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Washington State Dept. of Commerce

2021 CDBG GENERAL PURPOSE GRANTS

Deadline: 6/2/2021

**Town of Malden
Outdoor Recreation Planning**Jump to: [Pre-Application](#) [Citizen Participation and Demographics](#) [Required Attachments](#)**USD\$ 30,000.00** Requested**Project Contact**Micki Harnois
townofmaldenwa@gmail.com
Tel: 509-569-3771**Additional Contacts**

none entered

Town of MaldenPO Box 248
Malden, WA 99149
United StatesTelephone 15095693771
Fax
Web maldenwa.org**Mayor**Dan Harwood
townofmaldenwa@gmail.com**Pre-Application** [top](#)**1. Applicant Name***Applicant must be a CDBG non-entitlement (rural) city, town, or county?*

Town of Malden

2. Project Type and Brief Project Description*Project types include sewer, water, streets/sidewalks, community facilities, economic development, local micro-enterprise assistance programs, housing rehabilitation, infrastructure in support of housing or planning.**This planning project is to develop a comprehensive plan for the town's recreation areas, including GART trailhead, town park, town trail system, and RV park. If funded, the town will work with its current planning consultant, SCJ Alliance, and this as a supplemental work to be performed.***3. How will the beneficiaries be determined to meet the LMI national objective?***Download the Low- and Moderate-Income (LMI) Benefit Worksheet located in the Library Tab and check the appropriate box.*

- ☒ A: The activity's LMI area benefit is based on the 2019 HUD LMI data for non-entitlement jurisdictions and local government map
- ☐ B: The activity's LMI area benefit is based on 2019 HUD LMI Block Group Data and Census map
- ☐ C: The activity's LMI area benefit is based on an income survey
- ☐ D: The activity's LMI direct benefit is based on Limited Clientele qualification
- ☐ E: Housing - the activity's LMI direct benefit is based on household qualification
- ☐ F: Microenterprise Assistance - the activity's LMI direct benefit is based on Limited Clientele qualification and on Job Creation/Retention
- ☐ G: Economic Development – the activity's LMI direct benefit is based on Job Creation/Retention
- ☐ H: An alternate CDBG national objective follows the LMI Guide with CDBG approval

4. If the project required an income survey, has it been validated by CDBG staff?

- ☐ Yes

- ☐ No
☒ N/A - Income Survey not required

5. Will the proposed project be located in a floodway?

- ☐ Yes, then the project is NOT eligible for CDBG funding. Contact the CDBG program if you wish to proceed.
☒ No

6. Will the proposed project be located in a floodplain or affect a floodplain?

If the answer is Yes, the applicant is strongly encouraged to enroll in the National Floodplain Insurance Program. See Instructions "Button" (above).

- ☐ Yes, then check one of the next 2 boxes
☐ ~Project is in a 100 year floodplain
☐ ~Project is in a 500 year floodplain
☒ No

7. If this project includes other local, state or federal funding, will it be secured by time of application?

- ☐ Yes
☐ No
☒ N/A - no other funding

8. Did you allow enough time to publish the legal notice two weeks prior to the scheduled CDBG Public Hearing?

If the answer is No, CDBG staff may contact you.

- ☒ Yes
☐ No

9. By submitting a 2021 CDBG application through ZoomGrants, the local government applicant has read and agrees to comply with the CDBG Requirements located in the Library Tab.

- ☒ Yes
☐ No

Citizen Participation and Demographics [top](#)

-----Citizen Participation Documentation-----Public Hearing Steps

Notice Development

1. I used the following public hearing notice format:

- ☒ I used the CDBG sample notice provided in the Library Tab
☐ I received CDBG approval to use a notice with other wording than the CDBG sample
☐ I used another format - explain:

2. The public hearing notice states the hearing room is handicap accessible and accommodations for persons with special needs will be made upon request. - OR - The hearing was conducted online and interpretive services for the hearing-impaired were provided. Effective means were provided to receive public comment, with additional accommodations made for persons with special needs upon request.

- ☒ Yes
☐ No

Advertisement

3. List public hearing notice date(s):

May 6, 2021 and May 13, 2021

4. The notice was advertised at least once, TWO WEEKS BEFORE the hearing date.

☒ Yes

☐ No - explain:

5. The notice meets local public hearing notification requirements.

☒ Yes

☐ No

6. Residents, especially LMI residents, of the areas in which CDBG funds are proposed to be used were encouraged to participate and provide input.

☒ Yes

☐ No

Conducting the Public Hearing

7. Provide the date of your public hearing (mm/dd/yyyy):

May 20, 2021

8. The public hearing was held within 18 months of the CDBG application submittal date.

☒ Yes

☐ No

9. The public hearing was conducted by the applicant local government.

☒ Yes

☐ No

10. Approved minutes of the public hearing are maintained in the local government files.

☒ Yes

☐ No - explain:

11. The CDBG Public Hearing Handout was made available to the public in one of the manners indicated below:

This handout is available in the Library Tab.

☐ Documents were distributed at the public hearing

☒ Documents were made available as downloadable files in common format

☒ Other

Documenting the Public Hearing

12. A copy of the public hearing notice's affidavit of publication OR a copy of the actual published notice from the newspaper or your official website (with date identification) has been uploaded with this application.

☒ Yes

☐ No - explain:

Assessment

13. Are there a significant number of non-English speaking residents in the community to require additional outreach steps for the public hearing?

Check "YES" if this number is more than 10%, or if the beneficiaries of your proposed project will be largely non-English speaking residents. To determine, use the Citizen Participation Guide located in the Library Tab.

☐ Yes: There is a significant number of non-English speaking residents in the community to require additional outreach steps for the public hearing.

☒ No

Because I answered YES in Question #13 above, the following questions (14-18) apply.

14. The notice states an interpreter will be available (even without advance request). - OR - Audio was also available in Spanish during the online public hearing; with online interpretation available to receive public comments in Spanish.

- ☐ Yes
- ☐ No
- ☐ N/A

15. The notice was advertised in the alternative language using at least one of the following methods:

- ☐ Published in a newspaper or official on-line source
- ☐ Announced on website, radio or television station
- ☐ Posted at location(s) frequented by non-English speaking residents
- ☐ Other
- ☐ N/A

16. If notice posted at location(s) frequented by non-English speaking residents, please list the location(s) where the notice was posted.

Insert "N/A" if not applicable.

-no answer-

17. Alternate-language versions of the required handout were provided or made available for download.

Find the Spanish versions of the handouts on the CDBG website under Guidance Materials/Public Hearing Resources.

- ☐ Yes
- ☐ No
- ☐ N/A

18. Documentation of outreach steps for non-English speaking residents (such as a copy of the translated notice from the newspaper or public hearing posters in the alternate language) has been uploaded.

- ☐ Yes
- ☐ No
- ☐ N/A

Grievance Procedure

19. A copy of the applicant's adopted Grievance Procedure has been uploaded with this application.

Do not assume the CDBG program has a copy of applicant's procedure from a prior CDBG application. A sample Grievance Procedure is located in the Library Tab.

- ☒ Yes
- ☐ No

-----Demographics and Title VI Certification-----

The applicant is certifying compliance with Title VI of the Civil Rights Act of 1964 by assessing and reporting on the ethnicity/racial composition of its residents and minority outreach below.

LAWS AND REGULATIONS GOVERNING TITLE VI CERTIFICATION

Title VI of the Civil Rights Act of 1964, which states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Section 1.4(b)(2)(I) of the regulations of the Department of Housing and Urban Development issued pursuant to Title VI, which require: "A recipient, in determining the types of housing, accommodations, facilities, services, financial aid, or other benefits which will be provided under any such program or activity, or the class of persons to whom, or the situations in which, such housing, accommodations, facilities, services, financial aid, or other benefits will be provided under any such program or activity, or the class of persons to be afforded an opportunity to participate in any such program or activity, may not, directly or through contractual or other arrangements, utilize criteria or methods of administration which have the effect of subjecting persons to discrimination because of their race, color, national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin."

20. Ethnicity Percentage of the service area:

Provide percentage of those residents in the service area who are of Hispanic or Latino origin. For guidance, see the Ethnicity and Race Instructions located in the Library Tab.

Hispanic or Latino origin %

TOTAL

21. Race - Provide percentages by race for the applicant population:

Percentages need to add up to 100%. For guidance, see the Ethnicity and Race Instructions located in the Library Tab.

White

Black or African American

American Indian and Alaska Native

Asian

Native Hawaiian and Other Pacific Islander

Some Other Race

Two or More Races

TOTAL

Minority Outreach**22. MINORITY POPULATIONS reported in the service area demographics above are:**

- ☒ Scattered throughout the community
- ☐ Scattered throughout the community, with concentrations in the areas listed in the following question
- ☐ Concentrated in the areas listed in the following question

23. Description of areas of population concentrations:

Input "N/A" if no area concentration issues.

N/A

24. The following opportunities were provided to Title VI protected groups to participate in and comment on the design of activities to be undertaken as part of this project (check all that apply).

- ☒ Public hearing to review community development and housing needs
- ☐ Community meeting(s)
- ☐ Community survey
- ☐ Apply to be on a wait list for direct assistance
- ☐ Other:

25. Will all residents of the service area have the opportunity to benefit from this CDBG project?

If the answer is NO, provide the Title VI protected group(s) or minority populations residing in the area that will not benefit from the CDBG project.

- ☒ Yes, all residents of the service area will benefit
- ☐ If not - explain:

26. The above populations that will not benefit from this CDBG project:

- ☐ Will receive similar services provided through existing programs
- ☐ Do not receive similar services provided through existing programs - explain:
- ☒ N/A - all residents of the service area will have the opportunity to benefit

27. For those protected groups that will not benefit from this CDBG project nor will receive similar services, provide a plan that identifies a timetable for providing such services in the future OR describe the reason no services are planned.

Enter "N/A" if no explanation is required.

N/A

28. The following steps will be taken to ensure benefits from the CDBG project are offered to all residents and protected groups within the community (check all that apply).

- ☐ Protected groups will be informed of the opportunity to apply for the direct assistance program funded by CDBG
- ☐ Protected groups will be informed of the availability of programs to be located in a CDBG funded facility
- ☒ A community meeting will be held to inform all residents of benefits resulting from this CDBG project
- ☒ REQUIRED: A final public hearing to receive comment on this CDBG project is required and will be conducted with outreach and accommodation for non-English speaking residents, if applicable
- ☐ Other:

Required Attachments [top](#)

Documents Requested *

Public Hearing Notice

[download template](#)

Public Hearing Outreach Documentation for non-English speaking residents

Adopted Grievance Procedure

[download template](#)

LMI Benefit Worksheet

[download template](#)

Map (as described in the LMI Benefit Worksheet)

LMI Supporting Documentation

Project Information Worksheet

[download template](#)

Project Budget Form

[download template](#)

Work Plan

Narrative Statements

[download template](#)

Narrative Supporting Documentation

Financial Documents

Operations Budget Form - Community and Fire Protection Facility projects only

[download template](#)

Other (such as photos or letters of support)

Required? Attached Documents *



[Town of Malden Public Hearing Notice](#)



[Town of Malden Adopted Grievance Procedure](#)



[Town of Malden Planning LMI Benefit Worksheet](#)



[MAP TOWN OF MALDEN PARK AREA](#)



[Town of Malden Planning Project Information Worksheet](#)



[Town of Malden Planning Project Budget Form](#)



[Town of Malden Planning Grant Work Plan](#)

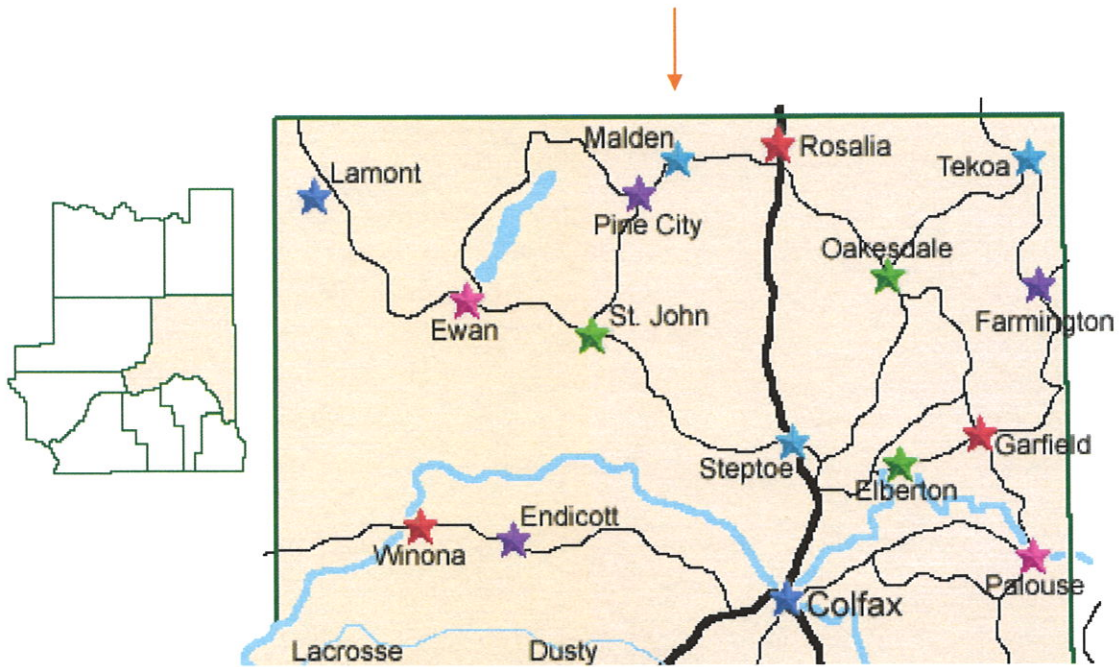


[Town of Malden Planning Grant Narrative Answers](#)

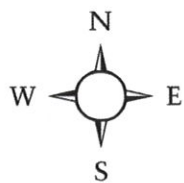
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Application ID: 353188

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TOWN OF MALDEN PARK AREA



- Town Limits
- Park Area

Required Information for

CDBG General Purpose Grants

ver. 3/27/21

Year **2021**

Applicant Jurisdiction Specifics

(response fields)

	Enter info in yellow & white cells	Green cells auto fill
ZoomGrants App Nbr	353188	
Project Title	Outdoor Recreation Planning	
Organization Name (omit city/town prefix)	Town of Malden	
Org Street Address	204 W. Moreland	
Org City	Malden	
Org Zip + 4	99149	0248
DUNS #	27838549	
Fed Tax ID #	91-6001458	
SWV #	0046928-00	
UBI #	389-000-009	

Signature Authority for grant

(response fields)

Chief Administrative Official (CAO) First Name	Dan
Chief Administrative Official Last Name	Harwood
Chief Administrative Official Title	Mayor
Chief Administrative Official Email	townofmaldenwa@gmail.com

Grantee Primary Contact

(response fields)

Contact First Name	Jody		
Contact Last Name	Opheim		
Contact Telephone	509	432	6504
Contact Title	Grant Manager, PCCRLTRO		
Contact Email	opheimconsulting@gmail.com		
Contact Mail Address	PO Box 495		
Contact City	Garfield		
Contact Zip + 4	99130	****	

Project Specifics

(response fields)

Physical Location - Street Address	W. Moreland Avenue (between Ash & 5th)		
" " " - City	Malden		
" " " - County	Whitman		
" " " - Zip + 4	99149		
State Legislative District(s)	9th		
Congressional Districts(s)	5th		

Project Budget

(response fields)

CDBG Amount Requested	\$30,000
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CDBG Program Income	\$0
Local Public Funds	\$2,000
Other State Funds	\$0
Other Federal Funds	\$0
Private Funds	\$0
Total CDBG Project Budget	\$32,000

Project Beneficiaries

(response fields)

LMI Percentage	76.47%
# of Persons	203
# of LMI Persons	155
# of Households	90
# of LMI Households	69
Investment per Household	\$333

Subrecipient Details

(response fields)

Subrecipient Name	N/A
Subrecipient Mail Address	
Subrecipient City	
Subrecipient State	
Subrecipient Zip + 4	*****
Subrecipient Contact First Name	
Subrecipient Contact Last Name	
Subrecipient Title	
Subrecipient Contact phone	***
Subrecipient Email	
Subrecipient UBI #	
Subrecipient DUNS #	

Consultant Details

(response fields)

Consultant Organization Name	SCJ Alliance
Consultant Primary Contact	Scott Rivas, PE
Consultant Contact Title	Senior Project Manager
Consultant Mail Address	429 E. Sprague Ave
Consultant City	Spokane
Consultant State	99202
Consultant Zip + 4	WA
Consultant Email	scott.rivas@scjalliance.com
Consultant Phone	509
Consultant UBI	602-612-261

Project Budget <i>(Construction, Acquisition and Local Assistance Programs)</i>					
Funding Status	Source 1	Source 2	Source 3	Source 4	Totals
Are the sources committed? If not, give a date when commitment expected.	CDBG	Yes	Yes or No	Yes or No	
		Town of Malden		[Name of other funding source]	
Activity Costs					
General Administration					-
Project Administration	2,000	2,000			4,000
Environmental Review					-
Architectural Fees	1,500				1,500
Engineering Fees	1,500				1,500
Sewer Improvements					-
Water Improvements					-
Street and Sidewalk Improvements					-
Community Facility					-
Fire Protection Facility					-
Housing Rehabilitation					-
Private Water / Sewer Connections					-
Architectural Barrier Removal					-
Acquisition					-
Relocation					-
Microenterprise Revolving Loan Fund					-
Microenterprise Technical Assistance					-
Other: Planning Consultant	25,000				25,000
Other:					-
Totals	30,000	2,000	-	-	32,000

WORK PLAN

For Planning-Only Activities

When do you expect activities to be completed? Please document month and year.

Note: Planning-Only activities are generally granted two-year contracts (from contract execution date to contract end date).

You can use the "Other" lines or insert lines for additional planning project tasks.

Tasks	Responsible Party	Start Date	End Date
Establish administrative systems	Mayor and Town Clerk	Sep 2021	Oct 2021
Negotiate and execute CDBG contract with Commerce	Mayor	Sep 2021	Oct 2021
Establish Subrecipient Agreement (if applicable)	N/A	N/A	N/A
Procure professional services	Mayor	Oct 2021	Oct 2021
Complete NEPA/SEPA exemption form	Consultant	Oct 2021	Nov 2021
Collect and analyze data Site visits and measurements, public input session	Consultant	Oct 2022	Dec 2022
Review study or plan (as applicable)	Consultant	Dec 2022	Jan 2022
Complete Study or Plan (as applicable)	Consultant	Jan 2022	Feb 2022
Submit to regulatory agency for review (if applicable)	N/A	N/A	N/A
Conduct final public hearing	Consultant and Mayor	July 2022	Aug 2022
Close out CDBG contract	Mayor and Town Clerk	Aug 2022	Sept 2022
Other: Public Input Session	Consultant and Mayor	Nov 2022	Nov 2022
Other: Public Unveiling	Consultant and Mayor	Mar 2022	Mar 2022
Other:			
Other:			

Town of Malden
CDBG General Purpose
2021 Planning Grant Application

Project Description

Project Title: Outdoor Recreation Planning

Project Type and Ownership: Planning Document owned by the Town of Malden

Essential Components: Plans for a town park, in-town trail system, GART trailhead area, and an RV park.

Bids: This project, if funded, will be an add-on component with current planning consultant, SCJ Alliance (SCJ).

Planning Document Description: Development of an outdoor recreation space planning document that includes a town park, in-town trail system, state park trailhead area (Great American Rail-Trail), and an RV park. The document will provide plans to develop and link an in-town trail system to the state park trailhead to promote tourism revenue from trail users. An in-town trail will also provide a means for residents to easily and safely (especially children) walk or bike around town and will also encourage trail users to come into town for food, drink, supplies, etc., providing a catalyst for economic development. Reconstruction of the town park will provide a safe place for children to play and the community to gather. The plan will also explore the feasibility of and community input about locating an RV park near the GART trailhead.

Financial Review

1. **What is the town's financial capacity and how was the necessary grant level established in relation to local funds, loans, and other sources?** The town is unable to contribute any significant capital toward the planning process due to the temporary strain on the town budget. There are numerous fire-related expenses that crop up weekly and these must be balanced with lower water and tax revenues for the short-term. Malden has two existing grants from Commerce to fund land use planning and has contracted with SCJ for a town plan. However, in order to remain within the grants' budgeted amounts, the planning contract does not currently include recreational spaces. Although the recreation plan cost with all components will exceed \$30,000, SCJ has agreed to donate the additional staff hours needed to complete the expanded project scope, should the town secure \$30,000 to put toward the expanded scope of work.
2. **How did you build the project budget and derive costs for each activity?** By working with the current land use planning consultant, SCJ Alliance.

3. **Is all other financial assistance firmly committed to this project?** The Town of Malden will cover part of the project administration costs for the mayor's time and the maintenance manager's time (assisting SCJ personnel on site, holding public hearings and input sessions). SCJ has committed to offering in-kind hours to complete the project if necessary.
4. **How will the community support the on-going facility, services, or systems operations/maintenance for at least ten years?** The town maintained a park prior to the fire, and will continue to do so after the park is reconstructed (and will look for ways to make maintenance less labor intensive such as installation of a sprinkler system for grass and drip systems for plantings). There are two personnel with the town who are responsible for maintenance and this will include the park and RV park. Fees will be charged for use of the RV park which will be used to help hire seasonal help if needed to maintain this area and help with regular mowing of the town park and in-town trail upkeep during the summer months. The town will also look at hosting a trail clean-up day in the spring each year, with residents helping to spruce up the in-town trails and prepare for increased visitors from GART. The GART trailhead area will be the responsibility of the state's parks and recreation personnel.
5. **Does the Town of Malden have unexpended CDBG program income (PI) from another CDBG project?** No.

Need Statement

1. **Why does Malden need an outdoor recreation space plan?** The designation of the new GART trailhead in Malden is a much-needed opportunity for economic development in this small rural town. The town must leverage this opportunity for future growth by undertaking a professionally executed, comprehensive outdoor plan that ties the trailhead to the town, maximizing the number of people stopping in town for various needs. The town must also restore beautiful green spaces and opportunities for outdoor fitness activities for its residents, especially its children, and to help attract new residents.
2. **Who is affected and how? How does this affect LMI persons?** Almost 80% of the Malden/Pine Creek population is classified as LMI. Charred reminders of the Labor Day fire are everywhere in Malden. There is no pleasant section of town to gaze at and be hopeful about the future, there is no park where the town's children can play or families can have picnics. The only paths for walking are the streets which are lined with ash, debris, and damaged trees. The residents need beautiful patches of hope to aid in their personal recoveries from this devastating fire.
3. **What official orders or regulatory requirements confirm the extent and level of need?** None at this time specifically for outdoor recreation planning. The Town of Malden is included in a statewide disaster declaration for FEMA Public Assistance).
4. **What plans, studies, reports, or other data document the need?** See attached FEMA disaster map.

5. **What led to the prioritization and development of your proposed project?**

We currently have a planning contract with SCJ for land use in Malden (housing, commercial, infrastructure) and the addition of the outdoor recreation space would complete this comprehensive planning effort. When SCJ offered to donate hours in excess of the \$30,000 available should this request be funded, it presented an opportunity to leverage the grant to complete the planning process.

Capacity

1. **Will there be a subrecipient?** No.
2. **What steps have been taken and what has been accomplished to minimize or address the need?** The town continues to work with the state, FEMA, and nonprofit groups to clear fire debris, remove damaged trees, and clear land of toxic residue. These steps are necessary before recreational development can begin. We are developing a funding plan for the green spaces (grant applications, volunteer labor, private donations) so we are ready to enact the plan when it is completed.
3. **How will the town manage the project and keep the work plan on track?** The town will designate a project manager (Mayor Harwood) and a grant manager (Jody Opheim) to coordinate and oversee the work, meet with SCJ personnel, and handle grant administrative and reporting requirements.

Dan Harwood, Mayor – Town of Malden

Mr. Harwood has a Bachelor of Arts degree from Eastern Washington University and was the manager for the Palouse Rock Lake Conservation District for 11 years. He was also the Malden fire chief for 16 years and knows the town/area very well. He has been the mayor of Malden since October 2020.

Jody Opheim, Grant Manager — PCCR Long-Term Recovery Organization

Jody has a Bachelor of Science degree in marketing and over 20 years of higher education fundraising, grant management, project management, and research center operating management experience.

Readiness

1. **What other options did you consider to address the need?** Using town personnel to determine how to restore the park area, trying to find a professional planner to volunteer their time to develop a park plan, or seeking grant funds to hire a professional planning firm were the options considered.
2. **Are regulatory agencies in agreement that the proposed solution is the right solution?** No consultations have occurred at this time.
3. **If applicable, do you have site control or easements?** The Town of Malden owns the park property. The town will involve residents in the outdoor recreation planning process, seeking continual input from townspeople. Easements would

be decided for in-town trails during this planning process to determine the level of public support for the trail system, as well as the siting for the RV park. GART trailhead issues will be handled by the state and town leadership.

4. **What is the status of any required environmental consultations and permits?** The Town of Malden will work with TD&H Engineering to conduct a town-wide environmental review, as well as SCJ personnel. No permits have been requested at this time.
5. **Is the project ready to proceed? If no, what must be done?** As we are currently working with SCJ on other planning issues, adding the outdoor component to the scope of work would be seamless.

Results

1. **To what extent will the proposed project address the specific issues described in your Need Statement?** Utilizing professional planning services for the outdoor recreation plan will ensure that the town has taken the best approach possible toward maximizing the opportunities available through the establishment of the state park trailhead. Using professional planners who are currently working on other planning aspects in the community will tie the efforts together seamlessly to create one master plan for the community.
2. **How will the project make a tangible difference to both the community-at-large and to low-and moderate-income persons?** As almost 80% of the Malden and Pine City communities are LMI persons, the response covers both groups.

REQUIRED Outputs/Outcomes Table	
Before Project	After Project
Town park destroyed by fire.	We will have a blueprint to follow to rebuild the park and a list of components for fundraising efforts, as well as a document to guide volunteer labor projects.
No RV park in town	Residents will have discussed the pros and cons of creating an RV park and acceptable location(s).
No trails in town	Residents will have discussed the creation of an in-town connecting trail system to GART, where the trails might be located, residents participating in annual maintenance, etc.
No GART trailhead	A collaborative plan developed with the state and with resident input to create a trailhead area and plan for GART trail access.

3. **What is the single most compelling reason your proposal should receive CDBG funding this year?** The establishment of the GART trailhead in Malden is the single most impactful event for economic development the town has witnessed in decades. It brings opportunities for new small businesses (café, convenience store, bike rental, bed and breakfast, laundromat, etc.) and will increase the number of visitors to the town that, upon seeing Malden's recovery and the recreational opportunities it offers, may decide to relocate here. That we can leverage \$30,000 of tax-payer investment with donated hours from SCJ is an added bonus.