

**STATE OF MAINE
COMMUNITY DEVELOPMENT BLOCK GRANT
COVER SHEET AND CERTIFICATIONS**

Micro-Enterprise Assistance Grant Program

A. Applicant Identification

Applicant:	Town of Lisbon		
Address:	300 Lisbon Street		
Town/City/County:	Lisbon		
Zip Code + Four:	04250		
Chief Executive Officer:	Diane Barnes, Town Manager		
Phone Number:	(207) 353-3000	E-mail:	dbarnes@lisbonme.org
Contact Person:	Tracey Steuber, Economic & Community Development Director		
Phone Number:	(207) 353-3000	E-mail:	tsteuber@lisbonme.org
Census Tract(s) Where Proposed MEA Activities will occur: 030200			

DUNS #: 077467868	Town or City DUNS (Dunn & Bradstreet) #: <i>This must be the city or town number, not the Police Department, and not the Sewer or Water District.</i> (visit http://fedgov.dnb.com/webform .if applicant needs to obtain a number)
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B. The Applicant Certifies That:

1. State Certifications

- a. To the best of my knowledge and belief, the information in this Application is true and correct;
- b. the governing body of the applicant has duly endorsed the document;
- c. the proposed project has been reviewed and it complies with the Community's comprehensive plan and/or applicable state and local land use requirements;
- d. it will work with the Office of Community Development to develop a detailed project if it receives a conditional award; and
- e. it will comply with all applicable State laws and regulations.

2. Federal Certifications

a. it will take actions to affirmatively further fair housing and implement CDBG activities in compliance with Title VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968;

b. it will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned and occupied by persons of low and moderate income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:

(i) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or

(ii) for purposes of assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low income, and the applicant certifies that it lacks sufficient CDBG funds to comply with the requirements of clause (i) above.

c. prior to expenditure of CDBG funds, it will establish a local community development plan that identifies the Community's housing and community development needs, including the needs of low and moderate income, and the activities to be undertaken to meet them;

d. it will provide in a timely manner for citizen participation, public hearings, and access to information with respect to the Maine CDBG Program and the proposed local CDBG project/program. Indicate in public notices and at public hearings that the State program is competitive, the maximum grant amount that can be requested, and the general type of activities contained in the proposed local program. Also announce in public notices the availability of the local program plan/application, describe the Community's previous CDBG performance (if any), and how the Community will collect, consider and maintain all oral and written comments received on the proposal;

e. it will adopt and follow a residential anti-displacement and relocation assistance plan which complies with Section 104 (d) of the Housing and Community Development Act of 1974, as amended, that at a minimum provides for the replacement of all low/moderate income dwelling units that are demolished or converted to a non-LMI housing use as a direct result of CDBG assistance, and a relocation assistance component;

f. it is not listed on U. S. Dept of Labor's Debarred and Suspended Contractor's List and will not employ contractors or subcontractors on this list;

g. it will comply with the requirements of Section 319 of Public Law 101-121 regarding government-wide restrictions on lobbying; and

h. with the exception of administrative or personnel costs, it will verify that no person who is an employee, agent, consultant, officer, or elected official or appointed official of state or local government or of any designated public agencies, or subrecipients which are receiving CDBG funding may obtain a financial interest or benefit, have an interest in or benefit from the activity, or have an interest in any contract, subcontract or agreement with respect to CDBG activities.

	Town of Lisbon	
Signature of Chief Executive Officer	Name of Community	Date: mm/dd/year

MICRO-ENTERPRISE ASSISTANCE GRANT PROGRAM ACTIVITY DESIGNATION SHEET

1. Activity Declaration

a. List the activities you will be doing in your proposed project: _____

The scope of work will encompass exterior improvements such as roof repairs, new energy efficient windows and doors, insulation/siding, restoration or enhancement of architectural features, ADA ramps, signage, exterior paint, lighting, or awnings, etc.

2. MEA Grant Funds Requested

Micro-Enterprise Grant/Loan

Amount Requested: N/A

Business Façade Grants

Amount Requested: \$150,000

Total Requested: \$150,000

2. Multi-Jurisdictional Declaration

a. Is this a multi-jurisdictional project? ___ Yes **X** No

b. If yes, which local government has been designated as the lead applicant?

c. If yes, list all participating or benefiting local governments.

NOTE: Remember all participating or benefiting local governments must sign the Cover Sheet Certification Form.

Exhibit A

2016 MEA Grant Application Required Responses Impact

Grant Objective: To implement 7 or more business façade improvements projects along the Rt. 196 Corridor (Lisbon Street), Main Street and Village Street areas corresponding with Lisbon's adopted Rt. 196 Master Plan and Downtown Plan. Projects within Lisbon Falls will be located within the Town's established Slum and Blight Designation area, while projects outside this area will meet the LMI threshold requirements. The scope of work will encompass roof repairs, new energy efficient windows and doors, insulation/siding, restoration or enhancement of architectural features, ADA ramps, signage, exterior paint, lighting, or awnings, etc.

State the problem and how it negatively impacts the local economy.

The Town of Lisbon has struggled with blight conditions and poor visual character for years, and has begun establishing local programs and initiatives to remedy these conditions and the negative impact they have on the local economy. The Town has documented the poor building conditions and blight in local adopted plans, such as the 2013 Rt. 196 Corridor Master Plan, and the 2015 Downtown Plan. In 2014, the Town obtained an official Slum and Blight Designation for the Lisbon Falls village area due to widespread blight conditions, however the blight conditions, including sub-standard building conditions or public safety issues, is cited in several areas along the Rt. 196 Corridor and Village Street. Both the Rt. 196 Corridor and the two Downtown Areas are not only growth areas that include most of Lisbon's existing businesses, but they are "the face" of Lisbon, what most people see and experience of the town. Therefore, the visual character of buildings and development has a very real impact on people's (and businesses') image of Lisbon.

Poor building and façade conditions are having further impacts on local businesses and the economy. Windows and doors that are not energy efficient and other exterior problems create a burden on businesses due to higher energy costs. This affects their bottom line and directly affects their ability to cover expenses or turn a profit. This in turn affects their ability to invest back in to their businesses, which hinders expansion, job growth, and negatively impacts the local economy as a whole.

Poor and sub-standard buildings are affecting businesses' marketability, both in terms of inviting customers and sales, and by the impact to the neighborhood and neighboring businesses. Blight conditions that deter customers or potential new businesses have brought a halt to job growth and business expansion, threatening the viability of the local economy.

Explain why MEA funds are necessary for the project; describe efforts to secure other grant loan funds, and tell why they are not available locally to assist.

MEA funds are needed for the project because many of Lisbon's small businesses cannot afford to undertake façade and exterior repairs solely on their own, but partial reimbursement of the costs can make all the difference in supporting business retention and growth. The majority of local businesses are small and owner operated. They try to operate the businesses themselves and most of the revenue is used for inventory, business expenses, employee payroll, rent/lease expense, energy expenses, etc. Many are already carrying debt, needed to start up or to try to expand their business. In the case of property owners leasing to a business, the cost for repairs can be overwhelming. What repairs are

completed are often to the inside of the structure to have a greater impact on the business and its ability to operate. Because of this, exterior improvements are often put off until it is too late which creates a larger project that is too expensive to take on.

We propose to utilize CDBG Micro-enterprise assistance to fund a local façade improvement program, to repair and improve these business facades and exterior issues. Specifically, these funds will be used for new energy efficient doors and windows, roof repair, exterior painting, restoring or enhancing architectural features, and adding or replacing brick/stonework, siding, porches, exterior stairs, ADA ramps and entrances, signage, exterior lighting, and associated exterior work.

The total project cost is \$300,000 with \$150,000 coming from CDBG funds and the remaining \$150,000 coming from the businesses and property owners. Each of the participating businesses/ property owners will receive a maximum CDBG amount of \$20,000 for their project and they will contribute at least a 50% cash match. If the individual estimates requires more funding, the businesses or property owners are responsible for additional cost. This additional funding may come in the form of additional cash, a bank loan, or a revolving loan from the municipality.

Although the Town of Lisbon sees this as a viable and necessary endeavor for the benefit of all of its residents, it does not have the means to provide any funding at this time. State budget cuts have already required the Town to make painful budgetary choices. The Town has finalized a Downtown Tax Increment Financing District which will cover a significant portion of the downtowns and Rt. 196 corridor, but even once the TIF is approved by the State, it will take time to generate enough funds to use towards a façade program. The use of CDBG funds, and in particular Micro-Enterprise Program funds, are necessary for this project, and subsequently to support the façade improvements to 7 or more business structures in a blighted and economically deprived area.

Additionally, our local Aubuchon Hardware store has agreed to issue a 20% discount on materials and supplies that are deemed discountable on any façade or exterior projects for the period of the project. If any additional discounts are recognized by this entity in the form of sales or promotions, the savings will be passed on to the customer (see commitment letter).

Development Strategy

Provide identification and description of potential businesses grant/loan applicants and their needs.

Below is a list of at least 7 businesses that have shown interest in participating in the project. They have all provided cost estimates of the work to be completed and are encouraged due to the potential funding assistance. The selection process by the MEA grant committee to determine participation will place a great deal of value on the businesses that plan on mostly façade projects. The Town's goal is to improve and beautify some of the store fronts in the downtown district that will result in additional sales for the businesses and encourage economic development for the community. Encouraging businesses to complete these projects, along with MEA funding assistance, will enable the Town to achieve its goal.

Business	Type	Needs
Union Street	Mixed Use	Doors, siding, windows, awnings, roof
Tangles Hair & Tanning	Salon	Door, awnings
Coin-O-Matic	Laundromat	Signage, Lighting
Frosty's Donuts	Donut/Coffee Shop	Siding, ramp, deck, chimney, door, roof

MT Pools	Pool Installation/Supplies	Siding, windows, door
Crafts Cars	Mix-Use Building	Doors, windows
Miller's Block	Mix-Use Building	Roof edging, siding

Pending the approval of the MEA grant, once the contract is signed with the DECD, the Town will contact the above businesses and also advertise a Request for Applications, open to all eligible Lisbon businesses. The designated Lisbon Façade Program Review Committee will rank and approve the applications. Bid packages will be put together based on the project estimates and plans. Once the bid packages are put together, the bidding process will begin with interested contractors placing bids. The façade program committee will review all bids and select the contractor/s that provides the lowest and most qualified bid/s. Once the contractors are selected, project work will begin. (See attached cost estimate and projected timeline)

Explain how the MEA project will simulate business and assist in improving the area's long-term viability.

Beautifying the Lisbon Downtown District and Rt. 196 Corridor is a continuing goal of the municipality, the Lisbon Downtown Revitalization & Rt. 196 Committee, and the businesses themselves. This is important to the thousands of people who drive the Rt. 196 Corridor, or who visit every year for the Moxie Festival, other local events, and businesses and services in town. A beautiful Downtown and village areas along Rt. 196 are essential to the success of the businesses and the viability to the economy of the community. Lisbon is a service center town that provides many services to its community and smaller neighboring communities. Well maintained businesses structures and facades will make Lisbon's existing businesses stronger, and entice other businesses to establish or relocate to the area. This in turn creates economic and job growth, which has a positive impact on the community and the region.

Provide project timeline; list activities or actions completed to date.

Once the contract is signed with DECD, the estimated timeline for the completion of the project is approximately 4 to 12 months (fall 2016 – spring 2017) depending on weather conditions. Activities completed to date are projected estimates, verbal commitment on business cash match, creation of review committee, and a 20% discount on materials by the local Aubuchon Hardware Store.

Citizen Participation

Effective use of media (newspaper, radio, TV, etc.).

The community involvement and media coverage of downtown revitalization and Rt. 196 improvements planning has been ongoing since 2012. The outreach below indicates both relevant outreach that was inclusive of façade and building improvements planning, as well as outreach specific to the façade program and this grant.

- Numerous community workshops and public meetings on the vision, improvements, and priorities for the Rt. 196 corridor (including specific discussion on façade and building improvements opportunities), 2012-2013;
- Downtown Lisbon Falls site walk, 5/22/2014, and downtown revitalization community meetings, 6/2/2014, 3/26/2015;
- Open meetings of the Rt. 196/Downtown Revitalization Committee, including many meetings where the committee discussed the structure and element of a façade program for Lisbon, 2014-2016;
- Town media access: Social media, Website, GreatFalls TV;

- E-blasts from the Economic and Community Development Department on meetings and project news;
- One on one meetings on 2/11/16 with Lisbon businesses about the CDBG façade program;
- And a final public presentation and hearing with the Lisbon Council on the proposed façade program and CDBG Micro-Enterprise Grant application, March 1, 2016.

Relevance of listed meeting/hearing activities/comments in application and project development.

The façade program and MEA grant application have been developed because of the many comments on, and community consensus around, the need for incentives and assistance for private building improvements, to improve the visual character and economic viability of Lisbon. Citizens, business owners, and building/property owners alike provided staff and the committee with input during early meetings (2012-2014), and during more recent 2015-2016 meetings and outreach, in support of stronger Town efforts to encourage building and façade improvements.

Additionally, the input from local residents and businesses, as is evidence in the attached meeting minutes, is testament to this community's support of this project and eagerness to seek additional venues for job creation in this small, rural community.

Involvement of downtown and local businesses, Chambers of Commerce, development groups or other business related organizations in development of the application and project.

During the preparations for the MEA grant, several Lisbon businesses were approached provided information regarding the MEA Grant process, what projects would be eligible, and the timeline if awarded the grant. In the process of gathering information for the Downtown Plan update, Rt. 196 Corridor implantation efforts, recent CDBG applications, and the Lisbon Falls Slum and Blight Designation, staff and committee members gathered valuable information in regards to structures that had sub-standard and public safety issues.

Positive Change Lisbon (PCL) is a Lisbon non-profit organization made up of residents and business owner's who focus on a positive environment to improve the economic viability and the image of our community. The Rt. 196/Downtown Revitalization Committee has worked very closely with this organization in getting the word out as well as hosting joint informational meetings between the Rt.196/Downtown Revitalization Committee and PCL.

Additionally, the Rt. 196/Downtown Revitalization Committee and Lisbon Council agree that the MEA grant and façade program is a critical start to enhance the businesses in the downtowns and Rt.196 corridor, and encourage economic growth for the long-term viability of the community and the region.

How other local resources (cash and in-kind) are directly related to the project.

The local cash match for the project is \$150,000, or 50%. This match will come in the form of cash, bank loan, or municipal revolving loan funds from the private business/property owners. Other in-kind contributions directly related to the project include the 20% material discount at a local Aubuchon Hardware Store.

**Community Development Block Grant
Micro Enterprise Assistance Grant Program**

Budget Summary (Include cash & In-Kind)

Cost Category	Column 1 CDBG	Column 2 Local	Column 3 State	Column 4 Utility	Column 5 Non- CDBG Federal	Column 6 Other	Column 7 Cost Category Total
MEGrants/Loans							
Façade Grants	150,000						150,000
Cash Match		150,000					150,000
Other (List)							
1.							
2.							
3.							
TOTAL COSTS	150,000	150,000					300,000

Directions for Completing Budget Summary

1. For each applicable cost (cash and in-kind) in the Cost Category column, list the projected dollar amount for all applicable funding sources in columns 1-6.
2. List the total dollar amount for each cost category in column 7, Cost Category Total
3. Enter the total of all Cost Category amounts in column 7 in the TOTAL COSTS box directly under column 7.
4. Submit a copy of this Budget Summary with the original and all four copies of the application.

Public Hearing Notice Town of Lisbon

The Town of Lisbon will hold a Public Hearing on Tuesday, March 1, 2016, at 7:00 p.m., at the Lisbon Town Office to discuss an application being submitted to the State of Maine CDBG program for a 2016 Micro-Enterprise Assistance Program. The purpose of the grant application is to provide funding assistance for a façade improvement program for businesses along the Rt. 196 corridor and downtowns. Public comments will be solicited at this Hearing and will be submitted as part of the application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Tracey Steuber, Economic & Community Development Director, Town of Lisbon, 300 Lisbon Street, Lisbon, Maine 04250 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the Town's programs or services, please call Jody Durisko at 207-353-3000 ext. 102 so that accommodations can be made.



Projected Cost Estimates and Projected Program Timeline

Business Name	Type	Needs	Cost Estimate	Timeline
Union Street	Mixed Use	Doors, siding, windows, awnings,	\$100,000	Fall 2016
Tangles	Salon	Front door, awnings	\$10,000	Fall 2016
Coin-O-Matic	Laundromat	Signage, lighting	\$5,000	Fall 2016
Frosty's Donuts	Donut/Coffee	Siding, ramp, deck, chimney, door, roof	\$22,900	Fall 2016/Spring 2017
MT Pools	Pool Inst/Supplies	Siding, windows, door		Spring 2017
Crafts Cars	Mix-Use Building	Doors, windows	\$6,000	Fall 2016
Miller Block	Mixed Use	Edge roofing, siding		Fall 2016/Spring 2017