



CDBG Basics

Presented by:
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June 25, 2024

Outline



- The Basics
- National Objectives
- Process
- **Project Specific:**
 - Project Development
 - Environmental Reviews
 - Contracting
 - Construction guidelines
 - Davis Bacon Wage Rates

CDBG

Celebrating 50 Years



- Established by the Housing & Community Development Act of 1974.
- Maine administers the program for the entire state, except for Portland, Lewiston, Auburn, South Portland, Bangor, Biddeford, and most of Cumberland County (Brunswick and Frye Island are exceptions).
- Funds distributed to Units of General Local Government via competitive application process for the following activities:
 - **Community Development:** Public Infrastructure, Housing, Downtown Revitalization, Public Service, and Community Enterprise.
 - **Economic Development:** Business Assistance

Funds Allocated 1982 - 2023

Kennebec County:

\$48,800,856

Somerset County:

\$35,763,377

- Business Assistance to: Cousineau, Tasmin Leather, New Balance, Walpole Woodworks, Go Labs, Maine Wood Pellet, JS McCarthy, Tex Tech, Snow Pond Center for the Arts & More! All to create/retain jobs
- Infrastructure to replace aging sewer and water systems – in LMI neighborhoods
- Housing Rehab to provide safe and decent housing to LMI households
- Downtown Revitalization to eliminate unsafe facades, sidewalks, improve lighting and pedestrian walkways in LMI communities or those with slum/blight conditions.
- Community Enterprise to fund façade improvements and assist small businesses where the owner is LMI.

All information, forms, and more are at www.meocd.org

Block Grant Program	<h2>CDBG Program</h2> <div><div><p>Application</p><p>Learn More</p></div><div><p>Project Development & Forms</p><p>Learn More</p></div></div> <p>Each year the State of Maine receives a formula allocation of funding from the Department of Housing and Urban Development to be distributed to eligible Maine communities under the Community Development Block Grant Program.</p> <p>In 1982 the State of Maine began administering the CDBG Program to assist units of local government in various community projects in areas ranging from infrastructure, housing, downtown revitalization to public facilities and economic development.</p> <p>CDBG Funded Projects 1982-2023</p>
Project Development and Forms	
Laws & Policies	
Featured Project	
Technical Assistance	
Forms and Materials	
Application Process	
Eligibility	
Grant Categories	
Program Statement	
News	
Municipal Tax Increment Financing	
Brownfield Revolving Loan Fund Program	
Contact Us	

2024 Program Budget:

2024 CDBG Budget	\$11,760,505
Administration	335,210
Technical Assistance Administration	117,605
<u>Community Development</u>	
Rural Housing Preservation Program	1,000,000
Downtown Revitalization Grants	300,000
Home Repair Network Program	1,000,000
Housing Assistance Grants	2,000,000
Public Service Grants	200,000
Public Infrastructure Grants	2,800,000
Regional Council Planning Assistance	150,000
Small Business Development Centers	200,000
Maine Development Foundation/Downtown Center Assistance	300,000
Community Enterprise Grants	600,000
YMCA Childcare Program	400,000
Special Projects	57,690
Urgent Need Grants*	0
<u>Economic Development</u>	
Economic Development Grants	1,000,000
Micro-Enterprise Assistance Grants	1,200,000
TOTAL 2024 CDBG Funds	11,760,505

Funding for individual categories may change based on actual HUD award.

Be aware of due dates

2025 Schedule will be very similar

Public Infrastructure not available for 2025

*Funding for Special Projects may be available based upon redistribution, reallocation, and/or additional allocation from HUD.

Program	LOI Date(s)	Application Date(s)
Downtown Revitalization	January 26, 2024	March 8, 2024
Economic Development	1 st of the month starting July 1, 2024	By invitation only
Housing Assistance	March 22, 2024	May 19, 2024
Public Infrastructure	January 12, 2024	March 1, 2024
Public Service	April 26, 2024	June 7, 2024
Community Enterprise	February 23, 2024	April 12, 2024
*Special Projects	TBD	TBD
Urgent Need	TBD	TBD



National Objectives:

-
- Benefit to low and moderate income persons;
 - Prevention and/or elimination of slum and blight conditions;
 - Meeting community development needs having a particular urgency

Townwide/Area Wide – i.e. infrastructure, downtown revitalization

- ✓ Town/Area must be at least 51% LMI
 - ✓ Can be verified via [survey](#) or check [ACS data at our website](#)



**Meeting
National
Objectives**



Direct benefit - i.e. housing, job creation, public service:

- ✓ Survey new employees
- ✓ Survey new tenants
- ✓ Survey users of program

**Meeting
National
Objectives**

Presumed LMI (limited clientele)- i.e. public service

- You must benefit one of the following classes as presumed LMI by HUD:
 - abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, migrant farm workers and persons living with AIDS.
- You would do income certification of the individual who will benefit from the program using total household income.



Meeting National Objectives

Slum and Blight

Declaration – public declaration of conditions or Code Enforcement review for spot blight.



**Meeting
National
Objectives**

Process:

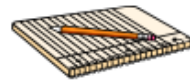
Have a viable project that meets one of the National Objectives with funding sources identified/committed, then:

- Consult with OCD about project
- Work with KVCOG on LOI
- Submit Letter of Intent
- Be invited to Application Process
- Submit successful application



Post Award Notice:

- Project Development Phase:
 - Environmental Review,
 - Local Documentation,
 - Final Budget
 - Construction, Labor Standards,
 - Section 3 Requirements



Project Development Checklist

Project Development Checklist Table of Contents

- Work with your TA Provider
- Grantees have 6 months to complete
- Environmental Review IS part of this process and may take up to 60 days to complete, depending on the project.

STEP	Task to be completed	Workbook Page (form)	Completed Date	Submitted to OCD
1	Getting Organized!	3		
2	Advisory Committee formed Submit membership list to OCD Policy Statement #13 –Complaint Policy	4		
3	Project Development Reviews and Documentation	7		
	Planning Board Review - Submit letter from Planning Board certifying that the necessary Planning Board approval has been secured	7		
	Public Hearing - Submit copy of notice and signed copy of minutes	7		
	Legislative Body Approval - Submit copy of Town warrant/vote or Council Resolution	7		
	Regional Council Review - Submit cover letter showing Project Development package was sent to Regional Council	7		
	Interlocal Agreement - (If multi-community project)	8 (13)		
	Standards of Conduct - Submit adopted standards with seal	8 (14-16)		
	Fair Housing Resolution - Submit adopted resolution with seal	8 (17)		
	Fair Housing Self-Assessment - Submit signed checklist	8 (18-19)		
	ADA/Section 504 Certification Section 504 Self- Evaluation & Transition Plan - Submit appropriate adopted declaration with seal.	9 (20-25)		
	Residential Anti-Displacement & Relocation Plan Submit adopted plan with seal	9 (26-27)		
	Employment Profile – Submit completed form.	9 (28)		
	Equal Employment Opportunity Statement Submit adopted EEO Statement with seal.	9 (30)		
	New Vendor/Vendor Update Form https://www.maine.gov/osc/sites/maine.gov/osc/files/inline-files/vendor_ME_W9v5.pdf	10 (31)		
	EFT form and instructions https://www.maine.gov/osc/sites/maine.gov/osc/files/inline-files/efactivate_v7.pdf https://www.maine.gov/osc/sites/maine.gov/osc/files/inline-files/dd_eft_instructions.pdf	11 (31)		
4	Environmental Review – Submit ERR prior to CDBG contract.	31		
5	Finalizing Cost Estimates – Submit the Budget Summary	31-32		
6	Spending CDBG Funds – Contracting/Labor Standards Policy Statement # 4	33-38		
7	Program Income Plan – Submitted as part of Phase II. Contact DPM Policy Statement #7	39-42		
8	Developing Program Guidelines - Micro-Enterprise Grant/Loan, Façade Grant & Housing Rehabilitation Programs. Contact DPM	43		
9	Organizing your CDBG Files	43		
10	HUD Fair Housing Logos	44		

Environmental Review



You cannot commit any funding until you have ER clearance.

Depending on your project activities, your CDBG project will trigger one of the following categories:

- Exempt by Definition – §58.34
- Categorically Excluded – §58.35(b)
- Categorically Excluded, Converted to Exempt – §58.35
- Categorically Excluded and Non-exempt – §58.35
- Environmental Assessment/FONSI – §58.40
- Environmental Impact Statement - §58.52

Construction Projects = Contracting and Labor Standards

Clear communication between the Office of Community Development, KVCOG, the A/E firm, and the Town are paramount to assembling a complete bid packet.

Be aware that these processes have changed in 2024;

- BABA Requirements
- Section 3 Requirements

Document	Format(s)
Additional Classification Request	PDF
Bid EEO Certification	PDF MS Word
Bid EEO Certification Subcontractor	PDF MS Word
Contract Information Reporting Form	PDF MS Word
Contract Provisions \$10,001 to \$100,000	PDF MS Word
Contract Provisions Over \$100,000	PDF MS Word
Contract Provisions Under \$10,000	PDF MS Word
Davis-Bacon Poster	PDF
EEOC Poster	PDF
Employee Interview Form	MS Word
Federal Labor Standards Contractor Guide	PDF
Federal Labor Standards Contractor Guide Addendum	PDF
Federal Labor Standards Handbook	PDF MS Word
Federal Labor Standards Provisions	PDF MS Word
Payroll	PDF MS Word
Payroll Compliance Review	PDF MS Word
Payroll Instructions	PDF MS Word
Preconstruction Minutes	PDF MS Word
Section 3 Affirmative Action Plan	PDF MS Word
Section 3 Business Registry	PDF MS Word
Section 3 Income Worksheet	PDF MS Word
Section 3 Utilization Report	PDF MS Word
Section 3 Utilization Report Directions	PDF MS Word
Segregated Facilities	PDF MS Word
Segregated Facilities Subcontractor	PDF MS Word
Statement of Compliance	PDF MS Word
Statement of Compliance Instructions	PDF MS Word
Underpayment Receipt	PDF MS Word
Wage Determination Instructions	PDF MS Word
Wage Determination Request	PDF MS Word

Final tips & takeaways



Have a viable project

- Meets a National Objective, Match funding is in place, Town/City is on board, the project is ready to go.

Consult with OCD Staff & KVCOG

- Review scope of work and verify National Objective

Don't expect funds quickly

- Project Development Phase
- Environmental Review
- Contracting/Bidding
- Availability of other project funds

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Thank you!