

*Maine*  
Cumberland **County**  
**Community Development**  
**Block Grant Program**

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Public Service Program Application

Program Year 2024

**Final Applications Due: 4:00pm, January 18, 2024**

**Cumberland County  
Community Development Office  
142 Federal Street, Suite 100  
Portland, Maine 04101  
Tel. 207- 699-1906  
Fax 207- 871- 8292**

*An electronic copy of this application is available at  
[cumberlandcountyme.gov/CDBGapplications](http://cumberlandcountyme.gov/CDBGapplications)*

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## EXPLANATION OF 2024 PUBLIC SERVICE APPLICATION PROCESS

### CRITICAL DUE DATES

- Pre-Applications: Thursday, December 14, 2023 – 4:00PM
- Final Applications: Thursday, January 18, 2024 – 4:00PM

### APPLICATION OVERVIEW AND PROCESS

The Cumberland County CDBG Grant Program will distribute funds for community and regional activities in the 2024 program year. The exact amount to be distributed will be determined in the upcoming months.

1. Eligible Applicants:
  - a. Municipalities & the County are the only eligible applicants for this program.
  - b. Non-profit service providers, businesses or other organizations/entities apply through a municipality for a local program and through the County for a regional program.
2. Applicants, *except for those sponsored by the County*, must demonstrate a 20% local match.
3. Applicants must submit “pre-applications” by 4:00pm on December 14, 2023. Applicants will receive approval to submit a final application by December 19, 2023, *at the latest*.

Pre-Applications are a separate document and a separate attachment in the 2024 CDBG Application distribution e-mail. If needed, please contact Cumberland County Community Development for a copy of the 2024 Pre-Application.

4. Maximum number of applications:
  - a. Community applicants (single community applications) are limited to any combination of **two** Public Services and/or General Program applications.
  - b. Cumberland County is limited to any combination of **five** Public Services and/or General Program applications;
  - c. Communities may submit an unlimited number of multi-community applications.
  - d. The number of “pre-applications” is not limited.
5. Multi-community applicants must submit an additional form:
  - a. Signature page for all communities to endorse the application (*Appendix II*).

6. Each community is assigned a community distress score from 0 – 10. The score incorporates two factors: (1) The percent of low/moderate income people in the community and (2) the community’s low/moderate income population as a percentage of the county’s low/moderate income population. Refer to *Appendix VI* for community distress scores.
7. All final applications must be endorsed by local elected officials prior to submission.
8. There are no minimum or maximum grant award limits.

## APPLICATION TIMETABLE

- Program and Application Workshops: Thursday, November 30, 2023  
Virtual Meeting:
  - [meet.google.com/amf-xerz-wpc](https://meet.google.com/amf-xerz-wpc)
  - Phone Number: 414-439-0934
  - Passcode: 571 977 357#
- Pre-Applications Due: Thursday, December 14, 2023 – 4:00 PM  
Emailed to [styles@cumberlandcounty.org](mailto:styles@cumberlandcounty.org)
- Receipt of Approval to Submit Application: Tuesday, December 19, 2023
- Final Applications Due: Thursday, January 18, 2024 – 4:00 PM
- Applicant presentation to Review Team: Wednesday, February 7, 2024 - Morning
- MOC Review: Wednesday, March 6, 2024
- County Commissioner Public Hearing: Monday, April 8, 2024 - 5:30PM
- County Commissioner Approval: Monday, May 13, 2024 - 5:30PM
- Submission to HUD: Monday, May 15, 2024

## PROGRAM PRIORITIES

Access to public services was one of five general program priorities that will be adopted as part of the program’s Five-Year Consolidated Plan (2022-2026). Priorities are general and are listed in alphabetical order- not in order of importance.

CDBG program regulations limit the maximum funding for public service activities to 15% of our total HUD allocation for each program year. In the past year (2023) \$135,000 was awarded for Public Service programs.

## THE “EXCEPTION RULE” LIST

The Cumberland County CDBG Program falls under a special rule allowing more locations to qualify for area-wide activities beyond the standard 51% low/moderate income requirement, with areas that are at least 50.20% low income qualifying. The list of these block groups for the 2024 program is provided in *Appendix III*.

Most Public Service grantees will qualify for CDBG funds as “limited clientele” activities with at least 51% of those served qualifying as low/moderate income

### **PRESUMED BENEFIT GROUPS**

The following groups qualify for CDBG assistance without having to certify as low-moderate income:

- Abused children
- Battered spouses
- Severely disabled adults
- Homeless persons
- Illiterate adults
- Persons with AIDS
- Migrant farm workers
- Elderly

### **REVIEW OF APPLICATIONS**

- Applications will be reviewed by a team comprised of members of the Municipal Oversight Committee (MOC) appointed by the MOC Chair and one staff member from Cumberland County and/or the Greater Portland Council of Governments (GPCOG).
- Applicants will be provided the opportunity for a brief presentation followed by questions/answers with the Review Team. This meeting will be held on Wednesday, February 7, 2024- from 8:30-12:00. This will be an in-person meeting. The presentation time slots will be given out once all applications have been received.
- The Review Team will recommend projects for funding to the entire MOC which in turn will make its final recommendations to the Cumberland County Commissioners.
- County Commissioners will vote to endorse the MOC recommended projects.

### **SELECTION CRITERIA FOR GENERAL PROGRAM APPLICATIONS**

Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description.....10 points
2. Need for the project.....20 points
3. Project management.....10 points
4. Readiness to proceed.....20 points
5. Project budget.....5 points
6. Implementation schedule.....5 points
7. Demonstration of need for CDBG funds.....15 point
8. Community distress score.....0 – 10 points
9. Multi-community bonus.....5 points

## ADDITIONAL INFORMATION

Please contact Cumberland County with any questions or for additional information.

Kristin Styles, Director	207-699-1906	<a href="mailto:styles@cumberlandcounty.org">styles@cumberlandcounty.org</a>
Courtney Kemp	207-619-1036	<a href="mailto:kemp@cumberlandcounty.org">kemp@cumberlandcounty.org</a>

## SUBMISSION REQUIREMENTS

1. Submission of applications:
  - a. **One digital copy (emailed) and one hard copy** of the final application must be mailed or hand delivered to:  
Community Development Program  
Cumberland County – Executive Office  
142 Federal Street, Suite 109  
Portland, Maine 04101
  - b. Electronic submission *will be accepted* to meet the January 18, 2024 deadline; **however, the hard copy of the application must be received by Tuesday, January 23, 2024, 4:00PM.**
2. Presentation:
  - a. Write directly into this word document, do not create your own application format
  - b. No binders, covers or folders
  - c. Font: Minimum 12 point type.
  - d. Paper Size: 8.5” X 11” paper
  - e. Margins: At least 1”
  - f. Hard copy may be double sided
3. Application package must include:
  - a. Cover page
  - b. Summary Worksheet
  - c. Responses to the narrative questions
  - d. Budget page
  - e. Demonstration of endorsement by elected officials
  - f. Multi-community applications must also include:
    - i. Response to two additional questions
    - ii. Multi-community endorsement/signature page (form provided)
4. **Maximum** length for response to the narrative questions:
  - a. Six pages for *public service* applications (Questions 1 - 9).
  - b. Seven pages for multi-jurisdictional applications (Questions 1 - 10).
5. Applications *may* include up to two pages (single-sided) or one page (double-sided) of visual aids, e.g. maps or pictures.

## 2024 PUBLIC SERVICE PROGRAM APPLICATION

### CHECKLIST

#### SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- A. Public Service Cover Page**, *limit 1 page*
- B. Public Service Summary Sheet**, *limit 1 page*
- C. Public Service Application Narrative Questions**, *limit 6 pages*
- D. Budget: Revenues and Expenditures**, *limit 1 page*  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*
- E. Demonstration of Endorsement by Elected Officials**
- F. Multi-community Additional Questions & Signature Page**

#### Required documents for non-profit organizations:

- Verification of 501(c)3 or other designated Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary**, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

\_\_\_\_\_  
Checklist Completed By

\_\_\_\_\_  
Date:

**2024 PUBLIC SERVICE COVER PAGE**

Application Type	<input type="checkbox"/> Public Service Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities)		
Project Name			
Mailing Address			
Project Address			
Authorized Official	(Town Manager/Administrator or Executive Director of non-profit)	Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Project Budget \$	
UEI Number	<i>*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your town/city does not have one yet.</i>		

Name and Signature of Authorized Official

Date

\_\_\_\_\_

\_\_\_\_\_



## PUBLIC SERVICE SUMMARY SHEET

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one.

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as Low/Moderate income.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?

- No       Yes (please circle appropriate population)

- Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

***If you choose LMA, please provide a map and outline on the map the area that your program serves.***

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- Creating a Suitable Living Environment**  
 **Providing Decent Affordable Housing**  
 **Creating Economic Opportunity**

3. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. <i>(example- Seniors, at risk Youth, low/mod residents of Town X)</i>
B. How many Cumberland County residents will be served by the proposed program? (unduplicated -per year)	B.
C. How many are <u>low to moderate income Cumberland County residents</u> ?	C.

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. <i>(example- Self certification forms will be collected from each client. Aggregated client data will be kept in an electronic data system)</i>
B. How will the units of service be tracked and documented?	B. <i>(example- Each meal distributed will count as a unit of service. Staff will track meals in an electronic system)</i>
C. How will the outcomes be measured, collected, and documented?	C. <i>(example- staff will submit a quarterly report summarizing the number of clients helped and the monthly goals for this program)</i>

***Please limit the Public Service Worksheet to 1 Pages.***

## PUBLIC SERVICE APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of six pages or seven pages for multi-jurisdictional project applications.

1. Provide a **brief summary** (400 words maximum) of the proposed project. - **10 points.**

Focus your answer on issues *such as, but not limited to*: What are the services to be provided? Where will they happen? Who's in charge? Who will be served?

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - **20 points**

- a. Convey the magnitude and severity of the issue to be addressed.
- b. Identify the total number of people affected by the issue.
  - i. Out of the total number of people affected, identify the number of people from low/moderate income households.
- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.
- d. How many people or households will be served by the project?

3. Provide a response to the three questions concerning **management of the proposed activity** – **10 points**

- a. Define *who* will manage the grant funded project and *how* they will manage it.
- b. Explain the experience of the applicant in undertaking projects of similar complexity.
- c. Describe efforts undertaken or planned to obtain non-CDBG funds, to diminish future reliance on Cumberland County CDBG funds and continue the program without CDBG program funds.

4. Demonstrate that the project is **ready to proceed** – **20 points**

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation

5. **Budget for project**. Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV)*. - **5 points**

- Describe how funds, including match when applicable, will be distributed between project elements.

- Limit the budget and budget description to that portion of your program that is applicable to this application.
- For projects requiring a match: County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

**Applications will not be accepted without a completed budget.**

6. **Implementation schedule** for project: - **5 points**

There are many types of projects, each with their own set of typical activities and timelines. Typical activities for Public Services include, but are not limited to: Procurement of facilities, hiring staff, Program marketing, Program implementation.

Describe the implementation schedule for this program. Is this an existing program that will be able to start on July 1, 2024 or will the program need some time to get up and running?

7. Provide a response to the three questions demonstrating the **need for CDBG program funds** - **15 points**

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?
- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?
- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?
- d. *If your program or project has been funded by CDBG in the past*, describe the outcomes and performance of the prior grant funding: How many people did you serve? Did you meet your goals? How would further funding impact the program?

8. **Distress Score**

Each community will be **assigned** a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**. – The applicant does not need to calculate this score, it will be assigned by County Staff to your application.

9. **Multi-Jurisdictional Bonus**

**5 points** will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**
  - i. How will low/moderate income residents in each participating community benefit from the project/activity?
  - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in *Appendix II*.**
- e. Distress score for multi-jurisdictional applicants. This will be calculated by the County based on the following factors:
  - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
  - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.

## APPENDIX I: BUDGET

\*A completed budget must be submitted with the application

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request		
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds		
Private Funds (Grants, Fundraising, etc., please list)		
a.		
b.		
In Kind Services		
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Employee Salaries			
Employee Fringe Benefits			
Materials/Supplies			
Equipment			
Advertising & Public Information			
Other, please specify			
a. (e.g. Client Rental Payment)			
b.			
c.			
d.			
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>			

Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Direct Admin Expenditures			
Indirect Admin Expenditures			

**APPENDIX II: MULTI-COMMUNITY APPLICATION ENDORSEMENT**

Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

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Additional Community Applicant: \_\_\_\_\_

Additional Community Authorized Official \_\_\_\_\_

Signature of Authorized Official \_\_\_\_\_

## APPENDIX III: 2024 EXCEPTION RULE LIST

City/Town	Census Tract	Block Group	LMI Pop.	Total Pop.	% LMI
Westbrook	002900	3	930	1100	84.55%
Westbrook	002700	1	1595	1945	82.01%
South Portland	003100	1	775	985	78.68%
South Portland	003100	3	480	625	76.80%
Yarmouth	004401	1	330	440	75.00%
Westbrook	002900	2	1385	1910	72.51%
South Portland	003000	4	2280	3175	71.81%
South Portland	003300	2	1105	1570	70.38%
Casco	013000	1	580	860	67.44%
Westbrook	002900	1	310	470	65.96%
Westbrook	002900	5	1000	1520	65.79%
Westbrook	002800	1	1040	1595	65.20%
Casco	013000	4	565	890	63.48%
Windham	004801	2	390	650	60.00%
Westbrook	002900	4	755	1265	59.68%
South Portland	003500	2	890	1505	59.14%
Long Island	002400	3	135	230	58.70%
Westbrook	002800	2	645	1100	58.64%
Bridgton	016000	3	515	890	57.87%
Gray	004702	3	885	1560	56.73%
Bridgton	016000	5	1140	2035	56.02%
Standish	017001	2	1385	2540	54.53%
Bridgton	016000	1	615	1145	53.71%
Westbrook	002700	2	725	1350	53.70%
Freeport	004501	2	845	1580	53.48%
South Portland	003100	4	335	630	53.17%
Windham	004801	3	765	1455	52.58%
South Portland	003200	1	850	1620	52.47%
Harpswell	017102	2	695	1330	52.26%
Westbrook	002600	1	990	1895	52.24%
New Gloucester	011500	1	610	1170	52.14%
South Portland	003000	1	695	1340	51.87%
South Portland	003200	3	430	840	51.19%
Gray	004702	2	560	1095	51.14%
Standish	017001	3	580	1150	50.43%
Casco	013000	3	620	1235	50.20%
<b>Census Designated Places</b>					
Steep Falls CDP	73985*		780	845	63.93%
South Windham CDP	72900*		270	445	60.67%
Little Falls CDP	40350*		270	375	56.00%

\*Data is based on 2015 ACS data provided by HUD

## APPENDIX IV: CURRENT INCOME LIMITS

### 2023 CDBG Income Limits Summary Tables

Effective July 1, 2023

#### 2023 Income Limits: Cumberland County, *Band 1*

- Cape Elizabeth
- Casco
- Chebeague Island
- Cumberland
- Falmouth
- Freeport
- Gorham
- Gray
- Long Island
- North Yarmouth
- Raymond
- Scarborough
- South Portland
- Standish
- Westbrook
- Windham
- Yarmouth

Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Extremely Low (30%) Income Limits</b>	Below \$24,850	Below \$28,400	Below \$31,950	Below \$35,500	Below \$38,350	Below \$41,200	Below \$44,050	Below \$46,900
<b>Low Income (50%) Income Limits</b>	Below \$41,450	Below \$47,350	Below \$53,250	Below \$59,150	Below \$63,900	Below \$68,650	Below \$73,350	Below \$78,100
<b>Moderate Income (80%) Income Limits</b>	Below \$66,250	Below \$75,700	Below \$85,150	Below \$94,600	Below \$102,200	Below \$109,750	Below \$117,350	Below \$124,900
<b>Above Moderate More than 80%</b>	Above \$66,250	Above \$75,700	Above \$85,150	Above \$94,600	Above \$102,200	Above \$109,750	Above \$117,350	Above \$124,900

#### 2023 Income Limits: Cumberland County, *Band 2*

- Baldwin
- Bridgton
- Harpswell
- Harrison
- Naples
- New Gloucester
- Pownal
- Sebago

Number in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
<b>Extremely Low (30%) Income Limits</b>	Below \$19,500	Below \$22,300	Below \$25,100	Below \$ 27,850	Below \$30,100	Below \$32,350	Below \$34,550	Below \$36,800
<b>Low Income (50%) Income Limits</b>	Below \$32,550	Below \$37,200	Below \$41,850	Below \$46,450	Below \$50,200	Below \$53,900	Below \$57,600	Below \$61,350
<b>Moderate Income (80%) Income Limits</b>	Below \$52,050	Below \$59,450	Below \$66,900	Below \$74,300	Below \$80,250	Below \$86,200	Below \$92,150	Below \$98,100
<b>Above Moderate More than 80%</b>	Above \$52,050	Above \$59,450	Above \$66,900	Above \$74,300	Above \$80,250	Above \$86,200	Above \$92,150	Above \$98,100

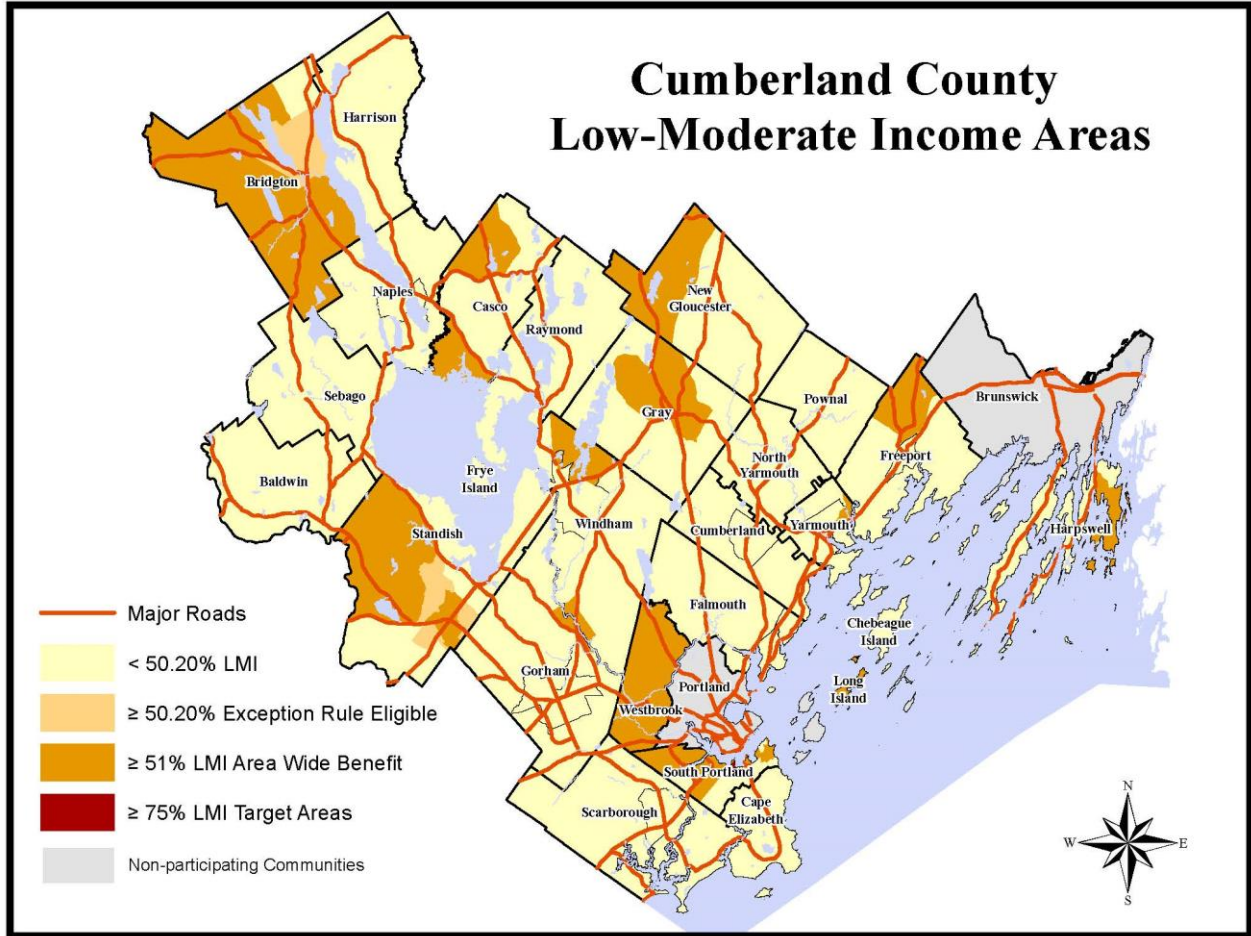
*\*2024 income limits are expected to be released in June, 2024.*



## APPENDIX V: AREA WIDE BENEFIT MAP

For an interactive map, please visit:

<https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=ffd0597e8af24f88b501b7e7f326bedd>



## APPENDIX VI: COMMUNITY DISTRESS SCORE

<b>Community</b>	<b>Distress Score</b>
Westbrook	<b>10</b>
Casco	<b>6</b>
Long Island	<b>6</b>
Standish	<b>5</b>
Windham	<b>5</b>
Gray	<b>5</b>
Scarborough	<b>4</b>
Sebago	<b>4</b>
Harrison	<b>3</b>
Chebeague Island	<b>3</b>
Freeport	<b>3</b>
Gorham	<b>3</b>
Naples	<b>3</b>
Harpswell	<b>3</b>
Baldwin	<b>3</b>
Yarmouth	<b>2</b>
New Gloucester	<b>2</b>
Raymond	<b>2</b>
Falmouth	<b>2</b>
North Yarmouth	<b>1</b>
Pownal	<b>1</b>
Cape Elizabeth	<b>1</b>
Cumberland	<b>0</b>