

The logo for Cumberland County, Maine, features the word "Maine" in a stylized orange script font above the words "Cumberland County" in a dark grey sans-serif font.

Maine Cumberland County

Community Development Department – 142 Federal Street Rm109 – Portland, Maine 04101

May 27, 2025

Town of Windham
Attn: Barry Tibbetts
8 School Road
Windham, ME 04062

Dear Town Manager Tibbetts,

Congratulations! On April 22nd, 2025 Cumberland County's Commissioners awarded Community Development Block Grant funds to your Town for the purpose of constructing the following projects during the fiscal year beginning July 1, 2025:

- **\$ 40,000 Forbes Lane Neighborhood Park**

We are aware that budgets and staffing often change between the time an application is submitted and grant funds are awarded. To make sure we have the most accurate information in our grant contract and files, please provide the following information:

1. Project Update:
 - a. *Contact Information:* Please provide the name, phone number, and email address for the primary contact for each project. If billing/invoicing or performance reports will be coming from a different person, please provide their contact information as well.
 - b. *Project Summary:* If the process, scope of work, type of clients serviced, or timeline for completing your projects have changed since the time of your application submittal. Please provide a project summary update to our staff.
 - c. *Budget:* If your grant award is different from your request, or if other funding sources have increased or decrease since your application submittal. Please provide us with an updated budget.
2. Federal Contract Provisions: The project will be subject to the following federal requirements, including:
 - a. *Environmental Review:* All funded projects that include construction will require an Environmental Review by the County to ensure compliance with the State Historic Preservation Office, local Historic Preservation Ordinances and other environmental regulations. If applicable, this will take two to four weeks to process *once a final scope of work is submitted and approved by staff.*
 - b. *Federal Labor Standards:* Sub-recipients who receive funds for construction or rehabilitation projects must ensure that they and all subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by

contractors in the performance of construction financed in whole or in part with assistance received under HUD programs (CDBG), shall be paid wages at rates no less than the prevailing rates provided. This will require certified payroll to be submitted to the County for all workers on site.

- c. Procurement: full and open competition & cost reasonableness, procurement must comply with the town's Purchasing Ordinance.
- 3. Reporting: Quarterly updates will be required in order to process payments. Updates will provide project status updates. A form will be provided. Reporting will occur on a quarterly basis, due on the 10th of the month (October 10, January 10, April 10 and July 10). Please identify who will submit the quarterly reports.
- 4. Payment: If submitted on time, payment will be processed and released within 7-10 business days.

Please submit all requested documents by June 13th, 2025. Once all documents have been reviewed by County Staff, we will set up a time to review the requirements of this project and sign a contract. *Please note: No work can begin, and no money can be spent until after July 1, 2025 and a contract has been signed by all parties.*

If you have any questions, please contact me.

Sincerely,



Courtney Kemp
Community Development Manager
Cumberland County
kemp@cumberlandcounty.org
Phone: 207-619-1036