

**Town of Bridgton**  
Office of the Community Development Director

## MEMORANDUM

To: Select Board  
From: Linda LaCroix, Community Development Director  
RE: 2021-22 Community Development Block Grant Program Year Recommendations  
Date: 3/4/2021

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Dear Select Board,

Attached please find the following materials related to 2021-22 CDBG program year applications and CDAC recommendations:

1. Minutes of the final review meeting
2. Applications
3. CDAC member scoresheet with recommendation summary

As a reminder the Winter Wear program is being funded by the reallocation of \$5,000 from the Bridgton Community Center's 2020 CDBG-CV programs. Also, please note that we received confirmation of final set-aside amount on March 3<sup>rd</sup> totaling \$198,767, down from County's original estimate of 200,071, so have adjusted the awards accordingly.

The recommendations are as follows:

- |  |           |
|--|-----------|
| • Highland Beach Sidewalk Extension                      | \$129,199 |
| • Bridgton Community Center Navigator Program            | \$10,920  |
| • Bridgton Food Pantry                                   | \$7,500   |
| • Bridgton Recreation Department Summer Rec Scholarships | \$11,395  |

Other items coming from the CDBG funding:

- |                        |          |
|------------------------|----------|
| • CDBG Admin- Bridgton | \$34,753 |
| • CDBG Admin – County  | \$5,000  |

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Total funding this 2021-22 season is	\$198,767
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The final step before sending up to County for approval is for the Select Board to take action on the recommendations.

The CDAC thanks you for your participation in this year's program.

Respectfully,

Linda

3 Chase Street, Bridgton, Maine 04009  
207-803-9956 (direct line) 207-595-3560 (mobile)  
LLaCroix@BridgtonMaine.org

# **CDAC Meeting Minutes 02/24/2021**

**Chair:** Robert McHatton

**Members Present:** Helen Archer, Beth Cossey, Ursula Flaherty, Margaret Sanborn, Kevin Raday

**Others Present:** Courtney Kemp, Linda LaCroix

**Topic:** CDBG Recommendation

## **Social Services**

The aggregate scores for each of the 5 applications were reviewed with discussion focusing on the need to recommend reductions, as the requests (\$43,000) were greater than the maximum allotted funds (\$30,107) for Social Services. The Committee found the aggregate scoring results compiled from the previous meeting as appropriately rating the submitted applications. As in the last meeting's discussion, all five applications were seen as compelling in these particularly difficult times. Nevertheless, a recommendation for allocating the available funds was needed.

The BOS's approval of re-allocating funds from the CDBG- COVID to one of the applicants (Community HELP) reduced the short-fall in requested funds for CDBG by approximately half. Additional input was received that a local service club was considering direction of their upcoming charitable efforts towards funding unfulfilled CDBG applications. With these two developments, the CDAC unanimously endorsed the recommended allocation of CDBG funds as follows:

- Community Navigator Program (\$10,920)\*
- Food Pantry (\$7,500)\*
- Rec. Dept. Summer Scholarships Program (\$11,687)\*\*

This recommendation aligns with the scoring system designed to evaluate proposed projects. Taken together, the above results in 4 of the 5 applications receiving funds. The CDAC strongly endorses that funding for the fifth application (School Pack Back Program) be supported by other organizations outside the CDBG framework.

**Infrastructure**

For the Infrastructure portion of CDBG, the CDAC unanimously recommends the Highland Beach Sidewalk project (\$130,000)\*.

**NOTES**

\*100% of request

\*\* 93% of request

TOWN OF BRIDGTON  
Community Development Block Grant 2021-22 Program Year Recommendations

Applicants	Project	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Average	Requested	CDAC Recommendations	Final Select Board Recommendations
<b>PUBLIC INFRASTRUCTURE &amp; FACILITIES</b>										
Town of Bridgton	Highland Beach Sidewalk	100	92	93	100	100	97.00	\$130,000	\$129,199	
<b>PUBLIC SERVICE</b>										
<b>Project</b>										
Bridgton Community Center	Navigator	98	96	98	100	100	98.40	\$10,920	\$10,920	
Bridgton Food Pantry	Food Pantry	87	98	93	100	100	95.60	\$7,500	\$7,500	
Bridgton Recreation Department	Summer Rec Scholarships	93	90	97	95	100	95.00	\$12,600	\$11,395	
Community Help	Winter Clothing	94	90	90	80	85	87.80	\$5,000	Funded by Others	
MSAD #61	Backpack	96	90	65	70	75	79.20	\$7,000	\$0	
<b>ADMIN</b>										
	CDBG Admin-Bridgton	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$34,753	
	CDBG Admin-County	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$5,000	
<b>Total Available:</b>								<b>\$198,767</b>		
<b>Total for Infrastructure:</b>								\$130,000	\$129,199	
<b>Total for Public Service:</b>								\$43,020	\$29,815	
<b>Total for Administration:</b>								\$39,753	\$39,753	
<b>Overage:</b>								\$14,006	\$198,767	

## II. CONSTRUCTION APPLICATION

### COMPLETE APPLICATION CHECKLIST

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

- ☒ A. Construction Cover Page *limit 1 page*
- ☒ B. Construction Worksheet *limit 2 pages*
- ☒ C. Construction Narrative *limit 4 pages*
- ☒ D. Budget: Revenues and Expenditures, attached separately, *limit 1 page*
- ☒ E. Construction Summary *limit 1 page*

Required documents for ALL Construction Projects, applies to non-profit or Town applicants:

- ☒ Scope of work provided by Town or building professional: engineer, architect, project manager or contractor.
- ☒ Estimate provided by Town or building professional: engineer, architect, project manager or contractor. *Please note: if the project is over \$2,000 and is not being built with Town employees, federal wage rates apply.*
- ☒ Plans or Pictures if applicable, black and white, *limit 3 pages total*  
For Slum/Blight projects: Blight or decay must be documented and submitted as part of the application (required for SB)
- ☒ Project Map of the neighborhood served by this project (LMA only)

N/A ☐ Project Timeline attached separately, *post Bid process*

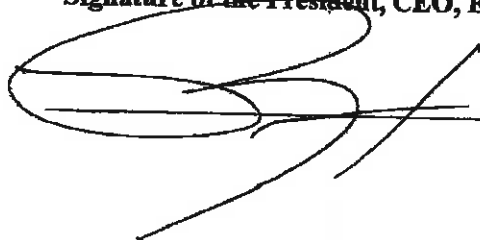
Supporting documents (subject to scoring)

- N/A ☐ Memorandum of Agreement, if applicable, that describes the relationship between partner entities for this application. *Limit 2 pages: can be one MOA that's two pages long or two MOA's that are one page each.*
- N/A ☐ Letter of Support, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Additional required documents for non-profit organizations:

- N/A {
- ☐ Verification of 501(c)3 Status, *limit 1 page*
  - ☐ Most Recent Independent Auditors Report and identified findings or if an Audit is not available the most recent 990 Financial Statement
  - ☐ Complete list of Board Members

Signature of the President, CEO, Executive Director, or Town Manager      Date

 01/13/21

**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**A. CONSTRUCTION COVER PAGE, limit 1 page**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

Application Type	<input type="checkbox"/> Construction		
Operating Agency/ Business	Town of Bridgton, Maine		
Project Name	Highland Lake Beach Sidewalk Extension		
Mailing Address	3 Chase Street, Suite 1 Bridgton, ME 04009		
Project Address	Highland Road to Kennard Street		
Executive Director	Linda LaCroix, Community Development Director	Phone 207-803-9956	Email <a href="mailto:llacroix@bridgtonmaine.org">llacroix@bridgtonmaine.org</a>
Project Director		Phone	Email
Financial Contact	Charisse Keach	Phone 207-803-9952	Email <a href="mailto:ckeach@bridgtonmaine.org">ckeach@bridgtonmaine.org</a>
Person who completed the Application	Courtney Kemp	Phone 207-803-9960	Email <a href="mailto:ckemp@bridgtonmaine.org">ckemp@bridgtonmaine.org</a>
Amount of CDBG Funds Requested	\$130,000	Total Project Budget \$136,000	
DUNS Number	948993381	Tax ID: 01-6000082	

**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**B. CONSTRUCTION WORKSHEET, limit 2 pages**

**1. HUD National Objective.** Indicate which National Objective this program activity will address, choose one. Refer to National Objective description p. 3 for additional information.

- ☐ **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) *Slum or blight must be documented & submitted with the application.*
- ☒ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.  
*If you choose LMA, please provide a map and outline on the map the area that your program serves.*
- ☐ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Bridgtoners.  
Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?  
☐ Yes (please circle appropriate population) ☐ No
- ☐ **Low and Moderate Income Housing (LMH)**

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

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

**3. Primary Goal.** Indicate the primary goal your program or project addresses; choose one. Refer to the instructions on p. 6-7 for additional information.

- ☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*
- ☒ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*
- ☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*
- ☐ **Economic Opportunity:** *Assist businesses through job creation programs*
- ☐ **Public Services-** *Promote programs and activities that improve the quality of life for low and moderate income individuals.*
- ☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

**4. Location.**

A. What census tract is the project located?	A. 1
B. Service Area: What neighborhoods will be served by this project (LMA only)	B. Highland Lake Beach Area

**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

5. **Beneficiaries.** Describe the beneficiaries or clients served by the program.  
(LMA answer A only)

A. Describe the beneficiaries or clients served by the program.	A. Residents, mainly young people and families, in a LMI area of town
B. How many will be served by the proposed program?	B. n/a
C. How many are <u>residents of Bridgton</u> ?	C. n/a
D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	D. n/a
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. n/a

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

Program Objectives	Outcomes/ Community Impact
Extend sidewalks on Highland Road from Shorey Park along Highland Beach area to Kennard Street, to include streetlights	Provide safe access for residents of an LMI area to and from Highland Beach
	Impact residents in a positive manner to increase pride in their community

7. **Documentation** (not applicable for LMA)

A. How will the beneficiaries' information be collected and documented?	A. n/a
B. How will the units of service be tracked and documented?	B. n/a
C. How will the outcomes be measured, collected, and documented?	C. n/a

**Please limit the Construction Worksheet to 2 (two) Pages.**



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**E. CONSTRUCTION SUMMARY, limit 1 page**

<b>Application Type</b>	<input type="checkbox"/> Construction Project		
<b>Applicant</b>	Town of Bridgton		
<b>Project Name</b>	Highland Lake Beach Sidewalk Extension		
<b>Project Address/Location</b>	Highland Road between Shorey Park and Kennard St		
<b>Funds Requested</b>	\$98,475		
<b>Project Summary</b>			
Extension of Sidewalk along Highland Lake Beach on Highland Road to increase access and safety in an LMI area.			
<b>HUD National Objective</b> <i>Refer to Section III.B.1</i>	<input type="checkbox"/> Prevention of Slum/ Blight	<input type="checkbox"/> Low/ Moderate Income Clientele	
	<input type="checkbox"/> Low/Moderate Income Area	<input type="checkbox"/> Low/ Moderate Income Housing	
<b>Location - For LMA projects</b> <i>Refer to Section II.B.4</i>			
Census Tracts	1		
Service Area Neighborhoods (For LMA Projects)	Highland Road near Highland Lake Beach		
<b>Beneficiaries/ Clients Served -</b> <i>Refer to Section II.B.5</i>			
Client Description	Residents in an LMI area, mainly youth and families		
Number of Clients Served			
Number of LMI Bridgtoners			
LMI Bridgton Percentage			
<b>Outcomes -</b> <i>Refer to Section II.B.6</i>			
<b>Budget -</b> <i>Refer to Section II.D</i>			
\$130,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$136,000	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
95%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds -</b> <i>Refer to Section II.D</i>			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$6,000	Town (not CDBG)	\$	Gifts in kind



**2021 CDGB Application Narrative  
Highland Beach Sidewalk Extension**

**Program Year:** FY 2021

**Organization:** Town of Bridgton, Maine

**Contact:** Linda LaCroix, Community Development Director

**Address:** 3 Chase Street, Bridgton, ME 04009

**Email:** LLacroix@BridgtonMaine.org

**Phone:** 207-803-9956 (Direct Line); 207-595-3560 (Mobile)

**Project Title:** Highland Lake Beach Sidewalk Extension

**Program Category:** Public Infrastructure/Facility

**National Objectives:**

Low/Moderate Income: Area-Wide

Slum/Blight: Area-Wide

Amount of Funds Requested: \$124,000

Name of Authorized Official: Linda LaCroix

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**1. Project Description/Scope of Work**

Extend sidewalks from Shorey Park to Kennard Street on Highland Road, providing safe passage to and from the Highland Lake Beach and boating area. The cost estimate includes new 4'-wide concrete sidewalk with granite curbing from end of existing sidewalk to Kennard Street. We matched width of existing sidewalk at Shorey Park as well as construction (granite curb and concrete).

This area receives substantial foot traffic throughout the year, but especially in the summer beach and boating season. There is a heavily used parking area across from the beach. The sidewalks will define the walking area making it safer for pedestrians as they approach the parking area and use one of two sidewalks connecting the parking area to the beach and boating access area on the lake.

Scope of work will consist of removing what remains of a deteriorated existing sidewalk running part way along the project area. Once the sidewalk is removed common excavation for the new sidewalk will be followed by installation of a base course, vertical curbing and finally concrete in the walking section. Hot mix concrete will be used to finish out the disturbed area of the roadway at the edges of the sidewalk. Miscellaneous scope of work includes mobilization, temporary soil erosion and water pollution control, engineering design and bidding, project management and construction administration.

In addition, included in the budget is an amount to installed streetlights along the path of the sidewalk. Pricing on this item is based on costs for streetlights installed in the ongoing streetscape project and is not included as a line item in the attached budget from the engineering firm.

The project has been designed and sections will be prepared to match the Town of Bridgton's ongoing Streetscape improvement project approved by the town and coming under separate funds.

**2. Need for Project**

The Highland Beach area is a popular destination for residents, including children and families enjoying the beach, and boaters accessing the lake at the boat ramp. The area has two crosswalks

**2021 CDGB Application Narrative**  
**Highland Beach Sidewalk Extension**

connecting the parking area to the beach and boating area that is often crowded with residents and visitors alike crossing over to the beach. The combination of cars passing to continue to other town destinations via Highland Road and beachgoers and boaters accessing the parking lot and beach and boat ramp area poses safety concerns for walkers and vehicle drivers alike. The presence of many children and families adds an additional element of concern. The sidewalk extension will connect walkers from Shorey Park to the Beach area, creating a continuous safe passage from Main Street to the popular beach area.

**3. Project Management**

The project will be managed by the Town of Bridgton's Public Services Director David Madsen, together with Senior Civil Engineers from HEB Engineers, Inc. with local offices in Bridgton, ME. Mr. Madsen and HEB are managing current, major streetscape projects of which this project will be an extension.

**4. Readiness to Proceed**

Upon securing funding, HEB will prepare bid documents and will manage the bidding project. Following the selection of the successful bidder, the project will go directly into the procurement and construction phase as managed by HEB and David Madsen, as an extension of the ongoing streetscape project.

**5. Budget for the Project**

Project costs are estimated at \$130,000, pending final bid response, plus in-kind items to include project management and administration at an estimated \$2,500, and miscellaneous construction materials provided by the town at \$3,500.

Cost Funding	CDBG	ORG	Other	Total
Engineering Design and Bidding	\$13,000			\$13,000
Construction Administration	\$5,000			\$5,000
Construction Costs	*\$62,250	\$3,500		\$65,750
Conduit and Street Lights (installed)	\$43,525			\$43,525
Project Management and Administration		\$2,500		\$2,500
Contingency	\$6,225			\$6,225
<b>Total Costs</b>	<b>\$130,000</b>	<b>\$6,000</b>	<b>\$0.00</b>	<b>\$136,000</b>

\* Earthwork: Remove Bituminous Concrete Pavement (\$240); Common Excavation (\$2,560);  
 Bases: Aggregate Base Course, Type A (\$5,600)  
 Pavements: Hot Mix Asphalt, 9.5mm Nominal Maximum Size (\$17,500)  
 Miscellaneous Construction: Concrete Sidewalks (\$16,150); Vertical Curb Type 1 (\$14,700);  
 Temporary Soil Erosion and Water Pollution Control (\$2,500); Mobilization (\$3,000)

**6. Implementation Schedule**

Project start will be triggered by receipt of project funds and competitive bid process. The schedule for mobilization, excavation, site prep and installation of sidewalk will be determined during and as

**2021 CDGB Application Narrative**  
**Highland Beach Sidewalk Extension**

a result of the bid process.

**7. Demonstration of Need for CDGB Funds**

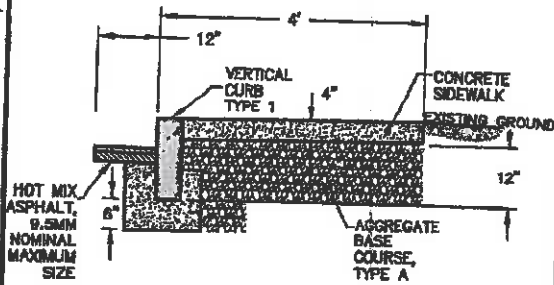
If successful the Town of Bridgton will contribute in-kind work to include project management and administration. Bridgton qualifies to receive these CDGB funds each year specifically to achieve the national goals serving low to moderate income residents in the Town and does not generally include sources other than in-kind work performed by town personnel unless costs exceed annual allocations determined by the program.

## An aerial photograph of a forested area. The image is oriented vertically, with the top of the page at the bottom of the image. The forest is dense with green trees, and there are several small, light-colored patches of ground visible through the canopy. The image is somewhat blurry and has a grainy texture. There are some small, dark, rectangular marks scattered across the image, possibly from the scanning process or the original document.

### Roads (Reference)

**Çocukya, Minder, Mikrodalga**

**Mainz, Microsoft | Credit should always be given to the data source and/or originator when the data is transferred or posted. | Wordpress it Caran! Access Web AppBuilder**



Kennard Street

Gravel  
Parking  
Area

CONSTRUCT 4'-WIDE  
PAVED APRON (TYP.).

EXISTING DECORATIVE  
CROSSWALK TO REMAIN.

Gravel  
Parking  
Area

EXISTING STRIPED  
CROSSWALK TO REMAIN.

Gravel  
Parking  
Area

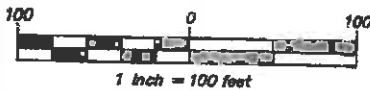
Highland Road

EXISTING SIDEWALK  
TO REMAIN.

Main Street

### Legend:

Proposed Sidewalk  
Existing Sidewalk  
Paved Driveway Apron



**HEB**  
Engineers  
CIVIL • STRUCTURAL • SURVEY

HEB Engineers, Inc.  
www.hebengineers.com  
NH Office (603) 355-6835  
Post Office Box 440  
North Conway, NH 03860  
ME Office (207) 803-8265  
Post Office Box 343  
Bridgton, ME 04009

Overall Plan  
for the  
Highland Road Sidewalk Extension  
located in  
Bridgton, Maine  
prepared for  
Town of Bridgton

### Figure 1

DESIGNED BY	-	REVISION	-
DRAWN BY	AML	DATE	01/06/2021
CHECKED BY	EJC	SCALE	1"=100'

PROJECT 2020-128

## Engineers Opinion of Probable Construction Cost

Highland Road Sidewalk Extension  
Bridgton, ME

Project #: 2020-128  
Date: January 6, 2021  
Computed by: AMB  
Checked by: EJC

Sidewalk Construction Costs					
MEDOT Item #s	Description	Unit	Unit Cost	Quantity	Total Cost
	Earthwork				
202.20	Remove Bituminous Concrete Pavement	SY	\$ 3.00	80	\$ 240.00
203.2	Common Excavation	CY	\$ 18.00	160	\$ 2,880.00
	Base				
304.09	Aggregate Base Course, Type A	CY	\$ 40.00	140	\$ 5,600.00
	Pavements				
403.21	Hot Mix Asphalt, 9.5mm Nominal Maximum Size	TON	\$ 175.00	100	\$ 17,500.00
	Miscellaneous Construction				
608.08	Concrete Sidewalks	SY	\$ 85.00	190	\$ 16,150.00
609.11	Vertical Curb Type 1	LF	\$ 35.00	420	\$ 14,700.00
656.75	Temporary Soil Erosion and Water Pollution Control	LS	\$ 2,500.00	1	\$ 2,500.00
669	Mobilization	LS	\$ 3,000.00	1	\$ 3,000.00
	Construction Subtotal				\$ 62,250.00
Summary					
	Construction Subtotal		\$	62,250.00	
	Contingency (10%)		\$	6,225.00	
	Total Construction Cost		\$	68,475.00	
	Engineering Design & Bidding		\$	13,000.00	
	Construction Administration		\$	5,000.00	
	Total Project Cost (to nearest \$100)		\$	86,500.00	



**D. BUDGET FORM , limit 1 page**

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME:

APPLICANT:

Highland Lake Beach Sidewalk Extension

Town of Bridgton

CDBG Program Year: July 1, 2021- December 31, 2022

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2021-2022	Projected	\$130,000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds		
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services	Secured	\$6,000
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		<b>\$136,000</b>

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Earthwork	\$2,800		\$2,800
Bases	\$5,600		\$5,600
Pavements	\$17,500		\$17,500
Miscellaneous Construction (includes town support)	\$36,350	\$3,500	\$39,850
Project Management		\$2,500	\$2,500
Other, please specify			\$0
a. Contingency (10%) on Construction Costs	\$6,225		\$6,225
b. Engineering Design and Bidding	\$13,000		\$13,000
c. Construction Administration	\$5,000		\$5,000
d. Lighting Conduit	\$43,525		\$43,525
e.			\$0
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>	<b>\$130,000</b>	<b>\$6,000</b>	<b>\$136,000</b>

\$136,000



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

**II. SOCIAL SERVICE APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

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

- ☒ **A. Social Service Cover Page, limit 1 page**
- ☒ **B. Social Service Worksheet, limit 2 pages**
- ☒ **C. Social Service Narrative, limit 7 pages**
- ☒ **D. Budget: Revenues and Expenditures, attached separately, limit 1 page**  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*  
*Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget*
- ☒ **E. Social Service Summary, limit 1 page**  
[Complete this section in whole; this information will be provided to the Board of Selectmen at time of recommendation or upon request]

**Required documents for non-profit organizations:**

- ☒ **Verification of 501(c)3 Status, limit 1 page**
- ☒ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☒ **Most Recent Agency Operating Budget Summary, limit 1 page**
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available the most recent 990 Financial Statement*
- ☐ **Complete list of Board Members**

**Supporting documents (subject to scoring):**

- ☒ **Project Timeline** may be included in narrative or attached separately
- ☐ **Partnership/Collaboration Memorandum of Agreement, limit 2 pages:** may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support, if there is no MOA;** a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

**Signature of the President or Executive Director**

**Date**

*Eyad H. Khan*

*1-11-21*



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

Application Type	<input checked="" type="checkbox"/> Standard Social Service		
Operating Agency	Stevens Brook Elementary School - MSAD #61		
Program Name	BackPack Program		
Mailing Address	14 Frances Bell Drive Bridgton, ME 04009		
Address Services are Delivered	Same		
Executive Director	Liz Shane	Phone 647-5675	Email Elizabeth.Shane@lakeregionschools.org
Project Director	Liz Shane	Phone "	Email "
Financial Contact	Sherrie Proctor	Phone (207) 647-3048	sherrie.proctor@lakeregionschools.org Email
Person who completed the Application	Elizabeth Shane	Phone 647-5675	Email elizabeth.shane@lakeregionschools.org
Amount of CDBG Funds Requested	\$7,000	Total Program Budget \$7,000	
DUNS Number		Tax ID (01-0277584)	



Groceries for the families on the backpack program Jan. 21

½ gallon of 2% milk  
Bunch of bananas  
Jar of peanut butter  
Loaf of bread  
Bag of baby carrots  
1 box of Cheerios or Rice Krispies  
Frozen carrots or peas  
Jar of Spaghetti sauce  
Dozen Eggs  
Rice  
Sliced American cheese  
2 x Canned soup-chicken & rice/tomato  
Pretzels  
Pasta  
Graham crackers  
canned tuna and/or canned chicken  
5 lb. potatoes  
hot dogs



**Town of Bridgton Community Development Block Grant Public Services Application  
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**B. SOCIAL SERVICE WORKSHEET, limit 2 pages**

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

- ☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Bridgtoners.  
Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?
- ☐ No    ☐ Yes (please circle appropriate population)
- ☐ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.  
*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

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

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

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

- ☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*
- ☐ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*
- ☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*
- ☐ **Economic Opportunity:** *Assist businesses through job creation programs*
- ☒ **Public Services-** *Promote programs and activities that improve the quality of life for low and moderate income individuals.*
- ☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Families qualifying for free and reduced meals.
B. How many will be served by the proposed program? (unduplicated -per year)	B. 30
C. How many are <u>residents of Bridgton</u> ?	C. All



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D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	D. All	
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. 100%	

**5. Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. Food Security	
B. How many units of service will be provided by the program?	B. 30	
C. What is the cost per unit of service?	C. \$15	
D. Explain the relationship between the cost per unit of service and the total program budget.	D. \$10 x 30 bags x 37 weeks	
E. What percentage of the total budget is CDBG?	E. 90%	

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

Program Objectives	Outcomes/ Community Impact
Public service	Provide a program that improves the quality of life for low or moderate income families.

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

A. How many employees are currently employed in this program?	A. 0
B. How many employees will be employed in this program if it receives CDBG funding?	B. 0
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 0

**8. Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Household size & income forms
B. How will the units of service be tracked and documented?	B. receipt from groceries



***Town of Bridgton Community Development Block Grant Public Services Application  
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C. How will the outcomes be measured, collected, and documented?	C. Bridgton client and race monthly documentation and completion of project.
--	--

***Please limit the Social Service Worksheet to 2 (two) Pages.***



## **C. SOCIAL SERVICE NARRATIVE**

In a separate document please answer the following questions; you have seven total single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

### **1. Program Description**

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

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

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

### **3. Project Management**

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

### **4. Readiness to proceed**

Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

### **5. Budget for the Project**

Provide a narrative explaining the budget and expenses for the program. *Describe exactly what and who CDBG will pay for in this program.*

If this program was funded by CDBG in the previous year (Program Year 2019-2020) and if you are requesting an increase from last year’s allocation, you must explain why the increase is necessary and what expansion of service is being provided.

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

### **6. Implementation Schedule**

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

### **7. Demonstration of Need for CDBG funds**

Describe any efforts made to seek funding for this project through sources other than CDBG. If successful, what other sources of funding will be used in this project. If CDBG is the only funding source, explain why no other funding is being used?



**8. Partnerships, Collaboration, and Outreach**

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. *Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.*

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

**1. Program Description**

The Backpack Program at SBES feeds low income families. Every Friday of the school year 2021-2022 identified students take a backpack full of non-perishable, nutritious food home and eat when school meal programs are unavailable. These backpacks are delivered to participating children by a volunteer and the Academic Leader in their locker as they leave Friday or before a long break.

Backpack food programs are one way to provide needed food to children who would otherwise not have adequate access to food during the weekend or school breaks. This program will provide enough food to replace the meals that children would receive at school.

The program serves approximately 30 families each week who have been identified by school administrators and staff as being most in need of extra food at home. The food will be provided in a discreet way that does not identify students who are participating. Even the volunteer does not know which families are participating.

The funds will be used to purchase food needed to run the program from September 2021-June 2022.

\*\*\*\*\*This was the description for last year's backpack program, if all goes well I would like to get back to this same process, however, because of the pandemic this year was different. For the first three months we sent monthly vouchers home for \$50 for families. The number of families is down between homeschooling, remote, and hybrid. Most students aren't even here on Fridays, but are working remotely.

After three months we decided this wasn't working. Not only was food being bought that wasn't directed towards children, but the food was not healthy. Currently, we are about to start a new approach where I make up a monthly menu (See attached an example monthly menu) and Food City has agreed to pack up the food for pick on a specific date and time each month. Parents will still be mailed a voucher to use at the store for proof that they are participating in our backpack program. If this is successful and with the uncertainties of the pandemic we may have to change the program again next year and go back to this approach with your permission.





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

Food insecurity is defined by The World Health Organization as, "the state of being without reliable access to a sufficient quantity of affordable, nutritious food."

Children who don't get enough food at home are not able to perform at school. According to The Journal of School Health, food insufficiency was associated with significantly poorer cognitive functioning, decreased school attendance, or diminished academic achievement in 2 out of 3 studies conducted in the United States. Backpack programs address the problem of hunger in our community by providing a bag of free, healthy food to families who would otherwise not have access to food on the weekends. A testimony to this is a parent came in to pick up a child's backpack on a day the child was home sick from school.

## **3. Project Management**

Ms. Shane, the Academic Leader, at SBES manages the program. Beginning in September she contacts families and asks if they could use the backpack program for their family. Since this program has been running for several years Ms. Shane typically knows who to approach, but she also asks teachers for recommendations based on limited snacks or students who ask for seconds during lunch. After signing families up for the program and collecting signed Household size income forms, Ms. Shane contacts her volunteer and gives him the number of backpacks needed. The volunteer shops, using coupons and chasing sales, then brings the food home and fills the backpacks. On Friday he comes in with the predetermined number of backpacks and aids Ms. Shane in delivering them to the lockers. The volunteer gives Ms. Shane the copies of his receipts spent that week. Ms. Shane copies the receipts and at the end of the month totals the receipts and gives them to the business director, who in turn contacts the town to pay back the volunteer. Mr. Wright comes in during the week to collect the empty backpacks so that he can fill them after his weekly shopping.

## **4. Readiness to proceed**

We are in our fifth year of the Backpack program and going strong. Volunteer Ed Wright has committed to another year with the program. Academic Leader, Elizabeth Shane manages the program, providing supervision to the coordinator. Their duties include:

- Collecting forms from parents opting in and out of the program.
- Creating and maintaining an up-to-date spreadsheet of all children involved in the program.
- Working with teachers to learn when children involved in the program leave the school and when new children join the school.
- Communicating with school administration, staff, and community about the program.
- Fundraising and grant writing to keep the program sustainable.
- Shopping for nutritious food while keeping costs down.



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- Collecting receipts and completing paperwork to keep track of monies.
- Collecting and filling backpacks and delivering them to lockers each week.

**5. Budget for the Project**

The budget is simple, the money goes to food for families. Each year we spend approximately \$200 on backpacks and the remainder of the money \$6,800 goes to food. The Academic Leader and the Mr. Wright are volunteers and do not receive a stipend.

\*\*\*\*\*If we have to go to the above described "Food City To Go" program we will not need to purchase backpacks, but I would ask that the grant pay for the postage to mail vouchers. (Stamps .55x30familiesx10months=\$165)

**6. Implementation Schedule**

The backpack programs begins in September. Ms. Shane sets up an information table at the schools Open House and talks to families about the program and signs any interested families up for food distribution. After that she contacts the volunteer and he brings in the assigned number of backpacks full of food each Friday. Mr. Wright tries to put a little extra in the backpacks before each vacation. The program ends mid-June and the remainder of the monies buys new backpacks for the following year.

**7. Demonstration of Need for CDBG funds**

The CDBG funds are the main source of income for this program. Though community readiness is high for this project, and resources exist in the form of donations from a local business who wishes to remain anonymous. Also, a local grocery store allows a 10% discount on the food purchased at their premises. The volunteer coordinator and the Academic Leader are key to getting the necessary systems and programming in place. This main source of funding allows for the program to exist while other sources of funding are sought out to support the program. Your continued support is necessary to maintain this successful program.

\*\*\*\*\*There is an additional need in our community for this program this year because of the pandemic. There are families who have lost their job or have their hours cut. One mother asked to join because she had to quit her job due to a recently diagnosed heart condition. Even though, the district obtained a grant to feed everyone hot lunch, it doesn't reach the children on weekends and vacations.

**8. Partnership, Collaboration, and Outreach**

\*\*\*\*\*This year our local Lion's Club contributed money in the form of gift cards from Food City for the month of December at \$100 for each family to buy food for the the Holiday and vacation. We, also, had to go remote for six school days because of COVID so students were home for most of the month of December.



**D. BUDGET: REVENUES AND EXPENDITURES**, limit 1 page.  
Complete separate Excel budget form.



**Town of Bridgton Community Development Block Grant Public Services Application  
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**E. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input checked="" type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>			
<b>Program Name</b>			
<b>Funds Requested</b>	\$7,000		
<b>Program Summary</b>			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input checked="" type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area: Bridgton		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input checked="" type="checkbox"/> Creating Suitable Living Environment <input type="checkbox"/> Providing Decent Housing <input type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description	Low income families		
Number of Clients Served	30		
Number of LMI Bridgtoners	30		
LMI Bridgton Percentage	100%		
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service	10		
Number of Units Provided	30		
Cost per Unit of Service	\$25.00		\$
<b>Outcomes - Refer to Section II.B.6</b>			
<b>Budget - Refer to Section II.D Budget</b>			
\$7,000	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$7,000	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
100%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds - Refer to Section II.D Budget - all columns must be complete, enter a 'zero' if needed.</b>			
\$0	Federal	\$0	Other grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$0	Town (not CDBG)	\$2,000	Gifts in kind





**Town of Bridgton  
Community Development  
Block Grant  
Public Service  
Application**

**July 1, 2021 – June 30, 2022**

**Applications due - 4:00 PM, January 12, 2021**



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021  
APPLICATION**



**I. Application Instructions**

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## **I. APPLICATION INSTRUCTIONS**

### **A. INTRODUCTION**

The Public Service Program provides funding to local public service agencies that provide a direct benefit to the citizens of Bridgton. The grant funds provide funding for operating expenses, equipment, and program materials for public service programs. Past funded programs include adult/child recreation scholarships, senior services, and domestic violence services. The CDBG funds should be seen as seed money for starting or expanding innovative programs. Our goal in funding a program is to help get it off the ground or successfully expand. *We strongly encourage new and innovative programs to apply for the 2020-2021 round of CDBG funding.* If you are planning to apply for funding of an eligible activity under the Community Development Block Grant Program for an agency, please note:

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

### **B. FEDERAL HUD REGULATIONS**

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

- a. **Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the chart below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

**2020 HUD Low to Moderate Income Guidelines for Bridgton, Maine\*\***

<b>2020 Income Limits: Cumberland County, BRIDGTON</b>				
<b>Household Size</b>	<b>Extremely Low Income (HUD Designation Only 30%)</b>	<b>Low Income (HUD Designation Only 50%)</b>	<b>Moderate Income (HUD Designation Only 80%)</b>	<b>Not Low/Mod (HUD Designation Only)</b>
<b>1</b>	16,450	27,350	\$43,750	\$43,751 +
<b>2</b>	18,800	31,250	\$50,000	50,001 +
<b>3</b>	21,150	35,150	\$56,250	\$56,251 +
<b>4</b>	\$23,450	39,050	\$62,500	\$62,501 +
<b>5</b>	\$25,350	42,200	\$67,500	\$67,501 +
<b>6</b>	\$27,250	\$45,300	\$72,500	\$72,501+
<b>7</b>	\$29,100	\$48,450	\$77,500	\$77,501 +



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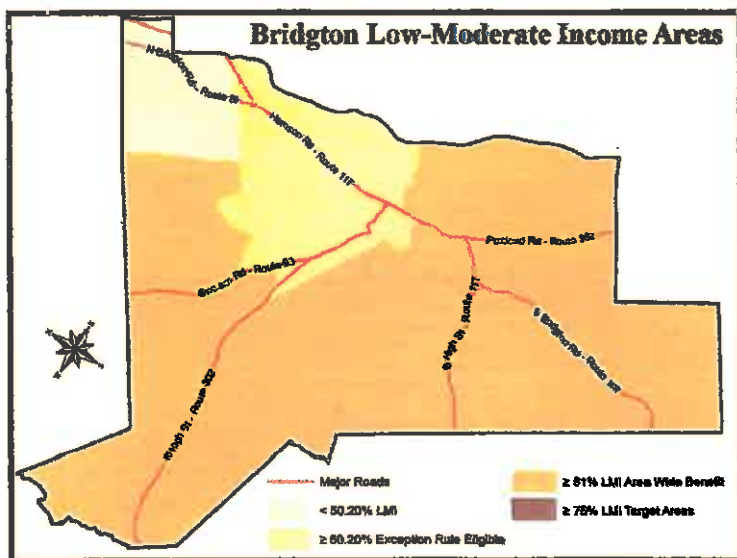
8	31,000	51,550	\$82,500	\$82,501 +
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**\*\* New income guidelines are expected prior to grant award. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.**

There are two approaches for meeting the Low to Moderate Income qualifications:

- i. *Low to Moderate Income Limited Clientele (LMC):* an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include: *abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.*



- ii. *Low to Moderate Income Area Benefit (LMA):* an activity which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and can also be found online at:

<https://bridgtonmaine.org/community-development/>



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Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the CD Staff to determine eligibility. The current map is based on the 2015 Census and the American Community Survey.

2. **LIST OF ELIGIBLE ACTIVITIES:** In addition to meeting a National Objective, each project must be an Eligible Activity, including:

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

3. **LIST OF INELIGIBLE CDBG ACTIVITIES**

- a. Improvements to buildings for the general conduct of government.
- b. General government expenses.
- c. Political activities and lobbying.
- d. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- e. Operating and maintenance expenses.
- f. New housing construction.
- g. Income payments.
- h. Supplanting or substituting expenses currently paid for by other sources.

4. **PROGRAM/PROJECT OBJECTIVES:** Once a national objective and eligible activity have been identified, each proposal must address *one* of the following objectives:

- a. **Creating Suitable Living Environments**
- b. **Providing Decent Affordable Housing**
- c. **Creating Economic Opportunities**

**C. CDBG GOALS & PRIORITIES**

1. **GOALS**

- **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure-* This goal will be supported through a range of improvements to community centers, senior centers, food pantries, parks, playgrounds, and similar public buildings.



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- **Public Infrastructure Improvements-***Improve the quality of public infrastructure that primarily serves low to moderate income families.* This goal will be supported through improvements to and the creation of new sidewalks, storm drainage, road improvements, and utility improvements such as water and sewer lines.
- **Affordable Housing-***Promote activities that support affordable housing development and the rehabilitation of residential housing.* This goal will be supported through land acquisition, installation of infrastructure, and home repair programs such as energy efficiency, weatherization, and handicap accessibility.
- **Economic Development-***Assist businesses through job creation programs-* This goal will be supported through programs that assist businesses who are looking to expand and hire low to moderate income individuals.
- **Public Services-***Promote programs and activities that improve the quality of life for low and moderate income individuals.* This goal will be supported through programs such as homeless prevention, elder services, transportation, domestic violence prevention, support for food pantries, child care, health care, care for persons with mental illness, addiction and developmental disabilities, youth recreation, English language learners, and similar social service programs.
- **Community Planning-***Promote long range planning for the benefit of the community as a whole.* This goal will be supported through planning grants that aid in the identification of future CDBG and community development projects.

**2. GUIDING PRINCIPLES**

- **Project Description.** All projects should be clearly defined. The project description should explain the “who, what, when, and where” of the project. All applications will be reviewed with respect to the 2016-2020 Consolidated Plan and other HUD requirements. Plans can be found online at:  
<http://www.cumberlandcounty.org/DocumentCenter/View/1618/2016-2020-Five-Year-Consolidated-Plan->
- **Need for the project.** Programs and projects will be evaluated based on how well they demonstrate a need for this project within the community. Proposals should clearly address gaps in or duplication of services.
- **Project Management.** Projects will be evaluated on past performance and/or the organizations ability to successfully execute the requirements of this program.
- **Readiness to Process.** Proposals must clearly demonstrate the organization’s ability to start the program as soon as the grant becomes available.
- **Implementation Schedule.** Proposals will be evaluated on their planned implementation schedule, and must clearly demonstrate the projects ability to meet set quarterly goals.
- **Demonstration of Need for CDBG Funds.** CDBG funds are a limited resource. All proposals will be carefully evaluated to determine if CDBG is the best



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funding source for this project. Proposals should clearly demonstrate an effort to secure funding from other sources before applying to CDBG.

- **Partnership and Collaboration.** Proposals should demonstrate collaboration with other organizations or Town Departments serving the same population. Partnerships and Collaborations with other organizations and Town Departments prevent an unnecessary duplication of services. Proposals should be coordinated with relevant Town Departments where appropriate and align with Town initiatives.

**D. APPLICATION GUIDELINES**

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

2. **FUNDING REQUEST RESTRICTIONS:**

- a. **Maximum Grant Request**  
\$25,000 Social Services

3. **SUBMISSION GUIDELINES**

All applications must follow the formatting described below or be subject to penalty points:

- a. Separate applications for each program requesting funds shall be submitted;
  - b. Applications must be typewritten;
  - c. White 8 ½ x 11" paper; with 1" margins;
  - d. Text must be Times New Roman 12pt for the narrative, single spaced with double spacing between paragraph, the Summary and Worksheet may use Times New Roman 11 pt;
  - e. All sections and narrative questions must be labeled, page numbering is encouraged;
  - f. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11" paper;
  - g. The check list provided must be completed and submitted with the application;
  - h. Page limits listed on the check list must be followed, additional pages may not be forwarded to the Committee for review;
  - i. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
  - j. Required documents must be attached:



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

**k. Supporting Documents (subject to scoring)**

- i. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
  - a. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
  - b. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
  - c. These documents should be specific about how the organizations service is enhanced through the collaboration. In addition, the document should describe where the service and collaborator fits on the "continuum of care".
- ii. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
- iii. Project Timeline: describes when the program will occur with specific dates and times
- l. One (1) original printed version of the application with original signatures plus one (1) full electronic version, submitted via email, USB drive, or CD;
- m. All applications shall be complete, approved, and signed by the owner, the Board of Directors, or the Executive Director authorized by the Board.

**E. DEADLINES**

1. Mandatory workshop: Applicants both internal and external are required to attend this meeting

**MEETING: Wednesday December 9, 2020 at 9:00am  
Town of Bridgton  
3 Chase Street, Bridgton**



***Town of Bridgton Community Development Block Grant Public Services Application  
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2. **SUBMISSION DEADLINES** All applications, one electronic and one paper version must arrive by the deadline. Each applicant will receive a notification of application receipt from the Town of Bridgton Community Development Department.

**DEADLINE:** Tuesday, January 12, 2021 by 4:00pm

***Applications must be submitted electronically and in paper form to:***

Town of Bridgton Community Development  
Attention: Courtney Kemp  
3 Chase Street  
Bridgton, Maine 04009  
[ckemp@bridgtonmaine.org](mailto:ckemp@bridgtonmaine.org)  
207-803-9960

**NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.  
POINTS WILL BE DEDUCTED FOR INCOMPLETE SUBMISSIONS.**

3. **OPEN MIC MEETING:** *This is not a mandatory meeting however. Applicants are highly encouraged to attend and present your application to the committee and answer questions they may have.*

**MEETING:** *Wednesday February 10, 2021 at 9:00AM  
Bridgton Meeting Room  
3 Chase Street, Bridgton*

**F. REVIEW PROCESS AND SCORING**

**1. REVIEW PROCESS**

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

<b>December 3, 2020</b>	<b>Applications are available</b>
<b>December 9, 2020</b>	<b>Mandatory Workshop</b>
<b>January 12, 2021</b>	<b>Applications DUE by 4:00PM</b>
Jan 2020- Feb 2020,	Community Development Committee (CDC) reviews & scores all applications
<b>February 10, 2021</b>	<b>Open Mic</b>
February 25, 2021	CDAC recommends funding allocations
March 9, 2021	BOS reviews recommendations.
March 23, 2021	BOS provides final approval
April 13, 2021	County Commissioner Public Hearing
May 11, 2021	County Commissioners Approval



***Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022***

May 15, 2021

Submission of Annual Action Plan to HUD

**2. SCORING CATEGORIES AND POINT DISTRIBUTION**

Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description.....	10 points
2. Need for the project.....	20 points
3. Project management.....	10 points
4. Readiness to proceed.....	20 points
5. Project budget.....	10 points
6. Implementation schedule.....	5 points
7. Demonstration of need for CDBG funds.....	15 points
8. Partnership/Collaboration .....	10 points

**3. APPEALS PROCESS ON SCORING**

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the Community Development Committee publishes the scores. The appeal shall be filed in the Cumberland County office of Community Development, Development Director Kristin Styles, 142 Federal Street, Portland, ME

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the County manager or his/her designee determines that, if granted, the appeal would result in a change to the appellant's application score sufficient to result in a grant award or a higher grant award, the County Manager or his/her designee ("Hearing Officer") shall schedule the matter for a hearing. The hearing must be held within five days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within three days after the completion of the hearing. The date of the hearing and the date by which the written decision must issue may be extended by agreement between the appellant and the Town.

If an appeal is granted, the Hearing Officer's decision shall state the additional points awarded to the applicant and be transmitted to the Community Development Committee within 3 days after the completion of the hearing with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

The Community Development Committee shall not be required to meet to make any final adjustments to its allocation grant awards recommendations until all appeals have been decided.

**G. RESERVATION OF RIGHTS**





***Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022***

The Town of Bridgton reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG funding for this fiscal year, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the Town may extend deadlines and timeframes, as needed.

The Town of Bridgton reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the Town.

The Town of Bridgton reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the Town to do so.

#### **H. POST AWARD AND SUB-RECIPIENT CRITERIA**

All awards are subject to the Town's receipt of its annual appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

The Town of Bridgton is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include Town of Bridgton departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the Town of Bridgton's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG funds. The forfeited funds will be then returned to the CDBG program for reallocation.

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the Town of Bridgton and a contract between the Town of Bridgton and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction jobs can begin. This date will be July 1, 2020 unless otherwise notified.
- Program years begin when HUD has approved Cumberland County Annual Action Plan, projected to be July 1, 2020. Social Service Programs have one year to complete their program, ending June 30, 2021.
- CDBG recipients must sign the contract no later than July 1, 2020 or the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipients shall ensure recognition of the role of the Town of Bridgton Community Development Block Grant in providing services.
- All recipients must provide the following insurances:
  - Liability Insurance of \$400,000 with the Town of Bridgton listed as an additional insured



***Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022***

- Worker's Compensation Insurance (if you have employees)
- Unemployment Insurance (if you have employees)
- Crime coverage or a fidelity bond
- CDBG recipients will be required to maintain accurate records documenting the targeted populations and/or areas being served by the program or project, and to provide quarterly reports to the Town demonstrating that eligibility requirements are being satisfied. The CDBG recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients may be asked to provide a year-end summary reporting accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- For social service programs, sub-recipients are required to:
  - Collect and track data elements associated with the program/project requesting funding. These elements may include: number of persons/households served, family size, race/ethnicity, income documentation, residency documentation, verification that an individual meets a HUD defined presumed benefit individual. Additional elements may be required to be collected and tracked depending upon the nature of the program.

**Please note:** number of persons served cannot be the unit of service provided. Sub-recipients must provide documentation of both 1) persons/households served and 2) units of service provided.
  - Submit performance reports to the Town on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of social service agencies for ongoing compliance and eligibility is done by the Town on an annual basis to ensure income guidelines and residency are being met and goals are being reached.
- Payments: Invoices or requests for payments will be paid based on a fee per unit of service provided; backup substantiating the invoice is required. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.





**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

**II. SOCIAL SERVICE APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

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

- ☐ **A. Social Service Cover Page, limit 1 page**
- ☐ **B. Social Service Worksheet, limit 2 pages**
- ☐ **C. Social Service Narrative, limit 7 pages**
- ☐ **D. Budget: Revenues and Expenditures, attached separately, limit 1 page**  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*  
*Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget*
- ☐ **E. Social Service Summary, limit 1 page**  
[Complete this section in whole; this information will be provided to the Board of Selectmen at time of recommendation or upon request]

**Required documents for non-profit organizations:**

- ☐ **Verification of 501(c)3 Status, limit 1 page**
- ☐ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☐ **Most Recent Agency Operating Budget Summary, limit 1 page**
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☐ **Complete list of Board Members**

**Supporting documents (subject to scoring):**

- ☐ **Project Timeline** may be included in narrative or attached separately
- ☐ **Partnership/Collaboration Memorandum of Agreement, limit 2 pages:** may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support, if there is no MOA;** a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

**Signature of the President or Executive Director**

**Date**



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

Application Type	<input checked="" type="checkbox"/> Standard Social Service		
Operating Agency	Bridgton Food Pantry		
Program Name	Bridgton Food Pantry		
Mailing Address	P.O. Box 207, Bridgton Me. 04009		
Address Services are Delivered	214 Main Street, Bridgton Me 04009		
Executive Director	Penni Robbins	207-318-4467	Email <a href="mailto:penni_robbins@hotmail.com">penni_robbins@hotmail.com</a>
Project Director	Carmen Lone	207-647-3116	<a href="mailto:Carmen.bcc@ne.twcbc.com">Carmen.bcc@ne.twcbc.com</a>
Financial Contact	Karen Hawkins	207-647-3734	Email <a href="mailto:barefoot@offthewallemporium.com">barefoot@offthewallemporium.com</a>
Person who completed the Application	Penni Robbins	207-318-4467	<a href="mailto:penni_robbins@hotmail.com">penni_robbins@hotmail.com</a>
Amount of CDBG Funds Requested	\$7,500.00		
DUNS Number		EIN#84-2851490	



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**B. SOCIAL SERVICE WORKSHEET, limit 2 pages**

**1. HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

- ☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Bridgtoners.  
Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?  
☐ No    ☐ Yes (please circle appropriate population)
- ☐ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.  
*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

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

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

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

- ☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*  
☐ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*  
☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*  
☐ **Economic Opportunity:** *Assist businesses through job creation programs*  
☒ **Public Services-** *Promote programs and activities that improve the quality of life for low and moderate income individuals.*  
☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

**4. Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Low income, disabled seniors
B. How many will be served by the proposed program? (unduplicated -per year)	B. 300
C. How many are <u>residents of Bridgton</u> ?	C. 290
D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	D. 300
E. What percentage of total clients are low to moderate income residents of Bridgton? (To	100%



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

<i>calculate = D/B * 100; Must be &gt; 51%</i>	
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**5. Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. The Food Pantry provides 40 lbs of food
B. How many units of service will be provided by the program?	B. average about 700 lbs. weekly
C. What is the cost per unit of service?	C. varies between .08lb and .16lb
D. Explain the relationship between the cost per unit of service and the total program budget.	D. The Pantry is seeking CDBG under this application and through its partnership with Good Shepherd Food Bank as its primary funding.
E. What percentage of the total budget is CDBG?	F. 50%

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

<b>Program Objectives</b>	<b>Outcomes/ Community Impact</b>
Provide emergency food resources to Bridgton (and those local areas) clients	The Pantry is currently serving 300 clients, 290 of which live in Bridgton
Provide food preparation and nutrition education	Providing recipes and additional information to the clients on how to prepare meals with the food provided by the Food Pantry
Provide one time emergency heat vouchers for participating families thru The Salvation Army	Relieve heat insecurity in an emergency situation.

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

A. How many employees are currently employed in this program?	A. 12 volunteers
B. How many employees will be employed in this program if it receives CDBG funding?	B. 12 volunteers
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 12 volunteers

**8. Documentation**

A. How will the beneficiaries' information be collected and documented?	A. Applications from clients
B. How will the units of service be tracked and documented?	B. Via Excel Spreadsheet
C. How will the outcomes be measured, collected, and documented?	C. Client sing-ins and then posted to Excel Spreadsheet

**Please limit the Social Service Worksheet to 2 (two) Pages.**



## **C. SOCIAL SERVICE NARRATIVE**

In a separate document please answer the following questions; you have seven total single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

### **1. Program Description**

The Bridgton Food Pantry will continue to provide emergency food resources to food insecure resident of Bridgton (and the greater Bridgton area) this is accomplished through its existing location at 214 Main Street on a weekly basis

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

Bridgton's food insecurity rate is 15.7%, which represent approximately 830 individuals. The U.S. Department of Agriculture's Economic Research Service reports that 13.6% of Maine households are food insecure – a rate far higher than the national average of 11.7%. (Sept 2019) Additionally while 10% of Mainers currently receive SNAP benefits (Sept 2018) 37% of food insecure Mainers do not qualify for any form of public assistance. According to the US census Bridgton's poverty rate is 20.4%, compared to the 13% poverty rate of Maine (US census 2015).

The mission of the Food Pantry is to provide both fresh nutritious healthy food (i.e. fruits and vegetable) options as well as shelf stable products.

Research shows food insecurity often contributes to diet-related diseases such as diabetes, hypertension, and heart disease as a result of 1) a caloric dense, nutrient poor diet; and 2) spikes and dips in blood sugar levels as a result of periodic deprivation of food, causing hypoglycemic episodes. Providing healthy food options for food insecure residents assist them as they are combating other elements of financial insecurity.

### **3. Project Management**

The Bridgton Food Pantry has been fortunate enough to have Penni Robbins as its Volunteer Executive Director since 2007. Along with a core group of 12 volunteers and a volunteer board, the Pantry successfully navigated an organizational transition in 2019 as the Methodist Church, which houses the Pantry since its beginning, closed. The Pantry continues to reside in the former church building and this past year became an independent 501(c)(3) non-profit organization

### **4. Readiness to proceed**

The Good Shepherd Food Bank, partner of the Bridgton Food Pantry since, has and continues to support the organization. Through this partnership, the Pantry receives food directly from Good Shepherd, Hannaford's, with donations also from Food City and Paris Farmers Union (for the 4 legged members of families. In 2019, approximately 300,000 lbs. of food were distributed into the community.

### **5. Budget for the Project**

See attached.



***Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022***

**6. Implementation Schedule**

The services provided by the Bridgton Food Pantry are ongoing. The hours of the Pantry are every Tuesday, 11:00am – 6:00pm, 52 weeks per year.

**7. Demonstration of Need for CDBG funds**

The Bridgton Food Pantry does accept other private donations of food and cash. Currently however there are only a handful of small cash donations that are received and not enough to sustain the Pantry on an ongoing basis. The Pantry runs at an operational loss each year, with the monthly food expenses running approximately between \$800 to \$1,000 per month.

**8. Partnerships, Collaboration, and Outreach**

The Good Shepherd Food Bank, partnered with the Bridgton Food Pantry in 2000, has and continues to support the organization. Through this partnership, the Pantry receives food directly from Good Shepherd.

**D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.**

Complete separate Excel budget form.



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**E. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input checked="" type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>	Bridgton Food Pantry		
<b>Program Name</b>	Bridgton Food Pantry		
<b>Funds Requested</b>	\$7,500.00		
<b>Program Summary</b>			
Bridgton Food Pantry serves and average of 140-150 families per week, 52 weeks a year. The average members in a family are 3. The Food Pantry provides each family with a box of shelf stable products once a month and fresh produce, bread/bakery, deli sides, meat, dairy and eggs on a weekly basis. The Food Pantry has been having a miscellaneous table with health and beauty needs and cleaning supplies which are unable to purchase with EBT cards. The Food Pantry does emergency food boxes when requested by those in need.			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input checked="" type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input checked="" type="checkbox"/> Creating Suitable Living Environment		
	<input type="checkbox"/> Providing Decent Housing		
	<input type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description	Low income, Disabled, Seniors		
Number of Clients Served	300		
Number of LMI Bridgtoners	300		
LMI Bridgton Percentage	100%		
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service	Pounds		
Number of Units Provided	40		
Cost per Unit of Service	\$3.20 @ \$.08 per pound	\$6.40 ( @ \$.16 per pound	
<b>Outcomes - Refer to Section II.B.6</b>			
With partnering with Good Shepherd we are able to purchase food at a minimal cost of either \$.08 per pound or \$.16 per pound. Due to the pandemic produce is at no cost to the Food Pantry.			
<b>Budget - Refer to Section II.D Budget</b>			
\$7,500.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds - Refer to Section II.D Budget - all columns must be complete, enter a 'zero' if needed.</b>			
\$0	Federal	\$5,000.00	Other grants
\$0	State	\$0	Endowment
\$7,500	County	\$4,000.00	Private Funds
\$0	Town (not CDBG)	\$	Gifts in kind



***Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022***





**2021 Bridgton Food Pantry Board of Directors**

**Carmen Lone, President**

**114 N. High Strret**

**Bridgton, Me 04009**

**Email: [carmen.bcc@ne.twcbc.com](mailto:carmen.bcc@ne.twcbc.com)**

**Karen Hawkins, Secretary/Treasurer**

**963 South High Street**

**Bridgton Me 04009**

**Email: [barefoot@offthewallemposium.com](mailto:barefoot@offthewallemposium.com)**

**Penni Robbins, Project Director**

**260 Pond Road**

**Bridgton, Me 04009**

**Email: [pennni\\_robbins@hotmail.com](mailto:pennni_robbins@hotmail.com)**

**Roxie Ward, Board Member**

**57 Heathersfield Drive**

**Bridgton, ME 04009**

**Email: [roxie17ward@gmail.com](mailto:roxie17ward@gmail.com)**

**Midge (Silvo) Williamson, Board Member**  
**PO Box 68**

**Stoneham, ME 04231**

**Email: [stoneham514013@gmail.com](mailto:stoneham514013@gmail.com)**

**Tris Tirol, Board Member**

**23 Moran Road**

**Bridgton, ME 04009**

**Email: [ttirol@gmail.com](mailto:ttirol@gmail.com)**

**Volunteers:**

**Robin Varey, Roxie Ward, Midge Williamson**

**Richard Kiper, David Robbins , Douglas Robbins**

**Debra Lippincott, Andrew Ingraham , Rhonda Dean**

**Denise Lane, Kelly Durfee, Chuck Robbins, Mary Cleveland**

Bridgton Food Pantry  
P O Box 207  
Bridgton, Me. 04009

Budget 7/21/2021 to 6/30/2022

Income:

CDBG Grant	\$7,500.00
Individual Donations	\$10,800.00
Total	\$18,300.00

Expenses:

Good Shepherd Food Bank	\$13,000.00
Rock Mountain	\$ 2,400.00

Vehicle Expense

Registration trailer	\$ 14.00
Supplies	\$ 800.00
Maintenance	\$ 300.00
Internet	\$ 346.00

Total Expenses	\$18,300.00
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**COMMUNITY RESOURCE  
NAVIGATOR –  
BRIDGTON COMMUNITY  
CENTER**

**Town of Bridgton  
Community Development  
Block Grant  
Public Service  
Application**

July 1, 2021 – June 30, 2022  
Applications due - 4:00 PM, January 12, 2021



**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

**II. SOCIAL SERVICE APPLICATION**

**COMPLETE APPLICATION CHECKLIST**

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

- ☒ **A. Social Service Cover Page, limit 1 page**
- ☒ **B. Social Service Worksheet, limit 2 pages**
- ☒ **C. Social Service Narrative, limit 7 pages**
- ☒ **D. Budget: Revenues and Expenditures, attached separately, limit 1 page**  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*  
*Multi-year initiatives must submit 2 budgets, 1 per year, limit 1 page per budget*
- ☒ **E. Social Service Summary, limit 1 page**  
[Complete this section in whole; this information will be provided to the Board of Selectmen at time of recommendation or upon request]

**Required documents for non-profit organizations:**

- ☒ **Verification of 501(c)3 Status, limit 1 page**
- ☒ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page.*
- ☒ **Most Recent Agency Operating Budget Summary, limit 1 page**
- ☒ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available the most recent 990 Financial Statement.*
- ☒ **Complete list of Board Members**

**Supporting documents (subject to scoring):**

- ☒ **Project Timeline** may be included in narrative or attached separately.
- ☐ **Partnership/Collaboration Memorandum of Agreement, limit 2 pages:** may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support, if there is no MOA;** a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

**Signature of the President or Executive Director**

Signed: Carmen E. Lone, Executive Director

**Date**

1/7/2021



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

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

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

Application Type	<input checked="" type="checkbox"/> Standard Social Service		
Operating Agency	Bridgton Community Center		
Program Name	Community Resource Navigator (CRN)		
Mailing Address	15 Depot Street Bridgton, ME 04009		
Address Services are Delivered	15 Depot Street Bridgton, ME 04009		
Executive Director	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Project Director	Loretta Fox-Ferraro	Phone 207-404-9496	Email Loretta.bcc@ne.twcbc.com
Financial Contact	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Person who completed the Application	Carmen E. Lone	Phone 207-647-3116	Email Carmen.bcc@ne.twcbc.com
Amount of CDBG Funds Requested	\$10,920	Total Program Budget \$15,440	
DUNS Number	621548051	Tax ID 14-1879353	



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**B. SOCIAL SERVICE WORKSHEET, limit 2 pages**

**1. HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

- ☒ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Bridgtoners.  
Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?  
☐ No ☒ Yes (please circle appropriate population) **ALL OF THE ABOVE**
- ☐ **Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.  
*If you choose LMA, please provide a map and outline on the map the area that your program serves.*

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

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

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

- ☐ **Public Facility Improvements-** *Improve accessibility and availability of public infrastructure*  
☐ **Public Infrastructure Improvements-** *Improve the quality of public infrastructure that primarily serves low to moderate income families*  
☐ **Affordable Housing-** *Promote activities that support affordable housing development and the rehabilitation of residential housing.*  
☐ **Economic Opportunity:** *Assist businesses through job creation programs*  
☒ **Public Services-** *Promote programs and activities that improve the quality of life for low and moderate income individuals.*  
☐ **Community Planning-** *Promote long range planning for the benefit of the community as a whole.*

**4. Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A.L/M All ages, Elderly, Disabled, Veterans
B. How many will be served by the proposed program? (unduplicated -per year)	B. 100 Estimated
C. How many are <u>residents of Bridgton</u> ?	C. 99% Estimated
D. How many are <u>low to moderate income residents of Bridgton</u> ? See income data in the instructions	D. 95% Estimated



**Town of Bridgton Community Development Block Grant Public Services Application  
2021-2022**

**E. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input checked="" type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>	Bridgton Community Center		
<b>Program Name</b>	Community Resource Navigator (CRN)		
<b>Funds Requested</b>	\$ 10,920		
<b>Program Summary</b>			
The CRN program provides assistance and guidance to low to moderate income Bridgton residents in obtaining and/or sustaining appropriate necessary services that improve their quality of life and ability to thrive in Bridgton.			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input checked="" type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input checked="" type="checkbox"/> Creating Suitable Living Environment <input type="checkbox"/> Providing Decent Housing <input type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
<b>Client Description</b>	Low/Mod Income		
<b>Number of Clients Served</b>	100		
<b>Number of LMI Bridgtoners</b>	98%		
<b>LMI Bridgton Percentage</b>	95%		
<b>Units of Service - Refer to Section II.B.5</b>			
<b>Type of Unit of Service</b>	Client Meeting		
<b>Number of Units Provided</b>	400		
<b>Cost per Unit of Service</b>	\$38.60		\$
<b>Outcomes - Refer to Section II.B.6</b>			
Increased access to basic needs, improved mental & physical health, reduced emergencies.			
<b>Budget - Refer to Section II.D Budget</b>			
\$10,920	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$15,440	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
71%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds - Refer to Section II.D Budget - all columns must be complete, enter a 'zero' if needed.</b>			
\$0	Federal	\$0	Other grants
\$0	State	\$0	Endowment
\$10,920	County	\$0	Private Funds
\$0	Town (not CDBG)	\$4520	Gifts in kind (BCC)





*Town of Bridgton Community Development Block Grant Public Services Application 2021-2022*

**C. Social Service Narrative**

PAGE 1

**1. Program Description**

The Community Resource Navigator Program (CRN) is a resource and referral hub within the Bridgton Community Center (BCC) that serves Bridgton's L/M income elderly, disabled, veterans and vulnerable populations. The CRN meets with individuals by appointment at the BCC and by phone, email, during COVID-19 to assess and address their needs. This may include making application for local, state, federal and NGO services. Much of the CRN's work is done throughout the week making the necessary connections to resolve the client's issues.

This is not a new program and was created in 2015 with CDBG funds. This request is not an expansion of the program, however, is necessary to continue the program.

**2. Need for the program**

\*Bridgton's population is 5,346 (total households 2,098)

a. Median household income	\$48,319
b. No high school degree (age 25+)	6.2%
c. High School degree or equal (age 25+)	41.7%
d. Labor Force participation (16+)	56.2%
e. Age 55+	35%
f. % Persons below poverty	16.9%

\*from "Bridgton Economic and Market Analysis" December 2019 by Maine Center for Business and Economic Research, University of Southern Maine.

The distance from county, state and federal agencies, lack of computer skills, lack of knowledge, fear, embarrassment, lack of transportation, perception of ineligibility and lack of readiness are all barriers to resolving "red tape" issues and ability to receive services.

**3. Project Management**

The CRN project will be managed by the Community Resource Navigator who will take referrals, make appointments, conduct intake and interviews as well as follow up and research. In all cases guidelines and confidentiality policies are followed including HIPPA where indicated. The CRN will maintain income verification forms and CDBG monthly reports to be given to the BCC Executive Director.

The Executive Director will do all reporting to the town of Bridgton per CDBG guidelines and will manage all funds through the accounting services of Jones & Matthews. All financials are reviewed by the BCC Treasurer and Board of Directors monthly. An "Independent Accountants' Compilation Report" is done yearly by Jones & Matthews.

**4. Readiness to Proceed**

The Community Resource Navigator Program is in operation now with the assistance of CDBG funds. Services are provided by a master's degree Professional with experience with local, state, federal and NGO resources. All support systems are in place to continue.

***Budget for the Project***

Facility, Internet, telephone, fax, copies, Computer, staff support, administration Utilities	2,400.00	Bridgton Community Center
Payroll Taxes & Processing Fees	2,120.00	Bridgton Community Center
Gross Pay for Navigator	10,920.00	CDBG Funds
<b>TOTAL PROGRAM BUDGET</b>	<b>\$15,440.00</b>	

***6. Implementation Schedule***

The 2021-2022 Community Resource Navigator Program will begin July 1, 2021 and end on June 30, 2022. BCC Executive Director will meet monthly with the CRN coinciding with monthly CDBG reporting.

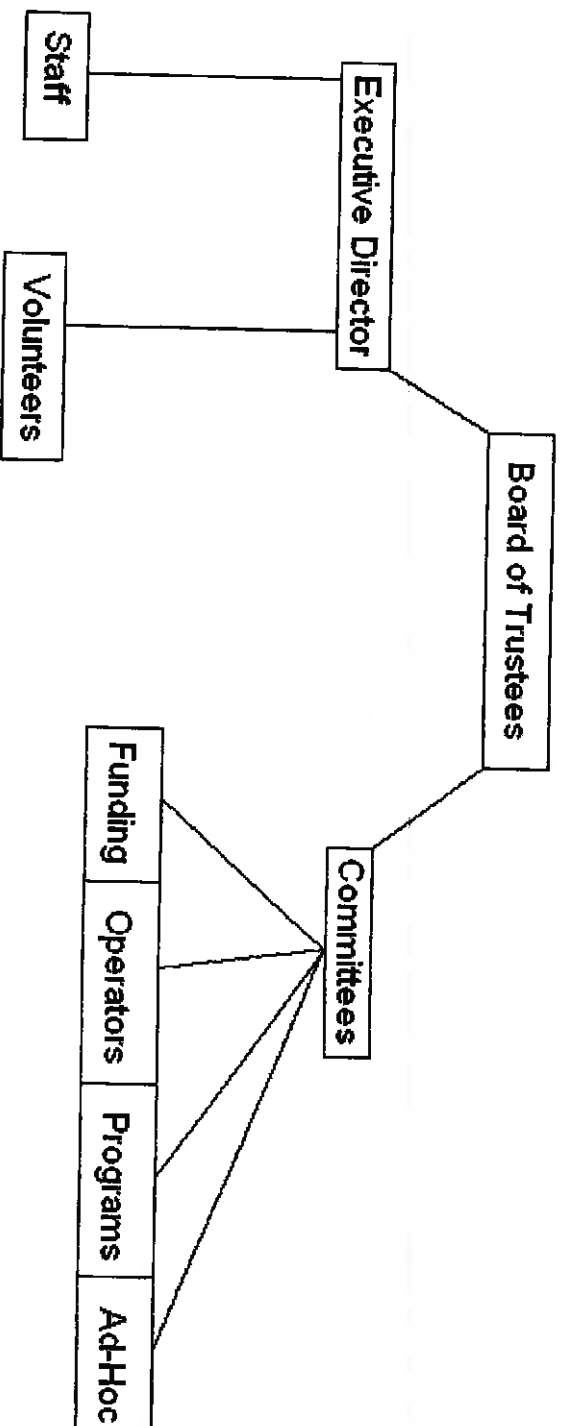
***7. Demonstration of Need for CDBG funds***

The annual budget for the BCC is under \$150,000. The BCC receives generous funding from the taxpayers of Bridgton and raises funds through fundraisers and fees. The BCC has written funding requests for grants in the past with no success. The BCC is not able to absorb the cost of this program.

***8. Partnerships, Collaborations and Outreach***

This application is as a "single entity". We have established relationships with the following: Maine Bureau of Veterans Affairs, Maine Housing Authority, Veterans Assisted Living, VA Maine & New Hampshire Medical Services, Maine Dept of Labor and DVBI, Tri County Mental Health Counseling, Maine Agency on Aging, Bridgton Hospital, Cumberland and Oxford County homeless shelters, Social Security Disability, Maine State Office of Human Rights, ADA, NAMI, Central Maine Power Co., Town of Bridgton General Assistance, Code Enforcement, Police Department and local Churches. AA/NA, Lake Region Substance Abuse Coalition, Lake Region Adult Education, Maine Department of Health & Human Services, Opportunity Alliance, Southern Maine Area Agency on Aging. The CRN interacts with over 268 agencies.

# Bridgton Community Center Organization Chart



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

OCT 23 2006  
Date:

BRIDGTON COMMUNITY CENTER  
15 DEPOT ST  
BRIDGTON, ME 04008-0000

Employer Identification Number:  
14-1879353

DIN:  
17053266702006

Contact Person:  
ERIC J BERTELSEN

ID# 31323

Contact Telephone Number:  
(877) 829-5500

Public Charity Status:  
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated May 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

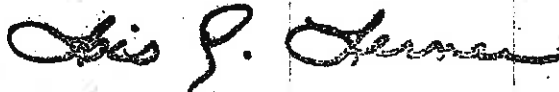
Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at [www.irs.gov](http://www.irs.gov).

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Letter 1050 (DO/CG)



June 24, 2020

THE BOARD OF DIRECTORS OF THE BRIDGTON COMMUNITY CENTER

NAME AND ADDRESS	EXP	PHONE NO.	E-MAIL ADDRESS
Lowell, Roger 253 Chadbourne Hill Road Bridgton, ME 04009	2023	207-647-5197 207-303-2990	<a href="mailto:roglowell@gmail.com">roglowell@gmail.com</a>
Skillin-Smith, Kelley. <b>Treas</b> 85 Mockingbird Lane PO Box 480 Bridgton, ME 04009	2022	207-632-0813	<a href="mailto:kskillinsmith@maine.rr.com">kskillinsmith@maine.rr.com</a>
Tarr, Philip, <b>President</b> 310 Del Chadbourne Road Bridgton, ME 04009	2022	207-647-9574	<a href="mailto:pndt9489@myfairpoint.net">pndt9489@myfairpoint.net</a>
Sullivan, Marcia, <b>Secretary</b> 35 Summit Drive Bridgton, ME 04009	2021	207-647-4068 978-502-6723	<a href="mailto:msullivan27@roadrunner.com">msullivan27@roadrunner.com</a>
Carmen E. Lone <b>Executive Director</b> 114 N High Street Bridgton, ME 04009		207-647-3116	<a href="mailto:carmen.bcc@ne.twcbc.com">carmen.bcc@ne.twcbc.com</a>

Rev 06/24/2020

**15 Depot Street, Bridgton, Maine 04009**  
**Telephone 207-647-3116 Fax 207-647-3115**  
**Email [info.bridgtoncommunitycenter@gmail.com](mailto:info.bridgtoncommunitycenter@gmail.com)**  
**Website [www.bridgtoncommunitycenter.org](http://www.bridgtoncommunitycenter.org)**

Bridgton Community Center – Approved Budget 2019-2020 (abridged for CDBG Grant)

INCOME

2100	Donations	14,300
2110	Fundraising	35,000
2150	Fees	10,940
2400	Grants	8,500
2600	Town of Bridgton	76,523
2850	BCC Fuel Assistance	8,000
2900	Interest Income	1
2999	Other Income	300

TOTAL INCOME	153,564
--------------	---------

EXPENSES

3000	Advertising	200
3100	Automobile Expense	700
3400	Technology Expense	3,500
3500	Dues/Memberships/Fees/Licenses	250
3800	Fundraising Expense	3,800
4000	Insurance	4,400
4300	Office Supplies	3,500
4500	Employee Expense	71,772
4600	Printing & Postage	400
4700	Professional Services	15,100
4800	Program Expense	18,000
3750	BCC Fuel Assistance Exp	8,000
5000	Repairs & Maintenance	300
5500	Subscriptions/Publications	200
5600	Supplies	700
6000	Telephone/Utilities	12,700

TOTAL EXPENSES	143,522
----------------	---------

1/18/2020

Bridgton Community Center -- Approved Budget 2020-2021 (abridged for CDBG Grant)

INCOME		
Donations	13,300	
Fundraising	30,420	
Program Fees	3,200	
Room Rental	8,000	
Grants	13,800	
Town of Bridgton Appropriation	76,523	
BCC Fuel Collaborative	8,000	
Interest Income	6	
Other Income	300	
TOTAL INCOME		\$153,549
EXPENSES		
Advertising	400	
Automobile Expense	1,000	
Technology Expense	4,750	
Dues/Memberships/Fees/Licenses	250	
Fundraising Expense	4,000	
Insurance	4,400	
Office Supplies	3,400	
Employee Expense	84,114	
Printing & Postage	1,850	
Professional Services	15,100	
Program Expense	10,040	
BCC Fuel Assistance	8,000	
Repairs & Maintenance	1,100	
Subscriptions	300	
Supplies	1,000	
Utilities	13,200	
TOTAL EXPENSES		\$152,904

# BRIDGTON REC

SUMMER DAY CAMP



## PLAY, LEARN, GROW TOGETHER

Town of Bridgton  
Department of Recreation  
Summer Day Camp Program  
Mailing: 3 Chase St. Bridgton, Maine 04009  
Service Location: 26 N. High St. Bridgton, ME 04009

Director: Gary Colello  
207-647-1126 [rec@bridgtonmaine.org](mailto:rec@bridgtonmaine.org)

Community Development Block Grant 2021-2022  
Application

CDBG Funding Request: \$12,600  
Total Summer Day Camp Budget: \$64,370

Tax ID: 01-6000082

☒ Standard Social Service



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

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2020-2021**

Application Type	<input checked="" type="checkbox"/> Standard Social Service		
Operating Agency	TOWN OF BRIDGTON		
Program Name	BRIDGTON REC SUMMER DAY CAMP		
Mailing Address	3 CHASE ST BRDIGTON		
Address Services are Delivered	26 N HIGH ST		
Executive Director	GARY COLELLO	Phone 647-1126	Email REC@BRIDGTONMAINE.ORG
Project Director	GARY COLELLO	Phone 647-1126	Email REC@BRIDGTONMAINE.ORG
Financial Contact	CHARISSE KEACH	Phone 647-8786	Email Ckeach@bridgtonmaine.org
Person who completed the Application	GARY COLELLO	Phone	Email
Amount of CDBG Funds Requested	\$12,600	Total Program Budget \$64,370	
DUNS Number		Tax ID 01-6000082	

**National Objective** this program activity will address:

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

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?*

**The Summer Day Camp Program will serve low to moderate income children in Bridgton.**

**HUD Program Objectives.** Indicate which HUD program objective this program will address

- ☒ **Creating Economic Opportunity**

**Primary Goal.** Indicate the primary goal your program or project addresses

**Public Services-** *Promote programs and activities that improve the quality of life for low- and moderate-income individuals.*

**Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. Families with children ages 5-15
B. How many will be served by the proposed program? (unduplicated -per year)	B. Total Participants: 85-100 children
C. How many are <i>residents of Bridgton</i> ?	C. 95% Scholarships- 100%
D. How many are <i>low to moderate income residents of Bridgton</i> ? See income data in the instructions	D. No Data / Scholarships based off income
E. What percentage of total clients are low to moderate income residents of Bridgton? (To calculate = $D/B * 100$ ; Must be > 51%)	E. Historical data shows 15-25 children per week on scholarships

**Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A. Weekly Scholarships To Attend Day Camp
B. How many units of service will be provided by the program?	B. 18 Weekly Scholarships
C. What is the cost per unit of service?	C. \$100 per week
D. Explain the relationship between the cost per unit of service and the total program budget.	D. Staffing/Equipment/Transportation
E. What percentage of the total budget is CDBG?	E. 0% used as additional scholarship funding

## **Program Objectives and Outcomes**

Objective 1: To provide quality childcare in the summer months while school is out on break. The Day Camp program provides weekly care for 8 weeks in late June, July, and August for all ages 5 to 13.

Objective 2: To provide low-cost summer day programming for all families and scholarship relief for low to moderate income families. Pre-Coronavirus data suggest 63% of children in Bridgton are on free or reduced lunch in the school district. 6 out of 10 children in Bridgton are unlikely to afford full time care during the summer months. With the relief of summer care families can build on a suitable sustainable living environment. Working family members also will have reliable childcare thus creating more opportunity for stable employment and/or better economic opportunity.

Objective 3: To be a supplemental recourse for knowledge and education for children. Our program is dedicated to offering swim lessons, STEM projects, and community service opportunities. Children who participate in our program will continue providing educational opportunity which in turn will improve quality of life moving forward.

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

A. How many employees are currently employed in this program?	A. 8
B. How many employees will be employed in this program if it receives CDBG funding?	B. 8
C. How many employees will be employed in this program if it does not receive CDBG funding?	C. 8

## **Documentation**

How will the beneficiaries' information be collected and documented? How will the units of service be tracked and documented? How will the outcomes be measured, collected, and documented?

The Recreation Department uses Active.com as its registration / online portal. Participants can register for programs, check account information, and receive notifications. Active.com features various reports such as financial, attendance records, and past program usage, sufficient for what is requested by the CDBG program.

## **Program Description:**

The Summer Day Camp program is a Recreation Department summer daycare program for children ages 5 to 15. The program operates in

the summer months at the Bridgton Town Hall and Ice Rink from 8:00 AM to 5:00 PM Monday through Friday. The Teen Camp will be operating in 2021 for the first time however it was funded for 2020 but due to the COVID-19 pandemic the department was unable to operate the 12-15 portion of the program.

**Need for the Project:**

This program is the only summer daycare in Bridgton that can support multiple elementary and middle school aged children at an affordable rate.

63% of children or 6 out of 10 children in Bridgton qualify for the Free or Reduced Lunch Program. Maine students are eligible for free or reduced breakfasts and lunches if their household income is 130% (free) or 180% (reduced) of the federal poverty guidelines.

Without scholarships most of children who qualify for Summer Day Camp Scholarships will unlikely attend the summer program due to the financial strain to send their child. Most will admit it is easier to stay home with an older sibling, family member, friend, or just stay home alone while members of the family are working.

**Project Management:**

The Director of Recreation will manage the day-to-day operations of the program. The Director will oversee the administrative requirements of billing, attendance, and scholarship distribution.

Although the Recreation Department is not required to be a certified location the Department follows the STATE OF MAINE DEPARTMENT OF HEALTH AND HUMAN SERVICES Children's Licensing and Investigation Services Child Care Licensing guidelines.

**Readiness to Proceed:**

This will be the Departments 7<sup>th</sup> year of operation. There are various local organizations such as the Rotary who have donated funds to go on extra field trips, the Community Center who have let our program cook and bake during the week, and the school department does not charge for use of facilities.

There will be several returning staff members returning to work for the Recreation Department, some for as little as their second year and others approaching twenty years.

**Budget for the Project:**

The total budget for the Summer Day Camp program is \$64,370.

**Staffing:**

\$35,620 – 8 Staff Members (CPR, First Aid, Safe Sport Certified)

*Transportation / In Program Equipment / Entry Fees for Enrichment Trips*  
\$20,875

*Scholarship Money from Town of Bridgton Recreation budget:*  
\$7,875 - 84 Total Weekly Scholarships or 12 Full Time Scholarships

An additional \$12,600 would provide an additional 18 Full Time Scholarships or 126 Weekly Scholarships.

If CDBG funds were dedicated to the Summer Program here is what it would look like:

Program Capacity: Max 96 per day

Teens: 30

Elementary: 66

Scholarships Available Per Week: 30 children/teens

**Implementation Schedule:**

Registration will open in the coming months. Typically, in January registration is open however the COVID-19 pandemic has delayed the registration open date.

Program begins second half of June 2021 and ends August 2021.

Scholarships will also be eligible for June 2022 since the first weeks of the Summer Day Camp program will start in the last weeks of the fiscal year.

The program operates in the summer months at the Bridgton Town Hall and Ice Rink from 8:00 AM to 5:00 PM Monday through Friday.

**Demonstration of Need:**

Besides local organizations such as the Rotary, Lions Club, Knights of Columbus, and others alike there have been no other sources of funding this upcoming fiscal year.

**Partnership, Collaboration, and Outreach:**

Due to the COVID-19 pandemic there are no partnerships in place at this time. However, it is important to note this program has partnered and collaborated with Lake Environmental Association, The Bridgton Library, the Bridgton Community Center, other Recreation Departments, and American Legion Post #67. It is likely once the pandemic has past, we will return to working with local organizations to better the overall participants experience during their summer.

**E. SOCIAL SERVICE SUMMARY, limit 1 page,**

<b>Application Type</b>	<input checked="" type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>	Town of Bridgton		
<b>Program Name</b>	Recreation Department Summer Day Camp		
<b>Funds Requested</b>	\$12600		
<b>Program Summary</b>			
Summer Day Camp Program run during the summer months for 5 to 15 year old children.			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input checked="" type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input type="checkbox"/> Creating Suitable Living Environment <input type="checkbox"/> Providing Decent Housing <input checked="" type="checkbox"/> Creating Economic Opportunity		
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description	Income Qualified Participants		
Number of Clients Served	Serve 96 participants		
Number of LMI Bridgtoners	Scholarships would serve 18 full scholarships per week		
LMI Bridgton Percentage	No Data		
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service	Scholarships		
Number of Units Provided	CDBG 18 weekly		
Cost per Unit of Service	\$100	\$	
<b>Outcomes - Refer to Section II.B.6</b>			
Youth + Funding = Opportunity for a fun educational experience with peers.			
<b>Budget - Refer to Section II.D Budget</b>			
\$12600	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$64370	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
19.57%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds – Refer to Section II.D Budget – all columns must be complete, enter a 'zero' if needed.</b>			
\$0	Federal	\$0	Other grants
\$0	State	\$0	Endowment
\$0	County	\$0	Private Funds
\$64,370	Town (not CDBG)	\$0	Gifts in kind

## Linda LaCroix

---

**From:** Agnieszka A. (Pinette) Dixon <ADixon@dwmlaw.com>  
**Sent:** Thursday, January 21, 2021 8:43 PM  
**To:** Brenda Day; Linda LaCroix  
**Cc:** Grady R. Burns  
**Subject:** Draft Amendments for Select Board preview on 2/9/21  
**Attachments:** 2021-01-21 Draft Ordinance Amendments for Select Board Preview.pdf

Hi there,

Attached are the revised draft ordinance amendments based on tonight's workshop.

One issue that we failed to raise during the work session is that the last question (changing the minimum road width from 18 to 20') is actually an amendment to the Subdivision Regulations, which does not appear to require voter approval. The Planning Board can simply approve this amendment after notice and a public hearing. I suspect that would be the preferred approach, even though we did not discuss it with the PB. For that reason, it's not included in the attached draft for the Select Board's consideration on February 9<sup>th</sup>.

I would suggest mentioning this to the Select Board with an explanation as to why the proposed roadway width change is not included in their packet (i.e., it's not an ordinance amendment, technically). And please also forward this email to the Planning Board by way of explanation.

And, if our assumption here that the subdivision regulations were never enacted as an ordinance (i.e., by a town meeting vote) is wrong, please let me know right away!

Thanks,  
Aga

**Agnieszka A. (Pinette) Dixon**  
Attorney

207.253.0532 Direct | 207.713.6824 Cell  
[ADixon@dwmlaw.com](mailto:ADixon@dwmlaw.com)

84 Marginal Way, Suite 600, Portland, ME 04101  
800.727.1941 | 207.772.3627 Fax | [dwmlaw.com](http://dwmlaw.com)

**DrummondWoodsum**  
ATTORNEYS AT LAW

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## Budget Summary FY 2021 / 2022

Account Code	Department	Approved Budget 2021	Department Head Proposed Budget 2022	Yearly Change (\$ +/-) DH	Yearly Change (% +/-) DH	Town Manager Proposed Budget 2022	Yearly Change (\$ +/-) TM	Yearly Change (% +/-) TM	SB Approved
<b>Revenue Accounts</b>									
010	General Government	\$3,345,116.00	\$3,719,129.00	\$374,013.00	11.18%	\$3,719,129.00	\$374,013.00	11.18%	\$3,719,129.00
<b>Expenses Accounts</b>									
011	Administration	\$371,774.00	\$371,816.00	\$42.00	0.01%	\$371,816.00	\$42.00	0.01%	\$371,816.00
012	Assessing	\$52,500.00	\$60,821.00	\$8,321.00	15.85%	\$60,821.00	\$8,321.00	15.85%	\$60,821.00
013	Code Enforcement	\$112,707.00	\$141,351.00	\$28,644.00	25.41%	\$141,151.00	\$28,444.00	25.24%	\$141,351.00
014	Community Development	\$150,500.00	\$197,713.00	\$47,213.00	31.37%	\$178,180.00	\$27,680.00	18.39%	\$160,443.00
015	Municipal Complex	\$112,543.00	\$116,863.00	\$4,320.00	3.84%	\$116,240.00	\$3,697.00	3.28%	\$116,240.00
016	General Assistance	\$18,844.00	\$22,344.00	\$3,500.00	18.57%	\$22,344.00	\$3,500.00	18.57%	\$22,344.00
017	Town Clerk	\$203,549.00	\$213,875.00	\$10,326.00	5.07%	\$213,875.00	\$10,326.00	5.07%	\$213,875.00
018	Town Hall	\$18,456.00	\$33,960.00	\$15,504.00	84.01%	\$33,960.00	\$15,504.00	84.01%	\$33,960.00
019	Finance	\$135,356.00	\$176,819.00	\$41,463.00	30.63%	\$148,676.00	\$13,320.00	9.84%	\$148,676.00
022	BOS / PB&AB	\$23,798.00	\$18,751.00	(\$5,047.00)	-21.21%	\$17,854.00	(\$5,944.00)	-24.98%	\$20,330.00
029	Other General Government	\$63,000.00	\$63,000.00	\$0.00	0.00%	\$63,000.00	\$0.00	0.00%	\$63,000.00
031	Police	\$863,208.00	\$1,025,621.00	\$162,413.00	18.82%	\$995,063.00	\$131,855.00	15.27%	\$988,869.00
032	Fire	\$383,678.00	\$348,606.00	(\$35,072.00)	-9.14%	\$347,799.00	(\$35,879.00)	-9.35%	\$348,606.00
033	Animal Control	\$23,844.00	\$24,327.00	\$483.00	2.03%	\$24,327.00	\$483.00	2.03%	\$24,327.00
034	Civil Emergency	\$13,369.00	\$44,051.00	\$30,682.00	229.50%	\$20,884.00	\$7,515.00	56.21%	\$20,884.00
035	Health Officer	\$2,213.00	\$3,828.00	\$1,615.00	72.98%	\$3,828.00	\$1,615.00	72.98%	\$3,828.00
049	Other Public Safety	\$322,003.00	\$327,055.00	\$5,052.00	1.57%	\$327,055.00	\$5,052.00	1.57%	\$327,055.00
051	Public Works	\$793,579.00	\$790,424.00	(\$3,155.00)	-0.40%	\$737,367.00	(\$56,192.00)	-7.08%	\$758,098.00

Account Code	Department	Approved Budget 2021	Department Head Proposed Budget 2022	Yearly Change (\$ + / - ) DH	Yearly Change (% + / - ) DH	Town Manager Proposed Budget 2022	Yearly Change (\$ + / - ) TM	Yearly Change (% + / - ) TM	SB Approved
052	Town Garage	\$22,600.00	\$23,662.00	\$1,062.00	4.70%	\$23,662.00	\$1,062.00	4.70%	\$23,662.00
053	Vehicle Maintenance	\$379,890.00	\$376,516.00	(\$3,374.00)	-0.89%	\$376,516.00	(\$3,374.00)	-0.89%	\$376,516.00
054	Transfer Station	\$541,890.00	\$596,053.00	\$54,163.00	10.00%	\$590,253.00	\$48,363.00	8.92%	\$590,253.00
071	Recreation	\$283,921.00	\$362,666.00	\$78,745.00	27.73%	\$361,232.00	\$77,311.00	27.23%	\$361,232.00
072	Library	\$84,000.00	\$84,000.00	\$0.00	0.00%	\$84,000.00	\$0.00	0.00%	\$84,000.00
073	Cemeteries	\$41,377.00	\$57,294.00	\$15,917.00	38.47%	\$56,550.00	\$15,173.00	36.67%	\$56,550.00
074	Parks	\$219,529.00	\$205,566.00	(\$13,963.00)	-6.36%	\$205,566.00	(\$13,963.00)	-6.36%	\$205,066.00
075	Community Center	\$77,387.00	\$76,937.00	(\$450.00)	-0.58%	\$76,937.00	(\$450.00)	-0.58%	\$76,937.00
076	Pondicherry Park	\$12,050.00	\$7,050.00	(\$5,000.00)	-41.49%	\$6,550.00	(\$5,500.00)	-45.64%	\$6,550.00
291	Insurances	\$193,280.00	\$186,437.00	(\$6,843.00)	-3.54%	\$186,437.00	(\$6,843.00)	-3.54%	\$186,437.00
292	Employee Benefits	\$841,968.00	\$912,560.00	\$70,592.00	8.38%	\$878,302.00	\$36,334.00	4.32%	\$878,302.00
293	Outside Agencies	\$64,008.00	\$87,575.00	\$23,567.00	36.82%	\$63,850.00	(\$158.00)	-0.25%	\$62,550.00
294	Capital Expenditures	\$632,500.00	\$870,000.00	\$237,500.00	37.55%	\$620,000.00	(\$12,500.00)	-1.98%	\$620,000.00
299	Other Townwide	\$11,334,609.00	\$11,647,560.00	\$312,951.00	2.76%	\$11,647,560.00	\$312,951.00	2.76%	\$11,647,560.00
	TOTAL	\$18,393,930.00	\$19,475,101.00	\$1,081,171.00	5.88%	\$19,001,675.00	\$607,745.00	3.30%	\$19,000,138.00
	School/County Tax	(\$10,644,011.00)	(\$10,876,589.00)	(\$232,578.00)	-2.19%	(\$10,876,589.00)	(\$232,578.00)	-2.19%	(\$10,876,589.00)
	Gross Appropriations	\$7,749,919.00	\$8,598,512.00	\$848,593.00	10.95%	\$8,125,086.00	\$375,167.00	4.64%	\$8,123,549.00
	Revenues	(\$3,345,116.00)	(\$3,719,129.00)	(\$374,013.00)	-11.18%	(\$3,719,129.00)	(\$374,013.00)	-11.18%	(\$3,719,129.00)
	NET TO BE RAISED	\$4,404,803.00	\$4,879,383.00	\$474,580.00	8.06%	\$4,405,957.00	\$1,154.00	0.03%	\$4,404,420.00
						SELECTBOARD	(\$383.00)	-0.01%	

**DRAFT AMENDMENTS TO  
TOWN OF BRIDGTON ORDINANCES**

Administrative Draft  
January 21, 2021

PREPARED FOR SELECT BOARD PREVIEW  
ON TUESDAY, FEBRUARY 9, 2021

**Question 1. Shall an ordinance entitled, "Amendments to the Town of Bridgton Land Use Ordinance to Modify Certain Dimensional Requirements," as shown below, be enacted?**

(Note: Deletions are shown in strikethrough form and additions are shown in underline form.)

**AMENDMENTS TO THE TOWN OF BRIDGTON LAND USE ORDINANCE  
TO MODIFY CERTAIN DIMENSIONAL REQUIREMENTS**

- **Modifications to the height requirement in the Downtown Village Business District I (DVB-I):**  
*Article II, Section 2.A.3.b of the Town of Bridgton Land Use Ordinance is amended as follows:*

**b. Height**

...

ii. Minimum Height of Principal Structure: 18 feet.

iii. Ground Story Floor Elevation Height

...

- **Modifications to the height requirement in the Downtown Village Business District II (DVB-II):**  
*Article II, Section 2.B.3.b of the Town of Bridgton Land Use Ordinance is amended as follows:*

**b. Height**

...

ii. Minimum Height of Principal Structure: 18 feet.

iii. Ground Floor Elevation Height

...

- **Modifications to the lot frontage requirement in the Inner Corridor District (IC):**  
*Article II, Section 2.D.2.b of the Town of Bridgton Land Use Ordinance is amended as follows:*

**b. Minimum Lot Frontage:** ~~None~~100 feet.

- **Modifications to the lot frontage requirement in the Outer Corridor District (IC):**  
*Article II, Section 2.E.2.b of the Town of Bridgton Land Use Ordinance is amended as follows:*

**b. Minimum Lot Frontage:** ~~None~~100 feet.

- **Modifications to the Table of Land Uses by District:**  
*Article II, Section 3.A of the Town of Bridgton Land Use Ordinance is amended as follows:*

...

USE CATEGORY	DVB I Ground Story	DVB I Upper Stories	DVB II	DVN	IC	OC	MUC	LN	OV	RN	NOTES/ LIMITATIONS *
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...

Dwelling, Attached In- law Apartment	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	5-ac required for residential home
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Dwelling, Detached In- law Apartment	N	N	N	Y	Y	Y*	Y	Y	Y	Y	5-ac required for residential home
Dwelling, Multi-family	N	Y	Y	Y	Y	Y*	Y	Y	Y	Y	5-ac required for residential home
Dwelling, Single Family	N	Y	Y	Y	Y	Y*	Y	Y	Y	Y	5-ac required for residential home
Dwelling, Two Family	N	Y	Y	Y	Y	Y*	Y	Y	Y	Y	5-ac required for residential home

- **Modifications to the Table of Dimensional Requirements by District:**  
Article II, Section 3.B of the Town of Bridgton Land Use Ordinance is amended as follows:

**B. Dimensional Requirements by District**

...

	DVB I	DVB II	DVN	IC	OC	MUC	LN	OV	RN
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...

Minimum Lot Frontage (ft.)	None	None	100	<del>None</del> 100	<del>None</del> 100	200	100	75	100
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...

<del>Minimum</del> Height (ft.)	18	18	N/A	N/A	N/A	N/A	N/A	N/A	N/A
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- **Modifications to the Definition of Minimum Lot Size:**  
Article VI of the Town of Bridgton Land Use Ordinance ("Definitions") is amended as follows:

**Minimum Lot Size** — The minimum acreage of a parcel of land for each Principal Building located on the parcel. The "Minimum Lot Size" requirements set forth in this Ordinance shall not apply to any lot created as part of a subdivision approved by the Planning Board pursuant to the Town of Bridgton Subdivision Ordinance.

**Question 2. Shall an ordinance entitled, “Amendments to the Town of Bridgton Land Use Ordinance to Allow Uses Similar to Other Allowed Uses,” as shown below, be enacted?**

*(Note: Deletions are shown in strikethrough form and additions are shown in underline form.)*

**AMENDMENTS TO THE TOWN OF BRIDGTON LAND USE ORDINANCE  
TO ALLOW USES SIMILAR TO OTHER ALLOWED USES**

- ***Modifications to the General Requirements for All Districts:***  
*Article III, Section 1 of the Town of Bridgton Land Use Ordinance is amended as follows:*

**Section 1. ~~General Requirements~~Uses Similar to Allowed Uses**

~~No use is allowed unless it is listed as an allowed use in this Ordinance and any use not expressly allowed in a District shall be prohibited in that District. For any proposed use which is not listed as an allowed use in a District, the Planning Board shall determine if such use is similar to a use that is listed as an allowed use in that District. In determining similarity of uses, the Planning Board shall consider the following factors: size and appearance, impact on abutting properties, scale of operations, traffic, environmental impacts, the purposes of the District, and compliance with the provisions of all Town codes and ordinances. In no case shall this provision be used to allow a prohibited use, or to allow a use which does not comply with all dimensional requirements and performance standards of this Ordinance. If the Planning Board so finds, the proposed use shall be allowed in that District, so long as it meets all requirements that apply to the similar allowed use.~~



**Question 3. Shall an ordinance entitled, "Amendments to the Town of Bridgton Land Use Ordinance to Modify Landscaping Requirements in the IC, OC, and MUC Districts," as shown below, be enacted?**

*(Note: Deletions are shown in strikethrough form and additions are shown in underline form)*

**AMENDMENTS TO THE TOWN OF BRIDGTON LAND USE ORDINANCE  
TO MODIFY LANDSCAPING REQUIREMENTS IN THE IC, OC, and MUC DISTRICTS**

- ***Modifications to the landscaping requirement in the Inner Corridor District (IC):***  
*Article II, Section 2.D.7 of the Town of Bridgton Land Use Ordinance is amended as follows:*

**7. Landscaping in Conjunction with Project Development**

The intent for regulating plantings as part of a construction project is to create high-functioning and attractive green space to enhance the character of this District.

- a. ~~Any applicant whose proposal requires a permit from the Planning Board shall prepare and submit to the Planning Board a landscaping plan for the Minimum Setback Area which provides green space within the lot boundaries and conforms to the requirements of subparagraphs b, c, and d, below. Shade Trees shall be placed in the Setback Area at a minimum density of 1 tree per 50 linear feet of lot frontage. Native species shall be used. Trees planted or saved to meet the requirement shall be 2" DBH minimum for new trees and 4" DBH minimum for existing trees. No existing trees shall be counted towards this requirement if they are included on the State of Maine's list of actual or potential invasive species.~~
- b. ~~Medium Sized Trees shall be placed on the property at a minimum density of 1 trees per 900 square feet of pervious area. Existing Medium Sized Trees may be saved on the property to meet this requirement. Planted or existing trees shall be at least 6 to 8 feet in height for evergreen and multi-stemmed trees and 1 1/2" to 2" DBH for flowering deciduous trees.~~
- e. ~~Plantings including woody Shrubs, perennials, native ornamental grasses and ferns, shall be placed in the Setback Area so as to cover at least 15% of the Setback Area. Plants shall be installed in continuous beds ad spaced and sized appropriately for the species. Plant sizing shall be 2 quart minimum for perennials, grasses and ferns; and 2-gallon minimum for woody shrubs.~~
- d.b.** Any constructed berms with slopes greater than 10% shall be planted with groundcover, perennials or native ornamental grasses so as to cover at least 50% of the berm area.
- c.e.** Any front yard fences or walls shall not be more than 4 feet in height.
- ~~f. All required plantings shall be installed prior to the issuance of a final occupancy permit. A temporary occupancy permit may be granted by the regulating authority.~~
- d.g.** There must be a guaranteed 85% survival rate of plantings after one year. If the survival rate is not met after one-year, additional plantings are required to meet the 85% rule.

- **Modifications to the landscaping requirement in the Outer Corridor District (OC):**  
*Article II, Section 2.E.7 of the Town of Bridgton Land Use Ordinance is amended as follows:*

#### **7. Landscaping in Conjunction with Project Development**

The intent for regulating landscaping in this District is to preserve the wooded buffers and undeveloped character of this approach into Bridgton.

- a. ~~Any applicant whose proposal requires a permit from the Planning Board shall prepare and submit to the Planning Board a landscaping plan for the 75-foot Minimum Setback Area for Commercial Uses on a Major Artery which preserves the wooded buffers and undeveloped character of this Minimum Setback Area and conforms to the requirements of subparagraphs b and c, below. The 75-foot Minimum Setback Area for Commercial Uses on a Major Artery shall be planted with a well-distributed mix of native canopy trees, conifers, understory trees, Shrubs, and groundcovers to best simulate the layers of natural buffer found along the Major Artery. This planting shall remain undisturbed post-development.~~
- ~~b. A planting plan for the 75-foot Minimum Setback Area shall be prepared and submitted for review by the Planning Board as part of site plan review.~~
- ~~c. All required plantings shall be installed prior to the issuance of a final occupancy permit. A temporary occupancy permit may be granted by the regulating authority.~~
- ~~b.d. To the extent wooded buffers exist within the 75-foot Minimum Setback Area, maintaining such buffers is preferable to planting, and such existing buffers will be considered to meet the planting buffer requirements set forth in subparagraphs a, b, and c above.~~
- ~~c.e. There must be a guaranteed 85% survival rate of plantings after one year. If the survival rate is not met after one-year, additional plantings are required to meet the 85% rule.~~

- **Modifications to the landscaping requirement in the Mixed Use Corridor District (MUC):**  
*Article II, Section 2.F.7 of the Town of Bridgton Land Use Ordinance is amended as follows:*

#### **7. Landscaping in Conjunction with Project Development**

The intent for regulating landscaping in this District is to preserve the wooded buffers and undeveloped character of this approach into Bridgton.

- a. ~~Any applicant whose proposal requires a permit from the Planning Board shall prepare and submit to the Planning Board a landscaping plan for the 75-foot Minimum Setback Area for Commercial Uses on a Major Artery which preserves the wooded buffers and undeveloped character of this Minimum Setback Area and conforms to the requirements of subparagraphs b and c, below. The 75-foot Minimum Setback Area for Commercial Uses on a Major Artery shall be planted with a well-distributed mix of native canopy trees, conifers, understory trees, Shrubs, and groundcovers to best simulate the layers of natural buffer found along the Major Artery. This planting shall remain undisturbed post-development.~~
- ~~b. A planting plan for the 75-foot Minimum Setback Area shall be prepared and submitted for review by the Planning Board as part of site plan review.~~



~~e. All required plantings shall be installed prior to the issuance of a final occupancy permit. A temporary occupancy permit may be granted by the regulating authority.~~

~~b.d.~~ To the extent wooded buffers exist within the 75-foot Minimum Setback Area, maintaining such buffers is preferable to planting, ~~and such existing buffers will be considered to meet the planting buffer requirements set forth in subparagraphs a, b, and c, above.~~

~~c.e.~~ There must be a guaranteed 85% survival rate of plantings after one year. If the survival rate is not met after one-year, additional plantings are required to meet the 85% rule.

**ASSESSORS' CERTIFICATE OF ORIGINAL ASSESSED VALUE  
TOWN OF BRIDGTON  
WOODLANDS SENIOR LIVING MUNICIPAL DEVELOPMENT  
AND TAX INCREMENT FINANCING DISTRICT**

The undersigned assessors of the Town of Bridgton, Maine, do hereby certify pursuant to the provisions of Title 30-A M.R.S. Section 5227 that the Original Assessed Value of the taxable real property within the boundaries of Municipal Development and Tax Increment Financing District Woodlands Memory Care of Bridgton, as described in the Development Program for the District, was \$198,529 as of March 31, 2021 (which was the March 31<sup>st</sup> of the tax year preceding the year in which the District was designated) (April 1, 2021), as more particularly set forth below.

Map/Lot	Acreage	Original Assessed Value
14-0-80A-0	19.28	38,388
14-0-80-0	1.66	160,141
Totals	20.94	198,529

IN WITNESS WHEREOF this Certificate has been executed as of this \_\_\_\_ day of \_\_\_\_\_ 2021.

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\_\_\_\_\_

Municipal Assessors