



Community Development Block Grant Program

City of Portland Construction Grant Application

July 1, 2021 – June 30, 2022



DUE: 4:00pm Friday, December 11, 2020

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2021-2022
APPLICATION**

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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

The City of Portland CDBG program is designed to foster innovative and creating programs that address the critical issues facing the City of Portland. 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 2021-2022 round of CDBG funding.

B. FEDERAL HUD REGULATIONS

1. **NATIONAL OBJECTIVES:** Each project must meet one of the following National Objectives:

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.

FY 2020 HUD Low to Moderate Income Guidelines for Portland, Maine**

| Number in Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----------------------------------|----------|----------|----------|----------|----------|----------|----------|-----------|
| 80% of Area Median Income | \$54,950 | \$62,800 | \$70,650 | \$78,500 | \$84,800 | \$91,100 | \$97,350 | \$103,650 |
| 50% Area Median Income | \$35,150 | \$40,150 | \$45,150 | \$50,150 | \$54,200 | \$58,200 | \$62,200 | \$66,200 |
| 30% of Area Median Income | \$21,100 | \$24,100 | \$27,100 | \$30,100 | \$32,550 | \$34,950 | \$37,350 | \$39,750 |

** 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.

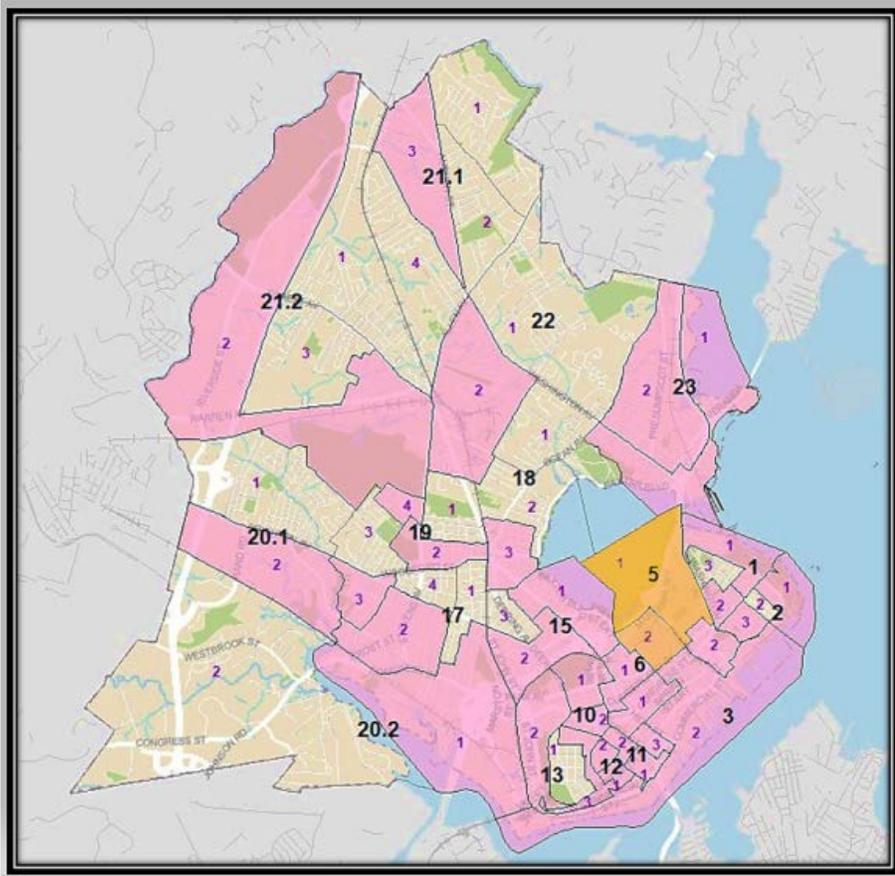
There are three approaches for meeting the Low to Moderate Income qualifications:

- 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 (page 5) and also include Cliff Island, plus Portland Housing Authority. This year's targets area is the Bayside Neighborhood. The below map can also be found online at:

<http://www.portlandmaine.gov/DocumentCenter/View/26122/2019-Census-map--CDBG-Eligible-Block-Groups->



Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the HCD Staff to determine eligibility. The current map is based on the 2010 Census and the American Community Survey.

iii. *Low to Moderate Income Housing (LMIH)*: an activity which assists in the acquisition, construction, or improvement of permanent, residential structures benefiting LMI persons.

b. Aid in the Prevention and Elimination of Slum or Blight

The project *must be limited to eliminating* specific instances of blight (“spot blight”). To qualify an activity must meet the following criteria:

- i. The property must exhibit physical signs of blight or decay that are detrimental to public health, safety, or welfare. *Blight or decay must be documented and submitted as part of the application.*
- ii. The project must address one or more of the conditions which contributed to the deterioration of the property, *included in the description or scope of work.*
- iii. The project must be designed to eliminate specific conditions of blight or physical decay, such as acquisition, clearance, relocation, historic preservation or rehabilitation. *Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.*

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

- a. Public facilities and improvements including acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of buildings for eligible

purposes. Also improvements of sidewalks, parks, playgrounds, publicly owned utilities and public buildings. *Maintenance is not permitted.*

- b. Removal of architectural barriers inhibiting handicap accessibility.
- c. Clearance, demolition, and removal of buildings.
- d. Rehabilitation and preservation of privately owned buildings; low-income housing; publicly or commercially owned buildings; non-profit owned non-residential buildings; or historic preservation, including rehabilitation, preservation or restoration of publicly and privately owned historic properties.
- e. Housing development support for construction of new permanent residential structures may be eligible under certain circumstances.

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. PROJECT OBJECTIVES: Once a national objective and eligible activity has 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**

5. FEDERAL REQUIREMENTS FOR ALL CONSTRUCTION PROJECTS: *If you have questions on any of these requirements, please ask.*

- a. **Environmental Review Requirements:** All funded projects that include construction will require an Environmental Review by the City to ensure compliance with the State Historic Preservation Office and local Historic Preservation Ordinances and other environmental regulations. *All construction projects must undergo historic review regardless of location.*
- b. **Federal Labor Standard Requirements:** Applicants applying for construction or rehabilitation projects must ensure that they and all subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work over \$2,000, financed in whole or in part with assistance received under

HUD programs, shall be paid the prevailing wage as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C.276a—276a-5).

- c. **Lead-based paint:** CDBG residential rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act.
 - d. **Handicapped Accessibility:** All federally funded projects must be accessible to handicapped persons.
 - e. **Fair Housing and Equal Opportunity:** Discrimination based on race, color, national origin, religion, sex or age is prohibited.
6. **CITY REQUIREMENTS:** The City of Portland has added the following requirements to supplement the Federal Requirements:
- a. **Conflict of Interest:** Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City’s CDBG Annual Allocation Committee.
 - b. **Domestic Partner Ordinance:** All recipients must adhere to the Domestic Partner Ordinance of the City of Portland, Chapter 13.6.
 - c. **Additional City Requirements:** Post reward requirements are listed in Section I. Post Award and Sub-Recipient Criteria.

C. CITY OF PORTLAND’S GOALS, PRINCIPLES, AND PRIORITIES

1. GOALS

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods-* Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-***Increase housing availability and affordability-* Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.

- **Economic Opportunity-** *Create economic opportunities to transition people out of poverty-* Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
- **Address the Needs of the Growing Homeless Population-** *Prevent and reduce homelessness -* Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

2. GUIDING PRINCIPLES

- **Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements as well as City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at: <http://www.portlandmaine.gov/762/Plans-Reports>
- **Measurable Community Impact.** Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- **Location.** Projects should be complimentary to other requested or existing projects and/or focus on targeted locations within the eligible neighborhoods, for example neighborhood commerce districts, proximity to new affordable housing development, and identified troubled areas, etc. This year's targeted area is the Bayside Neighborhood
- **Leveraged Funding.** CDBG cannot be the only source of funding for a program or project; leveraging other funds is essential.
- **Sustainability.** Programs and projects must demonstrate positive impacts on the environment and be energy efficient.
- **Diversity and Inclusiveness.** Projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- **Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.

3. PRIORITY IMPACT LEVEL

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Community policing, public infrastructure in target neighborhoods (this year's targeted area is the Bayside Neighborhood), Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement

programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.

- **Housing Availability-** *Increase housing availability and affordability.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
- **Economic Opportunity-** *Create economic opportunity to transition out of poverty.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, expansion of microenterprise businesses, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
- **Address the Need of the Growing Homeless Population-** *Prevent and reduce homelessness.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.

4. SET ASIDES PROGRAM YEAR 2021-2022

- Public infrastructure set-aside of up to 60% of the cumulative funding available to City programs

D. APPLICATION GUIDELINES

1. **APPLICATION CHOICES:** There is one application options within this application.
 - a. **Construction Application:** For infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing or other eligible construction activities. Any needed technical assistance or consulting for completing the project may be built into the request. *Please complete and submit Section III Construction Application, the Application Budget Form, plus relevant attachments.*

Please note: There is a separate development activity application for non-construction projects.
2. **FUNDING REQUEST RESTRICTIONS:** The City Council has imposed a number of restrictions regarding the amount of funds that can be requested per applicant.
 - a. **Minimum Grant Request**
\$10,000 Development Activities
 - b. **Maximum Grant Request- – EXCEPT Public Infrastructure Projects**
No more than 30% of the previous year's allocation amount or \$250,000, whichever is less

c. Maximum Cumulative City Request

85% of funding available for Development Activities

3. SUBMISSION GUIDELINES

All applications must follow the prescribed formatting, or be subject to penalty points:

- a. Projects at different locations cannot be combined into a single application; each distinct project must have a separate application.
- 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:
 - i. Scope of work and estimate provided by city or building professional
 - ii. Plans, designs, and/or pictures
 - iii. Project map of neighborhoods served by the project (LMA only)
 - iv. Project timeline including specific dates and milestones
 - v. Verification of contact with City Historic Preservation staff
 - vi. Verification of 501(C)3 status (nonprofit applicants only)
 - vii. Most recent audit or if not available the most recent 990 financial statement (non-profit applicants only)
- k. Supporting Documents (optional, but 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. (1) full electronic version, submitted via email
- m. All applications shall be complete, approved, and electronically signed by the owner, the Board of Directors, or the Executive Director authorized by the Board.
- n. One (1) original electronic version of the application with electronic *or* original signatures must be submitted to the HCD office,
- o. Applicant must have site control or ownership of proposed project or apply in partnership with the owner of the property;
- p. All applications for improvements to City owned parcels must be requested by a City Department.

E. DEADLINES

1. **MANDATORY APPLICATION MEETING:** This is a mandatory meeting. Applicants are required to attend.
**MEETING: Tuesday, November 10 at 5:30pm
Virtual Meeting via Zoom**
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 City’s Housing and Community Development Division.

DEADLINE: Friday, December 11, 2020 at 4:00pm

Applications must be submitted electronically to:

Kelley Walsh

HCD Program Manager

kwalsh@portlandmaine.gov

207-874-8731

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

F. REVIEW PROCESS AND SCORING

REVIEW PROCESS

The Housing and Community Development staff will review all applications and designate the priority impact level of each application; giving 11 points for ‘High Priority’ and 7 points for ‘Priority’. CDBG Annual Allocation Committee will then review and score all applications based on need, goal, guiding principles, and other scoring categories. The staff of Housing and Community Development will prepare a list of the rated applications from highest score to lowest score for the City Manager, Mayor and City Council. A draft time-line for the Allocation Committee is below and is also available on the website: <http://www.portlandmaine.gov/491/CDBG-Annual-Allocation-Committee>

November 10, 5:30pm **Mandatory Pre-Application Meeting for Applicants**

November 11 **Applications are available**

December 11, 4:00pm **Applications DUE**

Jan 2021- Mar 2021 Allocation Committee reviews & scores all applications

March 2021 Allocation Committee recommends funding allocations

April 2021 City Mngr. recommends funding allocations to Council

April/May **Portland City Council Public Hearings, dates TBD**

May 15 Staff submits the Annual Action Plan to HUD

2. SCORING CATEGORIES AND POINT DISTRIBUTION

| SCORING CATEGORY, SEE I.B FOR MORE INFORMATION | POSSIBLE POINTS |
|--|---|
| Guiding Principles: measurable community impact, diversity and inclusiveness, priority to lower incomes, consistent with city goals, plans, or initiatives | 30 points |
| Capacity to deliver, including financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability | 25 points |
| Goal, Priority Impact Level & Community Need | 33 points |
| Partnership/Collaboration, points distributed based on highest submitted documentation (MOA, LOS or Outreach) <ul style="list-style-type: none"> • Memorandum of Agreement (MOA) • Letter of Support (LOS) • Demonstrated Outreach | MOA maximum of 12 points LOS maximum of 9 points Outreach maximum of 6 points |
| PENALTY | POINTS DEDUCTED |
| Missing section/s | 1 point deducted per item |
| Failing to follow Submission Guidelines, section I.C.3 (including but not limited to: application not typed, page limits, max/min request amounts, etc) | 0.25 point deducted per instance |

| | |
|--|-----------------------------------|
| Errors (e.g. in budget calculation) | 0.25 points deducted per instance |
|--|-----------------------------------|

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 Allocation Committee publishes the scores. The appeal shall be filed to:

Office of the City Manager, Portland City Hall, 389 Congress 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 City 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 City 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 City.

If an appeal is granted, the Hearing Officer’s decision shall state the additional points awarded to the applicant and be transmitted to the Allocation 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 Allocation 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

The City of Portland 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 City may extend deadlines and timeframes, as needed.

The City of Portland 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 City.

The City of Portland 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 City to do so.

H. POST AWARD AND SUB-RECIPIENT CRITERIA

All awards are subject to the City’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 City of Portland 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 City of Portland 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 City of Portland's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Housing and 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 City of Portland and a contract between the City of Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction jobs can begin.
- Program years begin when HUD has approved Portland's Annual Action Plan, projected to be July 1, 2021. Construction activities must begin within six months of award and complete within 24 months, ending June 30, 2023.
- CDBG recipients must sign the contract no later than July 1, 2021. If the contract is not signed by such time, the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipient shall ensure recognition of the role of the City of Portland Community Development Block Grant in providing services. All facilities constructed or providing services assisted with CDBG funding shall be prominently labeled as to the funding source.
- All non-City recipients must provide the following insurances:
 - Liability Insurance of \$400,000 with the City of Portland listed as an additional insured
 - 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 City 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 construction, rehabilitation or acquisition projects recipients are required to:
 - Maintain accurate records for all expenses and relevant grant/loan transactions and information.
 - Conduct all procurement transactions in a manner that provides full and open competition, including choice of designers or contractors paid for in whole or in part

through these federal dollars. This procurement process shall utilize formal advertising, and either: sealed bids with award going to the lowest price responsible bidder or competitive proposals where the award is given to the entity most advantageous to the project, with both price and other factors considered.

- Obtain price or rate quotations from three or more vendors for all equipment or other purchases less than \$25,000. For equipment or other purchases greater than \$25,000 competitive sealed bidding is required.
 - Comply with all applicable laws, ordinances, and codes of the City of Portland and State of Maine, and secure and pay fees for all permits required to perform the scope of work.
 - Comply with all Federal Laws and Regulations, including Environmental Review, Historic Preservation, Federal Davis Bacon Wage regulations, Fair Housing and Equal Opportunity, Handicap Accessibility, Lead Based Paint Poison Prevention, and other applicable federal regulations.
 - Allow the City of Portland to retain a security interest in the property for up to 10 years. This may be in the form of a mortgage deed and/or promissory note.
- Payments and Invoices
 - Construction projects will receive payment based on work complete, substantiated by contractor or designer invoices. Davis Bacon certified payroll must be submitted with each construction invoice. 10% of the allocation will be kept until final inspection.

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*

[Complete this section in whole; this is the only form forwarded to the City Council]

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

- Scope of work** provided by city or building professional: engineer, architect, project manager or contractor.
- Estimate** provided by city or building professional: engineer, architect, project manager or contractor. *Please note: if the project is over \$2,000 and is not being built with City 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)
- Project Timeline** attached separately
- Verification of contact with City Historic Preservation Staff**

Supporting documents (subject to scoring)

- 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.*
- 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:

- 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 or Executive Director

Date

A. CONSTRUCTION COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
 PROGRAM YEAR 2021-2022**

| | | | |
|--------------------------------------|---------------------------------------|----------------------|-------|
| Application Type | <input type="checkbox"/> Construction | | |
| Operating Agency/ Business | | | |
| Project Name | | | |
| Mailing Address | | | |
| Project Address | | | |
| Executive Director | | Phone | Email |
| Project Director | | Phone | Email |
| Financial Contact | | Phone | Email |
| Person who completed the Application | | Phone | Email |
| Amount of CDBG Funds Requested | \$ | Total Project Budget | |
| DUNS Number | | Tax ID: | |

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 Portlanders.

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 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. 7-8 for additional information.*

Neighborhood Investment and Infrastructure: *Create strong, safe accessible and vibrant neighborhoods*

Housing Availability: *Increase housing availability and affordability*

Economic Opportunity: *Create economic opportunities to transition people out of poverty*

Address the Needs of the Growing Homeless Population: *Prevent and reduce homelessness*

4. **Location.**

| | |
|--|----|
| A. What census tract is the project located? | A. |
| B. Is the project located in a historic district? | B. |
| C. Service Area: What neighborhoods will be served by this project (<i>LMA only</i>) | C. |

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. |
| B. How many will be served by the proposed program? | B. |
| C. How many are <i>residents of Portland</i> ? | C. |
| D. How many are <i>low to moderate income residents of Portland</i> ? See income data in the instructions | D. |
| E. What percentage of total clients are low to moderate income residents of Portland? (To calculate = $D/B * 100$; Must be > 51%) | E. |

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

| Program Objectives | Outcomes/ Community Impact |
|--------------------|----------------------------|
| | |
| | |
| | |

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

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

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

C. CONSTRUCTION NARRATIVE

In a separate document please answer the following questions; you have **four** 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. Project Description/Scope of Work

Describe the project. Describe the scope, goals, and any project plans or designs that have been developed to date.

2. Readiness to Proceed and Complete

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

3. Budget Narrative

Describe the project's expenses. What will be paid for with CDBG?

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

4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

5. Community Need Description

Why is this project needed?

6. Measurable Community Impact

What impact the project will this project have on the community?

7. Guiding Principles: Please choose one option below: Infrastructure or Non-Profit Rehab

For Infrastructure Projects

- a. Describe how the Location of this project complements or completes currently or previously funded project.
- b. Describe how this project is Consistent with City Goals and Plans.

For Non-Profit Rehabilitation Projects

- a. Describe how the renovation project makes the building more energy efficient.
- b. Describe how the programs offered in the renovated space give priority to lower incomes.

8. Experience Providing Service

Describe the applicant's experience in delivering and managing similar projects.

9. Partnership/Collaboration

Describe any partnerships, collaboration, or demonstrated community support for the project.

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

Complete separate Excel budget form.

E. CONSTRUCTION SUMMARY, limit 1 page, (This is the only page that goes to Council)

| | | | |
|--|--|---|---------------|
| Application Type | <input type="checkbox"/> Construction Project | | |
| Applicant | | | |
| Project Name | | | |
| Project Address/Location | | | |
| Funds Requested | \$ | | |
| Project Summary | | | |
| | | | |
| HUD National Objective <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 | |
| Location - For LMA projects Refer to Section II.B.4 | | | |
| Census Tracts | | | |
| Service Area Neighborhoods (For LMA Projects) | | | |
| Beneficiaries/ Clients Served - Refer to Section II.B.5 | | | |
| Client Description | | | |
| Number of Clients Served | | | |
| Number of LMI Portlanders | | | |
| LMI Portland Percentage | | | |
| Outcomes - Refer to Section II.B.6 | | | |
| | | | |
| Budget - Refer to Section II.D | | | |
| \$ | 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] | | |
| Leveraged Funds - Refer to Section II.D | | | |
| \$ | Federal | \$ | Other grants |
| \$ | State | \$ | Endowment |
| \$ | County | \$ | Private Funds |
| \$ | City (not CDBG) | \$ | Gifts in kind |

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: _____

CDBG Program Year (PY): July 1, 2021- June 30, 2022 *

| REVENUES | Please indicate: Secured or Projected | Revenues TOTAL |
|---|--|-------------------|
| CDBG Request 2021-2022 | | |
| 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 | | |
| TOTAL PROGRAM or PROJECT REVENUE | | |

| EXPENDITURES | Expenditures CDBG | Expenditures All Other Sources | Expenditures TOTAL |
|--|----------------------|-----------------------------------|-----------------------|
| Design/ Engineering | | | |
| Materials/Supplies | | | |
| Construction costs | | | |
| Project Management | | | |
| Other, please specify | | | |
| a. | | | |
| b. | | | |
| c. | | | |
| d. | | | |
| e. | | | |
| TOTAL PROGRAM or PROJECT EXPENSES | | | |