

**Cumberland County Community Development Program  
2020 CDBG General Program Application  
Cover Page**

Application Type	<input checked="" type="checkbox"/> General Application		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Windham, Maine		
Project Name	<b>Anglers Road Streetscape Project</b>		
Mailing Address	8 School Road, Windham, Maine 04062		
Project Address	Anglers Road, Windham, Maine		
Authorized Official	Barry Tibbetts, Interim Town Manager	Phone 892-1907	Email batibbetts@windhammaine.us
Project Director	Thomas Bartell, Executive Director, Windham Economic Development Corporation	Phone 892-1936	Email thbartell@windhammaine.us
Financial Contact	Susan Rossignol, Finance Director	Phone 892-1907	Email srrossignol@windhammaine.us
Person who completed the Application	Amanda Lessard, Planning Director	Phone 894-5900	Email allessard@windhammaine.us
Amount of CDBG Funds Requested	\$ 86,400	Total Project Budget \$108,000	
DUNS Number	071745418	Tax ID: 01-6000440	

Name and Signature of Authorized Official

Date

## 2020 CDBG General Program Application

### General Application Questions

Respond to the narrative questions in a maximum of six pages (economic development & non-economic development project applications) or seven pages (multi-jurisdictional project applications.)

1. Provide a **brief summary** (400 words maximum) of the proposed project. - 10 points.

Focus your answer on issues *such as, but not limited to*: What will be built? What will happen? Where will it happen? Who's in charge? Who will be served?

The proposed project will install a bus shelter, benches, and solar powered sidewalk/pedestrian scale lighting on the 800-foot public portion of Anglers Road.

Anglers Road (public) defines an edge of Windham's 21st Century Downtown Planning Area as well as being the access for over 200 residences into the North Windham Commercial District. The proposed pedestrian amenities will help connect the Anglers Road neighborhood to the new Downtown. The new Anglers Commons apartment complex currently under construction will have 42 market rate units with an internal sidewalk connection from Anglers Road (public) to the Donnabeth Lippman Park which will be available for public use. These same residents would have better access to public transit by adding a bus shelter just off Route 302. This project is in Census Tract 4801(2), which is eligible for an Area Wide Benefit infrastructure project.

This project will also serve as a pilot project for Windham's sustainability efforts by designing, installing, and monitoring the performance of solar powered pedestrian scale lighting as well as enhancing public transportation options for area residents.

2. Provide a response to the four questions below defining and justifying the **need for the activity**. - 20 points

- a. Convey the magnitude and severity of the issue to be addressed.

North Windham is the region's major retail center on US Route 302 (Roosevelt Trail) between Portland, Maine, and North Conway, New Hampshire. North Windham took on this regional retail role in the 1970's, corresponding with the start of a period of relatively rapid and consistent population growth. However, since zoning was established in the early 1970's new residential development was focused away from the North Windham commercial zones, resulting in highly segregated land uses, a large suburban shopping area spread out over two miles of Roosevelt Trail, an incomplete sidewalk network and few public facilities or amenities. Anglers Road pre-existed the development of the North Windham retail center and most of the residences in the neighborhood were constructed more than 50 years ago as seasonal camps on small lots. The Town relocated and constructed the 800-foot public portion of Anglers Road in 2016 to improve the alignment of the signalized intersection and traffic flow on Route 302. In 2018 the Town amended its zoning to allow for additional residential development in North Windham and a 42-unit market rate apartment complex is currently under construction on Anglers Road. The



proposed pedestrian and transit improvements will create better access to the commercial district and public transportation for both new and existing residents.

- b. Identify the total number of people affected by the issue.
  - i. Out of the total number of people affected, identify the number of people from low/moderate income households.

Within this North Windham community Census Block (004801-2) there are 390 Low to Moderate Income people out of 650 residents. The area has a Low/Moderate Income ratio of 60.00% and falls within the 2020 CDBG LMI Area Wide Benefit of eligible Census Blocks. The overall improvements will benefit the greater neighborhood with the improved safety and convenience the streetscape and transit improvements will provide. The solar powered pedestrian scale lighting pilot project is also a model for sustainability efforts within the region.

- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

The pedestrian and transit improvements will allow for the residents on Anglers Road to better access services in Windham's Commercial District and the region. The downtown area of North Windham will evolve into a place where people choose to live, work and play due to improved access management, pedestrian and bicycle networks, quality architecture and streetscapes, passive and active open space and better connectivity to existing and new residential neighborhoods adjacent to Route 302.

- d. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.

With the 2013 adoption of the 21<sup>st</sup> Century Downtown Master Plan, the Town of Windham has been working to create a new type of suburban downtown that promotes growth and change in a way that improves the quality of place in North Windham. As recommended in the Plan, amendments to the Land Use Ordinance were passed in 2018 to allow for an increase in economic development and housing opportunities in this zoning district. The increased residential densities that are now permitted result in a greater need for pedestrian amenities and other modes of travel. The installation of a bus shelter, benches, and solar powered sidewalk/pedestrian scale lighting will create a safe and attractive gateway to the Lakes Region as well as the heart to a vibrant town center.

3. Provide a response to the three questions concerning management of the proposed activity – 10 points

- a. Define *who* will manage the grant funded project and *how* they will manage it.

The Town Manager, Finance Director, WEDC Executive Director, and Public Works Director comprise the management team. Their combined oversight will manage the administrative, fiscal and construction aspects of this project.

- b. Explain the experience of the applicant in undertaking projects of similar complexity.

The Town's management team possesses over 85 years of combined experience with grants, grant application, management, reporting, fiscal oversight and project

supervision having successfully managed multiple Federal, State, and County grant funded construction projects.

- c. Demonstrate that an ongoing commitment exists to continue the maintenance and operation of the activity or facility.

The Town of Windham will maintain the Anglers Road streetscape improvements through its regular Public Works Department budget and work plan. Windham's Environmental and Sustainability Coordinator will monitor the effectiveness of the solar lighting installation.

4. Demonstrate that the project is **ready to proceed** – 20 points

For construction related projects:

- Describe the steps that have *been* completed or must *be* completed to bring the project to construction start. These may include: site control, design, engineering, cost estimates, procurement of permits, testing, consultations concerning life safety, ADA, or other special requirements, traffic studies, zoning, Planning Board approval.

The Anglers Road Streetscape Improvement Project will proceed through the following steps. Construction of the project will commence upon final design, a successful bid process and contracting and would be completed within six months of the start of the fiscal year.

Design, product purchase, and installation:

The Town of Windham will request design assistance from qualified vendors for photometric and landscape design to ensure appropriate placement of the street lights, benches and bus shelter within the Anglers Road right-of-way. Once designed, the Town will prepare and distribute one or more RFP's for the purchase and installation of the solar lights, benches and bus shelter. An approved vendor(s) will commence installation as soon as possible.

- Describe any existing and/or potential impediments to project initiation.

There are no known impediments to proceeding with this project.

For non-construction related projects:

- Describe the steps that have been completed or must be completed to initiate the project. These may include: community support, staffing, securing an appropriate location, marketing and networking.
- Describe any existing and/or potential impediments to project initiation



For projects requiring a match:

County sponsored projects do not require a match. Community sponsored applicants require a threshold 20% match in cash, donated land or building materials, or contracted project development services. In-kind contributions are allowed, but need to be documented, quantifiable services for work performed.

Please see Match Sheet for amounts and sources of matching funds. The matching funds will be secured as part of the Town's FY 2021 Budget as part of the Capital Improvement Program budget.

- List sources and amounts of matching funds on match sheet provided (*Appendix III*).
- Are the funds secured?
  - If yes: Provide documentation
  - If no: Describe what is pending or next steps

5. **Budget for project.** Fill in the attached budget form *and provide the basis for determination of budget amounts (Appendix IV).* - 5 points

Please see Appendix IV for budget.

- Describe how funds, including match when applicable, will be distributed between project elements.
- Limit the budget and budget description to that portion of your program that is applicable to this application.

**Applications will not be accepted without a completed budget.**

6. **Implementation schedule** for project: Fill in the attached schedule form (*Appendix III*). - 5 points

Please see Project Implementation Schedule attached.

7. **Need for CDBG Funds** (Answer either 7A or 7B)

**7A) NON-ECONOMIC DEVELOPMENT ONLY**

Provide a response to the three questions demonstrating the **need for CDBG program funds** - 15 points

- a. Why are CDBG funds critical for the commencement and ultimate success of the project?

Pedestrian connections from residential areas surrounding downtowns are essential to the success of both the downtown and the residential areas. Windham's plan for the conversion of its North Windham Commercial District into a modern downtown and its connection to the Anglers Road neighborhood is no different. Safe and convenient access to everyday shopping and personal service needs are vital to residents, particularly those whose only reliable means of transportation is walking or public transportation. However, funding priorities continue to favor automobile transportation while funding for improvements to pedestrian and transit infrastructure, particularly in areas of high low-and-moderate income residents is difficult to acquire. The completion of this project depends upon CDBG funding. The location and nature of the pedestrian and transit improvements, the innovative approach with solar-powered lighting, and the limited scope all fit well with the CDBG program.

- b. Have you, or will you, seek funds from other sources? If so, what are those funding sources?

The Town of Windham has sought funding for implementation of its 21<sup>st</sup> Century Downtown Plan since its approval in 2013. Applications to PACTS as well as directly to MDOT for streetscape and pedestrian improvements within the 21<sup>st</sup> Century Downtown Planning area (the US Route 302 Commercial Corridor) have been unsuccessful as those dollars have been prioritized for traffic improvements. While Windham's TIF funds will likely be used for the match in this project, they have not accumulated to the point where funding this project would be possible.

- c. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

If CDBG funds are not received this project will not proceed as described. If a partial award of CDBG funds occurred, the components of the project will be reevaluated with priority given to streetlights, benches, and bus shelter installation in that order.

## **7B) ECONOMIC DEVELOPMENT ONLY**

### **Economic Development/Job Creation Related Projects Only – 15 points**

This question will be answered by applicants seeking assistance for a private business. The project will meet a CDBG "national objective" by creating jobs for low/moderate income persons.

- Detail the financing package for the project, the steps taken to meet the business's capital needs and the need for CDBG funds to fill a financial "gap".
- Specify exactly what the CDBG funds will be used for, i.e. capital equipment, facility improvement, working capital, etc.
- Describe the role the CDBG funds will have on the business's ability to remain competitive and create jobs within the period July 2020 to June 2020. Identify the number of jobs to be created during this period.
- Describe the market the business operates in, i.e., competitors, costs and product demand. What risks does the business face?

- e. What is the impact on the project if CDBG funds are not received or if only partial CDBG funds are received?

#### 8. **Distress Score**

Each community will be *assigned* a score from **0 to 10 points** based upon two factors:

- a. Percent of low/moderate income community residents of the total community population.
- b. Percent of low/moderate income residents in the 25 communities of the Cumberland County Entitlement Jurisdiction that reside in the applicant community.

County sponsored projects serving region-wide initiatives will receive a distress score of **6 points**.

The Windham distress score is 5.

#### 9. **Multi-Jurisdictional Bonus**

**5 points** will be awarded to projects sponsored by two or more communities demonstrating benefits to low/moderate income residents of all participating communities.

- c. **Multi-community applicants must answer two additional questions in a maximum of one page:**
  - i. How will low/moderate income residents in each participating community benefit from the project/activity?
  - ii. What role will each applicant community play in the project/activity?
- d. Application must be endorsed by officials from all communities. **Use form found in Appendix V.**
- e. Distress score for multi-jurisdictional applicants:
  - i. Factor #1: Combine LMI & population of the communities to create a new “LMI as % of population factor”
  - ii. Factor #2: Average the existing “LMI as % of County LMI” factor for the communities.



<b>Project Implementation Schedule</b>									
<b>Activity</b>	<b>Q #1 J – S 2020</b>	<b>Q #2 O – D 2020</b>	<b>Q #3 J – M 2021</b>	<b>Q #4 A – J 2021</b>	<b>Q #5 J – S 2021</b>	<b>Q #6 O – D 2021</b>	<b>Q #7 J – M 2022</b>	<b>Q #8 A – J 2022</b>	
Contract/ Environmental Review	X								
Reporting		X	X	X	X	X	X	X	
Design RFP/Design	X								
Product/Installation RFP	X								
Product Purchase/Installation		X							
<b>Project Completed:</b>		X							



Type of Funding	Match Amount		Source of Match	How is the match calculated?	Is the match secured? Please circle yes or no.	If yes, please attach relevant documentation. <sup>1</sup>	If no, please outline and attach future steps to secure match. <sup>2</sup>
Cash	Municipal Cash	\$21,600	Windham CIP	20%	Yes / No		FY 2021 Windham Budget (June 2020)
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
	Other Cash	\$			Yes / No		
In-Kind/ Donation	Municipal In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
	Other In-Kind & Donation	\$			Yes / No		
<b>TOTAL MATCH</b>		\$21,600					

<sup>1</sup> Please feel free to attach up to 1 page of additional documentation demonstrating secured match.

<sup>2</sup> Please feel free to attach up to 1 page explaining the future steps that will be taken to secure matches.

## Appendix IV: Budget

<b><u>Construction Projects</u></b>				
<b>Cost Category</b>	<b>CDBG Funds</b>	<b>State/Local Funds</b>	<b>Federal Funds (non-CDBG)</b>	<b>Total</b>
<b>Design/Engineering</b>	\$4,000	\$1,000		\$5,000
<b>Land Costs</b>				
<b>Materials/Supplies</b>	\$74,400	\$18,600		\$93,000
<b>Construction Costs</b>	\$8,000	\$2,000		\$10,000
<b>Project Management</b>				
<b>Other</b>				
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>Total Costs</b>	<b>\$86,400</b>	<b>\$2,1600</b>		<b>\$108,000</b>
<b>Provide the basis for determination of budget amounts:</b> <b>Materials:</b> Solar lighting system (panels, batteries, LED fixture, 15' steel pole) $\$8,000 \times 8 = \$64,000$ Pole base $\$1500 \times 8 = \$12,000$ Benches $\$1,500 \times 2 = \$3000$ Bench base $\$1,500 \times 4 = \$3,000$ Bus Shelter $\$8,000$ Shelter base $\$3000$				