

Request for contract position grant writer

The Complete Streets Committee is requesting up to \$8,000 to hire a grant writer to assist with the Town of Freeport's application for a Land and Water Use Conservation Fund (LWCF) grant due in June of 2024. The Complete Streets Committee recommends that the Town of Freeport apply for LWCF funds to design and build a multiuse trail parallel to U.S Route 1 from Pine Street to Downtown Freeport, in accordance with the Freeport Downtown Vision Plan, discussed by the Freeport Town Council on February 7, 2023.

The Land and Water Conservation Fund Act of 1964 was established to assist federal, state, and local governments in the acquisition and/or development of public outdoor recreation facilities. Administered at the federal level by the National Park Service and at the state level by the Bureau of Parks and Lands in the Maine Department of Agriculture, Conservation and Forestry, LWCF grants can provide up to 50% of the allowable costs for approved acquisition or development projects for public outdoor recreation. LWCF grants have been awarded to communities throughout the country for the design and construction of multiuse trails.

The annual application period is usually open through June 30.

Eligible applicants are the State of Maine, counties, municipalities, school districts, and tribal nations. Maximum grant award in 2023 was \$500,000.

There are many different areas to address in the LWCF application process such as: Resolution/ Vote of Legislative body or membership, Proof of Ownership, Project Maps, Site Plan, Design Plans, Project Budget, Narrative, Timeline, Environmental Screening, Section(s) of Local Comprehensive Plan, Relevant Section(s) other local plans, Community Support.

The grant writer would coordinate, prepare and oversee the LWCF grant application. Essentially, the grant writer would be responsible for keeping the Complete Streets Committee on target, reviewing our narratives in the different sections of the Land and Water Use Conservation Fund (LWCF) grant, and editing the documents to ensure all connection points and consistency issues are addressed. The Complete Streets Committee estimates that it will take an experienced grant writer earning \$50-100 per hour and working with the Committee, no more than 80 hours to prepare, final edit and submit a grant proposal that meets the LWCF requirements for funding.

Some factors considered when determining recipients of grant funds:

1. Project Cost. Is the project's cost comparable to other facilities of its type and justifiable in terms of the quantity and quality of recreation the facility will provide?
2. Population served. Will the project serve a reasonably large number of people in its service area? Will it provide close-to-home recreation and be accessible by public transportation? Will the project serve a wide range of recreation interests and abilities including the elderly and individuals with disabilities as well as the more active and highly skilled recreationists?
3. Does the project meet priority recreation needs as defined in the Maine State Comprehensive Outdoor Recreation Plan (SCORP)?
4. Applicant's performance history.

Thank you.

Complete Streets Committee

East Coast Greenway - Casco Bay Trail

Envisioned Off-road Route

- Complete
- Engineering/Design
- Planning
- Gap

