

2025 GENERAL CDBG PROGRAM APPLICATION

CHECKLIST

SUBMIT COMPLETED CHECKLIST WITH APPLICATION

Please submit each section of the application, including this checklist:

- A. Cover Page**, *limit 1 page*
- B. Summary Sheet**, *limit 1 page*
- C. General CDBG Application Narrative Questions**, *page limits vary*
- D. Budget: Revenues and Expenditures**, *limit 1 page*
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- E. Demonstration of Endorsement by Elected Officials**
- F. Multi-community Additional Questions & Signature Page**

Required documents for non-profit organizations:

- Verification of 501(c)3 Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary**, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

Checklist Completed By

Date:

2025 GENERAL APPLICATION COVER PAGE

Application Type	<input checked="" type="checkbox"/> General - non- eco dev. <input type="checkbox"/> General - Economic Development <input type="checkbox"/> General - Multi-Jurisdictional		
Lead Town/City/ Agency	(Name of lead community and any additional partner communities) Town of Windham		
Project Name	Forbes Lane Neighborhood Park		
Mailing Address	8 School Road, Windham, Maine 04062		
Project Address	Forbes Lane, Windham, Maine		
Authorized Official	(<i>Town Manager/Administrator</i>) Barry Tibbetts, Town Manager	Phone 207 892-1907	Email batibbetts@windhammaine.us
Project Director	Linda Brooks, Parks and Recreation Director	Phone	Email ljbrooks@windhammaine.us
Financial Contact	Susan Rosignol, Finance Director	Phone 207 892-1907	Email srossignol@windhammaine.us
Person who completed the Application	Linda Brooks, Parks and Recreation Director	Phone	Email ljbrooks@windhammaine.us
Amount of CDBG Funds Requested	\$40,000	Total Project Budget \$50,000	
UEI Number	DEN9B3TFGMK7	<i>*NOTE: An application will not be accepted without a Unique Entity ID Number – Please ask for assistance if your town/city does not have one yet.</i>	

Name and Signature of Authorized Official

Date

GENERAL APPLICATION SUMMARY SHEET

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as low/mod income.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?

- No Yes (please circle appropriate population)

- Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- Creating a Suitable Living Environment**
 Providing Decent Affordable Housing
 Creating Economic Opportunity

3. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A. (example- Seniors, at risk Youth, low/mod residents of Town X) Area wide Low-Moderate income residents of the Forbes Lane Neighborhood (US Census 48.04 01)
B. How many Cumberland County residents will be served by the proposed program? (unduplicated -per year)	B. 2010
C. How many are <i>low to moderate income Cumberland County residents</i> ?	C. 1160

4. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A. (example- Self certification forms from clients or Census data for area wide benefit projects) Census Data will be used for beneficiary documentation
B. How will the outcomes be measured, collected, and documented?	B. (example- staff will submit a quarterly report summarizing the work that has been completed to date) Progress reports will be submitted on a quarterly basis, supplemented with construction reports from the Town Engineer.

Please limit the Public Service Worksheet to 1 Pages.

GENERAL APPLICATION QUESTIONS

Respond to the narrative questions in a maximum of six pages or seven pages for 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 are the services to be provided? Where will they happen? Who's in charge? Who will be served?

The proposed project is the development of a neighborhood park on a 1.33 acre parcel of land purchased by the Town in 2021. This parcel has been known locally as “the path” which served as a connection between two housing developments, but the Town proposes to provide additional recreational amenities at this location to serve the residents in this area of Windham. Establishing connectivity in these neighborhoods through development of a trail suitable for walking and biking would be one key component of this project. Additionally, we have proposed picnic tables, benches and a small neighborhood scale play area to be incorporated into the park plan. The picnic pavilion will be available to be reserved for use, which has been a practice in some of our other facilities which has been much appreciated by groups or individuals seeking a space for outdoor gatherings. Access to a storage shed on the property will be provided through a combination keypad so that those reserving the pavilion can utilize lawn games for their gathering. This project would be used to address Goal 1.3 of the Open Space Plan, which is to develop neighborhood-scale playgrounds and public spaces in underserved areas. The Varney Mill Road area is one of Windham’s most dense neighborhoods and the closest public recreation amenities are at Manchester School in North Windham, which isn’t in walking distance. Neighbors who attended a community meeting in 2021 reported that residents of Tall Pines, Collinwood, Birchwood, Briarwood, Varney Mill, Falmouth Road, Varney Mill Rd, and Walnut Dr. all currently use “the path” and would benefit from this neighborhood park.

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.
 - i. The Varney Mill Road area is one of Windham’s most dense neighborhoods and the closest public recreation amenities are 1.5 miles away at Manchester School in North Windham, through an area with no sidewalks and along busy Route 115. Neighbors who attended a community meeting in 2021 reported that residents of Tall Pines, Collinwood, Birchwood, Briarwood, Varney Mill, Falmouth Road, Varney Mill Rd, and Walnut Dr. all currently use “the path” within these project parcels to move between residential areas and would benefit from this neighborhood park project and the safety and quality construction and maintenance it will provide.

- b. Identify the total number of people affected by the issue.
 - i. There are 2010 residents within the Forbes Lane neighborhood Census Block.
 - ii. Out of the total number of people affected, identify the number of people from low/moderate income households.
 - 1. There are 1160 (57.7%) Low/Moderate income residents within the Forbes Lane neighborhood
- c. Describe to what extent the project makes in the long-term measurable difference in the economic and social health of the region.

The Forbes Lane Neighborhood Park will provide area residents with a safe, well designed, and publicly maintained active play area, a neighborhood gathering place, and a formalized, safe and maintained pathway between two residential areas.

- c. Construction related activities: Convey how the project relates to the community's long-range planning and capital improvement needs.
 - i. This project meets goals within Windham's Open Space Plan and the Windham Outdoors section of the Windham Economic Development Strategic Plan. This project will go a long way in changing these disconnected suburban subdivisions into a more cohesive neighborhood with active recreation and transportation amenities for both children and adults.

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. Construction of the project will be managed by Town of Windham staff, including the Parks and Recreation Director, Town Engineer, Planning Director, Public Works, and Parks Maintenance Supervisor. Once constructed, the site and facilities will be managed by the Parks and Recreation Department, which currently has 6 full-time year-round staff (including a full-time parks and trails manager) and 1 seasonal parks person. The department provides quality parks facilities and recreation programs, and evaluation of all those services is done regularly by all involved.

b. Explain the experience of the applicant in undertaking projects of similar complexity. The Town of Windham has long supported the development of outdoor recreational facilities for its residents. In the past 10 years, the Town has applied for and received funding from the Land for Maine's Future, the Land and Water Conservation Fund and the Maine Office of Outdoor Recreation for major outdoor recreation facilities. Projects completed during this timeframe have included the construction of a skatepark, basketball and volleyball courts and a picnic pavilion at one location; the acquisition of 700+ acres of land, now known as the East Windham Conservation Area; the development of hiking and mountain biking trails in this preserve; parking lot expansion project at the Lowell Preserve; installation of two new playgrounds in two public parks.

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

The maintenance of our parks facilities is a regular budget item each year, and the Council has supported additional staffing whenever the need is justified. The targeted outcome for park maintenance as defined in the budget is to inspect and maintain each core recreation facility 2x/week and the addition of a seasonal staff person in the summer assists in managing that outcome.

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.

In December 2021, the Town purchased a vacant lot adjacent to a town-owned lot, resulting in a 1.33-acre lot that the Planning office deemed suitable for use as a parcel that could enhance the neighborhood by developing a small park. If the CDBG grant is awarded, the design of the park will be the first step of the process. The Town and the Parks and Recreation Advisory Committee intend to include the public in the design process and will host a community meeting to receive input. Residents of that neighborhood did provide positive feedback at the October 12 2021 council meeting when the purchase of the Forbes Lane parcel was approved. The project will require planning board approval. Any portions of the project that can be completed using the town's public works crew will be managed by the Public Works Director. We anticipate that community volunteers may be involved in the park's construction, particularly with the playground assembly/installation.

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

We do not anticipate any potential impediments to project initiation. Project approval by Town Council and informal approval by the Planning Department is sufficient for town staff to take the steps necessary to optimize project readiness.

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

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 attached budget (Attachment I)

The general breakdown of the budget is below:

4- Universal Access Recycled Plastic Picnic Benches - \$1898.00 each =	\$7592.00
Picnic Pavilion (12 x 16) -	\$10,000.00
Nature-style play structures	\$20,000.00
3 - Recycled Plastic Park Benches (6 ‘) - \$590.00 each =	\$1770.00
Small storage shed for lawn games (available for reservations) =	\$317.00
Bicycle Rack -	\$855.00
Landscaping and tree plantings -	\$5000.00
10% Contingency	\$4554.00
TOTAL -	\$50,008.00

CDGB Request – \$40,000.00

Town Contribution - \$10,000.00

- 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.
- 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.

Applications will not be accepted without a completed budget.

6. **Implementation schedule** for project: - **5 points**

There are many types of projects, each with their own set of typical activities and timelines. Describe the implementation schedule for this program.

For construction projects- please provide a timeline including design, bid, construction start date, and estimated completion date.

(Upon confirmation of award) –

May – September 2025: Schedule and publicize Community Meeting

Create Park Plan based on community input

Publicize park plan

October – December 2025: Site work to be completed by town staff

January – March 2026: Order/purchase all supplies and equipment needed

Spring 2026: Construction of walking path through parcel

Summer 2026: Installation of playground and other park amenities

September 2026: Grand opening celebration

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?

Park initiatives are generally funded through grants and Parks and Recreation Program funding, as is the case here with the matching funds. While program funding is available for the matching funds, they are insufficient to cover complete project costs. Neighborhood parks such as the Forbes Lane Park in this application generally also rely on residents' generosity of both capital and volunteerism. While we are positive that volunteers will step up to assist in the project, we cannot expect capital contributions from the neighborhood due to the economic situation of the residents.

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

As described in the above narrative, the Town will be dedicating the requested CDBG funds and the Town match to both construction and material costs of the project. The expected soft costs, including engineering and permitting will be absorbed by the Town utilizing staff inputs. As with many of our community and neighborhood parks and recreation projects, we will expect that numerous volunteer hours will be provided by residents and businesses.

- 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, the project will not proceed. If partial funding is provided, the Town will reevaluate the project priorities and make a decision as to whether the reduced scope of the project would continue to make it feasible to proceed.

7B) ECONOMIC DEVELOPMENT ONLY

Economic Development/Job Creation Related Projects Only – 15 points

N/A

8. **Distress Score**

Windham has been provided a Distress Score of 8.

9. **Multi-Jurisdictional Bonus**

N/A

APPENDIX I: BUDGET

*A completed budget must be submitted with the application

Revenues: List ALL funding sources for the proposed program.	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request	Requested	40,000
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
Local Funds (Parks and Recreation Program Fund)	Available	10,000
Private Funds (Grants, Fundraising, etc., please list)		
a.		
b.		
In Kind Services		
TOTAL PROGRAM or PROJECT REVENUE		50,000

EXPENDITURES: Feel free to edit categories as relevant to your program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Design/Engineering Costs			
Advertising			
Materials/Supplies	26,870	6717	33,587
Labor	13,130	3283	16,413
Project administration			
Other, please specify			
a.			
b.			
c.			
d.			
TOTAL PROGRAM or PROJECT EXPENSES			50,000

Admin Expenditures for CDBG Program	CDBG Expenditures	Expenditures All Other Sources	TOTAL Expenditures
Direct Admin Expenditures			
Indirect Admin Expenditures			



January 7, 2025

Forbes Lane Park Concept Plan

Town of Windham, ME

1 inch = 68 Feet



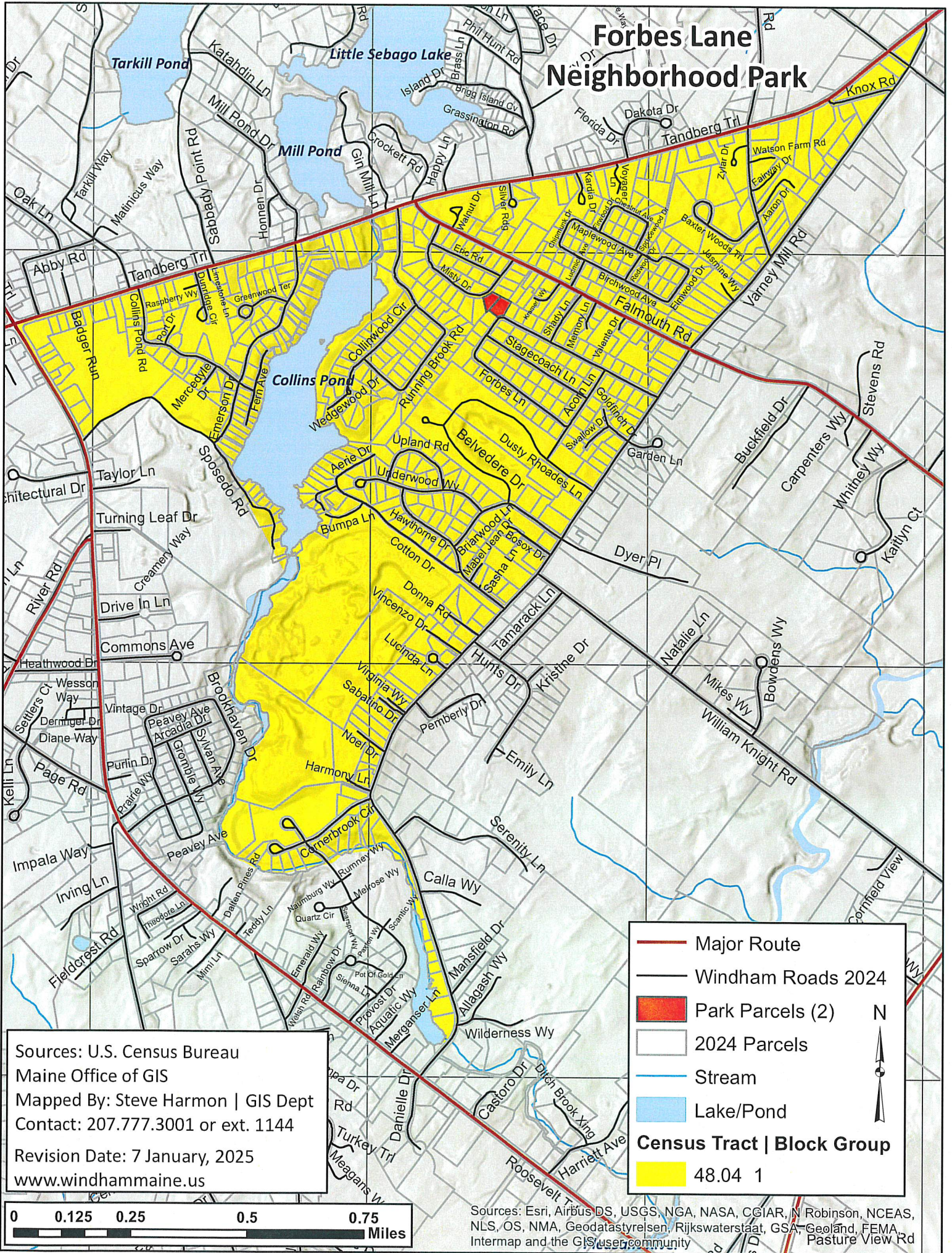
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Forbes Lane Neighborhood Park



Sources: U.S. Census Bureau
 Maine Office of GIS
 Mapped By: Steve Harmon | GIS Dept
 Contact: 207.777.3001 or ext. 1144
 Revision Date: 7 January, 2025
www.windhammaine.us

- Major Route
- Windham Roads 2024
- Park Parcels (2)
- 2024 Parcels
- Stream
- Lake/Pond

Census Tract | Block Group

48.04 1



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

