State of Maine

Community Development Block Grant Program

2013 Public Infrastructure Grant Program Application Package

Office of Community Development
111 Sewall Street
59 State House Station
Augusta, ME 04333-0059
Phone: (207) 624-7484
TTY: 1-800-437-1220

www.meocd.org

Public Infrastructure

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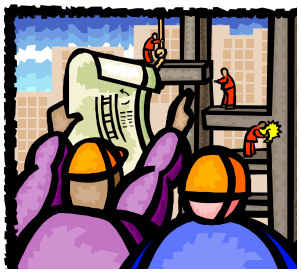
Public Infrastructure

Application Timetable & Requirements



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

The timeframe for the Application Process is as follows:

All applications must be received at the physical location of the Office of Community Development by **4:00 P.M., FRIDAY, March 8, 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, Activity Designation Sheet, Application and Required Responses, 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 Application and Required Responses, 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 12 Arial font on 8 1/2 x 11 inch paper.

MAXIMUM LENGTH OF REQUIRED RESPONSE SECTION OF APPLICATION
Applicants are limited to the three (3) pages provided in 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

Public Infrastructure

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

3. Choose the proper Public Infrastructure activity group listed on Page 15 that matches your proposed project.

4. Complete the Application Cover Sheet on Pages 12-14. 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 those group's executive officers.

5. Complete the Activity Designation Sheet on Page 15. This sheet will list project activities, identify if the project is multi-jurisdictional, indicate contaminants for water projects and determine if proposed projects are in compliance with PL 776 relating to Growth-Related Capital Investments.

6. Complete the Application and Required Response section beginning on Page 17. Be sure to include required information for the applicant as well as utility districts. ***(Use only the three pages allotted for the Required Responses – you decide how much to use for each response area. Provide attachments only if they are specifically asked for.)***

7. Complete the Matching Funds Table on Page 21 and attach letters of commitment for each funding source claimed on the table.

8. Complete the Budget Summary on Page 22. Directions for completion are included with the form.

9. 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 23 of this application package. Any applicant submitting a non-compliant public hearing notice will have FIVE POINTS deducted from their final application score.***

10. Package your Application exactly in the order specified on Page 6 and be sure to submit 1 original and FOUR (4) 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.***

11. 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.

12. ***Remember! The Application due date is 4:00pm Friday, March 8, 2013.***

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

www.meocd.org

or call (207) 624-7484.

Public Infrastructure

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 Activity Designation Sheet must also be packaged in the same order starting with the Application and Required Responses.

- ☐ Cover Sheet with original signature;
- ☐ Activity Designation Sheet;
- ☐ Application Page;
- ☐ Responses to the Impact, Development Strategy, and Citizen Participation sections. **(You may only use the three pages provided.);**
- ☐ 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 **– The Public Hearing Notice must comply with sample notice contained on page 23 of this application package**
- ☐ **Mandatory professionally prepared engineering and/or health/safety report documenting conditions which warrant the project; and**
- ☐ Mandatory engineering design report and cost estimates**.**

Incomplete packages or 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.

SECTION I - PUBLIC INFRASTRUCTURE GRANT APPLICATION OVERVIEW

A. Introduction

The Public Infrastructure Grant Program (PI) provides communities with grant funds to help meet their identified public infrastructure needs in one of three activity groups. Multi-jurisdictional applications from two or more communities must designate a lead community. Counties may apply on behalf of unorganized territories.

B. Letter of Intent as PI Application Eligibility Requirement

Eligible applicants for PI funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a PI application without OCD approval of their Letter of Intent will not be 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 23 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 PI 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 21 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. Applicant Prohibitions

Units of local government may not apply for more than one PI program per grant year. Communities participating in multi-jurisdictional PI applications may submit their own PI as long as they demonstrate that there will not be a duplication of program activity/benefit. Units of local government and unorganized territories that benefited from a 2012 PI may not apply for a 2013 PI except as stipulated under Section 1 (H) (2) (b) of the 2013 Program Statement. In addition, all PI applicants must meet the past performance criteria contained in the 2013 Program Statement on page 8, Section 1 (H) (2) (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 applicants.**

G. Multi-Jurisdictional Applications

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

H. Application Process

The selection process for the PI 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 public infrastructure activity 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. PI Program applicants who are “service center or specialized center communities,” as identified by the Maine State Planning Office, or proposing to complete activities supporting the revitalization of downtown areas, will be given priority during the review process. Specific Application requirements of each activity group listed in this document must be strictly followed. Reviewing and scoring of applications will begin following the application deadline of March 8, 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 PI 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 PI 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 - PUBLIC INFRASTRUCTURE 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 public infrastructure activity proposed in the application. Scoring criteria for Impact, Development Strategy, and Citizen Participation are described below. Each application will be rated in relation to all others in a **three-stage process** described in Sections D – F 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, activity designation sheet, matching funds table, letters of commitment, budget page and public hearing documentation is **limited to the three pages allowed in the Required Responses section.** ***Please refer to Page 6 of this application package for required packaging instructions.***

All Non-conforming applications will not be scored.

B. Cover Sheet

On Page 12 in this Application Package is the Public Infrastructure 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 Public Infrastructure Program funds.

3. Federal Certifications
List of Federal Certifications that communities agree to follow if they are awarded Public Infrastructure Program funds.

C. Activity Designation Sheet

An Activity Designation Sheet is included on Page 15 of this Application Package. Applicants must complete the sheet, declaring if the application is multi-jurisdictional or not, checking the activity group applied for and indicating compliance with the Growth Related Capital Investment (PL 776) Law.

D. 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 three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

1. Impact (40 points) describes the community problems or needs the applicant wishes to address with PI assistance. The following rating criteria will be used:

- A description of why the project is necessary, previous efforts to address needs, and how the project was prioritized locally – 8 points
- How the infrastructure problems were verified, including studies, testing and record keeping – 8 points
- How the verified health, safety and welfare conditions affect users and others in the community and region – 8 points
- Size and demographic make up of user base and target area of projected infrastructure project – 8 points
- Why PI funds are necessary to fill a funding gap and how match funds will work with PI funds to implement the project – 8 points

2. Development Strategy (40 points) presents solutions to the problems identified in the Impact section. The following rating criteria will be used:

- A description of the proposed infrastructure improvements, including size, capacity, design, utilities and fit with existing systems – 10 points
- Positive impacts on health, safety and welfare of users directly attributable to proposed PI expenditures – 9 points
- Extent of financial benefits to users from reduced rates, rents and other costs. If financial benefits cannot be quantified, identify other short and long term benefits that will be experienced – 9 points
- Project timeline: list tasks necessary to begin implementation. Identify work already completed, such as engineering, design and final commitment of other funds. Identify when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible – 12 points

3. 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:

- How overall citizen participation process directly relates to identification of solution strategies and application development - 4 points
- Effective use of any media (newspapers, radio, TV, etc) to further public awareness and participation – 4 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 4 points
- Involvement of potential LMI project beneficiaries in 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

E. Final Application Score

Final scores will be determined by averaging the scores assigned by members of the OCD Review Team and adding any applicable bonus point totals. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow. In the event of a tie in any CDBG program scoring process, first consideration will be given to the community that is listed by the Maine State Planning Office as a Service Center; if both applicants meet this definition; the tie will

be broken based on the highest Community Evaluation Factor**.** Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS

Public Infrastructure 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 PI Activities will occur:			

DUNS #:	Town or City DUNS # (Dunn & Bradstreet) (NOT the utility district #) : (visit www.nea.gov/grants/apply/DUNS.html if applicant needs to obtain a number)

B. The Applicant Certifies That:

1. State Certifications

a. To the best of my knowledge and belief, the information in this Application is true and correct:

b. the governing body of the applicant has duly endorsed the document;

c. a **local cash match** that directly relates to the proposed activity and is the equivalent of **25 percent of the project grant award** will be provided if the applicant is invited to proceed. This match may consist of all non-CDBG loans, grants, endowments, etc. contributed to the project.

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 l964 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 101-121 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.

Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year

Signature of Each Participating Applicant in a Multi-Jurisdictional Application

Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year

PUBLIC INFRASTRUCTURE GRANT PROGRAM ACTIVITY DESIGNATION SHEET

1. **Activity Declaration**

a. List the activities you will be doing in your proposed project: _____

_____

_____

b. Are all activities in the same group (see list below)? ___ Yes ___ No

PUBLIC INFRASTRUCTURE ACTIVITY GROUPS

(Check box next to applicable activity group.)

☐ **Activity Group 1 - $1,000,000**: Water system installation/improvements, Sewer system installation/improvements, Water/sewer system hookups***,** Storm Drainage, Utility infrastructure, dams with the main purpose of providing the primary water storage facility for an active water district or municipal system (road or street reconstruction is not eligible).

*****(As a housing rehabilitation activity completed in conjunction with and as part of a public infrastructure project)

☐ **Activity Group 2 - $1,000,000**: Infrastructure in support of new LMI affordable fully financed housing.

☐ **Activity Group 3 - $100,000:** Street/roads/sidewalks, Parking, curbs and gutters

2. **Multi-Jurisdictional Declaration**

a. Is this a multi-jurisdictional project? __ Yes __ No

b. If yes, which local government has been designated as the lead applicant? _____

c. If yes, list all participating or benefiting local governments. _____

_____

NOTE: Remember all participating or benefiting local governments must sign the Cover Sheet Certification Form.

3. Is this a multi-jurisdictional project? __ Yes __ No

b. If yes, which local government has been designated as the lead applicant? _____

c. If yes, list all participating or benefiting local governments. _____

4. **Location of 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*** DECD's 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 _____

_____

State of Maine
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PUBLIC INFRASTRUCTURE
APPLICATION

1. Applicant:

   Name: _____

   Street/PO Box: _____

   Town/City: _____

   Zip Code + Four _____

   Chief Executive Officer: _____

   Phone #/e-mail Address: _____

   Contact Person: _____

   Phone #/e-mail Address: _____

2. Utility Company (if applicable)

   Name: _____

   Street/PO Box: _____

   Town/City: _____

   Zip Code + Four _____

   Chief Executive Officer: _____

   Phone #/e-mail Address: _____

   Contact Person: _____

   Phone #/e-mail Address: _____

Amount of CDBG Program Request: $_____

Total project cost: $_____

Please refer to Section D. 1-3 contained on Pages 9-10 of this Application Package for additional guidance in completing the following Required Responses section.

REQUIRED RESPONSES

(Use only the three pages allowed – you decide how much for each review area)

Impact (40 points):

- A description of why the project is necessary, previous efforts to address needs, and how the project was prioritized locally – 8 points
- How the infrastructure problems were verified, including studies, testing and record keeping – 8 points
- How the verified health, safety and welfare conditions affect users and others in the community and region – 8 points
- Size and demographic make up of user base and target area of projected infrastructure project – 8 points
- Why PI funds are necessary to fill a funding gap and how match funds will work with PI funds to implement the project – 8 points

(You *must* attach a professionally prepared engineering and/or health/safety report documenting conditions which warrant the proposed project .)

Development of Strategy (40 points):

- A description of the proposed infrastructure improvements, including size, capacity, design, utilities and fit with existing systems – 10 points
- Positive impacts on health, safety and welfare of users directly attributable to proposed PI expenditures – 9 points
- Extent of financial benefits to users from reduced rates, rents and other costs. If financial benefits cannot be quantified, identify other short and long term benefits that will be experienced – 9 points
- Project timeline: list tasks necessary to begin implementation. Identify work already completed, such as engineering, design and final commitment of other funds. Identify when remaining tasks will be completed. Estimate a project completion date and describe why project timeline is feasible – 12 points

You *must* attach an engineering design report and associated cost estimates.

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development - 4 points
- Effective use of any media (newspapers, radio, TV, etc) to further public awareness and participation – 4 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 4 points
- Involvement of potential LMI project beneficiaries in 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

You must also submit a public hearing record consisting of the of the Title VI compliant published public hearing notice, hearing minutes, and attendance list with the original and all four copies of the application.

Community Development Block Grant Program

Matching Funds Table

(Include Fully Secured Cash Commitments Only)

Funding Source	Grant/Loan	Amount	Terms of borrowing or bond sale
	TOTAL:	$	

Letters of Commitment for all Cash Matching Funds listed must be attached to this table.

Submit a copy of this Matching Funds Table and all letters of commitment with the original and all four copies of the application.

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							
Equipment							
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 five copies of the application.**

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.

EQUAL HOUSING OPPORTUNITY

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:

EQUAL HOUSING OPPORTUNITY