

State of Maine

Community Development Block Grant Program

2013 Downtown Revitalization Application Package



*Maine Department of Economic
and Community Development*

Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059
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www.meocd.org





Downtown Revitalization

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Downtown Revitalization



Application Timetable & Requirements

The timeframe for the Application Process is as follows

Please take note that eligible applicants for DR funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a DR application without OCD approval of their Letter of Intent will not be scored.

All applications must be received at the physical location of the Office of Community Development by **4:00 P.M., FRIDAY, March 29, 2013.**

Late submissions will not be scored
FAXED COPIES WILL NOT BE ACCEPTED.

Applications must be received at the:

**OFFICE OF COMMUNITY DEVELOPMENT
DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
59 STATE HOUSE STATION
111 SEWALL STREET
AUGUSTA, MAINE 04333-0059
FOR FURTHER INFORMATION: (207) 624-9819 FAX: (207) 287-8070**

SUBMISSION REQUIREMENTS

See Page 6 for packaging instructions.
Include only those attachments requested by OCD

ONE ORIGINAL – Packaged in this exact order containing the Signed Cover Sheet with Certifications, Program Designation Sheet, Required Responses, Executive Summary of Downtown Plan, Matching Funds Table with attached Letters of Commitment, Budget Summary, Public Hearing Record and Mandatory Attachments as directed.

FOUR COPIES – Packaged in this exact order containing **only** the Required Responses, Executive Summary of Downtown Plan, Matching Funds Table with Letters of Commitment, Budget Summary, Public Hearing Record and Mandatory Attachments as directed.

MARGIN AND TYPE SIZE for all Applications must contain margins consistent with those in this Application document and be typed using a minimum size 11 Arial font on 8 1/2 x 11 inch paper.

MAXIMUM LENGTH OF REQUIRED RESPONSE SECTION OF APPLICATION

Applicants are limited to six (6) pages for the Required Responses section of each Application and may use attachments only if specifically asked to do so.

NON-CONFORMING APPLICATIONS WILL NOT BE SCORED

This Application Package is available electronically at:

www.meocd.org



Downtown Revitalization

A STEP-BY-STEP GUIDE FOR SUCCESSFUL APPLICATION SUBMISSION

1. **Read the entire Application Package carefully!** Be sure to follow instructions on Page 3 as to due date, number of copies submitted, font size, and paper size, margins, packaging requirements and maximum length allowed for your Required Responses section. For additional information on all CDBG programs consult the 2013 CDBG Program Statement available on the OCD web site.
2. Choose the proper Downtown Revitalization activity areas listed on Page 18 that match your proposed project.
3. Complete the Application Cover Sheet on Pages 15-17. The Cover Sheet contains places for signatures and lists specific state and federal regulations that applicants certify they will follow if awarded CDBG funds. Make sure all required signatures are obtained. At a minimum, each applicant will need the signature of their Chief Executive Officer (CEO). In addition, signatures are required from each CEO for multi-jurisdictional Applications. Projects in support of utility districts also require the signatures of that entity's chief executive officers.
4. Complete the Program Designation Sheet on Pages 18-19. This sheet will list project activities and determine if proposed projects are in compliance with PL 776 relating to Growth-Related Capital Investments.
5. Use a maximum of six (6) pages for your Required Responses to the Impact, Development of Strategy, and Citizen Participation criteria contained on Pages 11-12 in Section 2 (E) of this application package. Make sure you address each applicable subcategory! (Some point totals are for OCD review purposes only) You must submit an attachment documenting cost estimates and projected project timeline. This does not count towards the 6 pages.
6. Complete the Matching Funds Table on Page 13 and attach letters of commitment for each funding source claimed on the table.
7. Complete the Budget Summary on Page 14. Directions for completion are included with the form.
8. Attach documentation of local public hearing to the Application. This must be in compliance with the requirements set forth on Page 7. *Please remember all public hearing notices must comply with the Title VI requirements set forth in the sample notice contained on page 20 of this application package. Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.*

9. Package your Application exactly in the order specified on Page 6 and be sure to submit 1 original and 6 copies that meet the requirements contained on Page 3. *Do not include binders, report covers, or folders, as they will be discarded prior to scoring.*

10. Use the Application Checklist & Packaging Requirements on Page 6 as a tool to make sure your Application will be complete and ready for OCD review.

11. *Remember! The Application due date is 4:00PM Friday, March 29, 2013.*

Contact us or download an electronic version of this Application at:

www.meocd.org

or call (207) 624-7484.



Downtown Revitalization Application Checklist & Packaging Requirements

Use this to make sure your Application contains all required submissions and is packaged in the proper order!

A complete original application consists of the following items packaged in this exact order. The four copies minus the Cover Sheet and Program Designation Sheet must also be packaged in the same order starting with the Required Responses.

- Cover Sheet with original signature;
 - Program Designation Sheet;
 - Required Responses to the Impact, Development Strategy, Project Leverage and Citizen Participation sections. (Maximum of six (6) pages);
 - Executive Summary of Downtown Action Plan;
 - Matching Funds Table with attached letters of commitment;
 - Budget Summary;
 - Public hearing record including the published public hearing notice, attested hearing minutes and attendance list — Notice must comply with sample notice contained on page 20 of this application package; and
 - Mandatory attachment documenting *cost estimates and projected project timeline*.
-

Incomplete or improperly packaged applications will not be scored.

Include only materials requested by OCD; do not provide additional attachments!

SECTION I - DOWNTOWN REVITALIZATION GRANT APPLICATION OVERVIEW

A. Introduction

The Downtown Revitalization Program (DR) will provide funds to communities to implement comprehensive, integrated, and innovative solutions to the problems facing their downtown districts. These community revitalization projects must be part of a strategy that targets downtown service and business districts and will lead to future public and private investment. Qualified applicant communities must have a downtown district meeting the definition of PL 776 enacted by the 119th legislature. Multi-jurisdictional applications from two or more communities must designate a lead community.

B. Letter of Intent as DR Application Eligibility Requirement

Eligible applicants for DR funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a DR application without OCD approval of their Letter of Intent will have the application returned un-scored.

C. Public Hearing Requirements

Each applicant is required to hold a duly authorized public hearing during the Application process with a minimum of 10 days prior notice. The hearing must be advertised in local newspapers and posted according to local requirements. The published notice must meet the Title VI requirements set forth in the sample notice contained on Page 20 of this application package. **Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.** Applicants must attach a copy of the published hearing notice, attested copy of the minutes and attendance list to the original and all four copies of the Application.

D. Matching Funds Requirements

Communities applying for DR funds must demonstrate they will provide a direct cash match of **at least 25% of the total CDBG grant award.** This must be reflected on the Matching Funds Table contained on Page 13 of this Application Package. Firm letters of commitment for all cash matching funds must be attached to the table.

E. Financial Commitments as a Threshold Requirement:

Applications for projects not demonstrating a firm financial commitment as required in the application materials will be removed from the scoring process during the threshold review.

F. Maximum DR Grant Amount: \$200,000

G. Applicant Prohibitions

Units of local government may not apply for more than one DR program per grant year. Units of local government that benefited from a 2011 DR may not apply for a 2013 DR. In addition, all DR applicants must meet the past performance criteria contained in the 2013 Program Statement on page 8, Section 2 (d), (e), and (f). **Eligible units of general local government as defined above may apply for CDBG assistance on behalf of the five Maine Indian Tribes. Maine Indian Tribes are not themselves eligible**

(i) Multiple Year Award Prohibition - Communities may not submit a DR application if they have received or benefited from two (2) DR awards within the five (5) year period prior to the CDBG program year for which applications are being accepted.

(ii) Community Enterprise Program Prohibition - Communities applying for a DR grant may not apply for, receive, or benefit from a Community Enterprise Program (CE) grant in the same program year.

H. Multi-Jurisdictional Applications

A multi-jurisdictional application is one submitted from two or more communities joining together to create a single DR program to meet shared problems in the respective communities.

I. Application Process

The selection process for the DR Program consists of two phases - an Application Phase and a Project Development Phase.

1. Competitive Application

The application must provide a narrative description of the Impact, Development Strategy, and Citizen Participation relating to downtown revitalization activities proposed in the application.

The applicant must complete the Application form and may only attach additional information if specifically requested. Please remember to answer briefly and as completely as possible within the allotted space. The focus of the review is to assess the readiness, feasibility, LMI impact, health and safety issues and need for funding from the basic facts of the situation and proposed solution. Reviewing and scoring of applications will begin following the application deadline of March 29, 2013. Each application will be rated on its own merit and in relation to all other applications. After the scoring process is completed, successful communities will be invited into the project development phase.

2. Project Development

An invitation into the Project Development Phase reserves funds for the project. Program funding is contingent upon the Office of Community Development's (OCD) receipt of funds from HUD and successful completion of Project Development criteria. All aspects of the Project Development Phase must be completed prior to the execution of a contract with OCD and include:

- 1) environmental review;
- 2) cost analysis and justification;
- 3) non CDBG project funds commitments;
- 4) management plan development; and
- 5) specific state and federal requirements.

The emphasis during the Project Development Phase is on development of the best project to meet the community's DR needs. A Development Program Manager will be assigned to work with each community to assist in the finalization of their project. **Applicants have six months to complete the project development phase process or notice of award may be rescinded.**

3. Project Implementation

Following contract execution, the community will be awarded DR funds and will begin to implement their project. The Development Program Manager will remain involved with the community throughout project implementation providing technical assistance and to monitor for compliance with federal and state regulations.

SECTION II - DOWNTOWN REVITALIZATION GRANT APPLICATION INSTRUCTIONS AND SCORING CRITERIA

A. Introduction

Communities must provide a narrative description of the Impact, Development Strategy, and Citizen Participation relating to the downtown revitalization activities proposed in the application. Scoring criteria for Impact, Development Strategy, Project Leverage and Citizen Participation are described below. Each application will be rated in relation to all others in a **three-stage process** described in Sections E-G below.

There is no minimum score required for an application to be considered for funding. The maximum length of an application, excluding the Cover Sheet and Program Designation Sheet, Executive Summary of Downtown Plan, Matching Funds Table, Budget Summary and mandatory attachment documenting cost estimates and projected project timeline is **six (6) pages** on 8 1/2 x 11 inch paper with a print size no smaller than that in this application package. Please refer to Page 6 of this application package for required packaging instructions.

All Nonconforming applications will be returned unscored.

Eligible activities in the DR Program include all activities eligible under the Public Facilities, Public Infrastructure, Micro-Enterprise and Housing Assistance carried out in a downtown area as follows:

1. Eligible Public Facilities and/or Public Infrastructure activities include infrastructure for new housing construction **and** construction, acquisition, reconstruction, installation, rehabilitation, site clearance, historic preservation, and relocation assistance **associated with** such projects as water and sewer facilities, non-housing rehabilitation, utility hook-ups, wharfs, flood and drainage improvements, parking, streets, curbs, gutters, sidewalks, fire protection facilities, community, child, senior, and health centers, libraries, salt/sand storage sheds, transfer stations, shelters for the homeless, sheltered workshops, recreational facilities, parks, removal of architectural barriers, neighborhood revitalization and public works garages in a downtown area.
2. Eligible Housing activities are limited to acquisition, code enforcement, conversion of non-residential structures, demolition, historic preservation, housing rehabilitation, new housing construction, relocation assistance and removal of architectural barriers directly related to assisting or creating residential housing units in a downtown area.
3. Eligible Micro-Enterprise activities include the Micro-Enterprise Grant/Loan and Business Façade Grant Activities as set forth in the Certifications, Requirements, Exclusions Section of the 2013 CDBG Program Statement (pages 6-8). Each Micro-Enterprise activity funded with Downtown Revitalization funds must meet the applicable CDBG National Objective set forth in the 2013 CDBG Program Statement on page 3.

If an application contains ANY activity not listed above, the entire application will be judged as not meeting project eligibility criteria and will be eliminated from consideration.

B. Cover Sheet

On Pages 15-17 in this Application Package is the Downtown Revitalization Grant Program Cover Sheet. The Cover Sheet consists of three sections:

1. Applicant Identification

Community's name, address, Chief Executive Officer (CEO), contact person, and phone numbers. The Cover Sheet must be completed, signed, and attached to the front of the application. The Chief Executive Officer of the applicant or the County Commissioner on behalf of unorganized territories must sign the Cover Sheet.

In multi-jurisdictional applications, one unit of local government must be identified as the lead applicant. Signature of the Chief Executive Officer of **each other participating unit** of general local government signifies approval for the lead applicant to apply on its behalf.

2. State Certifications

List of State Certifications that applicants agree to follow if they are awarded Downtown Revitalization Program funds.

3. Federal Certifications

List of Federal Certifications that communities agree to follow if they are awarded Downtown Revitalization Program funds.

C. Program Designation Sheet

The Program Designation Sheet contained on Pages 18-19 must be completed by all applicants. This sheet lists project activities and funding categories and determines if proposed projects are in compliance with PL 776 relating to Growth-Related Capital Investments.

D. Planning Requirements

The applicant must have completed a comprehensive downtown planning process within the past five years. Communities with plans older than 5 years must demonstrate that their plans are under active implementation and the action plan remains valid, or has been updated within the past five years. The proposed DR activities must be in the plan as recommended actions necessary for downtown revitalization.

The applicant must attach a copy of an executive summary of the implementation or Action Plan portion of its downtown revitalization plan with the original and all four copies of the application. Please Do Not submit the entire plan.

Applicants not providing a copy of their downtown Action Plan executive summary with each copy of the application will be eliminated from consideration.

E. Review Team Analysis

Members of the OCD Review Team will assign a Review Point Total for each application reviewed. Review Point Totals will consist of the sum of the four scoring areas below and be determined by the total of each sub-scoring area.

1. Impact (30 points) describes the community problems or needs the applicant wishes to address with DR assistance. The following rating criteria will be used:

- Describe the scope and magnitude of the problems, and how they are obstacles for revitalizing the downtown. – 8 points

- Explain how the problems negatively impact the viability of existing downtown businesses, or new development and expansion. – 8 points
- Demonstrate how the problems affect LMI persons, or how they contribute to slum/blight conditions. – 7 points
- Explain why DR funds are necessary for the project, and describe efforts to secure other grant or loan funds. – 7 points

2. Development Strategy (40 points) presents solutions to the problems identified in the Impact section. (**You must submit an attachment documenting cost estimates and projected project timeline.**) The following rating criteria will be used:

- Clearly link the proposed DR activities to action steps outlined in your community’s Downtown Action Plan, and explain how the project will stimulate economic activity in the downtown. – 10 points
- List the specific activities to be addressed in this downtown revitalization effort, and identify the tasks to be undertaken with DR funds and the activities to be undertaken with each other source of funds. – 10 points
- Define how the proposed DR activities provide a solution to the problems and assist in improving the area’s viability, and how the activities will have a positive impact on LMI persons, or on alleviation of the slum/blight conditions. – 10 points
- Describe the capacity and experience of the administrator who will be implementing the project, describe the engineering and design work completed to date, provide a project timeline, and explain how DR funds will be expended in a timely manner. – 10 points

3. Project Leverage (10 points No narrative response required) the following rating criteria will be used:

- Budget Page review – 3 points
- Matching Funds Table review - 3 points
- % which firm cash commitments exceed minimum 25%
 - Up to 15% – 1 point
 - 16% - 30% - 2 points
 - 31% - 50% - 3 points
 - More than 50% – 4 points

4. Citizen Participation (20 points) describes how citizens, community groups and project beneficiaries participated in identifying the problems and solutions included in this application. (**Note: you must also submit a public hearing record consisting of the Title VI compliant published public hearing notice, hearing minutes, and attendance list with the original and all four copies of the application.**) The following rating criteria will be used:

- Effective use of any media (newspapers, radio, TV, etc) to further public awareness and participation. – 4 points
- Relevance of listed meeting/hearing comments (not counting required public hearing) and the overall citizen participation process in application and project development. – 4 points

- Involvement of downtown and local businesses, Chambers of Commerce, development groups or other business related organizations in identification of problems and development of the application and project. – 4 points
- Involvement of potential LMI project beneficiaries in development of the application and project, and how the required public hearing relates to the application development and citizen participation process. – 4 points
- How other local resources (cash and in-kind) are directly related to the project, and the establishment of a cash value equivalent for all in-kind commitments. – 4 points

F. Maine Downtown Center Designation Bonus

Three (3) bonus points will be assigned to each application submitted by a community designated as a Main Street Maine Community by the Maine Downtown Center. One (1) bonus point will be assigned to each application submitted to a community designated as a Downtown Network Community by the Maine Downtown Center.

G. Business Friendly Community Designation Bonus

Three (3) bonus points will be assigned to each applicant community designated as a Business Friendly Community at time of application.

H. Final Application Score

Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the four-person OCD Review Team added to any applicable Maine Downtown Center Bonus. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow. There is no minimum score required for an application to be considered for funding.

**Community Development Block Grant
Downtown Revitalization Grant Program**

Budget Summary (Include Cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Non- CDBG Federal	Column 6 Other	Column 7 Cost Category Total
Land Acquisition							
Legal Expenses							
Appraisals							
Relocation							
Demolition							
Site Work							
Architectural							
Engineering							
Administration							
Construction							
Materials							
Business Facades							
Housing Activities							
Streetscapes							
Micro-Enterprise Grants							
Inspection							
Other (List)							
1.							
2.							
3.							
TOTAL COSTS							

Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Cost Category Total
3. Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
4. **Submit a copy of this Budget Summary with the original and all four copies of the application.**

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS**

Downtown Revitalization Grant Program

A. Applicant Identification

Applicant:			
Address:			
Town/City/County:			
Zip Code + Four:			
Chief Executive Officer:			
Phone Number:		E-mail:	
Contact Person:			
Phone Number:		E-mail:	
Census Tract(s) Where Proposed DR Activities will occur:			

DUNS #:	Town or City DUNS (Dunn & Bradstreet) # <u>(Not the Police Dept or Fire Dept)</u> : (visit www.nea.gov/grants/apply/DUNS.html if applicant needs to obtain a number)
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B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Phase I application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. a local match that directly relates to the proposed activity and is the equivalent of 25 percent of the DR grant amount must be provided if the applicant is invited to proceed. Local match may consist of cash or inkind material or services to be expended during completion of the proposed project or has been expended for activities directly related to and necessary for the completion of the proposed project no more than two years prior to the submission of this DR application;
- d. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- e. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- f. it will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;
- b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:
- (i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
 - (ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.
- c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;
- d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;
- e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;
- f. it is not listed on U. S. Dept of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;
- g. it will comply with the requirements of Section 319 of Public Law 101-119 regarding government-wide restrictions on lobbying; and
- h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

--	--	--

Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

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Signature of Chief Executive Officer

Name of Community

Date: mm/dd/year

C. Program Designation Sheet

Only eligible activities listed in Section II may be requested for DR assistance. A community may request funds in more than one category, but submit only one DR application.

1. Please list the activities that will be part of your DR project: _____

2. Into which category or categories do your activities fit?

_____ Public Facilities: Requested amount: \$_____

_____ Public Infrastructure: Requested amount: \$_____

_____ Micro-Enterprise: Requested amount: \$_____

_____ Housing Assistance: Requested amount: \$_____

_____ General Administration: Requested amount: \$_____

***Total amount requested: \$_____**

(*Maximum DR assistance: \$600,000)

3. Growth-Related Capital Investments (PL 776)

a. CDBG financed growth-related capital investments may only be made in specific locations as per title 30-A MRSA 4349 as listed below:

- A locally designated growth area as defined in an adopted comprehensive plan consistent with the Growth Management Act.
- In the absence of a consistent comprehensive plan:
- An area served by a public sewer system with the capacity to absorb the growth-related project
- A census-designated place
- A DOT urban compact area?

Is the proposed project located in one of the above areas? Yes No

Explain _____

b. Projects not located in these four specific locations may receive funding under the following conditions.

- To remedy a threat to health and safety
- A project related to a commercial or industrial activity that due to its nature is typically located away from other development or relies on a particular natural resource for its operation. Examples might include sawmills, farms, or aquaculture.
- Industries that must be located near an airport, port, or railroad line
- A tourist or cultural facility that must be at or near a particular historic, cultural or natural site.
- Projects in communities that received grants from SPO within the previous two years to complete comprehensive plans.
- Projects in communities that requested funds from SPO prior to January 1, 2000 to complete a comprehensive plan but did not receive a grant to assist in the preparation of a plan.
- Housing projects that serve persons with handicaps, foster children, homeless persons, and others as outlined in the law.
- A pollution control facility.
- A project with no feasible location within the four areas outlined in (a) or fitting any of the exceptions in (b), if the DECD commissioner certifies to the Land and Water Resources Council that unique needs of the agency require state funds for the project. A majority of the Land and Water Resources Council's membership must vote to approve the project.

Does the proposed project meet one of the above exceptions? Yes No

Explain _____

Public Hearing Notice to Comply with Title VI Requirements

Public Hearing Notice
The City/Town of _____

The City/Town of _____ will hold a Public Hearing on (date) , at (time) , at the (location) to discuss an application being submitted to the State of Maine CDBG program for a (specific name of grant program) . The purpose of the grant application is to state purpose . Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: (name of contact, address) at any time prior to the Public Hearing. TDD/TTY users may call (list local TTY number or 711) . If you are physically unable to access any of the City's/Town's programs or services, please call (list local contact and phone number) , so that accommodations can be made.



Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.

**THIS MATERIAL IS AVAILABLE IN ALTERNATIVE FORMAT
UPON REQUEST**

BY CONTACTING:

**OFFICE OF COMMUNITY DEVELOPMENT
111 SEWALL STREET, 3RD FLOOR
59 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0059
TELEPHONE (207) 624-7484
TTY: 1-800-437-1220**

ALSO AVAILABLE ON THE OFFICE OF COMMUNITY DEVELOPMENT WEB SITE:

www.meocd.org

The Maine State CDBG Program is Funded by:

