



## 2016 General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

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 will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

The current grant request builds off the previously funded CDBG (2014-2015) sidewalk reconstruction project (outlined below). This is a public infrastructure improvement project benefiting the Upper and Lower Little Falls neighborhoods of Gorham which are classified as a low/moderate income neighborhood. The proposed plan involves the reconstruction of the Route # 237 / Mosher Road sidewalk that is in extreme disrepair. The project also involves the construction of a new sidewalk along the south side of Acorn Street which will connect the newly reconstructed (in progress) Route # 202 / Gray Road sidewalk and the planned reconstructed Route # 237 / Mosher Road sidewalk.

The proposed project involves replacing the approximately 1,550 foot long sidewalk that runs down Mosher Road / Route #237. It also includes the construction of a new sidewalk, approximately 650 feet in length on Acorn Street connecting the Route # 202 and Route # 237 sidewalks. The proposed sidewalk reconstruction on Route # 237 / Mosher Road will be on the east side of the street running from the existing traffic circle at the Route # 202 and Route # 237 intersection southerly to Acorn Street. If the grant is awarded the Town will remove and replace the deficient drainage structures (catch basins), remove and replace the existing sidewalk, and reset the existing granite curbing to a 9 inch reveal above the edge of paved road. The new sidewalks will be five-foot wide hot-mix asphalt two inches thick. A narrow strip of pavement four inches thick will be placed in front of the curb towards the road. ADA compliant sidewalk ramp will be installed at the crosswalk on Route 237, complete with appropriate signage. Crosswalks will be re-painted and the roadway will have the fog line restriped if necessary. Loaming and seeding will be conducted behind the sidewalk towards the edge of right-of-way. The preliminary estimate for the project is \$15,000 to design and \$225,064 to construct (map with reconstructed sidewalk in orange and new sidewalk in blue).

It should be noted that the proposed Acorn Street sidewalk and upgrading sidewalks were identified as a key strategy in the 1998 "A Plan for the Revitalization of South Windham / Little Falls Village" master plan. The Town and the Portland Water District (PWD) upgraded the sidewalks in Lower Little Falls, north of the roundabout to the river (approximately 2000 feet), in 2006 as part of a sewer and water extension project. The proposed sidewalk

replacement project will build upon and connect with these previously upgraded sidewalks.

As outlined above the proposed grant is requesting CDBG funds to continue area sidewalk improvements. In 2014 the Town of Gorham applied for a CDBG grant to reconstruct the sidewalks on Route # 202 / Gray Road and Route # 237 / Mosher Road from the Upper Little Falls round-about to Acorn Street. Each of the sidewalks that needed reconstruction was approximately 1,550 linear feet in length. The project was partially funded through the CDBG program with the Town committing to 20% matching funds. With the combined funding the Town was able to reconstruct the Route # 202 / Gray Road sidewalk (illustrated in pink), remove and replace the deficient drainage structures (catch basins and culvert) that were part of the sidewalk network. The Town was also able to remove the existing pavement on the sidewalks and reset the existing granite curbing to a proper 9 inch reveal above the edge of paved road. The Town then re-graded the gravel base for the sidewalk and installed a new five-foot wide hot-mix asphalt sidewalk, two inches thick, and a narrow strip of pavement four inches thick was placed in front of the curb towards the road. ADA compliant sidewalk ramps were installed at the two crosswalks on Route 202. The majority of the project was constructed in the late summer and fall of 2015. The project is approximately 75% complete and the remaining work will be completed in the spring of 2016.



**Route # 202 / Gray Road – Sidewalk Reconstruction in Progress**

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.

The project will provide safe sidewalks for the Gorham Little Falls residents and business patrons. Currently the sidewalks are in extreme disrepair. Curbs have become disjointed and uneven as has the walking surface, creating hazardous travel conditions for pedestrians and barriers for the disabled. The numerous sunken areas along the sidewalks allow for ponding water and impede pedestrian access.

- 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.

The total number of residents located within a quarter mile of the project is estimated at 2,000 with roughly 10 businesses located within the area and a Town owned recreation area and ball fields. There are numerous single family and multi-family dwellings located in the Gorham Little Falls area identified as low to moderate income. Town Staff estimates that over fifty percent of the people living in the Little Falls Area meet the criteria of low to moderate income. To qualify for CDBG funding eligibility the 2014 the Town conducted an income survey of the residents in the area. The surveys included mailings, phone calls and door to door interviews. CDBG staff confirmed that the project area qualified as an L/M neighborhood and earlier this year re-confirmed that the project meets the L/M income levels.

The reconstructed and new sidewalks will connect the Upper Little Falls neighborhood to Lower Little Falls / South Windham neighborhoods, benefitting residents and businesses alike. They also connect both the Upper and Lower Little Falls neighborhoods to the Robie School and former Little Falls School (municipal buildings) which have numerous public and private usage such as summer camps, after school programs, funeral / wedding receptions, and general meeting space to name a few. The proposed upgrades will make the area safer, more walkable and will benefit the residents of the Upper and Lower Little Falls neighborhoods and users of the municipal buildings.

It should be noted that in the past few years the Town has heavily invested in the municipal properties in the Upper Little Falls area. The Town Council committed to spending \$250,000 in adding new multi-purpose sports fields at the Robie School – Little Falls Recreation Area. The work is currently underway. The Town also spent \$39,000 upgrading two tennis courts and one basketball court. Each of the courts received a 1" overlay was sealed and striped and had fence upgrades.

In 2014 and 2015 the Town spent \$500,000 on upgrades to the old Little Falls School which is now the towns Activity Center at 40 Acorn Street. The upgrades included a new roof, replacement of all the windows, new ventilation units in each of the rooms and new natural gas boilers. The building was also connected to the public sewer, public water and natural gas. The Town also spent \$12,000 in converting old tennis courts into three pickle ball courts. They received a 1" overlay, were sealed and striped, had permanent nets installed, and had fence improvements (photos below).



Little Falls School - Activity Center - 40 Acorn Street



In 2012 the towns of Windham and Gorham were awarded a joint CDBG for the South Windham & Gorham Little Falls Streetscape Project. The project included decorative street lights, park benches, bike racks, street trees, welcome signs, and new crosswalks. The proposed project is immediately south of and connected with our previous beautification efforts. The Town has seen a number

of private investments in this area including a new 12 unit housing development that is currently under construction and two new businesses locating to the area.

- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

The Gorham Little Falls area is in need of revitalization in order to allow the village to grow in a planned manner and retain the village's historic character and scale. In order to support the current limited number of businesses and spur additional business to locate to the Little Falls Village, sidewalks in good condition are essential along the arterial roads (State Route 202 and 237) through the village.

Due to the village-size parcels located within the area, businesses are more reliant for on-street parking for patrons. As a result, businesses are heavily reliant on pedestrian traffic utilizing public sidewalks; by the same token residents rely on their ability to use public sidewalks to access businesses on foot.

- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

Gorham and Windham completed "A Plan for the Revitalization of South Windham/ Little Falls Village" in 1998 to improve the aesthetic appeal of the Little Falls Village, improve the livability and enhance the economic vitality of the community. The revitalization plan directly references upgrade or replacement of sidewalks as a primary element in correcting the Little Falls Village's deficiencies. The completion of the project will allow the Town to further implement streetscape and pedestrian recommendations in the revitalization plan.

The Town's current Comprehensive Plan and the working draft updated plan looks to continue Little Falls Village's land use as mixed use area of both New England village style residential and non-residential uses and seeks the enhancement and connectivity of the areas sidewalk system.

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

- c. Define *who* will manage the grant funded project and *how* they will manage it.

Robert Burns, a professionally licensed civil engineer, is Gorham's Director of Public Works and is MDOT LAP certified. He will manage this project through the Department of Public Works.

When engineering plans are finalized the Public Works Department will, through the bid process, award a contract to the low bidder for three corners of the intersection. The Town will pay the winning contractor according to the payment terms of the contract entered into with the Town.

- d. Explain the experience of the applicant in undertaking projects of similar complexity.

Most similarly, Mr. Burns managed Phase I of the Upper Little Falls Sidewalk Improvement Project. The reconstruction project is approximately 75% complete and the remaining work will be completed in the spring of 2016. In addition Mr. Burns also managed the Community Development Block Grant sidewalk project reconstruction project with the Gorham Village Center State Routes 25 and 114 in 2010. This involved the design and re-construction of concrete sidewalks to replace the existing brick paver sidewalks. Mr. Burns has overseen the design and construction of many roads, bridges and sidewalks projects in his 20 + years as a professional engineer and is eager to work on Phase II of the Little Falls Sidewalk Improvement Project.

- e. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The Gorham Economic Development Corporation, a non-profit, quasi-governmental entity that promotes community and economic development supports the grant application.

The Gorham Public Works Department will continue annual maintenance on the sidewalks, including snow and ice clearing throughout the winter and repaving and upkeep with capital funds as needed.

During the January 21, 2013 Council meeting, the Gorham Council voted to commit financially (20% of estimated costs) and physically the necessary staff and/or consultants to this end of both Phase I and Phase II of this project.

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

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.
- Describe any existing and/or potential impediments to project initiation.

These State Roads are extremely busy and a detailed site control plan for both pedestrian and vehicular traffic will be required. In the fall of 2012 more than \$100,000 was expended by the Town of Gorham and the Town of Windham for pedestrian safety, handicap ramps, and street scape improvements in Lower Little Falls and South Windham. As outlined above Phase I of the Upper Little Falls Sidewalk Improvement Project is approximately 75% completed and it is anticipated that the project will be completed in the spring / summer of 2016. A

traffic study, rezoning, land acquisition, etc. are not required for Phase II of the project.

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.

- List sources and amounts of matching funds on match sheet provided (*Appendix III*).
- Are the funds secured?
  - If yes: Provide documentation
  - If no: Describe what is pending or next steps

The Town Council voted on January 21, 2013 to allocate matching funds to complete the both Phase I and Phase II of the project. A copy of the Town Council minutes from the meeting is included in the grant application.

**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.

Rob Burns, P.E., the Town's Public Works Director, provided the estimate for the budgeted amounts. He has completed multiple projects with similar scopes of work and utilized this experience to put together the proposed sidewalk reconstruction budget and construction schedule.

**Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - 5 points

See Appendix III.

**NON-ECONOMIC DEVELOPMENT ONLY**

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

- f. Why are CDBG funds critical for the commencement and ultimate success of the project?
- g. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

- h. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If the Town does not acquire funds to assist with the implementation of this project, the construction of new sidewalks and ramps will be deferred indefinitely and/or may need to be constructed in segments, rather than all at once.

Depending on the amount of assisted funding, the time to begin construction would be extended.

Partial funding would cause multiple disruptions to Route # 237 if the entire length of the proposed project area is not done simultaneously. This approach is much less desirable since it doesn't have the transformative effect we are seeking for the Little Falls Village. Also, partial funding is not cost effective because it would require re-mobilization to complete the project. Finally, it makes no sense to help elderly and handicap residents navigate from accessible areas to non-accessible areas. Accessibility for the disabled should be consistent.

### **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**.

Gorham's distress score is 2 (see below).

### **Appendix III: Project Implementation Schedule**

See attached construction schedule.

### **Appendix IV: Budget**

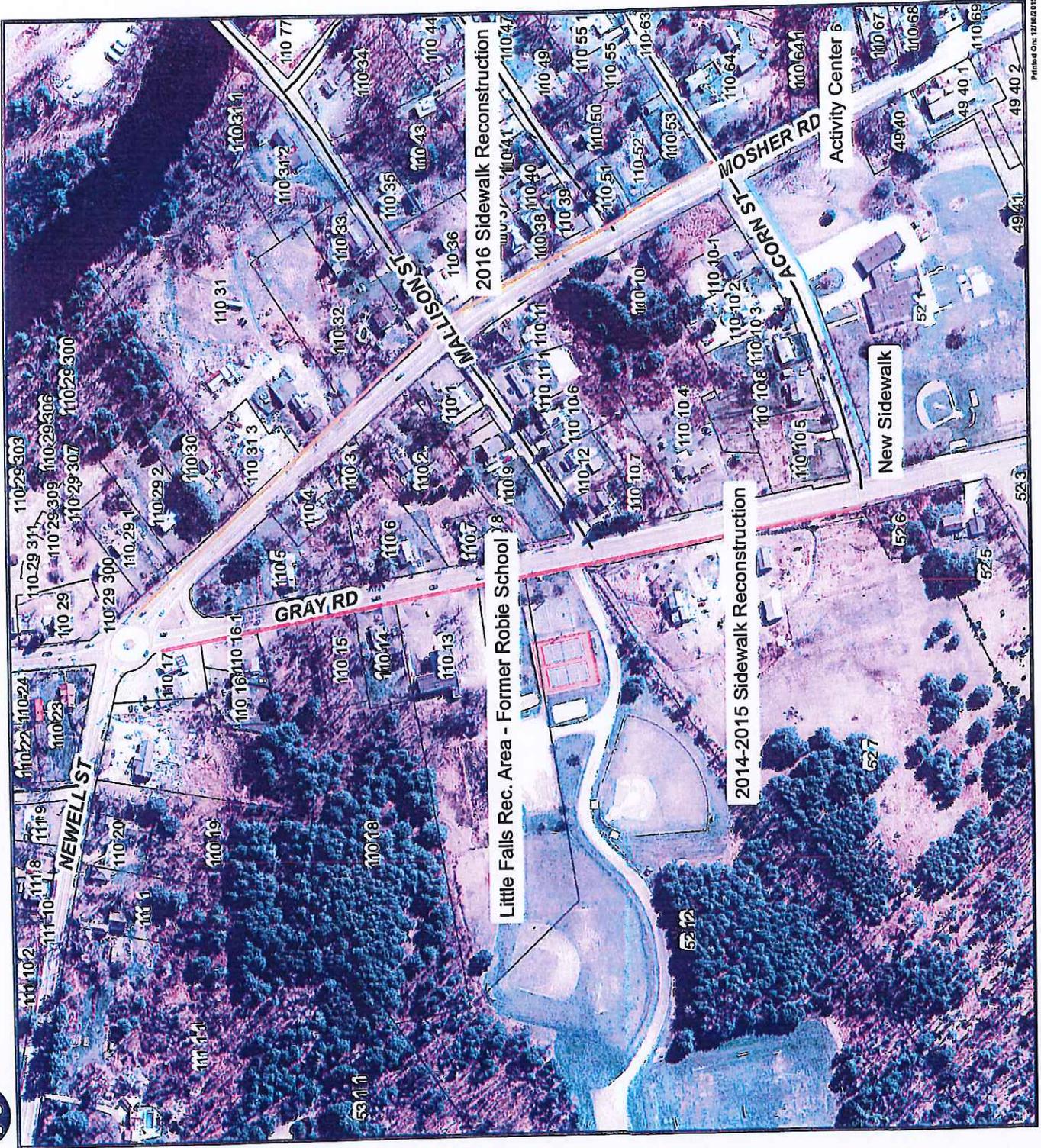
See attached budget.

# TOWN OF GORHAM MAINE



## 2016 Upper Little Falls Sidewalk Project

- LEGEND**
- Parcels
  - Road Labels
  - Municipal Road



This map was generated by the Town of Gorham's online GIS. This information has been compiled from various public and private sources. Neither the municipality nor the service host guarantee the accuracy of information provided herein.

Scale: 1" = 281'



**GORHAM TOWN COUNCIL  
REPORT OF SPECIAL MEETING  
JANUARY 21, 2014**

The Gorham Town Council held a special meeting on January 21, 2014 at 6:00 pm in the Burleigh H. Loveitt Council Chambers.

Roll Call; Present; Chairman Phinney, Councilors: Roullard, Moulton, Phillips, Benner, Hartwell. Town Manager David Cole and Town Clerk Jennifer Elliott.  
Absent; Councilor Robinson.

Chairman Phinney started the meeting with the Pledge Allegiance to the Flag.

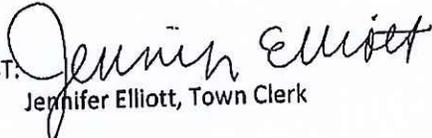
Item #8415 Moved by Councilor Phillips, Seconded by Councilor Roullard and Ordered, that the Town Council endorse an application for a Community Development Block Grant to reconstruct 2 existing sidewalks in Little Falls for a grant of \$237,280 and local matching funds from Gorham of \$59,320 for the total project cost of \$296,600, and

\* Be it Further Ordered, that the Town Council appropriate \$59,320 from the Rt. 25/114 Sidewalk Reserve Account to provide the Town's 20% local match. 6 years.

~~Item #8416~~ Moved by Councilor Moulton, Seconded by Councilor Phillips and Ordered that the Town Council endorse an application for a Community Development Block Grant for a Planning Grant to help the Town review the South Gorham area and facilitate zoning change to be consistent with the Town's Comprehensive Plan with grant funds of \$21,000 and local matched funds of \$4,000 for the total project cost of \$25,000, and  
Be it Further Ordered, that the Town Council appropriate \$4,000 for the contingency account for the Town's local match. 6 years.

Moved by Councilor Moulton, Seconded by Councilor Phillips and VOTED to adjourn. 6 years  
Time of adjournment 6:06 pm.

A True Record of Meeting

ATTEST:   
Jennifer Elliott, Town Clerk

**Project Implementation Schedule**

<b>Activity</b>	<b>Q #1 J - S 2016</b>	<b>Q #2 O - D 2016</b>	<b>Q #3 J - M 2017</b>	<b>Q #4 A - J 2017</b>	<b>Q #5 J - S 2017</b>	<b>Q #6 O - D 2017</b>	<b>Q #7 J - M 2018</b>	<b>Q #8 A - J 2018</b>
Contract/ Environmental Review	X							
Reporting		X	X	X	X	X	X	X
Advertise for Design Services	July 2016							
Design	July/Aug 2016							
Advertise Construction	September 2016							
Construction	September 2016	November 2016						
Punch List Completion		November 2016						
<b>Project Completed:</b>		November 2016						

Type of Funding	Match Amount	Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. <sup>1</sup>	If no, please outline and attach future steps to secure match. <sup>2</sup>
Cash	Municipal Cash	General Funds	20%	Yes / No	Attached	
	Other Cash			Yes / No		
	Other Cash			Yes / No		
	Other Cash			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
	Other In-Kind & Donation			Yes / No		
<b>TOTAL MATCH</b>	\$					

<sup>1</sup> Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

<sup>2</sup> Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

## Appendix IV: Budget

<b>Construction Projects</b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>Municipal Funds</b>	<b>Other Funds</b>	<b>Total</b>
<b>Design/Engineering</b>	0	\$16,000	0	\$16,000
<b>Land Costs</b>	0	0	0	0
<b>Materials/Supplies</b>	\$89,825	\$38,550	0	\$128,375
<b>Construction Costs</b>	\$128,375	0	0	\$128,375
<b>Project Management</b>	*0	*0	0	*0
<b>Other</b>				
1.				
2.				
3.				
4.				
<b>Total Costs</b>	<b>\$218,200</b>	<b>\$54,550</b>	<b>0</b>	<b>\$272,750</b>
<p><b>Provide the basis for determination of budget amounts:</b>  <b>The above estimates were generated by Bob Burns, Public Works Director for the Town of Gorham. *Project management and labor cost are included in the above estimate.</b></p>				

