



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

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**To:** All Public Service Providers

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

**Date:** November 30, 2009

**Subject:** Community Development Block Grant (CDBG)  
Public Service Grant (PSG) Application Process

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**A. Introduction**

Lewiston's Public Service Grant Programs exist to help Community and service-oriented organizations meet the service needs of the community. The City application process provides a context in which public service and/or community organizations may present information relevant to the nature of their request. This process will allow the City to ensure that the allocation of the limited dollars available is based upon objective analyses of all proposals.

**B. Funds Available**

According to CDBG guidelines, funding for Public Services agencies is limited to a cap of 15% of the combined total of City's anticipated grant award plus projected CDBG program income. Though this exact figure cannot be determined ahead of time, historical data for grant awards and program income suggests that the Federal FY2010 Public Services cap will be approximately \$200,000. **There is no established minimum or maximum request limit for Public Services funding.** However, all applications will be judged in part on the applicant's ability to adequately justify their requested funding amount based on the perceived need for the services proposed and the applicant's program budget. For informational purposes, potential applicants are advised that 26 programs were funded a total amount of \$186,600 in Federal FY2009. Also, please be advised that the 15% cap is a "not to exceed" cap—there is no requirement that Public Services be funded at or near the amount of this cap. The CDBG Review Committee and/or City Council may, at their discretion, designate total Public Services funding at any level, so long as it does not go beyond the cap amount.

**C. Agency Orientation, Compliance and Monitoring Process**

Funding for this program is being provided through the City of Lewiston's Community Development Block Grant Program, a local program with a federal funding source provided by the U.S. Department

of Housing and Urban Development (HUD). There are special federal requirements that are associated with the program. In order to familiarize agencies with these requirements and with the overall CDBG funding process, a mandatory training for the Executive Director and key program staff for each Public Service Agency will be required by the City. Important information regarding the application, acceptable and permitted use of the CDBG funding, documentation that must accompany each billing to ensure compliance with and information regarding the HUD-required annual sub-recipient monitoring will be provided. All agencies receiving CDBG funds will be monitored by the City at least once every three years or more often as needed.

**D. Selection Process**

The selection process will consist of a preliminary evaluation of the Public Service Program application by DECD staff to verify that the applicant and program meet the threshold criteria listed below

All applicants/programs that are deemed to have met these threshold criteria will be submitted for consideration by the CDBG Review Committee. The criteria listed below will be used to evaluate the Public Service requests to ensure that the limited dollars available will continue to fund projects within Lewiston which will have the most impact in the community. Applicants shall be required to appear before the Review Committee as part of the selection process.

**Please Note: The City will be accepting funding applications from both new and existing agencies and programs. As a result, funding requests are expected to exceed available funds. Current recipients should be advised that the funding process is likely to be more competitive than in previous years.**

**E. Evaluation Criteria**

The following criteria best reflect the needs of the City of Lewiston and is not intended to arbitrarily eliminate any organization from applying for funding nor does it question the overall needs of any organization applying for funding from the City of Lewiston CDBG Program.

***Threshold Criteria:***

To be considered for CDBG funding all applications must meet the following mandatory requirements:

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| <b>Timeliness:</b>          | Received at the City of Lewiston on the date and time designated on the request for proposal;  |
| <b>Completeness:</b>        | Include all information and attachments requested in the FY2011 CDBG Program Request for Project Proposals;                              |
| <b>Eligible Activities:</b> | Activities proposed must be eligible for CDBG funding under Public Service (24 CFR 570.201(e)) and National Objectives (24 CFR 570.208); |

- Applicant Legally Authorized:** Provide sufficient evidence that applicants and proposed recipients are duly organized and legally authorized to carry out the proposed activities in the State of Maine and the City of Lewiston;
- Code Compliance:** Statement of compliance or the ability to comply with all applicable federal, state and local codes;
- Non-Discrimination Policy** Provide information regarding your agency's non-discrimination policy. Specifically, the policy should address protections provided under Title VI of the Civil Rights Act of 1964 (and as amended in 1988), and Section 109 of Title I of the Housing and Community Development Act of 1974. If your agency receives funding, the attached Federal Notice is required to be posted in a public area for clients to view.

***Additional Evaluation Criteria:***

All funding applications may also be reviewed under the following criteria:

- Percentage of Lewiston Residents Served
- Exclusivity of Service (i.e. do other area providers provide the same service?)
- Leveraging of other funding sources (e.g. broad based community support, other funding sources/locations, etc.)
- Capacity of Organization to carry out proposed program
- Threat to program if no funding is allocated (i.e. how important is City of Lewiston's funding to the viability of the program?)
- Clientele served by program (e.g. children, elderly, women and minorities, handicapped, homeless, etc.)
- Proof of effectiveness (e.g. program achievements, etc.)—**Note: For existing Lewiston Public Service funding recipients, historical data regarding # of persons/households served versus numbers projected may be taken in account for renewal applications.**
- Proposed use of funds (i.e. administrative vs. direct benefit services, etc.)

***Interview:***

The CDBG Review Committee may request that any Agency seeking funding for Public Services appear before the Committee to answer questions regarding their funding application. Agencies should be prepared to respond to the above criteria questions; however, the CDBG Review Committee reserves the right to ask any question deemed pertinent to the Agency's application or its proposed program(s) as part of its review process.

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.