

**Community Development Block Grant  
Public Services Application Guidelines  
July 1, 2023 – June 30, 2024**

**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 that benefit low and moderate-income persons.

CFDA: 14.218 Community Development Block Grants/Entitlement Grants

Federal Award # for Lewiston: B23 MC23 0002

GRANTOR: U.S. Department of Housing and Urban Development

GRANTEE: City of Lewiston

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 Unique Entity Identifier number (UEI).

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

<b>Monday, December 5, 2022</b>	The Notice of Funding Availability is announced.
<b>Monday, December 5, 2022</b>	Request for applications available.
<b>MANDATORY Meeting Dates for CDBG Applicants not currently receiving annual funding (must attend one)</b>	<b>Tuesday, December 20, 2021 10 am - 12 pm</b> Zoom <a href="https://us02web.zoom.us/webinar/register/WN_LFcG_xbmRtO97SdaVtuwqQ">https://us02web.zoom.us/webinar/register/WN_LFcG_xbmRtO97SdaVtuwqQ</a>  <b>Wednesday, December 21, 2021 2 pm-4 pm</b> Zoom <a href="https://us02web.zoom.us/webinar/register/WN_4j-x0_rFTX2VdSfWeDyfw">https://us02web.zoom.us/webinar/register/WN_4j-x0_rFTX2VdSfWeDyfw</a>
<b>Technical Assistance Sessions</b>	<b>By appointment</b> up until 1/6/2023. See description below.
<b>Friday, January 13, 2023</b>	<b>Application Deadline.</b> Applications must be received via email to City Community Development Departments before midnight on Friday, <b>January 13, 2023</b> <a href="mailto:intake@lewistonmaine.gov">intake@lewistonmaine.gov</a>
<b>January – February 2023</b>	Citizens Advisory Committee (CAC) begins to meet to evaluate the applications
<b>March 23, 2023</b>	Council 1 <sup>st</sup> public meeting on the annual Action Plan
<b>May 2, 2023</b>	Final adoption by City Council and submittal to HUD

Technical assistance sessions are available to potential applicants by appointment until 1/6/2023. Assistance available includes answers about funding regulations and application requirements and

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discussing the proposed project’s compliance with program regulations and eligibility for funding. Applicants who wish to complete a verbal application should schedule an appointment.

**2. THRESHOLD REVIEW AND FUNDING EVALUATION CRITERIA**

The City 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 Community Development staff. All applications that meet the threshold criteria will be scored by the CAC.

**Threshold Criteria:**

- Eligible to apply for CDBG funding and not disbarred or otherwise considered ineligible by HUD (24 CFR 570)
- Program/Project meets a National Objective. Please see page 3 for descriptions on how applications qualify for the National Objective.
- Attended one mandatory meeting
- Consistent with 2020-2024 Consolidated Plan Goals

**Required attachments at the time of application:**

- Copy of the latest 501c3 letter of determination of non-profit status
- Financial Statements, Compilation or Audit
- Most recent 990 or 990EZ
- Mission Statement
- List of Board Members and Contact Information

**Required attachments to the application, if funded:**

- Nondiscrimination Policy
- Conflict of Interest Policy
- Organization’s Procurement Policy (if you are requesting reimbursement on supplies/materials)
- Organization’s Grievance Policy for both employees and clients
- Organization’s Termination Policy for employees and clients
- Organization’s Protected Personal Identification Information Policy

**3. EVALUATION CRITERIA**

Applications for CDBG activities can receive a maximum of **30** 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.

<b>Section</b>	<b>Criteria: the proposed program</b>	<b>Possible Points</b>
1	Community Need and Benefit	10
2	Program Design and Soundness of Approach	10

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3	Organizational Capacity	6
4	Financial Feasibility	4
	<b>Total Points</b>	<b>30</b>

**4. CDBG PROGRAM REQUIREMENTS**

**A. CDBG National Objective:** CDBG Public Service projects must principally benefit low and moderate-income persons. Determination is based on limited clientele or area benefit activity.

**B. Low and moderate-income (LMI):** LMI 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.

**Fiscal Year (FY) 2022 HUD INCOME LIMITS  
April 1, 2022**

Household Size	30% Area Median Income	50% Area Median Income	80% Area Median Income
1	\$16,750	\$27,900	\$44,600
2	\$19,150	\$31,850	\$51,000
3	\$23,030	\$35,850	\$57,350
4	\$27,750	\$39,800	\$63,700
5	\$32,470	\$43,000	\$68,800
6	\$37,190	\$46,500	\$73,900
7	\$41,910	\$49,400	\$79,000
8	\$46,630	\$52,550	\$84,100

**Limited Clientele Activity:** This is the category most often used for public service activities. Limited clientele activities are activities limited to a specific group of persons. At least 51 percent of those served must be low- and moderate-income persons. Services qualifying under this category **serve a specific clientele**, rather than providing service to all persons in a geographic area. Limited clientele activities may qualify as either a **presumed benefit activity** or a **direct benefit activity**. A **presumed benefit activity** is one that **exclusively** serves a specific group of people that HUD categorically considers to be low- and moderate-income persons. These categories include: abused children, battered spouses, elderly persons, homeless persons, illiterate adults, persons living with AIDS, migrant farm workers, and severely disabled adults as defined by the Bureau of Census. The project sponsor must document that the activity is designed to be used exclusively by a category of persons presumed by HUD to be low- and moderate-income.

If the clientele served does not fall under one of the presumed benefit category of persons, it may qualify as a **direct benefit activity** which serves low- and moderate-income persons. The project sponsor must verify and maintain documentation regarding the family size and income of each person served. At least 51 percent of the clientele served must be low- and moderate-income persons or the activity funded must be limited exclusively to low- and moderate-income persons.

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The nature and location of the activity may also support a conclusion that primarily low- and moderate-income persons are served. To qualify under this definition, the service provided must be both of such nature and in such location that it may reasonably be concluded that the activity's clientele will primarily be low- and moderate-income persons.

**C. Eligible Activities:** Public service activities which are directed toward improvement of the quantity and quality of community services principally benefiting persons of low- and moderate-income are eligible for funding. These activities include, but are not limited to, services concerned with employment, crime prevention, child care, health, substance abuse counseling and treatment, education, fair housing counseling, tenant and landlord education, energy conservation, and recreational needs. Emergency grant payments for food, clothing, and shelter (rent, mortgage, utilities) needs are eligible activities as long as the payments do not exceed three months and the payments are made directly to the provider of such services on behalf of an individual or family.

**D. New service, continuation of service, or quantifiable increase:** The services funded must be either a new service since adoption of the 2020 -2024 Consolidated Plan, a continuation of service already funded under the new Consolidated Plan, or if seeking additional funding, a quantifiable increase in the level of service already funded under the new Consolidated Plan. Projects must demonstrate that the CDBG funding applied for would not merely replace (supplant) other state or local government funding for an existing service.

**E. Eligible costs:** Costs include labor, materials, supplies, and/or rent for the portion of the facility in which the public service is located.

**F. Ineligible costs:** Costs include income payments, assistance for buildings used for the general conduct of government, general local government expenses, political activities, and the purchase of equipment except equipment that constitutes all or part of a public service. Income payments are payments made to an individual or family to provide basic levels of food, shelter, or clothing but do not include emergency grant payments referenced above under eligible activities.

**G. Faith-Based Organizations:**

- a. Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to participate in the CDBG program.
- b. Organizations may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as a part of the programs or services funded with CDBG funds. If the organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded with CDBG funds, and participation must be voluntary for the beneficiaries of the CDBG-funded programs or services. Faith-based organizations may use space in their facilities to provide CDBG-funded services without removing religious art, icons, scriptures or other religious symbols.
- c. An organization that participates in the CDBG program shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.
- d. A religious organization's exemption from the federal prohibition on employment discrimination on the basis of religion, set forth in section 702(a) of the Civil Rights Act of

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1964 is not forfeited when the organization participates in the CDBG program. Notwithstanding the foregoing, non-discrimination requirements imposed by statute on all CDBG grantees shall apply to religious and faith-based organizations.

**H. HUD CPD Performance Measurement System:** Federal regulations require agencies receiving CDBG funding for projects to report annually under the HUD CPD performance measurement system in order to measure the local and national impact of federally funded programs. As required, the City of Lewiston has identified HUD CPD performance objectives and outcomes for CDBG goals in Lewiston’s 2020-2024 Consolidated Plan. Goals applicable to CDBG Public Service projects are included in Appendix A. The HUD CPD performance objective and outcome for these goals are listed below.

- 1. Objectives:** Grantee must determine which of the three objectives best describes the purpose of the proposed public service.

**Suitable Living Environment:** Public service activities that benefit communities and individuals by providing essential public services that improve the quality of life for individuals and families with low-moderate incomes by addressing issues that impact their living environment.

**Decent Housing:** Housing counseling activities that assist low- and moderate-income individuals or households resolve tenant/landlord disputes.

**Creating Economic Opportunities:** Activities that expand economic opportunities for low- and moderate-income persons, such as offering job training and placement for persons with disabilities.

- 2. Outcomes:** Grantee must choose one of three outcome categories that best describes what the grantee seeks to achieve by funding the public service activity.

**Availability/Accessibility** activities make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people. For instance, opening a day care center for students in a neighborhood high school so that educational opportunities remain available and accessible to young parents.

**Affordability** activities provide affordability to low- and moderate-income persons. For instance, providing free housing counseling to low- and moderate-income families to enable them to obtain such assistance without charge. (Housing only)

**Sustainability** activities are aimed at improving communities, to make them more livable or viable. For instance, establishing programs in a local community center to provide neighborhood children with structured activities after school.

- 3. Progress towards the identified goals and the HUD CPD performance outcome and objective is measured through required indicators. Project sponsors report on most of the required**

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indicators which are referenced in the first paragraph above regarding reporting requirements. Additional indicators that must be reported on include:

- a. Number of persons receiving new or continuing access to the service or benefit;
- b. Number of persons receiving improved access to the service or benefit;

**I. 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.

## **5. REPORTING GUIDELINES AND REQUIREMENTS**

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

#### **1) Personnel: Wages and Fringe Benefits**

First Draw: If you have not already provided this, employee name, salary/hourly rate, fringe type and rate for each benefit for each person that will be funded by CDBG. If the employee leaves employment, supply this information for the person hired to take their place going forward.

All Drawdowns:

- ✓ Time sheet that documents time spent by the employee, separated by program type (and signed by the employee and the supervisor);
- ✓ If you request reimbursement of fringe benefits, you must provide the supporting documentation that shows the type of fringe and the amount for what you are drawing;
- ✓ Certified Payroll, with the employee highlighted that is being paid by CDBG;
- ✓ Supervisor must also sign off on the certified payroll; and
- ✓ Summary of salary/fringe benefits requested.

#### **2) Rent and/or utilities:**

First Draw: 1) A copy of the lease agreement fully executed by both parties that identifies the amount of the rent; 2) Information regarding the square footage of the total space and the square footage of where the CDBG activities take place (exclude offices). This will generate a percentage that will be used to calculate the allowable rent calculation for that organization. 3) If you request Utility reimbursement, it will be calculated on the same square foot percentage. Once this is established, you will use this calculation to determine the amount of CDBG funding you can request for reimbursement.

All Drawdowns: documentation must include: 1) a copy of the receipt, statement or cleared check as proof of payment. 2) A copy of the utility bill with copy of the receipt, statement or cleared check as proof of payment.

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**3) Consumable Supplies/Materials:**

First Draw: 1) A copy of the Procurement Policy for the organization. Procurements without competition: 2 CFR200.320 (a) Micro-purchases: \$3,000 or less, do not require competition in price but must be distributed equitably among qualified suppliers, to the extent possible. Micro-purchases may be awarded if the sub-recipient considers the price to be reasonable.

All Drawdowns: Documentation on purchasing supplies must include purchase orders or purchase requisition forms, invoices from vendors, canceled checks made payable to vendors, information on where the supplies are stored and the purpose for which supplies are being used.

**B. 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.

**C. 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 for this year's allocation. This means that if the funding becomes severely restricted or is no longer available, the City may reject any and all applications for funding.

The City will allocate CDBG funding to no more, and potentially less, than six public agency programs. 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**

Applications must be requested and submitted, including all required documentation listed in Section 2 above, via email to the Economic and Community Development Department by the application deadline date and time to [intake@lewistonmaine.gov](mailto:intake@lewistonmaine.gov).