



**City of Lewiston**  
**Department of Economic & Community Development**  
**MEMORANDUM**

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**To:** Community Non-Profits, City Departments and Other Agencies  
Interested in Community Development Funding

**From:** James E. Andrews, Director, Economic and Community Development

**Date:** November 30, 2009

**Subject:** FY2010-2011 Community Development Block Grant (CDBG) Program  
Request for Proposals

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The City of Lewiston's Economic & Community Development Office is now accepting proposals for funding under the City's FY2011 Community Development Block Grant Program (July 1, 2010 to June 30, 2011, Federal Year 36).

PROPOSALS MUST BE SUBMITTED TO THE ECONOMIC & COMMUNITY DEVELOPMENT OFFICE BY **DECEMBER 29, 2009** USING THE ATTACHED REQUEST FOR FUNDING FORM. ANY REQUESTS NOT RECEIVED OR POSTMARKED BY THIS DATE WILL NOT BE ACCEPTED FOR REVIEW.

The CDBG program mandates that at least 70% of program funds be targeted to benefit low/moderate income persons. Priority consideration will be given to proposals that meet or exceed this requirement. All agencies must have financial management systems that meet federal standards set forth in 24 CFR Section 85.20 and OMB Circular 110 and clearly identify the utilization of CDBG funds for allowable costs within the overall program budget.

In an effort to maximize the impact of the City's CDBG allocation, the CDBG Committee and the City Council consider the need for housing, public services, economic development and infrastructure improvements for the City's low-moderate income persons and neighborhoods. The following table provides a review of project and service categories funded in the current year CDBG Program which are indicative of those priorities.

2009 - 2010 COMMUNITY DEVELOPMENT PROJECT FUNDING (YEAR 35)

<u>Project</u>	<u>Funding</u>
Economic Development	\$ -0-
Neighborhood Improvements	\$ 380,407
Housing Rehab	\$ 75,283
Public Services	\$ 186,600
Contingency	\$ 22,320
Administration/Planning	\$ 177,746
Parks & Recreation	\$ 200,000
<b>TOTAL</b>	<b>\$1,042,356</b>

The following a general description of what types of activities would reasonably fall under each of the above categories:

Economic Development: For provision of financial assistance to a for-profit business. Examples may include loans, or grants to acquire property, clear structures, construct or rehabilitate a building, and/or purchase equipment. Such activities generally require the creation or retention of jobs and reporting job creation/retention accomplishments. *(Funds under this category are generally dispersed through the City's existing Economic Development Loan/Grant programs, and not through the annual RFP process. Please contact City staff before submission if you are considering an application under this category.)*

Neighborhood Improvements: Includes both public facilities and infrastructure improvements. Examples of public facilities include senior, handicapped, youth, or neighborhood centers, shelters for the homeless, and child care centers. Infrastructure improvements include street, sidewalk, water, sewer, flood, and drainage improvements.

Housing Rehab: Costs associated with the acquisition and/or rehabilitation of both single-family and multi-family residential structures. *(Funds under this category are generally dispersed through the City's existing Housing Rehabilitation Loan/Grant programs, and not through the annual RFP process. Please contact City staff before submission if you are considering an application under this category.)*

Public Services: Public Services are generally categorized as those activities designed to address the needs of low-income clients through the provision of a specific service. Common examples include, but are not limited to: Senior Services, Handicapped Services, Youth Services, Substance Abuse Services, Employment Training, and Mental Health Services. (Please contact City staff for a full listing of eligible public services.)

Administration/Planning: Administration refers to reasonable costs of overall program management, coordination, monitoring, and evaluation. Such costs include (but are not limited to) salaries, wages, and related costs of the staff engaged in program administration. Examples of the types of activities included under planning include development of comprehensive plans, community development plans, environmental studies, and area neighborhood plans.

Parks and Recreation: This is a subset of the “Neighborhood Improvements” category designated specifically for activities involves developing an open space area or a facility to be used principally for recreation purposes.

*Economic and Community Development staff and the Community Development Block Grant (CDBG) Review Committee will review proposals in Spring 2010 and make recommendations to the City Council for consideration. At least one public meeting will be held prior to the submission to the City Council for the final recommendations of FY 2011 CDBG allocations. A public notice will be placed in the Lewiston Sun-Journal to notify interested parties of meeting dates.*

IMPORTANT: Please return proposals (original plus 10 copies, **double sided preferred**) by **December 29, 2009**. If you would like to receive this document by e-mail, please send request to [clekberg@ci.lewiston.me.us](mailto:clekberg@ci.lewiston.me.us) or call Cathy Lekberg at 207-513-3126. The application may also be obtained by visiting the Economic and Community Development Department’s website at <http://www.ci.lewiston.me.us/development/economiccommunity.htm>. Potential applicants are encouraged to contact Cathy if they have any questions or desire assistance in completing the proposal application.

The City of Lewiston is an EOE. For more information please visit our website @ [www.ci.lewiston.me.us](http://www.ci.lewiston.me.us) and click on the Non-Discrimination Policy.