

**Lewiston Community Development Block Grant Application
July 1, 2017 – June 30, 2018**

1. GENERAL INFORMATION

The City of Lewiston announces the availability of funds for Community Development Block Grant (CDBG) programs. The funds are authorized under the Housing and Community Development Act of 1974, as amended, and are received from the U.S. Department of Housing and Urban Development (HUD). The funds may be used for various activities which principally benefit low and moderate-income persons.

This application provides information and instructions for organizations interested in applying for CDBG program funds. Applications are available on the City’s website located at: <http://www.lewistonmaine.gov/CDBG> in the Economic and Community Development Department. Any questions that you have on the application and application instructions can be addressed by contacting Jayne Jochem, Community Development Coordinator at jjochem@lewistonmaine.gov or by calling 207-513-3126 x 3233.

Eligible Applicants: Public or Nonprofit agencies. Nonprofits must hold 501c3 status under the IRS Code and have filed IRS 990. All entities must provide a Dun and Bradstreet number (DUNS).

Application Schedule: The following schedule has been developed for review of program applications and decisions on program funding.

There will be a **MANDATORY MEETING** for ALL applicant organizations. Applicants must attend one of the mandatory meetings listed below or the application will not be considered.

December 1, 2016	City of Lewiston issues Notice of Funding Availability.
Thursday, December 1, 2016	Applications available.
MANDATORY Meeting for all Applicants	December 5, 2016 3:00pm – 4:00pm Third Floor Conference Room Lewiston City Hall
MANDATORY Meeting for all Applicants	December 7, 2016 11:00pm – 12:00pm Third Floor Conference Room Lewiston City Hall
Friday December 30, 2016	Application Deadline. Applications must be received no later than 4:00 pm on Friday, December 30, 2016 and may be submitted in person or via email to clekberg@lewistonmaine.gov or Economic and Community Development Department , 3rd floor City Hall 27 Pine Street, Lewiston, ME

2. THRESHOLD REVIEW AND FUNDING EVALUATION CRITERIA

The City of Lewiston has established threshold criteria that must be met for an application to be considered for funding. Incomplete or late applications will not be considered. The threshold review will be completed by the Economic and Community Development (ECDD) staff and included in the material given to the Citizen Advisory Committee (CAC). The threshold criteria and funding evaluation criteria established by the City are as follows:

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<u>Threshold Criteria:</u>	Yes	No
A. Eligible under the CDBG Program regulations (24 CFR 570)		
B. Consistent with Consolidated Plan Goals		
C. If a 501c3, Board endorsement for submitting application, including prioritization of applications if more than one is submitted, and the signature of a duly authorized board representative.		
D. Proof of filing the IRS 990 for previous year (electronic version only)		
E. Applicant attended one informational meeting		
Application Meets Threshold Criteria: If yes, proceed to review below.		

B. Evaluation Criteria

Applications for CDBG activities can receive a maximum of 100 points. Applications are compared according to a common set of criteria. Programs which receive tied scores will be evaluated a second time in comparison with each other to determine prioritization for funding.

Section	Criteria: the proposed program	Possible Points
1	Supports Consolidated Plan and its Goals	35
2	Meets a critical or unmet need	35
3	Applicant has the capacity to carry out program	20
4	Program is cost effective	10
	Total Points	100

3. CDBG PROGRAM REQUIREMENTS

A. CDBG National Objective. CDBG programs must benefit low- and moderate-income persons. Individual names and income information must be gathered by the funded entity and reported quarterly. There are three National Objectives. Benefit to low and moderate income (LMI) person; Aid in the prevention or elimination of slum or blight; and Meet a need having particular urgency. All recipients of CDBG funding must fit into one of these categories. There are specific qualifications for all three that are more explicitly defined in 24CFR570.208. If you believe that your program fits into one of the categories other than LMI please contact, Jayne Jochem by emailing jjochem@lewistonmaine.gov.

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B. Low- and moderate-income is defined as having an income equal to or less than 80 percent of the area median income, adjusted for household size. The specific household income limits are based on U.S. Census Bureau estimates, updated and issued by HUD annually <https://www.huduser.gov/portal/datasets/il/il16/FY16-IL-me.pdf> . Please note in some cases the extremely low and the very low may be the same due to a new method of calculating.

FY2016 HUD INCOME LIMITS

FY 2015 Income Limits	1 person in household	2 persons in household	3 persons in household	4 persons in household	5 persons in household	6 persons in household	7 persons in household	8 persons in household
Extremely Low Income Limits @ 30%	\$11,950	\$16,020	\$20,160	\$24,300	\$28,440	\$32,580	\$35,250	\$37,500
Very Low Income Limits @ 50%	\$19,900	\$22,750	\$25,600	\$28,400	\$30,700	\$32,950	\$35,250	\$37,500
Low Income Limits @ 80%	\$31,850	\$36,400	\$40,950	\$45,450	\$49,100	\$52,750	\$56,400	\$60,000

C. TYPES OF CDBG FUNDED ACTIVITIES CONSOLIDATED PLAN 2015-2019:

The new Consolidated Plan is in effect for this round of funding. CDBG funding is to be spent on programs that benefit low-moderate income households primarily living within the CDBG target (Census Tracts 201-204), downtown Lewiston. The Target Area Map can be viewed at <http://www.lewistonmaine.gov/DocumentCenter/Home/View/170>.

4. REPORTING GUIDELINES AND REQUIREMENTS

A. Eligible costs and supporting documentation provided with the Quarterly Report

Personnel: Documentation for time spent on the CDBG funded activity includes a timesheet signed by the Director of the program and a copy of the payroll report that supports the request for funding.

Supplies: A receipt from the vendor of the supplies received for the CDBG funded program.

Space/utilities: A copy of the rental agreement and/or the utility bill. Please note: the rent will be prorated to cover the space in which the activity is conducted. Documentation

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needed for the rental will be the square footage of the entire space covered under the agreement and the square footage of the space where the activity is conducted.

B. Ineligible costs

Indirect Costs

C. Consolidated Plan Consistency: Funding will be provided to public/nonprofit agencies for the provision of services directly related to the City's Consolidated Plan. All organizations will be scored and funded based upon the Scoring Criteria available at the Economic and Community Development Department or the City's website. Applicants may be interviewed to assist in determining score.

D. Reporting Requirements: Organizations receiving funding are required to submit quarterly and annual progress reports and budget reports. Required data to be reported include as many of the following that are applicable: unduplicated number of clients served, (as possible, if not unduplicated a count of the outputs/services), demographic data on clients served (income level, race, ethnicity, disability, single head of household), outputs (units of service provided), progress towards meeting outcomes, amount of funding leveraged from other federal, state/local, private or other funding sources, and additional information indicating compliance with other grant and contract requirements.

E. Funding Availability and Restrictions: Organizations making application under this Application of Funding should take note that the funding source is from the Community Block Grant Program (CDBG) provided by the U. S. Department of Housing and Urban Development. At this time Congress has not set the funding levels that the City of Lewiston will receive from this program. This means that if the funding becomes severely restricted or is no longer available, the City may reject any and all applications for funding.

Also know that the funding is highly competitive and the proposed program may be funded at a lower level than requested, or not at all. If recommended for funding at a lower level the Citizens Advisory Committee may renegotiate the scope of the program and request a thoughtful representation from the applicant about the level of funding needed to still deliver a meaningful and effective service.

6. Application Instructions

- a. You may download the application and submit via and email or by printing and submitting the application via the mail or in person to the Economic and Community Development Department, City of Lewiston, 27 Pine Street, Lewiston, ME 04240 by the application deadline date and time.
- b. Limit application pages to the 8-1/2"x11" format. Use 12 point font.
- c. All non-profits must include an electronic copy of their latest IRS 990. This information will be used to by the CAC to evaluate the capacity of the applicant to carry out the program.