

State of Maine Community Development Block Grant Program



Economic & Community
Development



Public Service Grant Program

2021 Application Package

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Application by Invitation Only

Public Service Grant Program

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Public Service Grant Program

APPLICATION TIMETABLE & REQUIREMENTS

Please take note that eligible applicants for PS funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a PS application without OCD approval of their Letter of Intent will have the application returned unscored.

All applications must be **received electronically by 4:00 P.M., Friday, May 7, 2021.**

Late submissions will not be accepted and will be returned unopened.

Faxed copies will not be accepted.

Applications must be received as **one complete PDF format application submitted via email to: ocd.application@maine.gov**

FOR FURTHER INFORMATION: (207) 624-7484

SUBMISSION REQUIREMENTS

See Page 5 for packaging instructions.
Include only those attachments requested by OCD

ONE ORIGINAL – Packaged in this exact order containing the Signed Cover Sheet with Certifications, Project Information Sheet, Application Responses, Matching Funds Table with attached Letters of Commitment, Budget Summary, and 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 APPLICATIONS Applications are limited to **four (4) pages** to provide the responses required in Section II (D), not counting required attachments.

NON-CONFORMING APPLICATIONS WILL NOT BE SCORED

This Application Package is available electronically at:

www.meocd.org

Public Service Grant Program

A STEP-BY-STEP GUIDE FOR SUBMISSION

1. Read the entire Application Package carefully! Be sure to follow the instructions on Page 3 as to due date, number of copies submitted, font and paper size, margins, emailing requirements and maximum length allowed for required responses. For additional information on all CDBG programs consult the 2021 CDBG Program Statement available on the OCD web site.
2. Eligible applicants for PS funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a HA application without OCD approval of their Letter of Intent will have the application returned unscored.
3. Complete the Application and Certifications Pages 8-11. Application lists project activities, determines if project meets the National Objective of the CDBG program and to make assurances that a business with specific job training skills/needs has been identified. The certification pages contain 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, the applicant will need the signature of their Chief Executive Officer (CEO).
4. Use a maximum of four (4) pages for your Required Responses to the Impact, Development of Strategy, and Citizen Participation criteria contained in Appendix A on Page 14 of this application package. You must submit an attachment with a maximum of two (2) pages documenting cost estimates and projected project timeline. This does not count towards the 4 pages for the Required Responses.
5. Attach documentation of local public hearing to the original and two copies of the Application. This must be in compliance with the requirements set forth on Page 6. Please remember all public hearing notices must comply with the Title VI requirements set forth in the sample notice contained in Appendix B on Page 15 of this application package. Any applicant submitting a non-compliant public hearing notice will have five points deducted from their final application score.
6. Complete the Budget Summary on Page 12. Directions for completion are included.
7. Package your Application exactly in the order specified on Page 5 and be sure to submit 1 original and 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.
8. Remember! The Application due date is 4:00pm Friday, May 7, 2021.

Public Service Grant Program

APPLICATION CHECKLIST & PACKAGING REQUIREMENTS

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

A complete application consists of the following items packaged in this exact order: Cover Sheet and Project Information Sheet must also be packaged in the same order starting with the Required Responses.

- Cover Sheet and Certifications with original signature(s);**
- Required Responses to the Impact, Development Strategy, and Citizen Participation sections. (Maximum of four (4) pages);**
- 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 15 of this application package; and**
- Mandatory documentation of cost estimates and projected project timeline.**

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.

PUBLIC SERVICE GRANT APPLICATION OVERVIEW

A. Introduction

The Public Service Grant Program (PSG) provides funding for operating expenses and program materials for new or expanded programs that benefit low and moderate-income persons for any one of the eligible activities mentioned in (E) below.

B. Letter of Intent as PSG Application Eligibility Requirement

Eligible applicants for PSG funding are limited to those communities receiving prior written OCD approval of their Letter of Intent to Apply. Applicants submitting a PSG application without receiving an 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 in Appendix B on Page 15 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 two copies of the Application.

D. Documentation of CDBG National Objective:

Each PSG project activity must meet a National Objective of the CDBG program by benefiting low to moderate income persons as set forth in the 2021 Program Statement.

E. Eligible PSG Activities:

Eligible activities include operating and program material expenses related to job training/skills development, child care, education programs, transportation, literacy, ESL programming, scholarships etc.; eligible planning activities necessary to complete the Project Development Phase. **Structural changes, such as construction, construction materials, renovation and rehabilitation are ineligible PSG activities.**

F. Maximum PSG Grant Amount: \$50,000.

G. Applicant Prohibitions:

PSG applications must demonstrate that there will not be a duplication of program activity/benefit. PSG applicants must meet the past performance criteria contained in the 2021 Program Statement on page 8. 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.

H. Application Process

The selection process for the PSG 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 new or expanded 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. Reviewing and scoring of applications will begin following the application deadline of May 7, 2021. 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;
- 5) management plan development; and
- 6) specific state and federal requirements.

The emphasis during the Project Development Phase is on development of the best project to meet local PSG needs. A Development Program Manager will be assigned to work with each community to assist in the finalization of their project. **Applicants have three 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 HA 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.

STATE OF MAINE COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION AND CERTIFICATIONS

Public Service Grant Program

Please note that all information requested in this application must be included for the application to be considered complete. Please refer to Page 5 for the Public Service Program Application Package Requirements. The Office of Community Development (OCD) will only process complete applications. All materials submitted to OCD in connection with your WDP application shall become the property of OCD, unless otherwise requested and shall be retained or destroyed in accordance with OCD's file retention policy.

I. APPLICANT MUNICIPALITY INFORMATION

Municipality:	County:
Mailing Address:	State: Zip Code+4:
Manager/Contact Person:	E-Mail:
Phone:	Fax:
Applicant Municipality DUNS (Dunn & Bradstreet) #: (visit http://fedgov.dnb.com/webform if business needs to obtain a number)	

II. APPLICANT SUB-GRANTEE (Business, Non-Profit, etc.) if applicable:

Legal Name of Business:			
Legal Address of Business where jobs will be created and/or retained:			
Town/City:	State:	Zip Code:	County:
Manager/Contact Person:	Email:		
Phone:	Fax:		
Applicant Sub-Grantee DUNS (Dunn & Bradstreet) #: (visit www.nea.gov/grants/apply/DUNS.html if business needs to obtain a number)			

Census Tract(s) Where Proposed PSG Activities will occur:

III. SUMMARY OF PROGRAM ACTIVITIES

Is this PSG application in support of program activities designed ***predominantly*** for persons determined to be low to moderate income? Yes No If no, please explain.

Is this PSG application in support of program activities designed exclusively for members of one or more of the groups below presumed by HUD to be low to moderate income? Yes No

If yes, check applicable groups(s):

- Abused Children
- Battered Spouses
- Elderly Persons
- Severely Disabled Adults
- Homeless Persons
- Illiterate Adults
- Migrant Farm Workers
- Persons Living with AIDS

IV. SUMMARY OF TRAINING TIMELINE:

Positions to be trained as part of this development project by job classification identifiers (see Appendix C for Job Classification Types:

Type of Training	Training Date(s)	# of Individuals to be Trained	Cost Per Person

V. CERTIFICATION BY AUTHORIZED OFFICIAL OF MUNICIPALITY AND SUB-GRANTEE (if applicable):

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. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. will comply with all applicable State laws and regulations.

2. Federal Certifications

- a. 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. 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. 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. 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. is not listed on U. S. Department of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;
- g. 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 sub-recipients 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, per 24 CFR Part 570.611.
- i. Jobs created/retained must be in the community applying for the EDP award, new jobs to that community and not associated with any other branches of the assisted business located in another community.
- j. Transfer positions cannot be counted toward the job creation/retention requirements.
- k. All projects must document that at a minimum, 51% of all jobs created or retained as a result of the funded activity must be taken/held by persons of low and moderate income as defined by HUD.
- l. The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applications on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); and because all or parts of the applicant's income is derived from any public assistance program; or because the applicant has, in good faith, exercised any rights under the Consumer Credit Protect Act. The federal agency that administers compliance with this law concerning this creditor is the Federal Trade Commission. If a person believes that he or she was denied assistance in violation of this law, they should contact the Federal Trade Commission, Washington DC 20580.

Signature of Municipal Official:	Name:
Date:	Title:
Signature of Sub-Grantee Representative (if applicable):	Name:
Date:	Title:

Community Development Block Grant Public Service Grant Program

Budget Summary (Include Cash & In-Kind if applicable)

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
Administration							
Equipment							
Materials							
Operations							
Salaries							
Fringe							
Transportation							
Vehicles							
Consultants							
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 Summary with the original and all four copies of the application.

APPENDIX A-C

APPENDIX A

Members of the 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.

Impact (40 points):

- Conditions requiring a new or expanded service – 15 points
- Issues faced by service providers including capacity, finances and staffing – 15 points
- Why PSG funds are critical for the project – 10 points

Development Strategy (40 points):

- A description of the new or expanded service, specific use of PSG funds, including how this service will resolve identified problems, and why this service will be more effective than existing services for the targeted beneficiaries – 10 points
- How PSG funds will be utilized to assist LMI persons or a HUD approved Limited Clientele group – 10 points
- Project timeline, including a start date, tasks completed to date, how PSG funds will be expended in a timely manner, and method of tracking success – 10 points
- Capacity and qualifications of the service provider implementing the project, including familiarity with the needs of project beneficiaries – 10 points

Citizen Participation (20 points):

- How overall citizen participation process directly relates to identification of solution strategies and application development - 5 points
- Effective use of any media (newspapers, radio, TV, etc.) to further public awareness and participation – 5 points
- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) on application and project development – 5 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 – 5 points

6. Final Application Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

APPENDIX B

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.

APPENDIX C

JOB CATEGORY DEFINITIONS

Officials and Managers – Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm’s operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.

Professional – Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.

Technicians – Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.

Sales – Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers, demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.

Office and Clerical – Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.

Craft Worker (skilled) – Manual workers of relatively high level having a thorough knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.

APPENDIX C (continued)

Operatives (semi-skilled) – Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.

Laborers (unskilled) – Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.

Service workers – Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurse's aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

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.maine.gov/decd/meocd/cdbg

The Maine State CDBG Program is Funded by:

