

# REvitalizeME Gen 2 Application

**APPLICATION DEADLINE:** Complete Application must be submitted by **5:00 pm March 1, 2021**

1 Grant Application Overview

2 Application Form

## IMPORTANT APPLICATION INSTRUCTIONS

Please make sure all necessary information is included with your submission in order to be considered for review.

### 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), 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 Audits must be included if application includes energy efficiency upgrades.
3. Development Projects must submit plans and specifications.

**Complete Application must be submitted by 5:00 pm March 1, 2021**

**Optional draft applications are due 5:00pm January 14, 2022.**

# RevitalizeME Gen 2 Application

**APPLICATION DEADLINE:** Complete Application must be submitted by **5:00 pm March 1, 2021**

1 Grant Application Overview

2 Application Form

## 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

Country

### County \*

### Population (2020 census) \*

### Applicant Organization \*

### Please check all boxes that describe your organization: \*

- |   |  |
|---|--|
| <input type="checkbox"/> Governmental - state     | <input type="checkbox"/> Governmental - municipal/county |
| <input type="checkbox"/> Non-profit               | <input type="checkbox"/> National Main Street Community  |
| <input type="checkbox"/> Maine Downtown Affiliate | <input type="checkbox"/> Private Property Owner          |
| <input type="checkbox"/> Educational organization |  |

### Contact Person \*

First

Last

### Mailing Address \*

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

### Telephone Number: \*

 -  - 

### Contact Person Email \*

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**Project Type: \***

- Pre-development (Architectural Plans and/or Engineering Plans and Specifications)
- Development (Preservation, Restoration Rehabilitation)

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**Project Summary**

(60 words maximum) \*

Maximum of 60 words. Currently Used: 0 words.

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

- Yes
- No
- Do not know

**If Yes, Name of Listed Property**

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**Is the subject property a National Historic Landmark? \***

- Yes
- No
- Do not know

**If Yes, please contact MDF before completing this application.**

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**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.**

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

**Total Project Cost: \***

\$

**Grant Amount Requested: \***

\$

Minimum Amount of Match \*

\$

Overmatch (additional project costs) \*

\$

**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 2020 Census)	Percent Match
10,001-49,999	25%
5,001-10,000	20%
5,000 and under	15%

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 8,000 people, the grant would be \$80,000 and the non-federal match would be \$20,000. In a town with a population of only 4,000 people \$85,000 could be awarded in grant funds and \$15,000 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.

Download the Match and Community Engagement Calculator [here](#)

**Answer each of the following questions.**

**1) Project Building and Community Impact:** 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. Is the building considered a community asset or critical community infrastructure?
- e. What is the current use/occupancy and will that change after the project is completed?
- f. Will the proposed project enhance the value of the building to the community?

**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"). Please address the following questions:

- a. Will the project provide infrastructure (broadly defined) that contributes to the social and economic viability of the town and the surrounding area?
- b. Does it provide new or enhance existing facilities and/or services that support the community?
- c. Does it create new housing or a third space?
- d. Does it enhance the town's position as a destination?
- e. Does the project include any energy efficiency upgrades?
- f. Will the building be used at its highest and best use after the project is complete?
- g. If you are applying for Pre-development (plans and specs) How will you ensure that the project will move forward to the construction phase? (timeline, fundraising, vision, etc)

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

Maximum of 1000 words. Currently Used: 0 words.

**3) Methodology:**

- a. What is the project methodology (the "why, "by whom," and "how" of the project)? Be specific in terms of sequencing of all parts of the project.
- b. Which of the Secretary of the Interior's Standards for the Treatment of Historic Properties apply to this project?

[Preservation](#)

[Rehabilitation](#)

[Restoration](#)

**c. If project includes energy efficiency upgrades please include the following :**

- i. How do the energy upgrades relate to the overall preservation of the building and how will you measure your energy savings and how does the project relate to the energy audit recommendations?
- ii. How does your proposed energy upgrades relate to Maine Won't Wait, Maine's Climate Action Plan 2020, available [here](#)

**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. Please include the partners involved and all details of the CEP.

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

Maximum of 500 words. Currently Used: 0 words.

**6) Public Private Partnership**

Does this project involve public private partnerships? If so, how many and please describe. Describe the type of partnership and who is involved.

**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, 2024 completion 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. Refer to Chapter 7 of the Grants Manual and answer the following questions:

1. Have project plans and specifications been reviewed to determine if they meet the SOI Standards?
2. Have you made background documentation and drawings, plans and specifications available for review when soliciting estimates?
3. Are the contractors soliciting estimates familiar with the property?
4. How many estimates have you received?
5. Have you included the cost of donated services, items or time in both the project budget and the project funding?

**Note:** Community Development Block Grants are the only type of federal funds that can be used as match for this program.

**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 Parties are not part of your project team. They are not abutters or town manager or anyone who would be impacted by your project.

**Interested Party #1**

#1 Group Name

#1 Contact name:

First Last

#1 Email

#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](#).

Click [here](#) to see a sample Project Budget spreadsheet.

Provide an estimated project budget based on the grant amount requested on the cover page of the application.

- A. Service/Action/Item: include each major work element (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).
- B. By Whom: name and professional title/company
- C. # of Hours or Fee for service
- D. Hourly rate or total fee

\*Other items need 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.

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

**Attach the Project Budget spreadsheet \***

No file chosen

**PROJECT FUNDING**

First download the Project Funding Spreadsheet [here](#).

Click [here](#) to see a Project Funding Sample Spreadsheet.

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. Service/Action/Item: How are funds being used: masonry, roof, etc
- B. By Whom (Name, organization where funding has come from)
- C. Type of Funding (cash, donation, loan, grant, in-kind labor, in-kind materials, etc)
- D. Total Cost Amount (What is the value?)

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

**Attach the Project Funding spreadsheet \***

No file chosen

**SUMMARY OF MATCH**

First download the Match and Project Cost spreadsheet provided [here](#).

Click [here](#) to see a Sample Match and Project Cost Spreadsheet (pdf)

Attach the Match and Project Cost spreadsheet \*

No file chosen

**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. \*

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 \***

<input type="text"/>	<input type="text"/>
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**

<input type="text"/>	:	<input type="text"/>	:	<input type="text"/>	AM	▼
HH		MM		SS	AM/PM	