

APPLICATION WORKSHOP



12/14/2022

December 12, 2022

Overview

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

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

Kristin Styles

Director of Cumberland County
Community Development.

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

Courtney Kemp

Cumberland County
Community Development Coordinator
Administrative Contractor for the
City of South Portland CDBG Program
and Bridgton CDBG Program


Bridgton Contacts

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Overview continued



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

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

Eligible Activities

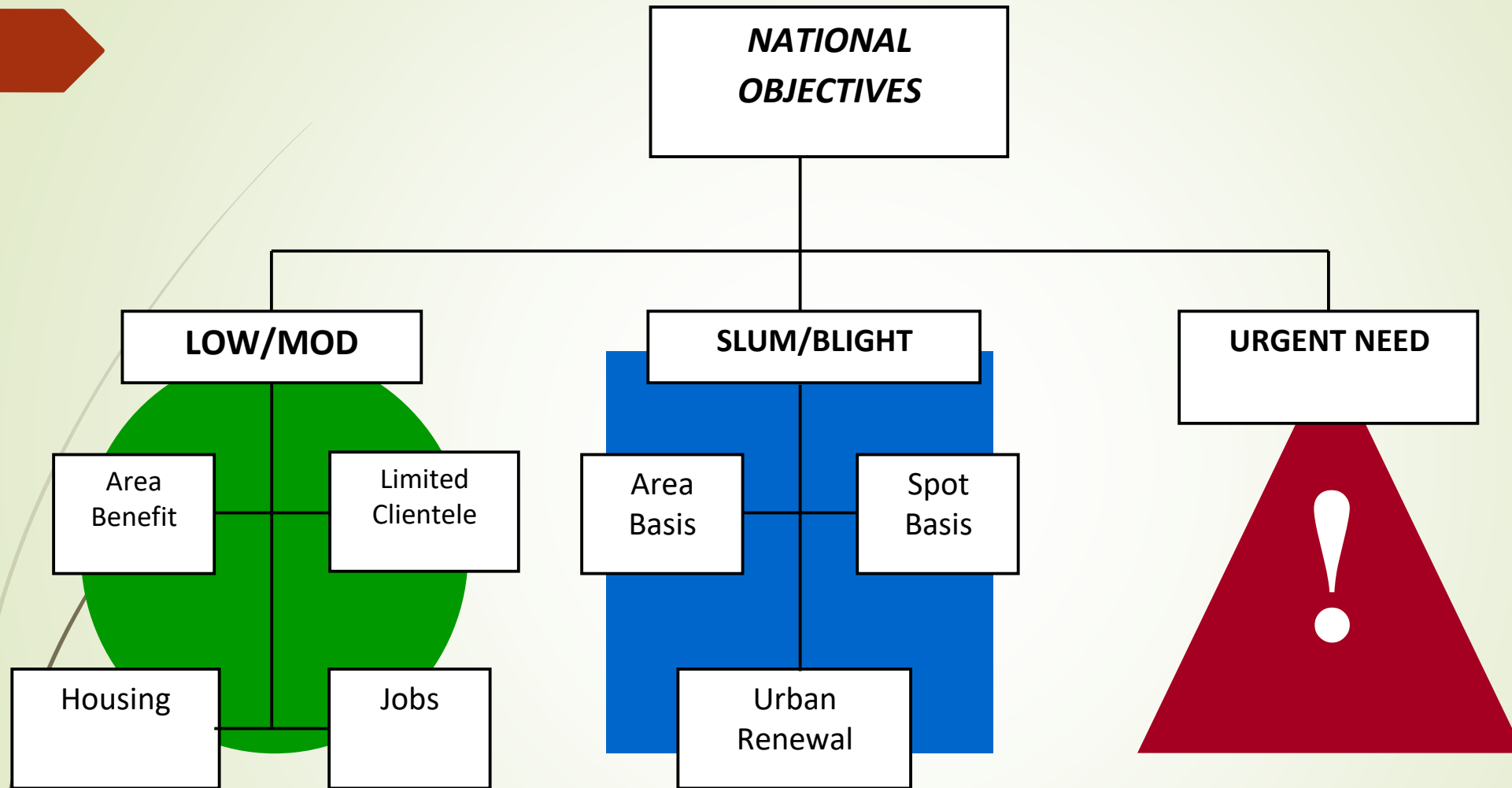
- Public Facilities & Infrastructure
- Housing
- Public Services (15% cap)
- Economic Development
- Planning (20% cap w/admin)
- Program Administration (20% cap w/planning)



Ineligible Activities



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



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

LOW/MOD

Area Wide Benefit

Limited Clientele

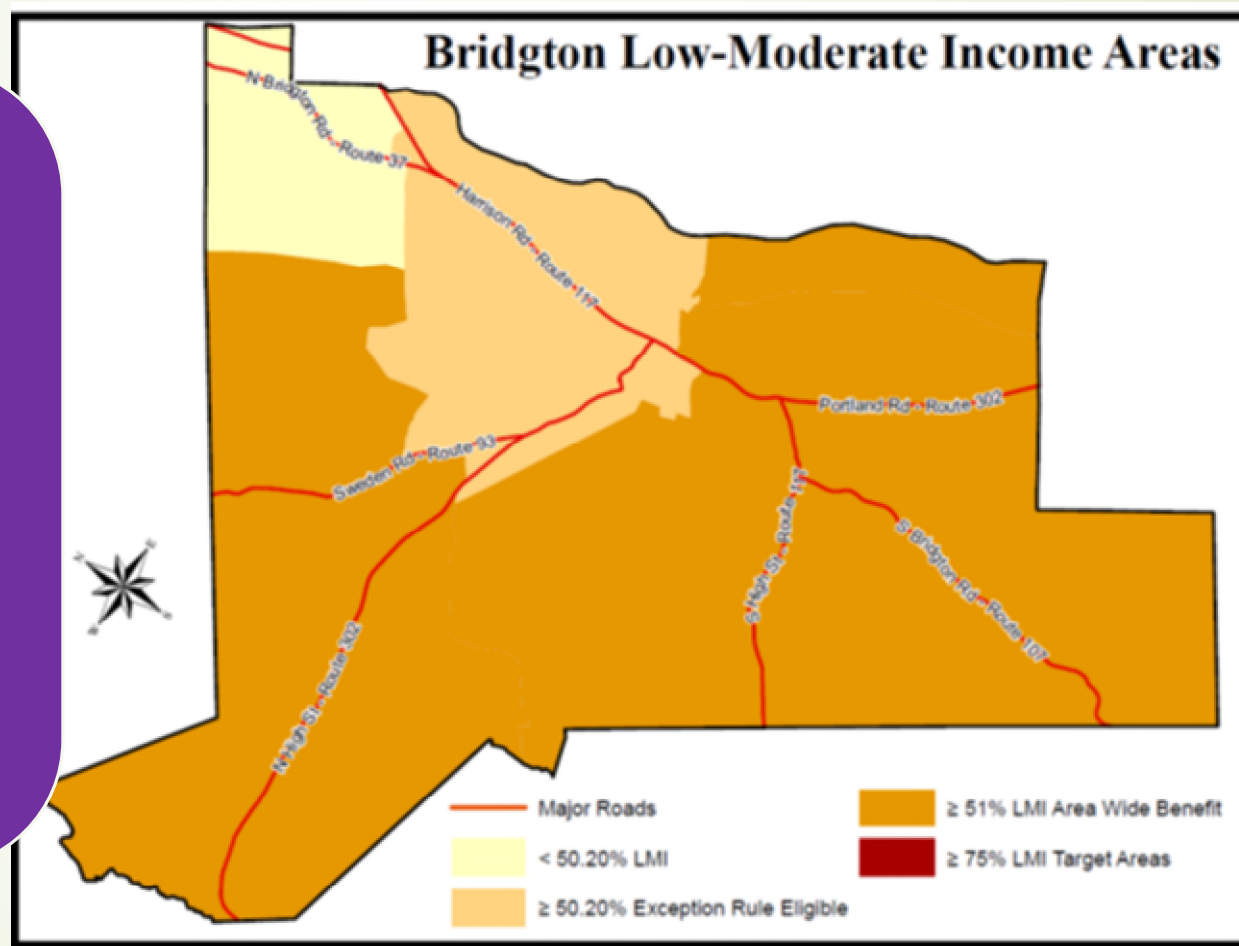
70% of all our CDBG Program funds must meet this national objective. They can do so in the following ways:

Presumed Benefit

**Prevention Or
Elimination of Slum
&
Blighting Conditions**

Area- wide basis

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



Low/ Mod Benefit: Limited Clientele

Limited Clientele

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

Examples of Projects

- Food pantries – distribution and building renovations
- Housing rehab
- Emergency Fuel Assistance
- Homeless Prevention Programs



Low/ Mod Benefit: Presumed Benefit

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

- Abused children
- Elderly persons
- Battered spouses
- Homeless persons
- Severely disabled adults
- Illiterate adults
- Persons living with HIV/Aid
- Migrant farm workers
- Handicapped children are NOT presumed nor persons literate in a language other than English.

Presumed benefit project examples

- Meals on Wheels
- Domestic Violence Services
- Therapeutic Recreation (for disabled adults)

Prevention or Elimination of Slum & Blighting Conditions

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



PROGRAM YEAR 2023 APPLICATION



DUE DATE

JANUARY 6, 2023 BY 4PM



Application 2023

Schedule:

- **November 7, 2022** – Release of 2021 CDBG Application by County; Post/Publish Notice/Schedule
- **December 14, 2022** – Applicant Workshop
- **December 19, 2022-January 5, 2023** – Schedule Applicant Help Sessions
- **January 6, 2023** – Final Applications Due/Application Packets to CDAC
- **January – February 2023** – CDAC Review Application Procedure
- **February 8, 2023**– CDAC Open Mic
- **February 28, 2023** – CDAC Recommends Funding Allocations
- **March 14, 2023** – BOS Provides Final Approval – Public Hearing
- **March 23, 2023 (or before)** – Submit 2023 Projects to County

Public Infrastructure/ facilities

Largest Pot of Funds

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

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

10% Match & Eligibility

Applicant will be required to have at least a 10 % Monetary or Labor

Project falls within a low to moderate-income Census Block per the 2015 Census (Target Area);

The area or user group to benefit by the improvement can be surveyed for income. If **50.20%** of those surveyed fall under the low to moderate-income threshold (80% of area median income or below), the project qualifies as a benefit to low to moderate-income individuals. There are survey guidelines that need to be followed if this is the route of choice.

The user group is presumed to be low-income by HUD, which includes: abused children, battered spouses, severely disabled adults, homeless persons, illiterate adults, persons with AIDS, migrant farm workers, and the elderly.

Use Of Funds

- Acquisition
- Long-term leases for period of 15 years or more
- Construction
- Reconstruction
- Rehabilitation(including the removal of architectural barriers)
- Installation
- Energy Improvements
- Removal of architectural barriers-including those in a building used for the general conduct of government; and
- Aesthetic improvements to structures or buildings.

Public Service Application

Use of Funds

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

15% Cap

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

The Department of Housing and Urban Development (HUD) caps the public service programs to 15% of the community's entitlement funding. This represented a public service budget for South Portland of approximately \$29,434 in PY 2019. The exact amount available in 2020-2021 will be determined in the upcoming months but is projected to be similar.

Types of Grants

Past funded programs include adult/child recreation scholarships, senior services, and domestic violence services.

- Navigator Program
- Food Pantry
- Through These Doors



Submission Requirements

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

Application Sections

Summary/ Project Description

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

Need for Project/ Activity

Describe the scope of the community problem or need this project will address

Management

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

Application sections Continued

Readiness to Proceed

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

Project Budget

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

If this program was funded by CDBG in the previous year (Program Year 2019-2020) and if you are requesting an increase from last year's allocation, you must explain why the 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.

Implementation Schedule

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

Application Sections

Demonstration of Need for CDBG

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

Partnership/ Collaboration Bonus

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

We want to see area social service providers working together rather than in separate silos.

Match Requirement

For Public infrastructure, facilities, & Housing applications

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

Under Social Services a Commitment of 5%.

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

Planning does not require a match



Take Away

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