

State of Maine Community Development Block Grant Program



Public Infrastructure Grant Program

2022 Application Package

Office of Community Development
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59 State House Station
Augusta, ME 04333-0059
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Application by Invite Only

Public Infrastructure

Table of Contents

Application Timetable and Requirements	Page 3
Step-by-Step Guide for Successful Application Submission	Page 4
Application Checklist & Packaging Requirements	Page 5
Application Overview	Page 6
Application Instructions & Scoring Criteria	Page 8
Cover Sheet	Page 10
Activity Designation Sheet	Page 13
Public Infrastructure Application	Page 15
Matching Funds Table	Page 19
Budget Summary	Page 20
Sample Application Title VI Public Hearing Notice	Page 22

Public Infrastructure Grant Program

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 have the application rejected.

All applications must be received at the physical location of the Office of Community Development by **4:00 P.M., Friday, March 27, 2022.**

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

Faxed copies will not be accepted.

Applications must be received via email as one PDF document,

**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) 624-7484**

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 of narrative** 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 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 2022 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 have the application returned unscored.
3. Choose the proper Public Infrastructure activity group listed on Page 13 that matches your proposed project.
4. Complete the Application Cover Sheet on Pages 10-12. 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 13. This sheet will list project activities, identify if the project is multi-jurisdictional, indicate contaminants for water projects and determine if proposed projects comply with PL 776 relating to Growth-Related Capital Investments.
6. Complete the Application and Required Response section beginning on Page 16. Be sure to include required information for the applicant as well as utility districts. (Use only the four 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 19 and attach letters of commitment for each funding source claimed on the table.
8. Complete the Budget Summary on Page 20. Directions for completion are included with the form.
9. Attach documentation of local public hearing to the Application. This must comply 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 on page 21 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 5 to meet the requirements contained on Page 3.
11. Use the Application Checklist & Packaging Requirements on Page 5 as a tool to make sure your Application will be complete and ready for OCD review.
12. Remember! The Application due date is 4:00 pm Friday, March 25, 2022.

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 Project Information Sheet must also be packaged in the same order starting with the 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 21 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 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 21 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 19 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 2021 PI may not apply for a 2022 PI except as stipulated under Section 1 (H) (1) of the 2022 Program Statement. In addition, all PI applicants must meet the past performance criteria contained in the 2022 Program Statement on page 8, Section 1 (G) (9). 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 25, 2022**. 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 – E 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 four pages of narrative allowed in the Required Responses section.** *Please refer to Page 6 of this application package for required packaging instructions.*

All Non-conforming applications will be returned unscored.

B. Cover Sheet

On Page 11 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 13 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 – 6 points
- What engineering firms and/or regulatory agencies have verified the infrastructure problems, and what studies and testing have been done that corroborate the need – 6 points
- How the verified health, safety and welfare conditions affect users and others in the community– 8 points
- Size and demographic makeup of user base and target area of projected infrastructure project – 10 points
- Why PI funds are necessary to fill a funding gap, what other state and/or federal agency funding is involved, capacity of the utility or town to borrow, and how match funds will work with PI funds to implement the project – 10 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 – 5 points
- Extent of financial benefits to users; list current user rates, what rates will be if PI funding is approved, and list what user rates will be if the project is built without PI funding. – 15 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 – 10 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 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

Applications will be awarded funding based on the consensus of the review team. There is no minimum Final Application Score required for an application to be considered for funding.

**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:	
Chief Executive Officer:	
Phone Number:	
E-Mail:	
Contact Person:	
Phone Number:	
E-Mail:	
Census Tract(s) Where Proposed PI Activities will occur:	
Applicant DUNS (Dunn & Bradstreet) #:	
(visit www.nea.gov/grants/apply/DUNS.html if applicant needs to obtain a number)	

B. 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 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

Community Development Block Grant Public Infrastructure Grant Program Program 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.

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. 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 Maine’s Municipal Planning Assistance Program within the previous two years to complete comprehensive plans
- Projects in communities that requested funds from Maine’s Municipal Planning Assistance Program 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: _____
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: _____
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.***

(Up to four pages total allowed for narrative – you decide how much for each review area)

- A description of why the project is necessary, previous efforts to address needs, and how the project was prioritized locally – 6 points
- What engineering firms and/or regulatory agencies have verified the infrastructure problems, and what studies and testing have been done that corroborate the need – 6 points
- How the verified health, safety and welfare conditions affect users and others in the community– 8 points
- Size and demographic makeup of user base and target area of projected infrastructure project – 10 points
- Why PI funds are necessary to fill a funding gap, what other state and/or federal agency funding is involved, capacity of the utility or town to borrow, and how match funds will work with PI funds to implement the project – 10 points

[illegible]

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 – 5 points
- Extent of financial benefits to users; list current user rates, what rates will be if PI funding is approved, and list what user rates will be if the project is built without PI funding. – 15 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 – 10 points

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

[illegible]

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 Title VI compliant published public hearing notice, hearing minutes, and attendance list with the application.

[illegible]

Community Development Block Grant Public Infrastructure Grant Program Matching Funds Table

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

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

Community Development Block Grant Public Infrastructure 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							
Equipment							
Inspection							
Other (List)							
1.							
2.							
3.							
TOTAL COSTS							

Directions for Completing Budget Summary

- 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.
- List the total dollar amount for each cost category in column 7, Cost Category Total
- Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
- Submit a copy of this Summary with the application.

WATER AND/OR SEWER UTILITY FINANCIALS

Utility's annual revenue \$_____ Utility's total debt \$_____ Utility Available Credit \$_____

Utility's annual debt payments \$_____ Annual debt retirement \$_____

Debt as % of quarterly user fee \$_____ Utility surplus \$_____

If the project does not receive grant funds, and were to borrow the amount requested from the Maine Municipal Bond Bank for a term of 20 years:

What is the anticipated **dollar amount of increase to the user rates** per 1200 Cubic feet?

Water rate_____ Sewer rate_____

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 Public Infrastructure 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:

