



City of Portland Remote CDBG-CV Review Team Meeting

ZOOM MEETING INSTRUCTIONS:

The CDBG-CV Review Team will hold a remote meeting on Friday, June 5, 2020 at 9:00am. This meeting will take place remotely using Zoom.

Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. §403A, that authorizes cities and towns to conduct meetings online.

Allow your computer to install the free Zoom app to get the best meeting experience.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87499466995>

For public comment, 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.

To join via Telephone dial US: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799

Webinar ID: 874 9946 6995

Or onetap for mobile: US: +16465588656,,87499466995# or +13017158592,,87499466995#

1. Introduction of meeting to Zoom attendees
2. Overview of funding source, allocations and available funding
 - a. CDBG-CV Funding Table
3. Overview of application and application process
 - a. CDBG-CV Application
4. Questions and discussion
5. Next Meeting: June 9, 2020 at 8:00 am

6. Adjournment

Total CDBG-CV Funding : \$1,137,154

All funds must be used to prevent, prepare for, and respond to COVID 19 and are subject to Duplication of Benefits rule. Funds are not subject to the consultation and citizen participation requirements that otherwise apply to the Community Development Block Grant, however each recipient must publish how its allocation has and will be used, at a minimum, on the Internet at the appropriate Government web site or through other electronic media

ADMINISTRATION 1% of funding \$11,371	ACTIVITY	ACTIVITY EXAMPLES	STAFF FUNDING RECOMMENDATION
	General Management, oversight, and coordination of grant funds	Preparing budgets, reports, and other HUD required documentation, related to COVID-19. Monitoring of program activities for compliance. Other related costs.	\$11,371

PUBLIC SERVICES \$820,000	ACTIVITY	BENEFICIARIES STAFF PROGRAM RECOMMENDATION	STAFF FUNDING RECOMMENDATION
	Child Care Services	Summer camp program serving children in grades K-5 from low/moderate income households earning at or below 80% AMI. Program funded: City of Portland Parks and Recreation Summer Camp Waiver Expansion	\$50,000
	Food Assistance	Low Moderate income individuals, 80% AMI. Program to be funded: Application process	\$175,000
	Homeless Prevention <i>Housing Assistance</i>	Beneficiaries: Low/moderate income households at or below 80% AMI. Individuals must not be receiving any other federal rent assistance. Individual will need to provide documentation showing an inability to pay rent or utilities as a result of loss of income due to COVID-19. Aid is capped at 3 months per HUD regulations; program cap would be no more than a TBD amount per month. Program to be funded: Portland CARES Program	\$500,000
	Homeless Prevention <i>Non-profit assistance</i>	Beneficiaries: Shelters operated in Portland by non-profits in need of financial assistance to prevent, prepare and respond to COVID-19 Program to be funded: Application Process	\$20,000
	Homeless Services	Beneficiaries: Homeless Individuals in Portland Program to be funded: Amistad Peer Outreach Program	\$75,000

ECONOMIC DEVELOPMENT \$305,783	ACTIVITY	BENEFICIARIES STAFF PROGRAM RECOMMENDATION	STAFF FUNDING RECOMMENDATION
	Special Economic Assistance	COVID-19 Business Assistance Program for Job Creation (Rehiring) (BAP) for local Portland businesses with 2 or more FTE employees on January 31, 2020. Program will provide a \$5,000 grant for the rehiring of 2 or more FTE employees that are low/moderate income individuals; COVID-19 Microenterprise Grant Program (MGP) for local Portland businesses with 0-1 FTE employee on January 31, 2020 plus the owner who must be a low/moderate income employee of the business. Program will provide a \$2,500 grant for working capital.	\$305,783



Community Development Block Grant

City of Portland Coronavirus Response Grant Application



Applications Due: June 03, 2020

COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE APPLICATION

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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified The City of Portland that they will receive a formula allocation from the first round of CDBG-CV funding **to be used specifically for the prevention of, preparation for, and response to the Coronavirus**. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.

The City of Portland is accepting applications from qualifying candidates able to serve in the prevention of, preparation for, and response to the Coronavirus. All applications that meet a National Objective, Eligible Activity, **AND** prevent, prepare for, or respond to the Coronavirus will be reviewed. The City of Portland is explicitly soliciting applications for programs in the following categories:

- Food Assistance
- Homeless Prevention, non-profit assistance

B. AVAILABLE FUNDING

A total of \$195,000 is available to qualifying projects within the City of Portland for food assistance and homeless prevention programs.

C. FEDERAL HUD REGULATIONS

1. NATIONAL OBJECTIVES: To be considered for CDBG-CV funding a program or project must first meet the following National Objective:

a. Benefit to Low to Moderate Income (LMI) Persons

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the charts below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

2019 HUD Low to Moderate Income Guidelines for Portland, Maine**

Number in Household	1	2	3	4	5	6	7	8
80% of Area Median Income	\$52,100	\$59,550	\$67,000	\$74,400	\$80,400	\$86,350	\$92,300	\$98,250
50% Area Median Income	\$32,550	\$37,200	\$41,850	\$46,500	\$50,250	\$53,950	\$57,700	\$61,400
30% of Area Median Income	\$19,550	\$22,350	\$25,150	\$27,900	\$30,150	\$32,400	\$34,600	\$36,850

** New income guidelines are expected in June 2020. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available

There are two approaches for meeting the Low to Moderate Income qualifications:

- I. **Low to Moderate Income Limited Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include: *abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.*

2. **LIST OF ELIGIBLE ACTIVITIES:** In addition to meeting a National Objective, each project must be an Eligible CDBG-CV Activity, limited to:
 - a. **Food Assistance Program** – Financial assistance to food banks, meal delivery programs, and other food assistance programs that are serving LMI clients in need of these services because of the Coronavirus.
 - b. **Homeless Prevention Program** –Resource and financial assistance (for qualifying expenses related to the Coronavirus) to non-profit agencies operating emergency shelter and homeless prevention programs in the City of Portland.

Examples include costs of PPE, increased cleaning, or reconfiguring space to allow for social distancing.

3. LIST OF INELIGIBLE CDBG-CV ACTIVITIES

- a. Any activity that is not directly related to the prevention of, preparation for, or response to the Coronavirus
 - b. Reimbursement for expenses that have already be accrued – other than rental assistance
 - c. Income payments.
 - d. Supplanting or substituting expenses currently paid for by other sources.
 - e. Political activities and lobbying.
 - f. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
 - g. Operating and maintenance expenses.
- 4. CITY REQUIREMENTS:** The City of Portland has added the following requirements to supplement the Federal Requirements:
- a. **Conflict of Interest:** Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City’s CDBG Annual Allocation Committee.
 - b. **Domestic Partner Ordinance:** All recipients must adhere to the Domestic Partner Ordinance of the City of Portland, Chapter 13.6.
 - c. **Additional City Requirements:** Post award requirements are listed in Section I. Post Award and Sub-Recipient Criteria.

C. CITY OF PORTLAND’S CDBG-CV GOALS & PRIORITIES

1. GOALS

- Provide a cohesive approach that supports the goals of the City’s COVID-19 Response Plan
- Coordinate with non-profit organizations to ensure basic need services are available to the City of Portland’s most vulnerable populations
- Coordinate with local, state, and non-profit partners to ensure CDBG-CV funds are working in alignment with and not duplicating other funding sources

2. AVAILABLE FUNDING

- \$175,000 for food services
- \$20,000 for nonprofits operating shelters in Portland

D. APPLICATION GUIDELINES

1. APPLICATION CHOICES:

- a. **CDBG CV- Application:** Provide an eligible social service that serves 51% low to moderate income Portland residents. *Please complete and submit Section II Social Service Application, the Application Budget Form, plus relevant attachments.*
2. **FUNDING REQUEST RESTRICTIONS:** The City Council has imposed a number of restrictions regarding the amount of funds that can be requested per applicant.
 - a. **Minimum Grant Request**

\$5,000

3. SUBMISSION GUIDELINES

All applications must follow the formatting described below or be subject to penalty points:

- a. Separate applications for each program requesting funds shall be submitted;
- b. Applications must be typewritten;
- c. White 8 ½ x 11” paper; with 1” margins;
- d. Text must be Times New Roman 12pt for the narrative, single spaced with double spacing between paragraph, the Summary and Worksheet may use Times New Roman 11 pt;
- e. All sections and narrative questions must be labeled, page numbering is encouraged;
- f. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
- g. The checklist provided must be completed and submitted with the application;
- h. Page limits listed on the checklist must be followed, additional pages may not be forwarded to the Committee for review;
- i. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- j. Required documents must be attached:

Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement.

- k. Supporting Documents (subject to scoring)
 - i. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.

- a. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
- b. Letter of Support: describes the relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
- c. These documents should be specific about how the organization's service is enhanced through collaboration. In addition, the document should describe where the service and collaborator fits on the “continuum of care”.
- ii. Letter of Support: describes the relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
- iii. Project Timeline: describes when the program will occur with specific dates and times
- l. One (1) full electronic version, submitted via email
- m. All applications shall be complete, approved, and signed by the owner, the Board of Directors, or the Executive Director authorized by the Board

E. DEADLINES

SUBMISSION DEADLINES The complete version (electronic PDF) of the application must arrive by the deadline.

DEADLINE: June 03, 2021

Applications must be submitted electronically to: kwalth@portlandmaine.gov

NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.

F. REVIEW PROCESS AND SCORING

1. REVIEW PROCESS

The CDBG-CV Review Team will consist of members from CDBG Annual Allocation Committee. The CDBG-CV Review Team will review and score all applications based on the scoring categories. Housing and Community Development staff will prepare a list of the rated applications from highest score to lowest score, including the CDBG-CV Review Team's recommendation, this will be given to the City Manager, Mayor

and City Council. A program time-line for the CDBG-CV Process is below but subject to change pending HUD guidance:

May 22, 2020	Applications are available
June 03, 2020	Applications DUE by 4:00PM
June 8-12, 2020	CDBG-CV Review Team reviews & scores all applications
June 12, 2020	CDBG-CV Review Team recommends funding allocations
June TBD, 2020	City Manager approves allocations
June TBD, 2020	Submission of CDBG-CV Plan to HUD

2. SCORING CATEGORIES AND POINT DISTRIBUTION

Applications will be rated and ranked on the basis of their responses to the application elements.

1. Project Description.....15 points
2. Need for the project and CDBG-CV funds.....35 points
3. Project management.....10 points
4. Readiness to proceed.....20 points
5. Project budget.....10 points
6. Partnership/Collaboration.....10 points

G. RESERVATION OF RIGHTS

The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG-CV funding, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance.

The City of Portland reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the County to do so.

H. POST AWARD AND SUB-RECIPIENT CRITERIA

All awards are subject to the City of Portland's receipt of its CDBG-CV appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

The City of Portland is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include City departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Housing and Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG-CV funds. The forfeited funds will be then returned to the CDBG-CV program for reallocation.

- CDBG-CV recipient shall not incur any costs or obligate any CDBG-CV funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Portland, a contract between City and the recipient is executed, and an environmental review is complete.
- The CDBG-CV Program Year will start as soon as the City receives funding from HUD. This is expected by July, 2020. CDBG-CV Programs will have one year to complete their program, ending June 30, 2021.
- CDBG-CV recipients shall ensure recognition of the role of the City of Portland Community Development Block Grant program in providing services.
- All non-profit recipients must provide the following insurances:
 - Liability Insurance of \$
 - Worker's Compensation Insurance
 - Unemployment Insurance
 - Crime coverage or a fidelity bond
- CDBG-CV recipients will be required to maintain accurate records documenting the prevention of, preparation for, response to the Coronavirus AND records documenting targeted populations and/or areas being served by the program or project. CDBG-CV recipients will provide quarterly reports to the City demonstrating the above eligibility requirements are being satisfied. The CDBG-CV recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients will be asked to provide a final summary reporting all accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- Sub-recipients are required to:
 - Collect and track data elements associated with the program/project requesting funding. These elements may include: how the person/household/business was directly impacted by the coronavirus, number of persons/households/businesses served, family size, race/ethnicity, income

documentation, and residency documentation. Additional elements such as underwriting for business programs will be required, collected and tracked depending upon the nature of the program.

- Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of agencies for ongoing compliance and eligibility is done by the City to ensure income guidelines and residency are being met and goals are being reached.
- Payments: Invoices or requests for payments will be paid based on a fee per unit of service provided; backup substantiating the invoice is required. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.

COMMUNITY DEVELOPMENT BLOCK GRANT CORONAVIRUS RESPONSE

II. CDBG-CV APPLICATION

COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- ☐ **A. CDBG-CV Application Cover Page**, *limit 1 page*
- ☐ **B. CDBG-CV Application Worksheet**, *limit 2 pages*
- ☐ **C. CDBG-CV Application Narrative**, *limit 5 pages*
- ☐ **D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*

Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative

Required documents for non-profit organizations:

- ☐ **Verification of 501(c)3 or 6 Status**, *limit 1 page*
- ☐ **Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- ☐ **Most Recent Agency Operating Budget Summary**, *limit 1 page*
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☐ **Complete list of Board Members**

Signature of the President or Executive Director

Date

A. CDBG-CV COVER PAGE, limit 1 page

CDBG-CV COVER PAGE

Service Type	☐ Homeless Prevention ☐ Food Assistance		
CDBG-CV Type	☐ Prevention of the Coronavirus ☐ Preparation for the Coronavirus ☐ Response to the Coronavirus		
Operating Agency			
Program Name			
Program Area			
Mailing Address			
Address Services are Delivered			
Executive Director /Town Manager		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG-CV Funds Requested \$	Total Program Budget \$		
DUNS Number	Tax Id		
	Estimated number of people who will be served: _____		

B. CDBG-CV WORKSHEET, limit 2 pages

1. HUD National Objective. All CDBG-CV programs must serve Low and Moderate Income Clientele

- ☐ **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?*

- ☐ No ☐ Yes (please circle appropriate population)

2. Beneficiaries.

A. Describe the beneficiaries or clients served by the program.	A.
B. How many will be served by the proposed program? (unduplicated -per year)	B.
C. How many are <u>Portland Resident</u> ?	C.
D. How many are <u>low to moderate income residents of Portland</u> ? See income data in the instructions	D.
E. What percentage of total clients are low to moderate income residents of the Portland? (<i>To calculate = D/B * 100; Must be > 51%</i>)	E.

3. Program Costs and Outcomes. Please list below.

Program Costs (to be reimbursed)	Outcomes/ Community Impact

4. Documentation

A. How will the beneficiaries' information be collected and documented?	A.
A. What documentation will be used to prove the funds are going to the prevention, preparation or response to the Coronavirus?	B
C. How will the units of service be tracked and documented?	C.

D. How will the outcomes be measured, collected, and documented?	D.
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Please limit the CDBG-CV Worksheet to 2 (two) Pages.

C. CDBG-CV APPLICATION NARRATIVE

In a separate document please answer the following questions; you have **a maximum of 5** single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

1. Program Description

Describe the program being proposed. Make sure to explain the “who, what, when, and where”. Is this a new program or an expansion of an existing program?

2. Need for the Program and CDBG-CV Funds as it relates to the Coronavirus

Describe the need in our community, how this need is related to the Coronavirus, and why CDBG-CV funds are essential to address this need.

3. Project Management

Define who will manage the project and how they will manage it. Describe the applicant’s experience in delivering and managing this or similar programs. Please summarize current licensing and accreditations obtained.

4. Readiness to proceed

Describe the steps that have been completed or must be completed to initiate the project. These may include community support, staffing, securing an appropriate location, marketing, and networking.

Describe the program’s timeline with dates and times, including the earliest possible start dates, end dates, and milestones as applicable.

5. Budget for the Project

Provide a narrative explaining the budget and expenses for the program. *Describe exactly what and who the CDBG-CV will pay for in this program.*

Please ensure that budget amounts listed in the narrative match the cover page and budget worksheet.

6. Partnerships, Collaboration, and Outreach

Describe how you are collaborating with other non-profit organizations to form a cohesive approach to the coronavirus. What steps will you take to make sure there is not a duplication of services? How will you reach out to families or businesses in need?

D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.

Complete provided Excel budget form including leveraged funding sources.