

LEWISTON CITY COUNCIL

WORKSHOP AGENDA

Tuesday, November 9, 2021

City Council Chambers

6:00 pm Workshop

Pledge of Allegiance to the Flag.

WORK SESSION

1. Truck Scale Replacement/Scale Management Upgrade.
2. Report from the City's Housing Committee.
3. American Rescue Plan Act (ARPA) Grant Program Amendment.

Public Works

Date: November 9, 2021
To: Honorable Mayor and Members of the City Council.
From: Mary Ann Brenchick, Public Works Director
Subject: Workshop to discuss the changes in scope for the Phase II, Truck Scale Replacement/Scale Management Upgrades.

This workshop is intended to discuss the changes in scope for the Phase II, Truck Scale Replacement/Scale Management Upgrades and a brief update on the status of the rollout.

As presented in the LCIP22, the approved scope for this project included removal of the existing truck scale, installation of a by-pass lane (estimated at 103,000), construction of a pole barn over the new truck scale (estimated at 170,000) and engineering (estimated at 27,000) for a total budget of \$300,000. We are proposed changes that stay within this budget total.

Background: In April 2020, St. Laurent and Sons amended their bid for Phase I work to remove costs associated with the removing the north bypass lane, water service, interior modification, new utility pole, demolition of the south scale and scale house. The total deductions for Phase I were \$105,725. The total budget for Phase I was \$500,000 (\$457,180 to St. Laurent and the balance was contingency). All the work was completed and under budget at \$451,619. Phase I is closed out. *The automated scale system is ready to go now if we were simply reading a debit or credit card.*

Smart Cards: Our software partner is still working on how to credit customers with the 1000# of free disposal. To assure equity for those customers who do not have a debit/credit card, or prefer to pay cash, the smart cards are also needed. The purchase of the smart cards was missed in the details of Phase I and were not included with the software setup. Staff ordered the first 3000 smart cards on September 29th and they have been on back order. We are also brainstorming other possible ways to give the 1000# in free disposal credit in the event the software cannot be programmed.

Education: We are working with staff to create an educational storyboard on how to use the new system, traffic flow on site, and how to get a smart card at the front office of the SWF or from City Hall.

On August 21, 2021, CMA Engineers, met with us to discuss the unfinished work, current concerns with traffic flow, missing site improvement components, and alterations to the current office layout. We discussed the need and cost for the construction of the pole barn that was estimated at \$170,000 in April 2020. With an estimated 15% increase in cost, the 27,000 in contingency would entirely be needed for the updated cost of construction of the pole barn alone, given the high rates we are seeing at this time.

We looked at the entire SWF site to prioritize improvements, improve traffic flow throughout the site, areas of value engineering and possible elimination of portions of the project that were helpful, but not absolutely necessary. It was decided at that meeting to eliminate the pole barn and to consider other improvements to the transfer station area to better serve the citizens of Lewiston.

CMA has submitted a revised Task Order proposal to develop design plans and specifications for the updated improvements as shown on the attached sketches. An updated final budget estimate is not known until the engineering work is completed. Staff did a general engineer estimate to show that we are under the budgeted amount of \$300,000.

Engineering	\$ 29,500	(Task Order in hand)
Front Gate	\$ 3,500	(Ordered and will be installed soon)
Site Work/South Gate & Scale Removal/Paving	\$120,000	(From previous bid and new updates)
Waterline Installation	\$ 22,750	(From previous bid + 15%)
Guardrail	\$ 10,700	(From previous bid + 15%)
Office Reno	\$ 18,000	(New updated estimates)
All Signs, Striping	<u>\$ 8,000</u>	(New updated estimates)
Subtotal	\$212,450	
Contingency	<u>\$ 21,245</u>	(10% of Subtotal)
	\$233,695	

Bid Alternates:

Outdoor Shelter	<u>\$ 30,000</u>	(Tiny container type shelter – rough est)
TOTAL	\$263,695	

Since this is a change of scope from the approved LCIP, it is requested that the Lewiston City Council consider and approve the revised project scope at their next council meeting.

CC: Heather Hunter, City Administrator
 Jeff Beale, City Engineer
 Megan Bates, Deputy Director of Operations and Maintenance
 John Kuchinski, Solid Waste Superintendent

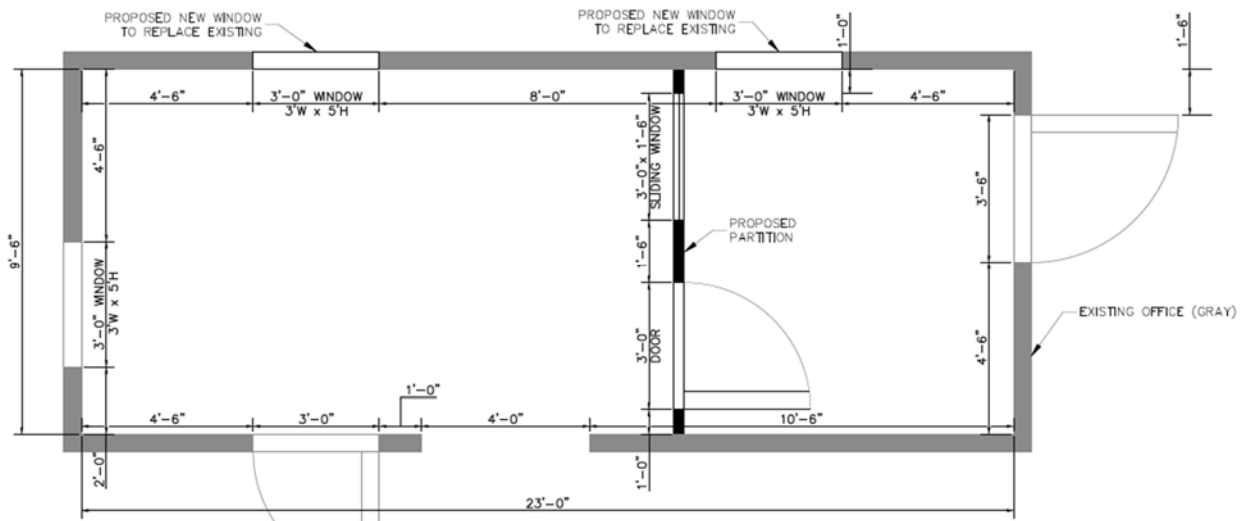


UPDATED SITE PLAN – Separation of visitor and staff parking, clean up green/open area for future composting drop off and educational programming, new handicap ramp from the visitor side/remove old wooden ramp

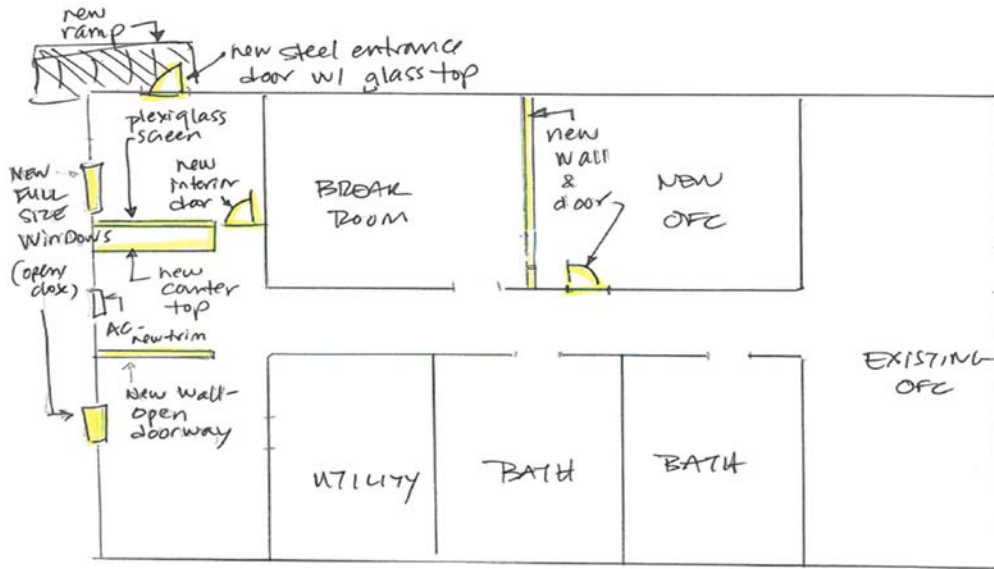
Note:

LEFT TURN LANE ON RIVER ROAD – The left turn traffic going into the SWF currently pulls off to the right gravel shoulder, waits, and then cuts across traffic to take a left when space opens up on-site. This cross over traffic is unsafe although there are no serious accidents on file for this location, yet. The safer layout would be to install a left turn lane for SWF traffic on River Road. The longer queues of waiting traffic are mostly present on Saturdays and can extend down several hundred feet along the shoulder.

This new left turn lane project is being proposed for LCIP24, so we can observe how traffic will flow with the automated system to adjust the length of the proposed left turn lane. With the new layout, there is only room for 2-3 cars to wait inside the gate before going over the automated scales. Therefore, the need for a left turn will be necessary for more than just Saturday traffic.



PROPOSED OFFICE RENOVATIONS – Limited to only the immediate entrance area, maintaining the wooden handicap ramp from the employee parking lot



SOLID WASTE FACILITY
OFFICE
UPDATED LAYOUT

UPDATED OFFICE RENOVATIONS – Adds half wall for customers with plexi-glass separation provides safer interaction with customers, moves the separation wall back to make the kitchen area private, additional new office, adds a new handicapped ramp from the visitor parking area (better separation from employee parking vs visitors), adds new computer setup for Supt office



September 21, 2021

Mr. John Kuchinski, P.E.
Solid Waste Superintendent
City of Lewiston
Public Works Department
103 Adams Ave
Lewiston, ME 04240

**Re: Amendment #3 to Task 1 Under Master Services Agreement Between the City of Lewiston, ME and CMA Engineers, Inc. (Dated June 1, 2018)
Lewiston Transfer Station Improvements Scope-of-Work
CMA #1118**

Dear Mr. Kuchinski:

CMA Engineers, Inc. (CMA Engineers) has prepared this Amendment #3 to Task 1 of our Master Services Agreement with the City of Lewiston (City) to modify and replace Amendment #2 as requested by the City. This Amendment #3 has been revised from the previous draft forwarded September 3, 2021 to exclude scope of work bidding and the SWPPP plan update. The Task 1 scope-of-work consisted of developing construction plans, technical specifications, and bidding documents to replace the City's scales and scale house at the transfer station, located at 424 River Road in Lewiston, Maine. Amendment #1 (December 4, 2019) added a post and beam (pole barn) structure over the proposed single scale location. The pole barn, northern by-pass lane, and other project components were later removed from the project due to budget constraints. The new scale and scale management system was constructed in 2020. Amendment #2 (May 24, 2021) was prepared to create a bidding package to add the removed items back into the project and to assist the City with bidding.

Work on Amendment 2 was in process when the City reassessed their needs and determined the money allocated to construction of the pole barn would be better utilized by the City for other improvements at the transfer station. At this time the pole barn is no longer being considered for construction by the City. Work completed up to the scope change addressed in this amendment included survey of the project area and completing bid documents. Drawing revisions were in process at the time of the reassessment. A final invoice for work under amendment 2 will be sent to the City and amendment 2 will be closed out at that point.

This Amendment #3 includes changes to the work as discussed with the City at the project meeting held on August 11th at the City's public works facility. Project goals discussed at this meeting generally included improvements in the areas directly south of the existing office building and outlined under Task 2 below.

Previous and ongoing work through the original contract and Amendments 1 and 2 focused on the office building and the scale area to the north of the building.

Background

CMA Engineers assisted the City through the original bidding process for the project in January 2019, when one bid was received. The City chose to not select that bid and elected to rebid the project again in the winter of 2020. The pole barn bid item was included as a bidding alternative and was to be constructed if budget allowed. The bid process yielded four responsive bidders. St. Laurent and Son was selected to complete the project, the pole barn was not included in the contract to reduce project costs. Additionally, \$105,725 of unessential items in the project scope were removed to meet budget constraints. The City has requested that CMA Engineers assist them with revising the bid documents to include several of the items removed from the earlier bid, remove the pole barn in its entirety from the project scope, and the addition of several infrastructure features to improve traffic flow and aesthetics at the Site.

The scope-of-work for Amendment #3 is summarized below.

Task 1 – Project Area Survey

CMA Engineers will subcontract with North Easterly Surveying, Inc. to provide an existing conditions survey of the new project area. The survey will include topography at 2' contour intervals tied to the datum used for the scale area previously surveyed. Above grade site features including limits of pavement, guardrail, existing structures, above ground utilities, and approximate underground utilities based on markings, as needed, will be surveyed. Elevations will be tied into existing benchmarks established during survey performed under Amendment 2 of this contract.

Task 2 – Preliminary Design

CMA Engineers will update the project plans to reflect the proposed modifications as requested by the City and described below.

- signage and striping throughout the drop-off area,
- new parking area layout for grass strip area at entrance to drop-off area,
- improved parking layout for existing area between the office building and storage building,
- addition of separation system between employee office parking and visitor parking in drop-off area,
- concrete push/retaining walls to form a new asphalt and inert debris dumping area,
- evaluation of removal of extraneous guardrail,
- design and detailing of new timber ramp and stairs to access the office building,
- meet with the City to discuss project status and provide updates as needed. CMA Engineers assumes 3 meetings will be held to discuss the preliminary design.

Task 3 – Cost Estimate

CMA Engineers will provide the City with an Opinion of Probable Construction Cost for the proposed work included under the Amendment 3. The cost estimate will be prepared at approximately the 40% stage of this work once the Proposed Site Plan has been developed. The cost estimate will be based on the items reflected on the Proposed Site Plan once it has been reviewed and approved by the City to ensure all

requested project components have been included. Once the estimated project construction budget has been reviewed and approved by the City, CMA Engineers will progress the design to completion.

Task 4 – Final Design, Bid Plans, and Specifications

CMA Engineers will incorporate the City’s preliminary design comments and finalize the plans, prepare specifications, including estimated quantities (bid schedule), for use in project bidding and construction. The design drawings, specifications, and contract documents will define all work and performance required of the construction contractor.

Assumptions

- The City will obtain all applicable permits, including Digsafe clearance.
- Work for the addition of the left turn lane into the facility from River Road will be covered under a separate contract.

Project Team

The project team for this assignment includes the following individuals:

<i>Paul Schmidt, P.E.</i>	<i>Principal in Charge</i>
<i>Brett Deyling, P.E.</i>	<i>Project Manager</i>
<i>Liam Kalloch, P.E.</i>	<i>Structural Engineer</i>
<i>Adam Roy, P.E.</i>	<i>Project Engineer</i>
<i>Robert Grillo, P.E.</i>	<i>QA/QC</i>

Summary

Budgetary costs for completing the above-described tasks are presented below based on our present understanding of the project. A final invoice for work completed under amendment 2 will be remitted to the city and the remainder of amendment 2 will be closed out. all future billings will be for Amendment 3.

Task	Estimated Fee
1. Project Area Survey	\$7,000
2. Preliminary Design	\$9,800
3. Cost Estimate	\$1,600
4. Final Design, Bid Plans and Specs	\$11,100
Total	\$29,500

Schedule

CMA Engineers proposes to complete Task 1 within 6 weeks of authorization to proceed. Tasks 2-4 are dependent on completion of Task 1. We anticipate a spring 2022 bid date with construction beginning in summer 2022.

Engineering Fees

Engineering fees will be assessed based on CMA Engineers, Inc. standard rates and associated costs shown in Exhibit 1 to the Master Services Agreement.

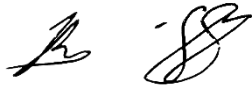
Based on our assessment of the scope-of-work, as outlined above, CMA Engineers proposes to provide the engineering services as described in this proposal for an estimated fee of **\$29,500**. Fees will not exceed that amount without additional authorization by the City.

Agreement

The Master Services Agreement Terms and Conditions shall apply except as specifically modified herein. You may authorize CMA Engineers, Inc. to proceed by signing both copies of the agreement in the space indicated below and returning one original to us for our records.

We appreciate this opportunity to be of assistance to the City of Lewiston on this important project. Should you have any comments or questions, please do not hesitate to contact us.

Very truly yours,
CMA ENGINEERS, INC.



Brett Deyling, P.E.
Project Manager



Paul D. Schmidt, P.E.
Vice President

ACCEPTED AND AUTHORIZED TO PROCEED:

City of Lewiston

Date

BMD/ams

BACKGROUND

The City of Lewiston's Housing Committee is a group of Lewiston residents and service providers tasked with identifying issues related to housing in the community and providing recommendations to the City Council in an attempt to address and alleviate these issues.

The Committee conducts its research by inviting subject matter experts to present to the Committee on topics of interest. Recommendations are generated through discussion and are voted on by every member of the Committee; recommendations that are approved by more than half of the Committee are delivered to the City Council. The recommendations being presented today were approved unanimously by the Committee, with the exception of one abstention by a new member who was not on the Committee when that recommendation was generated.

All of our recommendations and findings are presented in a spirit of collaboration with City staff and City Council and out of a love for this community and a desire to see it prosper.

FOCUS AREAS FOR THIS SLATE OF RECOMMENDATIONS

Over the past 6 months, the Housing Committee has focused its research and recommendations on the following topics:

- Availability of transitional housing
- Affordability of housing
- Opportunities for and barriers to home ownership
- Availability of mortgage financing for those who cannot pay interest due to religion (Sharia-compliant financing)

These areas of focus arose in response to requests by Council members and Mayor Cayor (housing demographics and affordability, transitional housing, respectively) and as a result of a survey of the Housing Committee designed to identify the issues related to housing that Committee members found most pressing.

SUMMARY OF FINDINGS

1. Availability of transitional housing

Transitional housing refers to supportive, temporary housing that is meant to bridge the gap between homelessness and permanent housing. HUD limits transitional housing lengths of stay to a maximum of 24 months. Supports offered commonly include case management and help identifying and transitioning into permanent housing. By this definition, there are no providers of transitional housing for adults in the Lewiston Auburn area.

Supportive housing refers to non-temporary housing that offers supports such as case management to residents. Residents may remain in this housing for as long as they like. Tedford Housing is the only provider of supportive housing in the Lewiston Auburn area.

Supportive and transitional housing are primarily differentiated by how long residents are able to remain in these housing units. Simply put, supportive housing can and often is a permanent housing solution for residents. Transitional housing is not a permanent housing solution and is instead designed to help residents move from a situation of homelessness into safe housing quickly, and then provide stabilizing support to residents and services to help residents transition to long-term housing.

Supportive housing offers a permanent, and therefore in many ways preferable solution for individuals experiencing housing insecurity. However, since these units do not have any time limit on them, there is a fundamental limit to the number of people who can be supported by a particular number of housing units.

Alternately, transitional housing, while it does not offer a permanent solution for those experiencing housing insecurity, can serve a greater number of people through a particular number of housing units because the units turn over and become available with regular frequency. It is the role of case managers who work in the context of transitional housing to help residents who are timing out of the program access other services (vouchers, employment, etc) to secure long-term housing.

Both approaches have their benefits and drawbacks. What is clear from our research is that **there is an inadequate amount of supportive housing, including transitional housing, in the Lewiston Auburn area.**

Tedford Housing has 1 building with 10 units of supportive housing in downtown Lewiston, and 1 building with 6 units in Auburn. Their average length of stay in Auburn is 4 years; Lewiston is closer to 2 years. They have shared with us that low turnover in their buildings means they often do not have units to offer to people currently seeking housing. They usually have a waiting list for these units, and when a unit becomes available, they usually have multiple applications for that unit.

2. Affordability of housing

Our research into housing availability and affordability indicates a considerable squeeze in the market, where housing available for rent and for sale are both increasing in price and decreasing in availability. The Committee is concerned that people who currently reside in Lewiston are at risk of being priced out of the market or otherwise displaced from the community due to rising costs of housing.

The average rent for a 1-bedroom apartment in Lewiston is currently \$825 per month, representing a 10% increase in price over the past year. As of 2020, fair market rent for a

1-bedroom was \$658. As of this summer, there were less than five 1-bedroom apartments available for rent in Lewiston. 3-bedroom apartments faced similar availability challenges; as of this summer, there were also less than five 3-bedroom apartments available for rent in Lewiston; at times this number has been as low as one.

Realtors are seeing a significant increase in buyers with funds to purchase homes, including an increase in cash buyers. Low interest rates are increasing activity in the real estate market. Inventory is low, meaning there is an imbalance between the number of people seeking to purchase housing and the amount of housing available for purchase.

Properties are commonly being sold for over listing price, and it is common for properties to be under contract within 4-5 days of posting. The median price of a home in Lewiston is \$268,000, and it is difficult to find properties available at that price point. We have also received anecdotal reports of out-of-state developers approaching owners of multi-family buildings with cash offers, including for buildings that are not currently listed for sale.

One mechanism to increase the housing opportunities available is to permit multiple free-standing buildings on a single residential lot. City Code currently prohibits having more than one free-standing building per lot except in specific circumstances, which prohibits individuals and organizations from purchasing a single lot and installing multiple smaller homes on it, or building an additional residence on a lot that they already own. Multiple units are already permitted on a single lot if they are connected by common elements (as in a triple-decker). Extending this permission to units that are free-standing would allow for the development of tiny homes or accessory dwelling units (a secondary residence on the same lot as a primary residence), which can create more affordable housing options, including opportunities for residents to age in place. City Code and Planning have been approached in the past by people seeking to purchase a piece of land and put multiple tiny homes on it.

This restriction on multiple buildings per lot is separate from the City's density requirements, which already outline restrictions on the number of units permitted in relation to the total size of the lot (in the downtown, density guidelines permit 1 unit per 1250 sq ft of lot area).

3. Opportunities for and barriers to home ownership

Local realtors are finding that local buyers are seeking to purchase homes despite the current intensity of the housing market. They have observed that people were able to save money during COVID and estimate that this resulted in locals saving \$5,000 - \$6,000 to put towards purchasing a home, while out of state folks are making offers with \$50,000 - \$60,000 in cash, which puts local buyers at a disadvantage.

One of the ways that the City has traditionally supported home ownership opportunities for residents is through municipal programs that provide down payment assistance or rehabilitation loans for resident buyers. Currently, the City does not have a down payment assistance program, but it does have a home rehabilitation loan program for resident owners who

income-qualify. Income qualification is set at 80% of area median income, which for a family of 4 is \$55,900. Families are also disqualified if they have liquid assets in excess of \$10,000.

Generally, housing is considered affordable when it costs 30% of a family's monthly income. Using these guidelines as a measure of affordability, a family of 4 making 80% of area median income would be able to pay \$1,398 monthly for principal, interest, taxes and insurance. It is important to note that this figure does **not** include any budgeting for routine maintenance; emergency repairs; heat, water, or other utilities; or other costs associated with homeownership, which most financial professionals advise homeowners to include in their monthly housing budget. We estimate these monthly costs to be at least \$200.

Leaving out these other costs of ownership, and depending on the price of insurance and taxes, at a 30-year, 5% mortgage, this monthly amount would support a loan of between \$186,282 - \$213,850 to purchase a home. Accounting for these other costs of ownership, we believe most families at this income level would be best advised to seek a home at or below the low end of this range.

There are very few properties for sale in Lewiston for under \$180,000; those for sale at this price point are generally in need of major repair. This leaves a narrow window of overlap between individuals who can afford to purchase the housing available in Lewiston and those who qualify for the City's program to rehabilitate this housing. **Essentially, most people who can afford to buy the housing available in Lewiston make too much to qualify for the City's rehabilitation program, and most people who qualify for the City's rehabilitation program can't afford to buy the housing available in Lewiston.** All of these estimates are based on a family of 4; for a family of 1 (max income to qualify: \$39,150) or 2 (max income to qualify: \$44,750), this window is even narrower.

Buyers with a budget of around \$180,000 are often advised by realtors to consider multi-family properties, since the cash flow potential of the building can help buyers qualify for financing at a higher sales price. Purchasing a multi-family building requires buyers to become landlords, and the Committee is concerned that low-budget buyers, including many first-time buyers, who take this advice may end up in over their head managing rental properties without adequate experience or support.

To our understanding, the parameters of this program and its eligibility requirements flow directly from HUD, so it is unclear to what degree the City is able to modify these eligibility requirements. This program is also available to nonprofit, investor, and publicly-owned properties; their qualifications are based primarily on the income of the tenants living in the property, though there are other qualifications they must meet as well. Based on this research, it seems that this program is currently more accessible for organizations and investors than it is to resident owner-occupants.

4. Availability of mortgage financing for those who cannot pay interest due to religion (Sharia-compliant financing)

Many community members of Islamic faith cannot pay interest on loans due to their religion. This has been a significant barrier for people of this faith in accessing mortgage loans and pursuing home ownership in the United States, including in Lewiston.

There are a variety of approaches to providing financing that does not accrue interest to this population, which is commonly referred to as Sharia-compliant financing. However, to date this type of financing has not been available in Lewiston nor, to our knowledge, in the State of Maine. Offering this type of financing is complicated and runs up against financial regulations to which lenders are bound.

One way this type of financing has worked in other parts of the country is for a nonprofit organization to operate as an intermediary between the lender and the borrower. Community Concepts Inc (CCI) has been collaborating with financial partners to work towards playing this role in our community. Nothing is set in stone, but CCI is optimistic that they are on track to bring this type of financing to Lewiston.

If Sharia-compliant home financing becomes available in our community, it will likely mean that a new segment of the local population will be seeking to purchase their first homes.

RECOMMENDATIONS

1. We recommend that the City of Lewiston **dedicate resources to create and support more supportive housing opportunities that help people transition out of homelessness**. Specifically, we recommend:
 - a. Committing staff time in the Community Development department to identify and recruit service providers who do this work and/or to expand the offerings of existing service providers who do this work;
 - b. Designating funding, through CDBG or federal pandemic relief funds, that can be used to develop and/or operate this type of housing in our community;
 - c. Coordinating with other municipalities in Androscoggin County to access resources held at the county level, including county funds for people existing incarceration, that could be put towards this type of housing in Lewiston and surrounding areas.
2. We recommend that the City of Lewiston **explore removing its restriction on having more than one free-standing building per lot**.
3. We recommend that the City of Lewiston **explore ways to support local buyers, especially first-time buyers, including:**
 - a. Reinstating a down payment assistance program;
 - b. Expanding eligibility for rehabilitation programs to a broader range of incomes, or, if this is impossible due to the federal nature of the program, exploring other

resources for local buyers that can fund rehabilitation and repair of Lewiston's housing stock.

4. We recommend that the City of Lewiston remain well-appraised of CCI's progress towards providing Sharia-compliant financing and **look for avenues to support both CCI and community members accessing this financing**, including:
 - a. **Assessing the City's existing housing programs (rehabilitation loans, Residential Landlord Forgivable Loan Program) for language and literacy accessibility** and, based on the result of this assessment, exploring ways (interpretation, application navigation support, etc) to make them more accessible;
 - b. Exploring ways to partner with CCI to help those accessing Sharia-compliant financing also access any municipal housing programs for which they are eligible (rehabilitation loans, etc).

Administration

TO: Honorable Mayor and City Council
FR: Heather Hunter, Interim City Administrator
DT: November 3, 2021
RE: ARPA Grant Program Amendment

Background

At the August City Council meeting, a grant program for businesses suffering from significant financial losses attributed to COVID utilizing American Rescue Plan Act (ARPA) funding was presented. The Travel, Tourism and Hospitality industry was targeted with financial relief to focus on related debt service costs.

At a subsequent meeting, \$500,000 was appropriated to fund grants to qualifying businesses. To date, there have been two businesses that have applied for funding totaling approximately \$60,550. Staff made individual phone calls to many Lewiston businesses that fall in this targeted industry. The results were somewhat surprising that there was a need, but not necessarily related to the pandemic. Thus, like many similar programs, money is being left on the table for a variety of reasons.

Proposed Amendment

At this point, the City Council could choose to follow their approved Council order and have surplus funds revert back to the two infrastructure projects or amend the program.

I am proposing the program be amended to target a secondary industry that has also received limited Federal stimulus support – nonprofit agencies. Albeit there is a concern about the volume of potential applicants. By structuring program parameters to link directly to the pandemic and specifically programs that impacted benefits to Lewiston residents will aid in buffering the volume of requests. I would also reduce the grant award per applicant from \$50,000 to \$25,000.

Detail Program

Purpose – Grant program targeting the significantly impacted nonprofit industry who lost revenue for billable services to Lewiston residents due to closures or semi-shuttering operations and/or who have experienced a measurable increase in demand for services attributed to the pandemic.

Terms – The City will grant up to \$25,000 per applicant that successfully demonstrates the COVID impact produced a 30% or more loss in business revenue from the most recent non-COVID fiscal year directly related to billable services to Lewiston residents; or the demand by Lewiston residents for additional services related to the pandemic has increased by 30% or more compared to the same non-COVID time period. Additionally, the applicant must have applied for and received both rounds of PPP loans and any other stimulus relief funding available to them or furnish a brief explanation on the intent to apply for funding, and why such funding was not available.

Application – The application packet must include two full years of both income statements and balance sheets for the program, and a third year-to-date set, with one year being the most recent Pre-COVID fiscal year supported by an accountant’s compilation, audit and/or tax returns. A formal request for a specific grant amount with a brief narrative explanation on its need to sustain the organization, the specific benefit that normal would have been provided to Lewiston residents that was shuttered due to the pandemic, and detail description and supporting documentation on how these funds were avail the organization to resume the given service to our residents.

An application may also be submitted to obtain funding to increase program capacity due to an increase in demand for services related to the pandemic. The formal request should include the program specifications, how the base and increase demand volume was measured, how Lewiston residency will be tracked, and specifically what the funding will cover.

Underwriting – The applicant may be asked to execute forms to verify credit history, provide a means of cost/program accounting that demonstrates adherence to program requirements, and furnish additional documentation to allow the underwriter to conduct the analysis and make a recommendation to the Loan Qualification Committee (LQC). The LQC shall render decisions on all grant applications.