REvitalizeME Application PDF

APPLICATION DEADLINE: Complete Application must be submitted by **5:00 pm March 1, 2020**

IMPORTANT APPLICATION INSTRUCTIONS

Applications must be complete before they can be considered for funding therefore, applicants are urged to submit them at least two weeks before the deadline to allow time for requesting any required additional information from the applicant.

COMPLETE APPLICATION CONTAINS EACH OF THE FOLLOWING:

A. Application Form (Includes cover sheet, narrative, and budget) – COMPLETED ON-LINE

B. Additional Forms and Information UPLOADED AS A SINGLE PDF IN THE ON-LINE APPLICATION FORM
Please download the Additional Forms and Information Packet available here. Please print and complete and **sign, and upload as pdf** (You will be provided an upload link at the end of the application)

1. Standard Form 424D (Rev.7-97), Assurances – Construction Programs or Standard Form 424 B (Rev. 7-97), Assurances – Non-Construction Programs (for development of plans and specifications).
2. Environmental Screening Worksheet (NEPA). Contact at (207) 287-1453 or Christi Chapman-Mitchell with any questions.
3. National Register Eligibility Assessment Form and associated materials (for properties not already listed in the National Register of Historic Places).
4. Estimates from contractors, consultants
5. Resume's for contracted labor and / or project professionals (if known)
6. Signed and notarized Certification Page.
7. Initialed Application Checklist

C. Photographs (all project types), Plans and Specifications (Development and Energy Upgrade projects only), Energy Audits (Energy Upgrade projects only) TO BE SUBMITTED VIA WETRANSFER.COM (a free file transfer system). Please submit each of these to MDF at Anne Ball

1. Photographs should illustrate the location of the historic property and details of the proposed project. Please label each photograph and submit jpeg or tif files (4x6", 300dpi).
2. Energy Efficiency Applicants must submit a copy of an energy audit. Audits must have been completed in the last 4 years. Contact MDF with questions about audit requirement.
3. Development Projects and Energy Efficiency Projects must submit plans and specifications.

Complete Application must be submitted by 5:00 pm March 1, 2020
Optional draft applications are due February 1, 2020.

APPLICATION FORM – Complete on-line and submit

REFER TO THE REVITALIZEME
GRANT MANUAL WHEN COMPLETING THIS APPLICATION.

Project Name *

Project Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

United States

Country

County *

Population (2010 census) *

Applicant Organization *

Please check all boxes that describe your organization: *

- ☐ Governmental - state
- ☐ Governmental - municipal/county
- ☐ Non-profit
- ☐ Main Street Maine Community
- ☐ Maine Downtown Affiliate, Current
- ☐ Maine Downtown Affiliate, Former

Contact Person *

First Last

Mailing Address *

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

United States

Country

Telephone Number: *

- ### -

Contact Person Email *

Project Type: *

- ☐ Pre-development (Architectural Plans and/or Engineering Plans and Specifications)
- ☐ Development (Preservation, Restoration Rehabilitation)
- ☐ Energy Efficiency Upgrades (Contact Anne Ball at MDF with questions if needed)

Project Summary

(60 words maximum) *

Maximum of **60** words. *Currently Used:* ***0*** *words.*

Is the subject property listed in the National Register of Historic Places? *

☐ Yes ☐ No ☐ Do not know

If Yes, Name of Listed Property

Is the subject property a National Historic Landmark? *

☐ Yes ☐ No ☐ Do not know

If Yes, please contact MDF before completing this application.

Has the subject property been determined eligible for listing in the National Register of Historic Places? *

☐ Yes ☐ No ☐ Do not know

If Yes, Date Determined Eligible

/ /

MM DD YYYY

If No, complete National Register Eligibility Assessment Form at the end of this application and submit as part of PDF.

Only enter numbers in this section. Do not enter $'s.

Total Project Cost: *

$

Grant Amount Requested: *

$

Match Amount (see calculator information below) : *

$

Calculator
Download the Calculator spreadsheet provided here.

Calculation of Match. The minimum amount of match required will be a percentage of the project cost based on the population of the community in which the project is located.

Population (based on 2010 Census)	Percent Match
25,000 - 50,000	25 %
10,000 – 24,999	20%
Under 10,000	10%

For example, in a town of 32,000 people, a $100,000 project could request $75,000 in grant funds and would be responsible for $25,000 in non-federal match. If that same project was in a town of 16,000 people, the grant would be $80,000 and the non-federal match would be $20,000. In a town with a population of only 6,000 people $90,000 could be awarded in grant funds and $10,000 would be required in non-federal match.

Calculation of Community Engagement Project (CEP)
The budget for the CEP should be between 5% and 20% of the required match. If the cost of the CEP exceeds 20% of the match the extra cost must be borne by the applicant. No more than 20% of the required match can be used for the CEP.

Use the Match and Community Engagement Calculator to determine the required match and check the cost of the CEP.

Answer each of the following questions.

1) Project Building: Please answer each of following.

a. Describe the building that is the focus of this grant request.
b. Why should this particular building be preserved?
c. How does the building represent the history of the local community?
d. What is its current use?
e. How will it be used after the project is completed?
f. Will the project provide infrastructure (broadly defined) that contributes to the social and economic viability of the town and the surrounding area?
g. Does it provide new or enhance existing facilities and/or services that support the community?
h. Does it create new housing?
i. Does it enhance the town's position as a destination?

1. Project Building - please number your answers to correspond to the questions above. (max. 1,500 words) *

Maximum of **1500** words. *Currently Used:* **0** *words.*

2) Project Description:

What is the project? Provide as much detail as possible on all work components. List the final outcomes or products of the project (i.e. “slate roof repair” or “storefront rehabilitation”).

2. Project Description (max. 1,000 words) *

Maximum of **1000** words. *Currently Used:* **0** *words.*

3) Methodology:

1. What is the project methodology (the “why, “by whom,” and “how” of the project)? Be specific in terms of timeline and sequence of activities to be undertaken.
2. Which of the Secretary of the Interior’s Standards for the Treatment of Historic Properties apply to this project?
3. **Energy Efficiency Projects Only need to complete questions a-d below** :

    a. Describe how the proposed energy efficiency measures relate to the energy audit recommendations.
    b. For each proposed energy saving measure describe the predicted energy savings, the estimated payback period, and how you will measure your energy savings, and any other expected outcomes.
    c. Describe the impact of the installation of any energy saving measure on the overall preservation of the building.
    d. As a reminder please attach the energy audit along with the other required PDF's

3. Methodology - please number your answers to correspond to the questions above. (max. 1,000 words) *

Maximum of **1000** words. *Currently Used:* **0** *words.*

4) Catalyst

a. How will the project be a catalyst for continued investment in the downtown?
b. Describe the building as it relates to your downtown? Where is it physically located (is it an anchor building, is it next to open space or an alley), what is the condition surrounding buildings?
c. Does the project create long-term employment opportunities?
d. Will the project attract additional funding to the individual building or the downtown?

4. Catalyst -please number your answers to correspond to the questions above. (max. 700 words) *

Maximum of **700** words. *Currently Used:* **0** *words.*

5) Community Engagement Project

• Describe the Community Engagement Project (CEP) that will be developed in conjunction with this grant if funded. Be certain to include costs associated with the CEP in the budget, and to include it in the timeline.

5. Community Engagement Project (max. 500 words) *

Maximum of **500** words. *Currently Used:* **0** *words.*

6) Public Private Partnership

• Describe public private partnerships involved in this project.

6. Public Private Partnership (max. 500 words) *

Maximum of **500** words. *Currently Used:* **0** *words.*

7) Estimated Project Schedule: Timeline of work deliverables.

Provide an estimated project schedule based on a September 1, 2022 completion date. Note: this is a hard date. All project work must be completed, including billing and reporting, by this date. **NO EXTENSIONS WILL BE GIVEN.**

7. Estimated Project Schedule: (max. 500 words) *

Maximum of **500** words. *Currently Used:* **0** *words.*

8) Availability of Match:

Do you have the full required match in hand for this project? *

- (●) Yes
- ( ) No

If the answer is "no" what percentage of the match is currently in hand?

%

Do you have additional match beyond the minimum required? *

- (●) Yes
- ( ) No

If Yes, amount of additional match beyond the minimum required:

$

If Yes, what is the source of the additional match?

9) Budget Narrative:

Describe what steps you have taken to determine the project budget and ensure its accuracy. See Chapter 7 in the Grant Manual for more information. Note, Community Development Block Grant (CDBG) funds are the only type of federal funds that can be used as match.

9. Budget Narrative (max. 700 words) *

Maximum of **700** words. *Currently Used:* **0** *words.*

10) Interested Parties:

Please provide the name and contact information for affiliated groups, entities, parties, or partners, who have an interest (broadly defined) in the proposed project and may want to comment on the effects of the project.

Interested Party #1

#1 Group Name

#1Contact name:

First Last

#1Email

#1 Phone Number

___ - ___ - ___
####

Interested Party #2

#2 Group Name

#2 Contact name:

First Last

#2 Email

#2 Phone Number

___ - ___ - ___
####

Interested Party #3

#3 Group Name

#3 Contact name:

First Last

#3 Email

#3 Phone Number

___ - ___ - ___
####

11) Grantees must have an adequate accounting system, audit procedure and a satisfactory record of providing effective accountability of successfully managing grants. Please provide information on the above and list any grants (amounts and sources) your organization has received in the last 5 years.

11. Accountability information (max. 500 words) *

Maximum of **500** words. *Currently Used:* **0** *words.*

Estimated Project Budget:

Grant Request: *

Match Amount: *

Total Project Cost: *

PROJECT BUDGET

First download the Project Budget spreadsheet provided here.

Provide an estimated project budget based on the grant amount requested on the cover page of the application. The budget should include each major work element. Work elements may include items such as: personnel, supplies, equipment, travel, printing, administration, support services, donated labor, etc. If the budget includes “contractual services,” indicate what the contract is for in parenthesis: e.g. Contractual (professional archaeological consultant). The proposed budget for both grant funds and match must be detailed. Each individual involved must be listed by name and function, with hourly rate and total salary. Other items need also to be specified, such as equipment, materials, telephone, postage, photocopying, digital media, community engagement project, preservation agreement documentation (applies to Development Projects only), National Register Nomination (if property is not already listed), photography and storage. Use additional sheets if necessary. Separate labor from other costs.

When it is completed, save it on your computer, then upload it below.

Attach the Project Budget spreadsheet *

Choose File No file chosen

PROJECT FUNDING

First download the Project Funding spreadsheet provided here.

Using the spreadsheet, indicate how the project will be paid for, including both non-federal match and the requested grant funds. Attach resumes for persons to be valued for match purposes at more than federal minimum wage.

A. Funding Source: Identify name/organization funding has come.
B. Type of Funding: (cash, donation, loan, grant, professional in-kind labor, in-kind materials etc.)
C. Use: How are the funds being used (roof, masonry, interior, etc)
D. Amount (What is the value?)

When it is completed, save it on your computer, then upload it below.

Attach the Project Funding spreadsheet *

Choose File No file chosen

SUMMARY OF MATCH

A. Total Project Cost: *

%

B. Total Cash Match: *

$

C. *Total of Donations -materials or labor: *

$

D. *Total of Volunteer Services:
(Requires MDF approval - see Grant Manual) *

$

E. *Total In-Kind (C +D) *

$

F. Total Match (B + E): *

$

G. Total REvitalizeME Grant Request: *

$

ADDITIONAL INFORMATION UPLOAD PACKET

First, download the Additional Forms and Information packet available here
(This is the same upload that is available on page one)

Print, complete, sign, and upload as pdf

Single PDF should contain these items (those that are applicable):

1. Standard Form 424D (Rev.7-97), Assurances – Construction Programs or Standard Form 424 B (Rev. 7-97), Assurances – Non-Construction Programs (for development of plans and specifications).
2. Environmental Screening Worksheet (NEPA). Contact Christi Chapman at (207) 287-1453 or email Christi Chapman-Mitchell with any questions.
3. National Register Eligibility Assessment Form and associated materials (for properties not already listed in the National Register of Historic Places).
4. Estimates from contractors, consultants
5. Resumes for contracted labor and/ or project professionals (if known)
6. Signed and notarized Certification Page
7. Initialed Application Checklist

Upload your NPS Forms (1-7) in a single PDF. *

Choose File No file chosen

AUTHORIZING SIGNATURES

Typing in your name acts as your official signature and certifies that you have personally reviewed this application and that the information presented is complete and meets all eligibility criteria as outlined in the 2017 Maine Downtown Network Application Instructions.

Lead Contact *

First Last

When you hit submit, you will receive an email indicating that we have received your application. If you have any questions on the application please email Anne Ball

Time

HH : MM : SS AM/PM