

City of Portland

CDBG Priority Setting Task Force:

Meeting 10



Wednesday, August 26, 2026 at 8:00 AM

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 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.

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)

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Join from PC, Mac, iPad, or Android:

<https://portlandmaine-gov.zoom.us/j/84398845920?pwd=x46c5hLRwObPWWhOMlo1oayF2WymV3.1>

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 August 12th, 2026
 - a. August 12th PSTF Meeting Minutes

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AM

3. Social Services & Development Application Reviews
4. Review Draft PSTF Report
5. Adjournment

Meeting Minutes: CDBG Application Review

The PSTF met on August 12, 2026 from 8 am - 10 am via Zoom.

Attendees

- Kristen Dunphey (Co-Chair)
- Teale Smith
- Colleen Cooper
- Stephanie Miller
- Jill Johanning
- Barbara Ginley
- Kyla Wigant
- Christina Bowman

City Staff

- Mary Davis (HCD Division Director)
- Laken Chapin (CDBG Program Manager)
- Cameron George (DHCD)

Major Discussion Points

- **Application Alignment:** The committee reviewed proposed CDBG application questions to ensure they align with previously agreed-upon scoring categories and HUD metrics.
- **Measurable Community Impact:** The committee debated the fairness of expecting one-year grant recipients to demonstrate outcomes that endure beyond the grant period.
- **Diversity and Inclusiveness:** Members discussed the need to frame questions positively around community assets rather than deficits, and flagged specific city language to be reviewed by Corporation Council to avoid conflicts with federal/state human rights laws.
- **Financial Need & Supplanting:** The Director emphasized that CDBG funds cannot be used to "supplant" or replace existing funding sources. Returning applicants must demonstrate an increase in demand or loss of other funding.
- **Application Portal (Neighborly):** Discussed utilizing the application portal to auto-calculate percentages and provide drop-down tables for standardizing leveraged funding statuses.

Actions Taken (Votes & Approvals)

- **Previous Minutes:** Motion to approve the previous meeting minutes passed (4 yays, 3 abstentions).
- **Priority Impact:** Approved instructions requiring applicants to select the one goal that best aligns with their project.
- **Community Need:** Approved adding a prompt asking applicants to identify their target audience and explain how they involve that community in program design and leadership.

- **Diversity and Inclusiveness:** Voted to consolidate two redundant questions into one 10-point question focusing on how the project addresses barriers and responds to community needs, subject to Corporation Council review.
- **Priority to Lower Incomes:** Agreed to maintain prompts asking for the percentage of LMI individuals served and a description of how those income levels (or presumed benefit status) are verified.
- **Sustainability (Services):** Approved updating language to ask how the project will "maintain or increase service delivery" and aid sustainability beyond the grant period.
- **Location (Construction):** Voted to split the prompt to ask applicants to identify their census tract on the eligible map, and then describe how the project positively impacts the LMI area.
- **Sustainability (Construction):** Approved asking how the project meets or exceeds Portland's development standards and building codes, deferring questions about past construction experience to the "Capacity to Deliver" section.
- **Financial Need:** Voted to merge two questions into one, explicitly stating CDBG cannot replace existing funds, and asking applicants to justify their financial gap.
- **Leveraged Funding:** Approved categorizing the status of other funding sources into three distinct options: Applied, Pending/Pledged, or Committed.
- The PSTF will use Meeting 10 to finalize the application.