

Maine
Cumberland **County**

**Community Development Block Grant
Coronavirus Response
Application**

Applications due - 4:00 PM, May 11, 2020



COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE APPLICATION



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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified Cumberland County that they will receive a formula allocation from the first round of CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to the Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

Cumberland County is accepting applications from qualifying candidates able to serve the entire CCEJ in the prevention of, preparation for, and response to the Coronavirus. A map and list of all CCEJ members is attached. All applications serving the CCEJ that meet a National Objective, Eligible Activity, **AND** prevent, prepare for, or respond to the Coronavirus will be reviewed. The County is highly encouraging CCEJ wide activities in the following categories:

- Food Assistance Programs
- Rental Assistance Programs
- Homeless Prevention Programs
- Small Business Loan/Grant Programs
- Job Creation and Retention Programs

B. AVAILABLE FUNDING

A total of \$885,165.00 is available to qualifying projects within the CCEJ through the first wave of CDBG-CV funding. The following set-asides only apply to the first wave of funds. Any additional CDBG-CV funds will be distributed on a CCEJ wide and/or needs bases.

1. **TOWN OF BRIDGTON SET-ASIDE:** \$113,219. The Town of Bridgton has withdrawn from the Cumberland County CDBG-CV application. Please contact the Town of Bridgton to find out more information about their CDBG-CV application.
2. **CITY OF SOUTH PORTLAND SET-ASIDE:** The City of South Portland will receive a set-aside of \$251,597. A minimum of this amount must be used for projects, businesses, or people in the City of South Portland. Though all programs are encouraged to serve the entire CCEJ, funds going toward individuals, families or businesses in the City of South Portland must be tracked separately.
3. **REMAINING CCEJ AREAS-** The other 23 CCEJ towns and cities (see attachment for a list of names and maps) will receive the remainder for the funds; \$520,349.00 from the first wave of CDBG-CV funds.



C. FEDERAL HUD REGULATIONS

1. **NATIONAL OBJECTIVES:** To be considered for CDBG-CV funding a program or project must first meet the following National Objective:

a. **Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the charts below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

2019-2020 HUD Low to Moderate Income Guidelines for Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Gorham, Gray, Long Island, North Yarmouth, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, and Yarmouth.

Number in Household	1	2	3	4	5	6	7	8
80% AMI	\$52,100	\$59,550	\$67,000	\$74,400	\$80,400	\$86,350	\$92,300	\$98,250
50% AMI	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400
30% AMI	\$19,550	\$22,350	\$25,150	\$27,900	\$30,150	\$32,400	\$34,600	\$36,850

** New income guidelines are expected in June 2020. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.

2019-2020 HUD Low to Moderate Income Guidelines for Baldwin, Harpswell, Harrison, Naples, New Gloucester, Pownal, and Sebago.

Number in Household	1	2	3	4	5	6	7	8
80% AMI	\$41,450	\$47,400	\$53,300	\$59,200	\$63,950	\$68,700	\$73,450	\$78,150
50% AMI	\$25,900	\$29,600	\$33,300	\$37,000	\$40,000	\$42,950	\$45,900	\$48,850
30% AMI	\$15,500	\$17,800	\$20,000	\$22,200	\$24,000	\$25,800	\$27,550	\$29,350

** New income guidelines are expected in June 2020. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.



2. **LIST OF ELIGIBLE ACTIVITIES:** In addition to meeting a National Objective, each project must be an Eligible CDBG-CV Activity including but not limited to:

- a. **Food Assistance Program** – Financial assistance to food banks, meal delivery programs, and other food assistance programs that are serving LMI clients in need of these service because of the Coronavirus.
- b. **Rental and Mortgage Assistance Program** – Financial assistance, paid directly to the landlord or bank, for LMI families who have been financially impacted by the Coronavirus. (See *Separate Document A*)
- c. **Homeless Prevention Program** –Resource and financial assistance (for qualifying expenses) to LMI families who are at risk of or have recently become homeless due to the Coronavirus.
- d. **Microenterprise Loan/Grant Program-** Small loans or grants for businesses owned by a low or moderate income person. The business must be able to prove financial hardship due to the Coronavirus (See *Separate Document B*)
- e. **Small Business Job Creation or Retention Program-** Financial assistance to small businesses that employ LMI persons. The business must be able to prove they are hiring employees in response to Coronavirus OR they are at risk of losing employees because of the Coronavirus. (See *Separate Document C*)

3. **LIST OF INELIGIBLE CDBG-CV ACTIVITIES**

- a. Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus
- b. Reimbursement for expenses that have already be accrued – other than rental assistance
- c. Income payments.
- d. Supplanting or substituting expenses currently paid for by other sources.
- e. Political activities and lobbying.
- f. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- g. Operating and maintenance expenses.

4. **CUMBERLAND COUNTY’S CDBG-CV GOALS AND PRIORITIES**

- a. Provide a cohesive approach that supports the goals of the County’s EMA Coronavirus response
- b. Coordinate with the State of Maine, Cumberland County towns, and non-profit organizations to ensure basic needs services are available to the Cumberland County’s most vulnerable populations.
- c. Coordinate with CCEJ towns, cities, and non-profit organizations to ensure CDBG-CV funds are working in alignment with and not duplicating other funding sources.



D. APPLICATION GUIDELINES

1. **CDBG-CV Application:** Provide an eligible CDBG-CV program that serves low to moderate-income residents or businesses in the CCEJ. Please complete and submit the CDBG-CV Application, the Application Budget Form, plus relevant attachments.
2. **FUNDING REQUEST RESTRICTIONS:**
 - a. **Minimum Grant Request: \$10,000**
 - b. **Maximum Grant Request: \$300,000**

3. SUBMISSION GUIDELINES

All applications must follow the formatting described below or be subject to penalty points:

- a. Separate applications for each program requesting funds shall be submitted;
- b. Applications must be typewritten;
- c. White 8 ½ x 11” paper; with 1” margins;
- d. Text must be Times New Roman 12pt for the narrative, single spaced with double spacing between paragraph, the Summary and Worksheet may use Times New Roman 11 pt;
- e. All sections and narrative questions must be labeled, page numbering is encouraged;
- f. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
- g. The check list provided must be completed and submitted with the application;
- h. Page limits listed on the check list must be followed, additional pages may not be forwarded to the Committee for review;
- i. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- j. Required documents must be attached:
Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement.
 - i. Project Timeline: describes when the program will occur with specific dates and times
- k. The full application with signatures must be saved as a single PDF and submitted via email to styles@cumberlandcounty.org – You will receive a confirmation email within 6 hours of submission.
- l. All applications shall be complete, approved, and signed by the Board of Directors, the Executive Director authorized by the Board, or the Town/City Manager.



E. DEADLINES

- 1. **SUBMISSION DEADLINES** The complete version (electronic PDF) of the application must arrive by the deadline.

DEADLINE: Monday, May 11, 2020 by 4:00pm

Applications must be submitted electronically to: styles@cumberlandcounty.org

NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.

F. REVIEW PROCESS AND SCORING

1. REVIEW PROCESS

The CDBG-CV Review Team will consist of members from the Municipal Oversight Committee, and a selected representative from the City of South Portland and the Town of Bridgton. The CDBG-CV Review Team will review and score all applications based on the scoring categories. Community Development staff will prepare a list of the rated applications from highest score to lowest score, including the CDBG-CV Review Team’s recommendation, this will be given to the County Manager and Cumberland County Commissioner’s for vote and approval. A program time-line for the CDBG-CV Process is below but subject to change pending HUD guidance:

April 24, 2020	Applications are available
May 11, 2020	Applications DUE by 4:00PM
May 12-15, 2020	CDBG-CV Review Team reviews & scores all applications
May 15, 2020	CDBG-CV Review Team recommends funding allocations
May TBD, 2020	County Commissioners Public Hearing & Approval
May TBD, 2020	Submission of CDBG-CV Plan to HUD

2. SCORING CATEGORIES AND POINT DISTRIBUTION

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

- 1. Project Description.....15 points
- 2. Need for the project and CDBG-CV funds.....35 points
- 3. Project management.....10 points
- 4. Readiness to proceed.....20 points
- 5. Project budget.....10 points
- 6. Partnership/Collaboration10 points



G. RESERVATION OF RIGHTS

Cumberland County reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG-CV funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the County may extend deadlines and timeframes, as needed.

Cumberland County reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance.

Cumberland County reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the County to do so.

H. POST AWARD AND SUB-RECIPIENT CRITERIA

All awards are subject to the County's receipt of its CDBG-CV appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

Cumberland County is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include Town/City departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the County's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG-CV funds. The forfeited funds will be then returned to the CDBG-CV program for reallocation.

- CDBG-CV recipient shall not incur any costs or obligate any CDBG-CV funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the Cumberland County, a contract between County and the recipient is executed, and an environmental review is complete.
- The CDBG-CV Program Year will start as soon as the County receives funding from HUD. This is expected by June, 2020. CDBG-CV Programs will have one year to complete their program, ending June 30, 2021.
- CDBG-CV recipients shall ensure recognition of the role of the County Community Development Block Grant program in providing services.
- All non-profit recipients must provide the following insurances:
 - Liability Insurance of \$400,000 with Cumberland County listed as an additional insured
 - Worker's Compensation Insurance
 - Unemployment Insurance
 - Crime coverage or a fidelity bond



- CDBG-CV recipients will be required to maintain accurate records documenting the prevention of, preparation for, response to the Coronavirus AND records documenting targeted populations and/or areas being served by the program or project. CDBG-CV recipients will provide quarterly reports to the County demonstrating the above eligibility requirements are being satisfied. The CDBG-CV recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- Sub-recipients are required to:
 - Collect and track data elements associated with the program/project requesting funding. These elements may include: how the person/household/business was directly impacted by the coronavirus, number of persons/households/businesses served, family size, race/ethnicity, income documentation, and residency documentation. Additional elements such as underwriting for business programs will be required, collected and tracked depending upon the nature of the program.
 - Submit performance reports to the County on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by the County ensure income guidelines and residency are being met and goals are being reached.
- Payments: Invoices or requests for payments will be paid based on a fee per unit of service provided; backup substantiating the invoice is required. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.



**COMMUNITY DEVELOPMENT BLOCK GRANT
CORONAVIRUS RESPONSE**

II. CDBG-CV APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- A. CDBG-CV Application Cover Page**, *limit 1 page*
- B. CDBG-CV Application Worksheet** , *limit 2 pages*
- C. CDBG-CV Application Narrative**, *limit 7 pages*
- D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*

Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative

Required documents for non-profit organizations:

- Verification of 501(c)3 or 6 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**

Signature of the Executive Authority

Date

Name

Title



A. CDBG-CV COVER PAGE, limit 1 page

CDBG-CV COVER PAGE

Service Type	<input type="checkbox"/> Small Business Assistance Program <input type="checkbox"/> Food Assistance <input type="checkbox"/> Rental/Mortgage Assistance <input type="checkbox"/> Other <input type="checkbox"/> Homeless Prevention		
CDBG-CV Type	<input type="checkbox"/> Prevention of the Coronavirus <input type="checkbox"/> Preparation for the Coronavirus <input type="checkbox"/> Response to the Coronavirus		
Operating Agency			
Program Name			
Program Area	<input type="checkbox"/> Cumberland County Entitlement Jurisdiction <input type="checkbox"/> City of South Portland <input type="checkbox"/> Other		
Mailing Address			
Address Services are Delivered			
Executive Director /Town Manager		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG-CV Funds Requested \$	Total Program Budget \$		
Estimated number of people who will be served: _____	OR Estimated number of businesses served:		
DUNS Number	Tax ID		



B. CDBG-CV WORKSHEET, limit 2 pages

1. **HUD National Objective.** All CDBG-CV programs must serve Low and Moderate Income Clientele

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons who qualify as LMI.

2.

A. Describe the beneficiaries or clients served by the program.	A.
B. How many will be served by the proposed program? (unduplicated -per year)	B.
C. How many are <u>CCEJ Resident</u> ?	C.
D. How many are <u>low to moderate income residents of a CCEJ town/City</u> ? See income data in the instructions	D.
E. What percentage of total clients are low to moderate income residents of the CCEJ? (<i>To calculate = D/B * 100; Must be > 51%</i>)	E.

3. **Employees.** Program specific, not for the entire organization.

A. Is this a new (pilot) program?	A.
B. How many employees are currently employed in this program?	B.
C. How many employees will be employed in this program if it receives CDBG-CV funding?	C.
D. How many employees will be employed in this program if it does not receive CDB-CV funding?	D.

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A.
B. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B.
C. How will the units of service be tracked and documented?	C.
D. How will the outcomes be measured, collected, and documented?	D.

Please limit the CDBG-CV Worksheet to 2 (two) Pages.



C. CDBG-CV APPLICATION NARRATIVE

In a separate document please answer the following questions; you have *a maximum of 5* single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

1. Program Description

Describe the program being proposed. Make sure to explain the “who, what, when, and where”. Is this a new program or an expansion of an existing program?

2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus

Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

3. Project Management

Define who will manage the project and how they will manage it. Describe the applicant’s experience in delivering and managing this or similar programs. Please summarize current licensing and accreditations obtained.

4. Readiness to proceed

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 the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

5. Budget for the Project

Provide a narrative explaining the budget and expenses for the program. *Describe exactly what and who the CDBG-CV will pay for in this program.* Describe how the dollars spent in South Portland will be tracked separately.

Please ensure that budget amounts listed in the narrative match the cover page and budget worksheet.

6. Partnerships, Collaboration, and Outreach

Describe how you are collaborating with CCEJ towns/cities and other non-profit organizations to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families or businesses in need?

D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

Complete provided Excel budget form including leveraged funding sources.



