Weekly Payroll forms	
July 25	Admin end of year reporting	Qtr 4 expenses/invoices from subrecipient
AUGUST		
	Construction Projects	
	Meet with project department	
	Pre-construction site visit (photos)	
	Follow-up visits; DB Interviews	
	Payroll forms	
SEPTEMBER		
	Monitor projects	Construction status report
OCTOBER		
	Qtr 1 beneficiary tracking/invoices	Release payment to subrecipient
	Construction Project status report	
October 25	Qtr 1 Report	
NOVEMBER	NEW PROGRAM YEAR	APPLICATIONS
	Meet with TM, Dept Heads, CDAC and BOS re new projects	
	Submit application timeline to County	
DECEMBER		
	Release Application	Post on Website, notice on FB
	Host workshop (CDAC)	Invite BOS

¹ Cumberland County Entitlement Jurisdiction

Town of Bridgton | CDBG PROGRAM MILESTONES

	Advise BOS of proposed projects	At BOS meeting so public is informed
	Meet with applicants to provide guidance as needed	
	Reminder to open projects Qtr 2 reports due Jan 10	
JANUARY		
	Qtr 2 Reporting	
	New applications to County for eligibility review	
	Prepare Scoresheets	
	Overview and scoresheet training	CADC meeting
	Application review meeting with CADC and applicants	
FEBRUARY		
	Out to bid for construction projects	
	Open Mic	CADC
	CADC complete scoresheets	
	CADC application review meeting	Final CADC recommendations. Invite BOS.
	Make recommendations to BOS	Place on BOS agenda; upload applications to website; forward to Dept. heads and County
	Schedule Public Hearings (2) on Applications (March)	BOS
	Current program monitoring	(1) Service project; (1) Construction project
MARCH		
	BOS public hearings on applications	BOS vote on proposed projects
	Report vote and send application packets to County	
	Reminder to current project Qtr 3 reports due April 10	
APRIL		
	Qtr 3 reporting from current projects	
	Construction projects status report	
	Submit Qtr 3 report to County	
	Construction projects	Continue oversight
MAY		
	Award letters	
	Environmental review	
	File checklists	
	Eligibility documentation	
	Beneficiary Tracking form	
JUNE		
	Subrecipient contracts	
	Verification tables and forms	
	Send reminder to subrecipients to have documents in by June 10	
	Construction contracts	Interdepartmental Agreement Contractor contract with town

Town of Bridgton
CDBG Program
Policies and Procedures Guidebook

Introduction:

The following document gives an overview of the Cumberland County Entitlement Jurisdiction's (CCEJ) Community Development Block Grant entitlement (CDBG) program and outlines Bridgton's participation in this program. This document should be used as a guide for the management of the Bridgton CDBG program and should be updated regularly based on programmatic and regulatory changes to the federal CDBG program and to Bridgton's administration of the program.

Background:

In 2005, Cumberland County started the process of qualifying to become an Urban County under the U.S. Department of Housing and Urban Development's (HUD) qualification system. By qualifying as an Urban County, the CCEJ would receive a direct annual entitlement of CDBG funds based on HUD's formula allocation. At the time, the City of Portland and the City of South Portland both were receiving direct CDBG entitlements through HUD. The remaining 25 towns and cities in Cumberland County all participated in the State's CDBG program. In order for Cumberland County to qualify as an Urban County, they needed a certain percentage of the municipalities to sign on to their entitlement jurisdiction (the CCEJ). During these negotiations with the municipalities, the Town of Bridgton was offered a set-aside of the CCEJ's CDBG annual allocation. It was negotiated that Bridgton would receive a set-aside of 45% of South Portland's set-aside through the CCEJ.

As part of the Urban County renewal process through HUD, every three years the CCEJ sends written notice to all participating municipalities informing them of their option to remain part of the CCEJ or return to the State's CDBG program. South Portland is the one exception to this process, if they choose to leave the County program, they would return to a direct entitlement from HUD. It is also important to note that the City of Portland choose not to participate in the CCEJ, they has continued to receive a direct entitlement from HUD since the formation of the CDBG program in 1974. The Town of Brunswick chose to remain part of the State's CDBG program. The City of Westbrook joined the CCEJ in 2010. The CCEJ currently has 25 participating municipalities.

The Cumberland County and each participating municipality within the CCEJ have the right to renegotiate the terms of the agreement to participate every three years. If a non-participating municipality chooses to join (ie. The City of Portland or the Town of Brunswick) they may join at any time. If a CCEJ participate would like to leave the CCEJ, they must do so at the time of renegotiations.

The Town of Bridgton and Cumberland County's next opportunity to renegotiate the terms of Bridgton's participation in the CCEJ or leave the CCEJ and return to the State's program will be in the spring/summer of 2021 with a start date of the outcome from the negotiations on July 1, 2022. Between 2007 and 2020, the terms of Bridgton's participation in the CCEJ CDBG program have not changed.

CDBG Overview:

The Community Development Block Grant entitlement program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and suitable living environment, and by expanding economic opportunities, principally to low and moderate income persons.

All projects undertaken with CDBG funds, must need one of the following National Objectives: (1) Benefit low-to-moderate income persons; (2) Aid in the prevention or elimination of slum or blight; (3) meet a need having a particular urgency.

In addition to meeting a National Objective, all activities must be considered an eligible activity according to [24 CFR 570](#). A full list of CDBG Laws and Regulations can be found on the [HUD Exchange-CDBG Laws and Regulations](#) page.

General Administration of the CDBG Program:

The Cumberland County Community Development Director and CDBG coordinator are responsible for direct management of all CCEJ projects, excluding Bridgton and South Portland. The Director and Coordinator are also responsible to programmatic reporting, monitoring, and correspondence with HUD. The South Portland CDBG coordinator and the Bridgton CDBG administrator are responsible for the direct management of all projects located within their jurisdictions. Frequent, open, and consistent coordination is required between the County staff, the Bridgton CDBG Administrator, and the South Portland CDBG Coordinator.

Bridgton CDBG Administration

The Bridgton CDBG administrator is responsible for the oversight of the Bridgton CDBG program and direct management of all CDBG recipients within the town of Bridgton. The administrator is responsible for understanding the CDBG programmatic progress, rules and regulations. The administrator is also responsible for communicating this process, rules and regulations to the Town of Bridgton BOS, and all CDBG subrecipients within the Town.

The Bridgton CDBG administrator is required to keep a timesheet of hours spent on the management of the CDBG program. These timesheets should be submitted on a quarterly basis to the County Staff at the same time the Town requests reimbursement of admin costs. Timesheets should include a signature verification from both the administrator and their direct supervisor.

Bridgton may use up to 20% of their set-aside on the eligible administration and planning activities. A list of eligible administration and planning activities can be found in the HUD regulation under [24 CFR 570.205](#) and [24 CFR 570.206](#).

Month By Month Guide

The following should be used as a month by month checklist for the Bridgton CDBG Administrator. This is a working document and should be updated by the County and Bridgton on an ongoing basis. The guide begins with our concurrent program year, which starts July 1. It is important to note that although our program year begins July 1, many of the programmatic requirements for the current year and its activities that begin as of July 1, will take place in May and June of the prior program year.

July 2020

1. **For Public Service Projects:** All prior year (Program Year 2019) subrecipients must submit a final report to the Bridgton CDBG administrator no later than July 10. Final invoices for the year can contain billable work up to June 30th. Any work completed after June 30th will not be expected under the prior program year agreement. The following documents should be included in the final report:
 - a. Written narrative closing out the subrecipients grant. This should include information such as how the grant went, if they met, exceed, or fell short on their goals and why. If they are receiving another CDBG grant, for the upcoming program year (i.e. 2020), they should explain if they plan to do anything differently in the coming year.
 - b. Final beneficiary track report- this report should include Quarter 4 as well as a summary of all beneficiaries for the entire year. All subrecipients should use and submit the Excel beneficiary tracking form that the Town of Bridgton provides to the subrecipient at the beginning of the program year. *See Attachment 1- Beneficiary Tracking*
 - c. Final invoice- This should be for expenses in Quarter 4 (April-June). Back up documentation, including proof of payment, receipts, payroll, timesheet, etc. should be included with each subrecipients invoice.
 - d. The Bridgton CDBG Administrator should review all documents provided by the subrecipients. The administrator should then review the Public Services Activity Checklist for each individual project. If all documents on the checklist are in the subrecipients folder, then final payment and a notice of grant completion should be sent to the subrecipient. The Bridgton administrator should have this complete by July 20 in order to get Bridgton's Quarter 4 documents to the County by July 25th.
 - e. The Bridgton CDBG Administrator should follow up with all PY2020 subrecipients, particularly any new subrecipients or new programs and make sure they understand how to complete the beneficiary tracking forms. This is important to do in July so that the subrecipient is not incorrectly filling out the forms for the entire 1st quarter.
 - f. The Bridgton CDBG Administrator should be in contact with subrecipients on a regular basis. This could be monthly depending on the subrecipient's needs or once each quarter when your subrecipient submits their beneficiary tracking and invoices.
2. **For Construction Projects:** All prior year subrecipients (this includes Town of Bridgton departments) should submit an End of the Year report summarizing the current status of the construction project and the timeline for project completion.

- a. Follow up with any project that is currently under construction. Fortuitous Davis Bacon Interviews should be conducted by the CDBG administrator or Bridgton's DB Interview designee. At a minimum DB interviews are to be conducted once at the start of the project, again mid-way through and at the end of the project. Additionally, whenever new subcontractors appear onsite. The interviews should happen at least one a month for the duration of the project. *See Attachment 2 – Davis Bacon Interview form*
 - b. For all projects currently under construction, remind the contractor to submit payroll forms to the Bridgton CDBG Administrator on a weekly basis, or at minimum, once a month. *No invoice can be paid to a contractor until all payroll forms have been submitted and verified for correct payment to all employees. – See Attachment 3 – Payroll Packet*
3. **End of Year Reporting:** The Bridgton CDBG Administrator will submit Bridgton's Quarter 4 Report to County Staff no later than July 25th each year, if the report deadline falls on a weekend, the report is due the following business day (the report is normally due July 25th, but July 25 falls on a weekend in 2020 thereby the report will be do this year on the 27th). The following documents should be included in the End of Year Report:
- a. Year-end admin report and Quarter 4 admin expenses for the CDBG administrator.
 - b. Year-end reports and Quarter 4 invoices, including backup, for each subrecipient.

August

1. Meet with the Bridgton department that will be responsible for the upcoming projects for the year (PY2020 Sidewalk Project). Make sure everyone is on the same page for the project timeline and the CDBG requirements for the project.
2. Conduct pre- construction site visits of the project and take photos. Summer time is a great time to take photos of the sites it allows for a clear picture of what work will be done.
3. Continue to follow up with any project that is currently under construction. Fortuitous Davis Bacon interviews should be conducted by the CDBG administrator or Bridgton's DB Interview designee. The interviews should happen at least one a month for the duration of the project.
4. Remind contractors to submit their payroll forms to the CDBG Administrator on a bi-weekly basis, or at minimum, once a month. *No invoice can be paid to a contractor until all payroll forms have been submitted and verified for correct payment to all employees.*

September

1. Continue to monitor all construction projects
2. Send reminder emails to all public service projects that Quarter 1 reports are due by October 10.

October

1. For Public Service Projects: collect and review the Quarter 1 beneficiary tracking reports and invoices. Once all of the documents have been reviewed for accuracy and completion, the CDBG administrator should release payment to the subrecipients.
2. Follow up with all open construction projects and collect Quarter 1 (or quarter 5 for construction projects only) status update reports.

3. Submit Bridgton's Quarter 1 report to County staff no later than October 25. This report should include a memo of what expenses you are requesting reimbursement for. Including the above, two items mentioned in bullet points one & two, as well as Bridgton's CDBG Administrator admin expenses and back up.

November

1. Coordinate with County Staff on the creation of Bridgton's 2021 CDBG application. The application will change slightly every year. Bridgton administrator should conduct a meeting with the Town manager, and department heads to discuss possible applications that the town would like to submit.
2. Submit to County Staff Bridgton's CDBG application timeline for 2021. This should include the following items:
 - a. Release date of the application
 - b. Voluntary Application workshop (at the request of the town of Bridgton Staff, this will replace Bridgton's Mandatory Applicants meeting that has taken place in previous years).
 - c. CDAC and BOS— meeting dates:
 - i. Overview of the CDBG application and score card meeting (January)
 - ii. Review of applications (January)
 - iii. Applicant open mic meeting (January or early February)
 - iv. Scoresheet due date
 - v. Final review and recommendation meeting (February)
 - vi. BOS Meeting, public comment hearing, & approval of the CDBG recommendations (Early March) – *Bridgton needs give the County their final recommendations no later than March 26th of each year(March 26, 2021)*

December

1. Release Bridgton's upcoming program year (2021) CDBG Application
2. Host a Voluntary Application Workshop
 - a. The Bridgton CDBG administrator should coordinate with County Staff to make ensure someone from the County can attend the meeting and help to answer any CDBG eligibility questions.
 - b. A reminder email about the workshop, strongly encouraging all Interested organizations to attend the meeting should be sent out to all prior CDBG applicants and any organization that has shown an Interest in applying for CDBG funds.
3. The Town Manager should inform the Bridgton BOS of all applications the town will be submitting prior to the application deadline and review by the CDAC.
4. Schedule times to meet with any applicant needing technical assistance with completing their application.
5. Send reminder emails to all open CDBG projects that Quarter 2 reports are due January 10.

January

1. Quarter 2 Reporting:
 - a. For Public Service Projects: collect and review the Quarter 2 beneficiary tracking reports and Invoices. Once all of the documents have been reviewed for accuracy and completion, the CDBG administrator should release payment to the subrecipients.
 - i. Compare each subrecipients goals from their contract & application with what they have accomplished to date. They should have accomplished $\frac{1}{2}$ of their goal by the end of the second quarter. If the subrecipient is behind their target, schedule a meeting with them to discuss the Issue.
 - ii. Compare each subrecipients total drawdown to the overall project budget, if the subrecipient is well behind or ahead of $\frac{1}{2}$ being drawn, schedule a meeting to discuss the Issue.
 - b. Follow with all open construction projects and collect Quarter 2 (or quarter 6) status update reports.
 - c. Submit Bridgton's Quarter 2 report to County staff no later than January 25. This report should include the above two items as well as Bridgton's CDBG Administrator admin expenses.
2. Upcoming Program year (2021) CDBG Applications
 - a. Send reminder email to all interested parties about the upcoming program year (2021) CDBG application deadline
 - b. Collect and review all upcoming program year (2021) CDBG applications. Send a copy of all applications to County Staff for eligibility review
 - c. Recreate a summary sheet for all applicants, along with grant request.
 - d. Create CDBG Scoresheet for the CDAC
 - e. Email and or print a copy of all applications and the scoresheet for the CDAC.
 - f. Host the CDAC CDBG application overview and scoresheet training meeting
 - g. Host application review meeting where the CDAC reviews and discusses the applications

February

1. Open Projects: Follow up with any open construction projects, many projects go out to bid during the winter months. It is important to follow up so that the projects are ready for construction in the spring/summer
2. Upcoming program year (2021) CDBG Application process:
 - a. Host Open Mic for all CDBG applicants. – Attending the open mic should not be mandatory for the applicants, but it should be strongly encouraged. All CDAC members (without a conflict of interest) should attend this meeting.
 - b. Collect the scoresheets from all CDAC members (without a conflict of interest), tally the scores and send them out to the CDAC before the final discussion meeting
 - c. Host final review and recommendation meeting
 - d. The CDAC final recommendations should be made public to all applicants so they have a change to speak at the BOS public hearings. It should also be sent along to County Staff
 - e. Place a public hearing notice in the paper with the dates of the two BOS public hearings. This notice should be placed at least 1 week prior to the first BOS public hearing.

3. Program Monitoring:

- a. The Bridgton CDBG Administrator should choose a minimum of 1 Public Service and 1 Construction project for an on-site monitoring. These are projects currently underway.
- b. A letter should be sent to each subrecipient chosen for the monitoring. The letter should include a list of documents that will be reviewed during the onsite visit. A template of this letter is attached as *Attachment 4-Monitoring Letter*
- c. The Monitoring template is attached as *Attachment 5- Public Service Monitoring*
- d. The Monitoring template is attached as *Attachment 6- Construction Monitoring*

March:

1. The CDBG Administrator should attend the two March BOS meetings and speak on the upcoming program year (2021) CDBG recommendations by the CDAC
2. Once approved by the BOS the following items should be sent to County Staff before March 26
 - a. Copy of the public notice in the paper
 - b. Both meeting agenda items
 - c. Final vote and approval of the upcoming program year (2021) CDBG recommendations
 - d. Summary of all public comment from the CDBG public comment section of the BOS meetings – *this is a regulatory requirement, there MUST be two public hearings*
 - e. A copy of the meeting minutes for both meeting (by May 1)
3. Send reminder email to all subrecipients that Quarter 3 reports are due by April 10

April

1. Quarter 3 Reporting:

- a. For Public Service Projects: collect and review the Quarter 3 beneficiary tracking reports and invoices. Once all of the documents have been reviewed for accuracy and completion, the CDBG administrator should release payment to the subrecipients.
 - i. Compare each subrecipients goals from their contract & application with what they have accomplished to date. If the subrecipient is behind their target, schedule a meeting with them to discuss the issue.
 - ii. Compare each subrecipients total drawdown to the overall project budget, if the subrecipient is well behind or ahead of 3/4 being drawn, schedule a meeting to discuss the issue.
- b. Follow with all open construction projects and collect Quarter 3 (or quarter 7) status update reports.
- c. Submit Bridgton's Quarter 3 report to County staff no later than April 25. This report should include the above two items as well as Bridgton's CDBG Administrator admin expenses.

2. Construction:

- a. April tends to be a VERY busy month for construction projects. The CDBG Administrator should be working with all open projects to make sure they have the required bid documents, current Davis Bacon wages, CDBG boilerplate, and are following the Town of Bridgton's procurement policy.

May

1. Award Letters

- a. The Bridgton CDBG Administrator should send award letters to each upcoming program year (2021) subrecipient. The Public Service Project Award Letters should request the following:

- i. Updated proof of insurance (showing insured through the next fiscal year)
- ii. Updated budget and project goals
- iii. Updated contact information
- iv. A copy of any forms the organization will be using to collect beneficiary data (e.g. Intake or client application forms)

v. *See Attachment 7- Public Service Award Letter*

- b. For Construction projects the Award Letters should request the following:

- i. Updated scope of work (this is needed to complete the environmental reviews)
- ii. Updated project timeline
- iii. Updated budget
- iv. For any non-profits receiving a construction grant collect:
 1. Updated contact information for the project manager
 2. Updated proof of insurance

v. *See Attachment 8- Construction Award Letter*

2. Environmental Reviews

- a. The Bridgton CDBG Administrator should complete an environmental review for all approved upcoming program year (2021) Bridgton CDBG projects. The completed reviews should be sent to County Staff for input into HUDs online Environmental Review system. County staff is able to assist with any questions about completing the reviews or collecting the appropriate documentation.

3. File Checklists: Each new subrecipient should have an individualized file checklist to help make sure that all required documentation is in their folder

- a. For public service projects- *See Attachment 9 Public Service Checklist*
- b. For Construction projects through the town- *See Attachment 10 Town Construction Checklist*
- c. For Construction projects through the a non-profit- *See Attachment 11 non-profit Construction Checklist*

4. Eligibility Documentation: Each file should have a one page sheet stating the HUD National Objective & Eligible Activity. *Use Attachment 12 HUD Matrix Code* to find the appropriate eligible activity code.

- a. For public service projects- *See Attachment 13 Public Service Nat Obj & Eligibility*
- b. For construction projects through the town- *See Attachment 14 Town Construction Nat Obj & Eligibility*

5. Beneficiary tracking form: Create a beneficiary tracking form for all upcoming program year (2021) public service projects. This form should include each public service projects individual goals for the program year. *See Attachment 1- Beneficiary Tracking*

June

1. Contracts with upcoming program year (2021) Subrecipients: Once the Bridgton CDBG Administrator has received the updated documents request in the each Award Letter, the Administrator should create Subrecipient Contracts or interdepartmental agreements for each subrecipient.
 - a. For non-profit public service projects- *See Attachment 15 Public Service Contract*
 - b. For town operated public service projects - *See Attachment 16 Public Service Interdepartmental Agreement*
 - c. For Construction projects through the town- *See Attachment 17 Construction Interdepartmental Agreement*
2. The Bridgton CDBG Administrator will update Income verification tables, and verification forms for the upcoming program year. Said documents must be provided to subrecipients prior to the start of the new program year. Please note income verifications change on an annual basis, for the CDBG program this occurs usually at the end of June of each year.
3. Send a reminder email to current program year (2020) Public Services projects reminding them that they will need to submit the following documents to the Bridgton CDBG Administrator by July 10:
 - a. Written narrative closing out the subrecipients grant. This should include information such as how the grant went, if they met, exceed, or fell short on their goals and why. If they are receiving another CDBG grant, for the current (2020) program year, they should explain if they plan to do anything differently in the coming year.
 - b. Final beneficiary track report- this report should include Quarter 4 as well as a summary of all beneficiaries. All subrecipients should use and submit the Excel beneficiary tracking form that the Town of Bridgton provides to the subrecipient at the beginning of the program year.
 - c. Final invoice- This should be for expenses in Quarter 4 (April-June). Back up documentation, including proof of payment, receipts, payroll, timesheet, etc. should be included with each subrecipients invoice.

Construction Project Contracts:

It is important to note that two sets of contracts need to be signed with construction projects.

1. A Contract or Interdepartmental agreement between the Subrecipient and the Town of Bridgton. This should be done as soon as there is a clear scope of work and the environmental review is complete. Ideally this should happen in June prior to the start of the program year.
2. Contract between the Contractor and the Town of Bridgton. This contract is signed after a public RFP has occurred. The Town must select the lowest qualified bidder.
 - a. For an example of a CDBG Construction Contract – *see Attachment 18*
 - b. All construction bids and construction contracts MUST include the CDBG boilerplate. All bidders are required to fill out the boilerplate. Contracts are not able to be signed until the Bridgton CDBG Administrator has received signed copies of all boiler plate forms, excluding the utilization form, which must be submitted when the project is complete but before final payment is released to the contractor. – *See attachment 19 CDBG Boilerplate* *Note the income levels in this form change July 1, 2020