

City of Portland

CDBG Priority Setting Task Force:

Meeting 7



Wednesday, July 15, 2026 at 8:00 AM Via Zoom

To submit written public comment on an agenda item, email cdbg@portlandmaine.gov. Submissions must be received by 12:00 pm the day before the CDBG Priority Setting Task Force meeting to guarantee their inclusion in the agenda packet. All submissions must include the commenter's name and legal address. To help ensure your comment is submitted for the correct item, please include the name of the agenda item (see below).

REMOTE ACCESS INFORMATION:

The CDBG Priority Setting Task Force (PSTF) will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the CDBG PSTF. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the Agenda Center following the meeting.

For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

You are invited to a Zoom webinar!

When: Jun 3, 2026 08:00 AM Eastern Time (US and Canada)

Jun 3, 2026 08:00 AM

Join from PC, Mac, iPad, or Android:

<https://portlandmaine-gov.zoom.us/j/84398845920?pwd=x46c5hLRwObPWWWhOMlo1oayF2WymV3.1>

Passcode:460875

Phone one-tap:

+13017158592,,84398845920# US (Washington DC)

Join via audio:

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Webinar ID: 843 9884 5920

International numbers available: <https://portlandmaine-gov.zoom.us/j/84398845920>

1. Introductions and Roll Call
2. Review and Accept Minutes of CDBG Priority Setting Task Force meeting held July 1st, 2026
 - a. Meeting Minutes for M6 Meeting held July 1, 2026

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CDBG Priority Setting Task
Force: Meeting 7

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3. Finish Reviewing & Amending Language CDBG Scoring Sections
 - a. Finalizing Collaboration Section
 - b. Capacity to Deliver
 - c. Goal & Community Need
4. Scoring Value Assignment
5. Next Meeting: July 29, 2026 at 8AM - 10AM on Zoom
 - a. Finish Scoring Value Assignments
 - b. Application Review
6. Adjournment

Priority Setting Task Force - Meeting Minutes

July 1, 2026

Attendees

- Tae Chong - Chair
- Teale Smith
- Stephanie Miller
- Miyabi (Abbie) Yamamoto
- Jill Johanning
- Gwendolyne Tuttle-Beaudoin
- Carly Lappas
- Barbara Ginley
- Christina Bowman
- Colleen Cooper

HCD Staff

- Mary Davis - HCD Division Manager
- Laken Chapin - CDBG Program Manager
- Cameron George - Compliance Officer

Actions Taken

The PSTF took actions and voted on several clarifying definitions to the Scoring Principles, specifically the Guiding Principles and the Collaboration sections.

Previous Minutes: The meeting notes from the previous meeting were unanimously accepted.

The PSTF defined and agreed upon the following definitions:

- **Measurable Community Impact:** Programs and projects will be evaluated based on their potential to create significant, measurable, and lasting community impact. Significant impact is demonstrated by addressing a documented community need and producing meaningful, sustained improvements. Priority will be given to proposals that demonstrate a clear contribution to established goals, with outcomes that endure beyond the grant period and continue to benefit the community over time.
- **Diversity & Inclusiveness:** Project addresses the community's heterogeneity and creates a culture of belonging among all Portlanders.
- **Priority to Lower Incomes:** Prioritizing projects that demonstrate impact to lowest income individuals and communities.

- **Location:** Project benefits the targeted LMI area or neighborhood and complements other ongoing or proposed community improvements.

Previously, Sustainability had one definition. City Staff requested the PSTF create separate definitions for Social Services and Development applications. The PSTF agreed upon the following definitions:

- **Sustainability (Social Services):** Project demonstrates programmatic viability and service delivery beyond the grant period.
- **Sustainability (Development):** Project demonstrates meeting or exceeding current development standards and building codes as required by City of Portland standards.

Collaboration

The committee heavily debated the requirement for formal MOUs and Letters of Support. Members noted that these requirements are highly burdensome, especially for smaller nonprofits without dedicated grant writers. Instead, the task force favored evaluating applicants on their awareness of the broader "service provider ecosystem." Organizations should demonstrate that their services are non-duplicative and fill a specific community niche.

The PSTF agreed upon the following definition: Applicant demonstrates awareness of current service provider ecosystem and identifies opportunities for collaboration with organizations that provide services similar to the proposed project.

The exact name for this scoring category (e.g., Service Value, Environmental Scan, Community Needs Assessment) was tabled for the next meeting.

Next Steps:

- The PSTF will finalize Scoring Categories for (1) Collaboration and (2) Capacity to Deliver
- PSTF will review Scoring Values for Guiding Principles, Capacity to Deliver, and Collaboration
- **Adjournment:** A motion to adjourn was made and unanimously approved.