



## HOUSING COMMITTEE

**DATE: Wednesday, June 10, 2020**

**TIME: 5:30 PM**

**LOCATION:**

**ZOOM MEETING INSTRUCTIONS:**

The Housing Committee will hold a remote meeting on Wednesday, June 10, 2020 at 5:30 pm. This meeting will take place remotely using Zoom.

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

Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be uploaded to [portlandmaine.gov/livestream](http://portlandmaine.gov/livestream) the next day.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82071541155>

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: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

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Webinar ID: 820 7154 1155

### AGENDA

1. Review and accept Minutes of previous meeting held on 5-13-20  
*5-13-20 Minutes*
  - a. Draft Minutes of Meeting Held on May 13, 2020

2. Review and Recommendation to the City Council of Funding Requests Received from the Affordable Housing Development Applications- 200 Valley Street (Aesta), 337 Cumberland Avenue (PHA), Washington Gardens (PHA)  
*This is an actionable item and public comment will be taken.*
  - a. Memo Re: Affordable Housing Development Funding Requests
3. Discussion and Housing Committee Direction Related to an Affordable Housing Tax Increment Financing Request for a Proposed Housing Development at 45 Brown Street  
*AHTIF*
  - a. 45 Brown Street Affordable Housing TIF Request
4. Communication Item: FY21 HUD Annual Allocation Plan  
*FY21 HUD Annual Allocation Plan*
  - a. Communication Memo
5. 2020 Work Plan Discussion  
*2020 Work Plan Discussion*
  - a. 2020 Draft Housing Committee Work Plan with Memo regarding Housing Forum

**Next Meeting Date:**  
**July 8, 2020**

## **Housing Committee Minutes of May 13, 2020 Meeting**

A meeting of the Portland City Council's Housing Committee (HC) was held on Wednesday, May 13, 2020 at 5:30 P.M. via ZOOM. Councilors present at the meeting included Committee members Councilor Pious Ali, Councilor Kim Cook, and Councilor Jill Duson, Chair of the Committee. City staff present included Mary Davis Division Director Housing and Community Development, Greg Mitchell Division Director Economic Development, Michael Goldman Associate Corporation Counsel and Victoria Volent Housing Program Manager,

### **Item 1: Review and accept Minutes of previous meetings held on April 22, 2020**

On motion made by Councilor Duson, seconded by Councilor Ali, the Committee voted 3-0 to accept the minutes from April 22, 2020.

### **Item 2: EXECUTIVE SESSION re: Possible disposition of City-owned real estate at 431 Commercial Street; and possible disposition of City-owned real estate in Falmouth**

The Committee may go into executive session to discuss the City's legal rights pursuant to 5 M.R.S.A. 13119A, 1 M.R.S.A. § 405 (6) ( C) and ( E)

On motion made by Councilor Ali, seconded by Councilor Cook, Councilor Duson noted the Housing Committee would vote to go into executive session after Committee discussion and public comment.

Councilor Duson opened the meeting to public comment.

George Rheault: 28 Hanover Street: Noted it is really unclear why the committee needs to go into executive session. Is the posture the City has received viable offers to discuss a negotiating stance on price? From a process point of view, this should be an RFP. You should not be doing a single deal with a single party just because that party has reached out to you and made an offer.

Seeing no further comments. The public comment period was closed.

Councilor Cook indicated she was not sure why the Housing Committee was entering into executive session but she trusts Corporation Counsels Office's determination. Material regarding the executive session was not sent to Committee members. No decisions and no deliberation will occur during executive session.

Mary Davis resent the Zoom information for the executive session with the original attachment.

Councilor Duson called for a roll vote to enter into executive session. Based on an unanimous vote, the Housing Committee entered into executive session to discuss the City's legal rights pursuant to 5 M.R.S.A. 13119A, and 1 M.R.S.A. § 405 (6) (C) and (E) to discuss possible disposition positions.

The Housing Committee entered into executive session.

The Housing Committee exited from executive session.

Councilor Cook moved that the memo prepared and sent to the Housing Committee as confidential be placed in the Committee record and be made public except for the section on negotiations with the town of Falmouth. Councilor Ali seconded the motion. The Committee voted 3-0 to accept the motion.

Councilor Duson provided direction to staff to add 431 Commercial Street (Angelo's Acre) to the Work Plan and to make materials available to the public for this discussion. Councilor Cook made the motion to take up Angelo's Acre (431 Commercial Street) during the next Housing Committee meeting on June 10 for public comment and action. Councilor Ali seconded the motion. Councilor Cook amended the motion to include adding the property owned by the City in Falmouth to the June 10 agenda. Councilor Ali seconded the friendly amendment. The Committee voted 3-0 to accept the amended motion.

**Item 3: Review and Recommendation to City Council regarding the Rental Housing Advisory Committee Policy Recommendation. This is an actionable item and public comment will be taken.**

Councilor Duson invited members of the Rental Housing Advisory Committee (RHAC) to provide a summary.

Katherine McGovern of the RHAC provided the majority position. The courts are expected to open on June 1, when they do, there is an expectation that there will be a tsunami of evictions. The housing crisis will deepen and the need for a limit or ban on application fees will be all the more important. Application fees is an area the City is allowed to take action. The RHAC requests that this issued be brought before the council for a full consideration.

Regan Sweeney of the RHAC noted some RHAC members felt a ban on application fees is unnecessary but he does not need to provide a full opposition position. He is here to take questions.

Councilor Duson opened the meeting to public comment.

Dee Clarke: Portland resident. Noted she is a low-income renter, advocate for Homeless Voices for Justice and founder of Survivor Speak USA. Portland has been less and less friendly to lower income renters. Little action has been taken to keep Portland home to low-income renters. No cause evictions cause homelessness. Landlords being able to deny housing vouchers is another roadblock. Supports the RHAC recommendation.

Rental fees makes it more difficult to apply for multiple housing opportunities. Low-income renters cannot get past the threshold to fill out rental applications due to fees. Removing these fees supports low-income renters.

George Rheault: Hanover Street- Strongly urges the Housing Committee to pass this on to the full Council. This policy is necessary. Portland is a small city, and it's getting squeezed in two directions. Portland rents are being driven up by people from out of state who find Portland as a bargain. Trying to deal with bad apples - the predatory landlords. Housing staff should gather data for the full Council to evaluate.

Frank D'Alessandro- Litigation and Policy Director for Maine Equal Justice. Supports the recommendation to ban application fees for rental units in the City of Portland. Not all landlords charge application fees. Not aware of any studies of the impact application fees have on the landlord's bottom line. Not aware of any studies that landlords who charge application fees do better financially than landlords who do not charge fees. Application fees decrease the availability of affordable housing for the City's most vulnerable tenants. It is the experience of Maine Equal Justice that rental application fees exasperates finding housing for low-income tenants. This will help ease the burden of Portland's homeless service system. Adopting the recommend ban on rental application fees will make it easier to find housing for households and individuals that are homeless or in danger of becoming homelessness, and this is a first step towards easing the burden on the City's homeless shelters.

Heather Zimmerman. Advocacy Director at Preble Street. Urging the Housing Committee to adopt the RHAC recommendation to ban application fees for rental units. This is an important step the City Council can take to address the affordable housing crisis. Application fees are acting as a barrier for low-income households to apply for housing. The recommendation will help address that barrier and address homeless in the City. The recommendation would add uniformity to the rental application fee process within the City. Many landlords require application fees before anyone can even be consider as a possible tenant for an open unit. The costs of multiple application fees can act as a significant barrier to low-income households seeking housing. Caseworkers at Preble Street often see people apply to ten or more units, which can add up to \$300. There is no financial support to assist households with this cost and these fees do not guarantee serious consideration as a potential tenant. Households use these funds in place of purchasing food. Application fees are a risky prospect for low-income households already on strained budgets. Fees can prevent households and individuals from finding a unit, which leaves them homeless. Appreciates the Housing Committee's consideration of this proposal and encourages their support toward putting this before the full council

Seeing no further comments, the public hearing was closed.

Councilor Cook indicted she is not interested in forwarding this item to Council at this time for consideration, as this topic will be in front of the State legislation next year.

Motion by Councilor Cook to forward the recommendation to the City Council as a communication item without a recommendation for adoption.

Councilor Ali noted he would like to forward the recommendation to the City Council to vote on the item. He further acknowledged the State is expected take up this item in the future; however, there is no guarantee when that will occur- it could be many months from now.

Councilor Duson stated she would like to see this forwarded to the full Council with a recommendation for adoption of the ban. However, she would feel more comfortable with capping the fee and tying it to a reasonable cost. But there does not appear to be a strong response to develop a new proposal in the middle and with the COVID-19 priorities, she is less inclined to insist on the development of an alternative plan.

Councilor Duson made a motion to forward the recommendation from the RHAC to the City Council with a recommendation for approval. Councilor Ali seconded the motion. Mary Davis took a roll call vote on the motion and it passed (2-0).

#### **Item 4: Review of CDBG-CV and ESG-CV Supplemental Funding Recommendations**

Mary Davis introduced this item. As a result of the federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act, Public Law 116-136), the City of Portland received supplemental CDBG funding (known as CDBG-CV) in the amount of \$1,137,154 and Emergency Solutions Grant funding (known as ESG-CV) in the amount of \$573,734. These funds must be used to mitigate the impacts of COVID-19. The CARES Act also provided several temporary waivers and regulatory alternatives to assist communities with expediting the use of the funds to prevent, prepare for and respond to coronavirus. The City is required by the CARES Act to ensure that funding is not be used to pay costs if another source of financial assistance is available to pay that cost.

The focus of the ESC-EV funding will be Emergency Shelter (including shelter operations and essential services) and Street Outreach (including case management, transportation and urgent physical needs). Up to 10% of the grant will be used for administrative costs including the management and oversight of the program along with costs associated with the use of the HUD required data management system. The recommendation for CDBG-CV includes direct funding for several programs (Summer Camps through Parks & Rec; BAP and microenterprise program through Eco Dev; Amistad Peer Outreach Program). The Homeless Prevention and Food Assistance programs would be available to Portland social service agencies through a streamlined CDBG application process.

This item will appear on the City Council's May 18 agenda for public discussion.

Committee members asked clarifying questions to staff.

Councilor Duson asked the Committee if they wished to make a formal recommendation on the amount of the rental assistance.

Councilor Cook- comfortable with recommendation of \$750 or \$500. Was leaning towards \$500 per month. Wants to help more people but is comfortable with the \$750 recommendation. Should people be encouraged to apply to state first then city?

Councilor Ali- recommends moving this item to the full Council for a vote.

Councilor Duson- is comfortable deferring the amount of the monthly rental assistance to the Council.

**Item 5: Review of Funding Requests Received from the Affordable Housing Development Application: Avesta (200 Valley Street); PHA (337 Cumberland Avenue and Washington Gardens)**

Mary Davis combined agenda item 5 and 6 in her introduction. These funding requests will be brought back to the Housing Committee after a full staff review. Staff will bring any comments from the Housing Committee, regarding the AHTIF requests, to the May 19 meeting of the Economic Development Committee.

Three Affordable Housing Development Financing requests were received; 200 Valley Street, 337 Cumberland Avenue and 577 Washington Avenue (Washington Gardens).

The 2020 Affordable Housing Development Application made available a total of \$976,576 from the 2020-2021 HOME fund (\$497,545) and Housing Trust Fund (\$479,031) for affordable housing development. With amendments made for new and returned sources of funds into the Housing Trust Fund during the months of February and March, including the return of \$425,000 awarded to the Portland Housing Authority's 47 Boyd Street project, funding available for affordable housing development is now \$1,564,744 (an increase of \$588,168). The three proposals requested a total of \$1,495,000 in funding.

The City of Portland's Division of Housing and Community Development recently received four Affordable Housing Tax Increment Financing Request (AHTIF). The Housing Committee will provide a recommendation to the Economic Development Committee regarding these requests to establish Affordable Housing TIF districts and provide financial assistance through Credit Enhancement Agreements. The Economic Development Committee will hold a meeting on May 19<sup>th</sup> to review and take action on these requests. The proposed Affordable Housing Tax Increment Financing Districts are located at 83 Middle Street, 200 Valley Street, 337 Cumberland Avenue, and 577 Washington Avenue (Washington Gardens).

Councilor Duson asked the Housing Committee preference to either make a recommendation to Economic Development Committee (EDC) or hold a joint meeting with EDC regarding the AHTIF requests.

Councilor Duson opened the meeting to public comment on the recommendation regarding the AHTIF requests.

George Rheault- Hanover Street. Washing Gardens is an example of a broken housing policy. That site should be redeveloped with new buildings that are taller than two stories. In regards to 337 Cumberland Street, the public knows virtually nothing about this project. Would like to know what Councilor Ali's role is with Youth and Family Outreach. Renderings have not been provided. It is not right for any City decision or City subsidy to be made with virtually no information provided to citizens.

Seeing no further comments, the public hearing was closed.

Councilor Ali disclosed he was formerly involved in a capital campaign for the Youth and Family Outreach. He is no longer involved with the campaign program.

Councilor Duson asked if Committee members wish to send any recommendations or guidance to the Economic Development Committee. Seeing no requests for comment from the Committee, Councilor Duson closed these items.

**Item 6: Review and possible Recommendation to Economic Development Committee and/or City Council re: AHTIF request from CHOM (83 Middle Street), Avesta (200 Valley Street); PHA (337 Cumberland Avenue and 577 Washington Avenue aka Washington Gardens). *This is an actionable item and public comment will be taken.***

**Item 7: Review and Recommendation to the City Council re: Disposition of City-owned property at 157 Brackett Street and 176 Clark Street. *This is an actionable item and public comment will be taken.***

Mary Davis introduced this item. During the Housing Committee meeting on February 12, 2020, the Housing Committee requested staff to contact the Portland School Department in regards to the proposed disposition of city-owned property at 157 Brackett Street and 176 Clark Street. On February 14, staff contacted Portland School Department Facilities Director Doug Sherwood requesting an updated response in regards to the last Department Wide Survey conducted by the City-owned and Tax Acquired Property Committee (COTAPC).

According to Doug Sherwood, "The information in the attached 2015 memo is consistent with the situation as it is today. Reiche School needs the 36 spaces at a minimum. The Community Center and pool patrons also use the spaces along with neighbors needing to get their cars off the road during snow bans. Parking is crucial in the West End if not all of Portland, but very few parking lots meet so many different demands to include local businesses during non-school hours."

The City-owned and Tax Acquired Property Committee recommended that the parking concerns be addressed and that the disposition process include a condition that any redevelopment of the site must accommodate adequate parking.

Councilor Duson opened the meeting to public comment.

George Rheault – Hanover Street. The Planning Department could be rethinking what to do with these lots and put idea on paper that might be feasible. An underground parking garage could be placed here. Piece meal infill will need large per unit subsidies to work. Does not think parking concerns and housing could happen.

Seeing no further comments, Councilor Duson closed the public comment period

Councilor Cook- Clarified she brought this to the forefront, there is not a specific project in mind. Would like to modify the recommendation to remove the staff recommendation regarding satisfying parking conditions. If school department needs the lots for parking, then they could add that in the RFP. Cannot support subsidizing parking cars on city lots. Would like to see a mixed-use building with retail or community space on first floor.

Councilor Ali- recommends moving this to full council for further discussion.

Councilor Cook made a motion to forward the recommendation to the Council for approval without conditions for parking; Councilor Ali seconded the motion. Mary Davis then took a roll call vote on the motion and it passed (3-0).

### **Item 8: 2020 Work Plan Discussion Session**

Two new items for June discussed during meeting.

Councilor Duson asked if the Committee would like to move forward with a Housing Forum and asked staff to add this for discussion in June. Asked HC members to submit ideas about how a housing forum could be structured.

Motion to adjourn by Councilor Ali, seconded by Councilor Cook, (approved 3-0), the meeting adjourned at 8:42 P.M.

Respectively submitted

Victoria Volent



**CITY OF PORTLAND**  
**Planning & Urban Development Department**  
**Housing and Community Development Division**

TO: Councilor Duson, Chair  
Members of the Housing Committee

FROM: Victoria Volent, Housing Program Manager

DATE: June 5, 2020

SUBJECT: 2020 Affordable Housing Development Funding Requests Scoring and Recommendation

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**Introduction**

The three Affordable Housing Development Applications each hold merit for Portland and the targeted residents' community. The proposals were reviewed by staff according to the selection criteria stated in the 2020 Affordable Housing Development Application (Section IV, page 12 - 14, a copy of which is attached). Staff scored the applications with the caveat that final scoring is pending underwriting information. Staff will re-evaluate the scoring after review of the underwriting reports.

Preliminary recommendations include scoring and determining factors such as other funding sources, developer funding encumbrance, and unique circumstances.

Total Housing Development funding available for affordable housing development is \$1,571,245. The three proposals requested \$1,495,000 in funding.

## **Scoring**

Selection Criteria/Maximum Value	200 Valley	337 Cumberland	Washington Gardens
Proposed Use of Funds (Assigned weight: 26)	26	24	24
Impact on Surrounding Neighborhood (Assigned weight: 24)	24	22	22
Financial Feasibility (Assigned weight: 20)	TBD	TBD	TBD
Applicant's Ability to Complete Project (Assigned weight: 30)	30	30	30
TOTALS	80	76	76

## **Staff Analysis**

Staff was impressed with the quality of all three applications, agreeing that each application had strengths and weaknesses across the scoring categories. All three proposals are quality projects that are in line with the City's goals for housing.

It should be noted that any recommendation for Affordable Housing Development funding from the Housing Committee to the Council is not the same as approval of any new development project. After carefully weighing the potential benefits and impacts on the City and surrounding neighborhood the Planning Board will ultimately determine if a project meets the City's site plan ordinance. Any funding awarded will be contingent on the project's final approval by the Planning Board.

## **200 Valley Street**

As you may recall from the May 13 meeting of the Housing Committee, Avesta Housing Development Corporation (AHDC) is proposing to construct 60 apartment units on a site they own located at 200 Valley Street. Forty-eight (48) units will have income restrictions.

AHDC has requested two forms of financial assistance.

(1) Affordable Housing Development (AHD) fund request: \$595,000, 0% interest rate loan, deferred for 30 years.

City AHD request of \$595,000/unit = \$9,916.66

City AHD request of \$595,000/affordable unit = \$12,395.83

(2) Tax Increment Financing request: At a meeting on May 27<sup>th</sup>, the Economic Development Committee voted to support this request and forward a recommendation for approval to the City Council. If approved by the City Council, the Affordable Housing TIF financing will be provided through a Credit Enhancement Agreement at 75% of the increased taxable value, currently estimated at a 30-year annual average of \$136,409 with an estimated total of \$4,092,269 in captured revenue returned to the developer to off-set project operating costs.

AHDC plans to apply for \$206,921 in City of Portland and Maine Medical Center’s Healthy Neighborhoods Funding. If successful, these funds could be used in lieu of an equal amount of HOME/HTF subsidy. The development will include:

200 Valley Street		
Studio (11)	at or below 50% area median income	7
	at or below 60% area median income	4
One-bedroom (25)	at or below 50% area median income	10
	at or below 60% area median income	3
	Market Rate	12
Two-bedroom (14)	at or below 50% area median income	11
	at or below 60% area median income	3
Three-bedroom (10)	at or below 50% area median income	8
	at or below 60% area median income	2
Total Units	at or below 50% area median income	36
Total Units	at or below 60% area median income	12
Total Units	Market Rate	12
Total Units		60

According to the developer’s application:

*Valley Street Apartments will create 60 homes in the St. John/Valley Street Neighborhood of Portland. Of the 60 units, 48 will have income restrictions: 36 will be reserved for households at or below 50% AMI and 12 will be reserved for households at or below 60% AMI. The remaining 12 apartments will be unrestricted market rate.*

This project is seeking a 9% Low Income Housing Tax Credit and tax-exempt debt of \$945,149 with Maine Housing contingent upon a reduction in operating costs through a tax increment financing program that provides for a minimum of 75% of the projects annual property tax revenue to be returned to the developer.

**337 Cumberland Avenue**

As noted during the May 13 meeting of the Housing Committee, Portland Housing Development Corporation (PHDC) is proposing to construct 60 rental units on a site located at 337 Cumberland Avenue.

PHDC has requested two forms of financial assistance.

(1) Affordable Housing Development (AHD) request: \$500,000, 0% interest rate loan, deferred for 30 years.

City AHD request of \$500,000/unit = \$8,333.33

City AHD request of \$500,000/affordable unit = \$10,416.66

(2) Tax Increment Financing request: At a meeting on May 27<sup>th</sup>, the Economic Development Committee voted to support this request and forward a recommendation for approval to the City Council. If approved by the City Council, the Affordable Housing TIF financing will be provided through a Credit Enhancement Agreement at 75% of the increased taxable value, currently estimated at a 30 year annual average of \$109,900, with an estimated total of \$3,296,995 in captured revenue returned to the developer to off-set project operating costs.

Portland Housing Development Corporation is proposing the redevelopment of 337 Cumberland Avenue by providing a newly constructed six-story structure containing 60 mixed-income units in a mixed-use building. The site is currently owned by Youth and Family Outreach (YFO), who will lease it for 90 years to 337 Cumberland Avenue, LP who will be the development owner. The site consists of an existing building containing a restaurant and a chapel that provides space for YFO to offer early childhood education and other supportive services for 58 children. The chapel will be updated and the building will be demolished. The first floor of the new building will provide expansion space for YFP that will allow for an increase in childcare spots from 58 to 107, floors two through five will be residential housing. 337 Cumberland would attempt to secure Project Based Housing Choice Vouchers from PHA for some of the 50% AMI units.

337 Cumberland Street		
Studio (19)	at or below 50% area median income	10
	at or below 60% area median income	4
	Market Rate	6
One bedroom (16)	at or below 50% area median income	7
	at or below 60% area median income	3
	Market Rate	5
Two bedroom (15)	at or below 50% area median income	11
	at or below 60% area median income	3
	Market Rate	1
Three bedroom (10)	at or below 50% area median income	8
	at or below 60% area median income	2
Total Units	at or below 50% area median income	36
Total Units	at or below 60% area median income	12
Total Units	Market Rate	12
Total Units		60

As stated in the developer's application:

*The 337 Cumberland Ave development is an opportunity for the City to create 60 new, long-term affordable apartments and increase childcare spots from 58 to 107 in a highly-walkable neighborhood in an energy-efficient, resilient, and beautiful building.*

*Youth and Family Outreach and Portland Housing Development Corporation acknowledge the importance of residing in an affordable, stable home, particularly for our most vulnerable families. In alignment with the sponsors' missions to ensure children have stability and a good foundation, 10% of the homes (6 units) will be set-aside for families residing in a Portland shelter.*

*Additional building amenities include a laundry room, easily accessible storage for bicycles, strollers, and items that support human-powered mobility, onsite handicap parking, a community room, free wireless internet throughout the building, and access of YFO's playground spaces.*

This project is seeking a 9% Low Income Housing Tax Credit and tax-exempt debt of \$980,000 with Maine Housing contingent upon a reduction in operating costs through a tax increment financing program that provides for a minimum of 75% of the projects annual property tax revenue to be returned to the developer.

### **577 Washington Avenue (Washington Gardens)**

Portland Housing Development Corporation (PHDC) is proposing to rehabilitate 100 units of public housing serving seniors and person with disabilities at 577 Washington Avenue (Washington Gardens) to a project-based voucher funding platform. PHDC is requesting financial assistance from the City in the form of an Affordable Housing TIF (AHTIF) to assist with the project. If approved, the AHTIF financing will be provided through a Credit Enhancement Agreement at 75% of the increased taxable value, currently estimated at an average \$190,500 annually over 30 years.

The developer has requested three forms of financial assistance.

(1) Affordable Housing Development request: \$400,000, 0% interest rate loan, deferred for 30 years.

City Affordable Housing Development request of \$400,000/unit = \$4,000

City Affordable Housing Development request of \$400,000/affordable unit = \$4,000

(2) CDBG Funds received: \$184,150, 0% interest rate loan, deferred for 30 years.

Total CDBG Funds Investment of \$184,150/unit = \$1,841.50

Total CDBG Funds Investment of \$184,150/affordable unit = 1,841.50

The developer secured a 9% Low Income Housing Tax Credit and tax-exempt debt subsidy for \$450,000 from MaineHousing in December 2019.

(3) Tax Increment Financing request: At a meeting on May 27<sup>th</sup>, the Economic Development Committee voted to support this request and forward a recommendation for approval to the City Council. If approved by the City Council, the Affordable Housing TIF financing will be provided through a Credit Enhancement Agreement at 75% of the increased taxable value, currently estimated at a 30 year annual average of \$190,500, with an estimated total of \$5,714,987 in captured revenue returned to the developer to off-set project operating costs.

Washington Gardens contains 100 rental units within 15 two-story residential buildings. There are currently 60 studios, 36 one-bedroom units, and 4 two-bedroom units. No change in unit mix is proposed for rehabilitation and Washington Gardens will remain a rental property. Sixty (60) units will be affordable to households earning up to 50% of the area median income, the remaining forty (40) units will be affordable to households earning up to 60% of the area median income. The project has applied for 100 project-based vouchers. Vouchers will guarantee that households will pay no more than 30% of their income towards housing costs.

Washington Gardens		
Studio (60)	at or below 50% area median income	37
	at or below 60% area median income	23
One bedroom (36)	at or below 50% area median income	22
	at or below 60% area median income	14
Two bedroom (4)	at or below 50% area median income	1
	at or below 60% area median income	3
Total Units	at or below 50% area median income	60
Total Units	at or below 60% area median income	40
Total Units		100

As stated in the developer's application:

*The TIF district and rehabilitation of Washington Gardens will help alleviate housing demand and preserve affordability:*

- 100 units of affordable housing for seniors and persons with disabilities will be preserved.
- All Washington Gardens units will remain affordable for low-income families for at least 45 years, as required by MaineHousing for an award of Low Income Housing Tax Credits, and potentially up to 90 years, as required by the City of Portland.
- 100 Project Based Vouchers will guarantee that all households continue to pay no more than 30% of their income towards housing costs.
- 17 units (17% of units) will be reconfigured to be fully accessible. Proposed site work to sidewalks, ramps and parking lots will improve accessible routes throughout the property.
- The property will be in like-new condition following rehabilitation: all units will enjoy new finishes and fixtures; envelope and structural systems will be upgraded; plumbing and ventilation issues will be resolved; accessible units and accessible routes will improve livability and visit ability for persons with disabilities; and landscaping will improve property aesthetics and marketability.

•Washington Gardens is next to a METRO route (9A and 9B), thereby promoting smart growth and transit oriented development.

*After nearly fifty years without a significant renovation, the property is in fair-to-poor condition and most major systems are nearing the end of their useful life. The proposed scope of work will include but is not limited to upgrading building envelopes and insulation, upgrading mechanical systems, adding new accessible units, improving site work and ramps, renovating unit interiors and finishes, installing new energy- and water-efficient fixtures and appliances, and installing rooftop solar photovoltaic panels.*

**Staff Recommendations:**

Staff present the following funding recommendations for consider by the Housing Committee.

200 Valley Street: Total funding up to \$595,000; HOME funds: \$97,545 and up to \$497,455 in Housing Trust Funds; proposed loan terms of 0% interest rate, deferred for 30 years (final loan terms will be determined based on the results of the city’s financial underwriting). Staff further recommends if AHDC receives Healthy Neighborhoods Funding then the Housing Trust funds should be reduced in an amount equal to the Housing Trust fund subsidy.

337 Cumberland Avenue: Housing Trust Funds \$500,000; proposed loan terms of 0% interest rate, deferred for 30 years (final loan terms will be determined based on the results of the city’s financial underwriting).

577 Washington Avenue: HOME funds: \$400,000; proposed loan terms of 0% interest rate, deferred for 30 years (final loan terms will be determined based on the results of the city’s financial underwriting).

Attachment:

Affordable Housing Development Funding Request Balance Sheet  
Application Scoring Criteria

**Affordable Housing Development Funding Requests**

Project Address	<b>83 Middle Street</b>	<b>200 Valley Street</b>	<b>337 Cumberland</b>	<b>Washington Gardens</b>
Project Description	Construction of 50 units of affordable housing	Construction of 60 units of mixed income housing	Construction of 60 units of mixed-income rental housing and increased childcare spots from 58 to 107	Rehabilitation of 100 rental unit property and relocation of senior and disabled population during renovation.
Developer	CHOM	Avesta	YFO & PHA	PHA
Affordable Housing Development Funding Requests	\$0	\$595,000	\$500,000	\$400,000
HOME (approved)	\$193,266	n/a	n/a	n/a
Housing Trust Fund (approved)	\$136,734	n/a	n/a	n/a
CDBG (approved)	\$200,000	n/a	n/a	\$184,150
Healthy Neighborhood RFP	n/a	tentative \$206,921	n/a	n/a
TIF Request	\$2,062,185	\$4,092,269	\$3,296,995	\$5,714,987
Land Lease	Yes	n/a	n/a	n/a

**2020 AFFORDABLE HOUSING DEVELOPMENT FUNDING REQUESTS BALANCE SHEET**

**Funds Available**

HOME Funds Available	\$ 497,545
Housing Trust Funds Available (\$1,573,700 - \$500,000 = \$932,438)	\$ 1,073,700
	<b>\$ 1,571,245</b>

**Funding Requests**

200 Valley Street (Avesta)	\$ 595,000
337 Cumberland Avenue (PHA & YFO)	\$ 500,000
577 Washington Avenue: Washington Gardens (PHA)	\$ 400,000
	<b>\$ 1,495,000</b>

**Funds Available - Funding Requests = \$ 76,245**

**HOME Funds Available \$ 497,545**

Staff Funding Recommendations	
200 Valley Street (Avesta)	\$ 97,545
337 Cumberland Avenue (PHA & YFO)	\$ -
577 Washington Avenue: Washington Gardens (PHA)	\$ 400,000
HOME Funds Available - HOME Funding Recommendations =	\$ -

**Housing Trust Funds Available \$ 1,073,700**

Staff Funding Recommendations	
200 Valley Street (Avesta)	\$ 497,455
337 Cumberland Avenue (PHA & YFO)	\$ 500,000
577 Washington Avenue: Washington Gardens (PHA)	\$ -
Housing Trust Funds Available - HOME Funding Recommendations =	<b>\$ 76,245</b>



**City of Portland 2020 HOME Application  
Valley Street Apartments | A – Project Summary  
April 21, 2020**

Valley Street Apartments will create 60 homes in the St. John/Valley Street Neighborhood of Portland. This neighborhood has traditionally been home to Portland’s workforce, and the recent MaineMed expansion has strengthened the neighborhood's dedication to preserving its identity as a home for people of all income levels who live and work in Portland. By granting this request of \$595,000 in HOME and/or Housing Trust Fund contributions (some of which could be replaced with funds from a successful Healthy Neighborhoods application), the City of Portland can facilitate the creation of these 60 homes for less than \$10,000 per unit.

Valley Street Apartments is located at 200 Valley Street and covers four parcels of the City’s tax map: 064 F015, 064 F007, 064 F008, and 064 F009. Avesta Housing owns all four parcels. The building will be five stories on Valley Street: the first floor will feature a large community space, secure indoor bike storage, laundry, office space, and secured covered parking. The four upper floors will be comprised of 11 studio apartments, 25 one-bedroom apartments, 14 two-bedroom apartments, and 10 three-bedroom apartments. The significant grade change along C Street facilitates an additional partially below-grade parking level. All told, the redevelopment of these parcels will create 40 covered parking spots on the peninsula in the same footprint as the proposed building. Although not all residents will own cars, especially at a site that has such significant access to public transportation, the size of units and neighborhood concerns made this amount of parking a significant design priority for the building.

The sixty homes at Valley Street Apartments will have broad income targeting and promote economic diversity and integration in the neighborhood. A total of 48 apartments will have income restrictions: 36 will be reserved for households at or below 50% AMI and 12 will be reserved for households at or below 60% AMI. The remaining 12 apartments will be unrestricted market rate units. Average household income in this census tract is 71% AMI, so these market rate units will encourage economic diversity in the neighborhood. All units will have the same design features and characteristics and the same access to building amenities, thus promoting economic integration and destigmatizing affordable housing.

	Studio	One Bedroom	Two Bedroom	Three Bedroom
<b>50% Rent</b>	\$878	\$941	\$1,128	\$1,304
<b>60% Rent</b>	\$1,054	\$1,129	\$1,354	\$1,565
<b>Market Study</b>	\$1,300	\$1,600	\$1,800	\$2,000

The location of these homes is unparalleled. On the crowded Portland peninsula, it is difficult to identify locations that can support a large number of new units, even though this size of development is crucial to any resolution of the city’s affordable housing crisis. The workforce population that will live at Valley Street Apartments will benefit from the building’s proximity to significant places of employment, including Maine Medical Center. The building is also less than ½ mile from bus stops that serve six different routes, including an intracity connector, thereby linking residents of this building to hundreds of employment, educational, economic, and recreational opportunities throughout the city and greater metro area. Finally, the building makes good use of the site characteristics, using the existing site grading to secure a creative solution to neighborhood parking concerns.

Valley Street Apartments will feature high quality, environmentally sustainable design. Avesta has building standards that ensure our baseline building envelopes and mechanical systems exceed minimum building code requirements and minimize the environmental footprint. In line with these initiatives, the building will incorporate a range of features to promote and support sustainability, energy efficiency, and indoor air quality at Valley Street Apartments. Systems and features will include, but are not limited to, energy efficient heating systems, boilers, and furnaces; water conserving fixtures; Energy Star appliances; LED or Energy Star qualified lighting; and natural ventilation through operable windows.

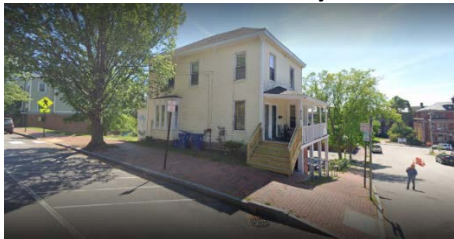
The design for Valley Street Apartments will be responsive to neighborhood characteristics. Avesta strongly believes that high quality housing that is well-integrated into the community has the best chance at achieving positive outcomes for individuals, families, and the community. Avesta's design for the Florence House property at 190 Valley Street in 2009 took special care to ensure that the design was consistent with the neighborhood context, and a similar approach informs the design for Valley Street Apartments. The architect for the project, Ryan Senatore Architects, has a proven track record of designing contextually appropriate infill developments. Ryan's residential developments include 667 Congress Street, 89 Anderson Street Apartments, and Munjoy Heights. Each design created new homes in high density neighborhoods that met the needs of residents and neighborhoods while also showing deference for existing architectural standards.

In addition to these contextual benefits, we will incorporate design features that meet the needs of residents with various mobility needs. There will be six accessible units beyond the minimum required by law, and all apartments will be on accessible routes. Other design features include levers instead of doorknobs where possible, cabinet pulls instead of knobs, lighting that promotes visibility, no-trip entryways, and accessible parking spots. High quality, safe and healthy affordable housing is Avesta's core priority and will inform every step of the design process for Valley Street Apartments.

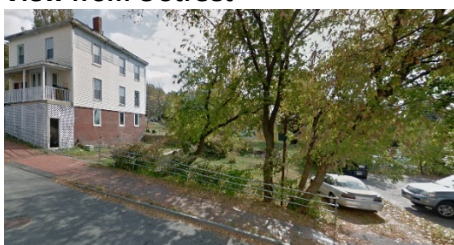
### View from Valley Street



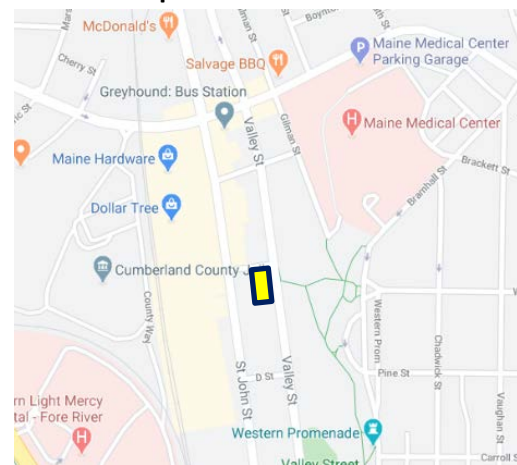
### View from corner of Valley Street & C Street



### View from C Street



### Aerial & Map view of site



# APARTMENTS

200 VALLEY STREET, PORTLAND, MAINE

APRIL 14, 2020



RYAN SENATORE **ARCHITECTURE**

PROGRESS PRINT ONLY  
Not for Construction

# APARTMENTS

200 VALLEY STREET, PORTLAND, MAINE

APRIL 14, 2020



1 PERSPECTIVE 1  
NTS

PROGRESS PRINT ONLY  
Not for Construction

RYAN SENATORE **ARCHITECTURE**

# APARTMENTS

200 VALLEY STREET, PORTLAND, MAINE

APRIL 14, 2020



1 PERSPECTIVE 2  
NTS

PROGRESS PRINT ONLY  
Not for Construction

RYAN SENATORE **ARCHITECTURE**

# APARTMENTS

200 VALLEY STREET, PORTLAND, MAINE

APRIL 14, 2020



1 PERSPECTIVE 3  
NTS

PROGRESS PRINT ONLY  
Not for Construction

RYAN SENATORE **ARCHITECTURE**

# APARTMENTS

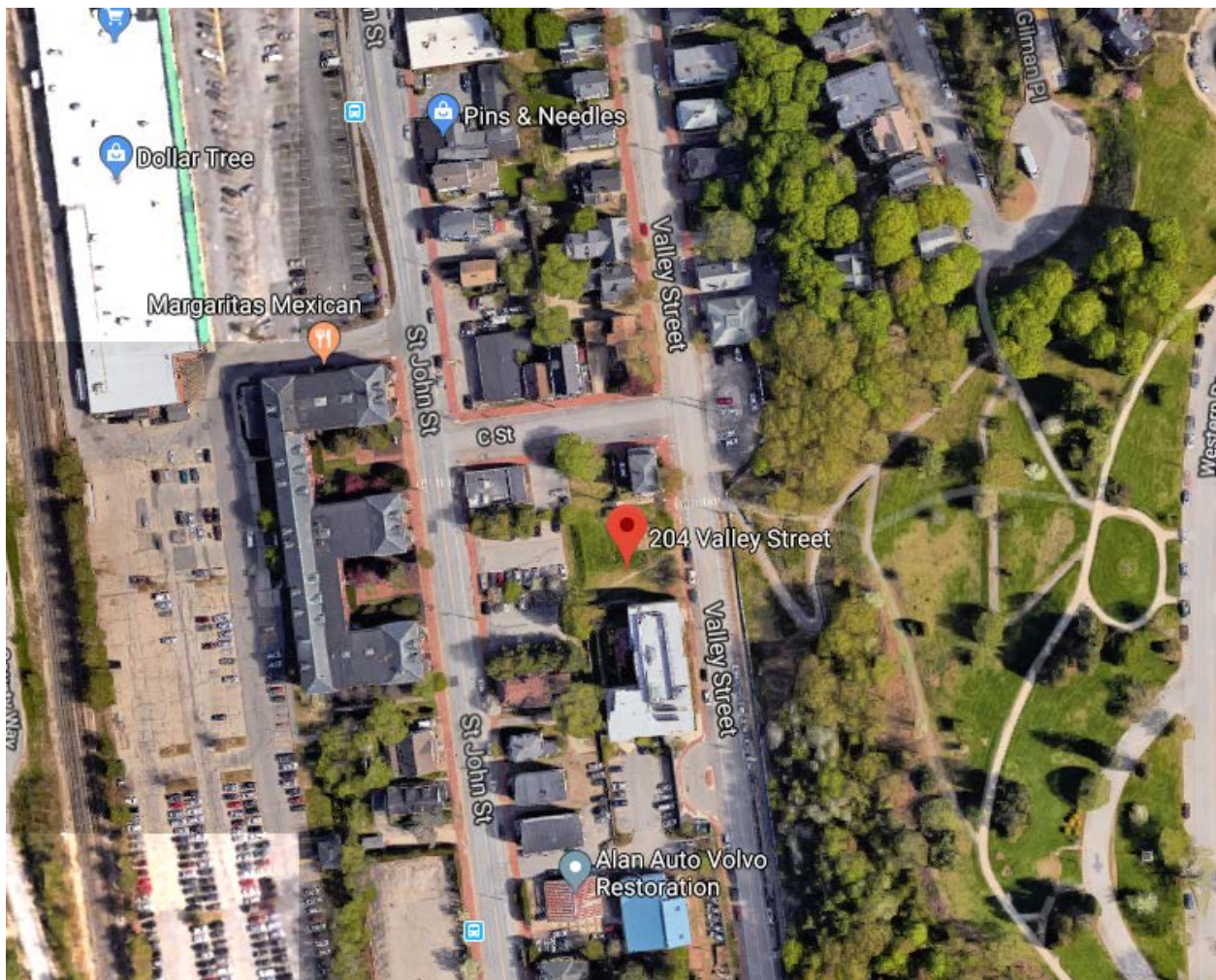
200 VALLEY STREET, PORTLAND, MAINE

APRIL 14, 2020

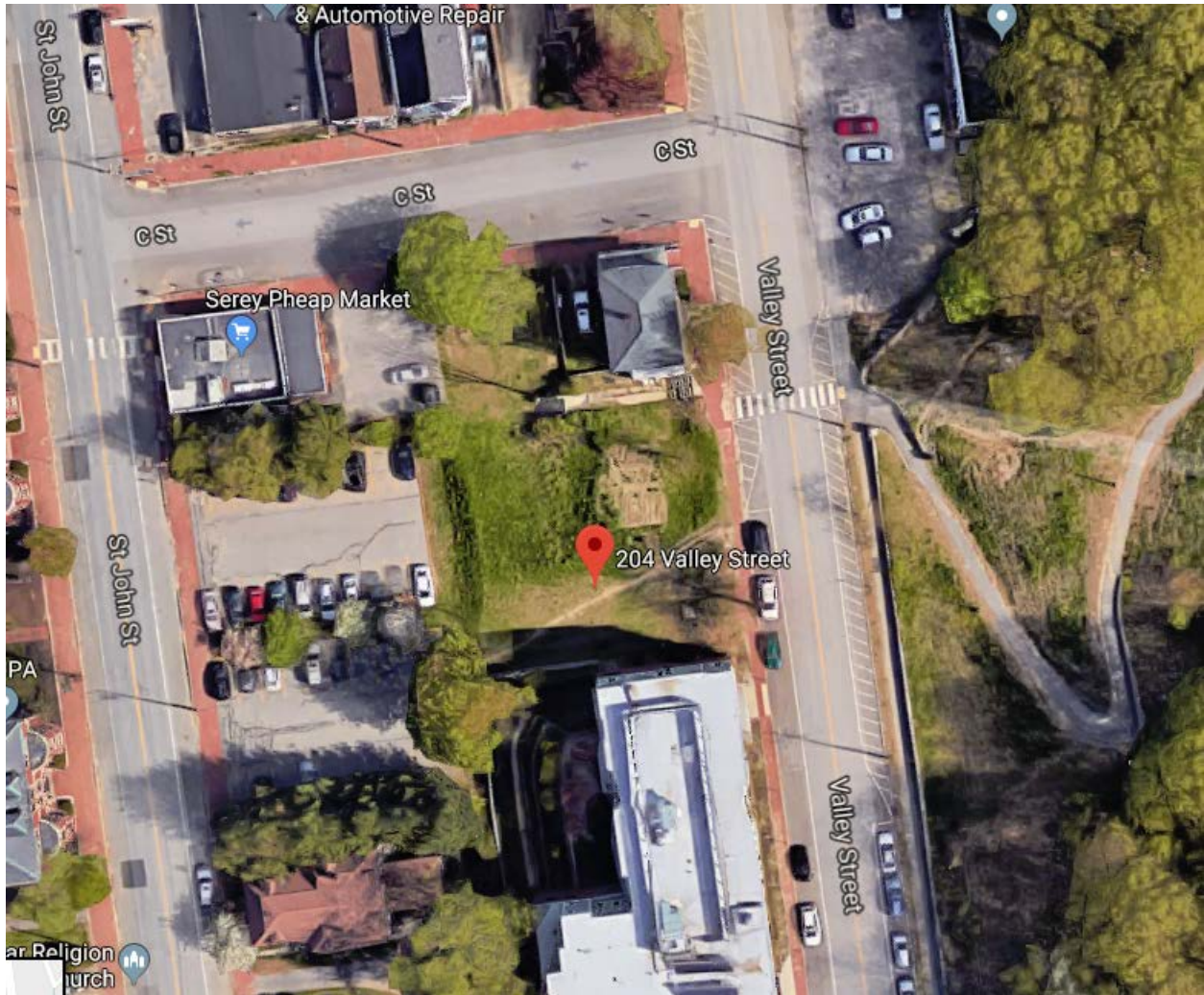


**City of Portland 2020 HOME Funds Application  
Valley Street Apartments | B5 – Map Showing Site Location  
March 6, 2020**

**Google Maps Aerial – St. John Street/Valley Street**



Google Maps Aerial – Building Site



**Google Maps Street View from Valley Street**



**Google Maps Street View from C Street**





PROJECT FINANCING								
Source		Amount	Rate	Term	Lien	Annual D/S		
						Yr. 1-5	Yr. 6-15	Yr. 16-30
Source 1:	MSHA Subsidy	960,000	0.00%	30	First	0	0	0
Source 2:	MSHA Debt	5,390,000	6.00%	30	First	323,400	323,400	323,400
Source 3:	City HOME/Healthy Neighborhood	595,000	0.00%	0	First	0	0	0
Source 4:	FHLBBoston Loan	1,025,000	2.50%	30	Second	48,600	48,600	48,600
Source 5:	FHLBBoston Subsidy	650,000	0.00%	0	Second	0	0	0
Source 6:	Conventional loan	0	5.50%	30	Second	0	0	0
Source 7:	Healthy Neighborhoods	0			Third	0	0	0
Source 8:	Other	0	0.00%	30	Unsecured	0	0	0
Source 9:	Development Fee Loan	0			Unsecured	0	0	0
Source 10:	Net Syndication	8,128,281	\$0.86					
Capitalization Gap (Surplus)		(0)						
Total Development Costs		16,748,281						

PROPOSED RENT SCHEDULE								
Type	AMI	# Units	Contract Rent	LIHTC Max Rents	Total Gross Rent*	Market Rent	Utility Allow.	Total Rent
Efficiency	50% LowHOME				0	\$1,300	33	0
	50% - PBV				0	\$1,300	33	0
	50% LIHTC	7	878	878	878	\$1,300	33	70,980
	60% LIHTC	4	1,054	1,054	1,054	\$1,300	33	49,008
	Market	0			1,100	\$1,300		0
11	50% LowHOME		0	0	0	\$1,600	43	0
	50% - PBV				0	\$1,600	43	0
	50% LIHTC	10	941	941	941	\$1,600	43	107,760
	60% LIHTC	3	1,129	1,129	1,129	\$1,600	43	39,096
	Market	12			1,400	\$1,600		201,600
25	50% LowHOME		0	0	0	\$1,800	56	0
	50% - PBV				0	\$1,800	56	0
	50% LIHTC	11	1,128	1,128	1,128	\$1,800	56	141,504
	60% LIHTC	3	1,354	1,354	1,354	\$1,800	56	46,728
	Market	0			1,600	\$1,800		0
14	50% LowHOME		0	0	0	\$2,000	70	0
	50% - PBV				0	\$2,000	70	0
	50% LIHTC	8	1,304	1,209	1,304	\$2,000	70	118,464
	60% LIHTC	2	1,565	1,451	1,565	\$2,000	70	35,880
	Market	0			1,700	\$2,000		0
3BR	50% LowHOME				0	\$2,000	70	0
	50% - PBV				0	\$2,000	70	0
	50% LIHTC	8	1,304	1,209	1,304	\$2,000	70	118,464
	60% LIHTC	2	1,565	1,451	1,565	\$2,000	70	35,880
	Market	0			1,700	\$2,000		0
10	50% LowHOME				0	\$2,000	70	0
	50% - PBV				0	\$2,000	70	0
	50% LIHTC	8	1,304	1,209	1,304	\$2,000	70	118,464
	60% LIHTC	2	1,565	1,451	1,565	\$2,000	70	35,880
	Market	0			1,700	\$2,000		0
4BR	50% LowHOME				0	\$2,000	70	0
	50% - PBV				0	\$2,000	70	0
	50% LIHTC				0	\$2,000	70	0
	60% LIHTC				0	\$2,000	70	0
	Market	0			0	\$2,000		0
Other:							0	
Subtotals		60						811,020
Total Bedrooms		94						
			Vacancy Rate		5.00%			(40,551)
			Other Income		TIF	75%		99,000
			Other Income		Laundry			2,880
			Effective Gross Income					872,349

OPERATING EXPENSES			
Expense	Annual	Annual Per Unit	Monthly Per Unit
Administrative Expenses:			
Management Fees	50,907	848	71
Management Charges	50,907	848	71
Marketing Expenses	500	8	1
Legal Expenses	500	8	1
Auditing Expenses	7,500	125	10
Other Administrative Expenses	0	0	0
Administrative Expenses	110,313	1,839	153
Operating Expenses:			
Janitorial Payroll	0	0	0
Janitorial Supplies and Equipment	0	0	0
Janitorial Contractual Services	10,000	167	14
Natural Gas	30,000	500	42
Electricity	15,000	250	21
Water and Sewer	12,500	208	17
Garbage and Trash Removal	6,500	108	9
Vehicle and Equipment Expenses	0	0	0
Other Operating Expenses	0	0	0
Operating Expenses	74,000	1,233	103
Maintenance Expenses:			
Grounds Maintenance Payroll	0	0	0
Grounds Tools and Supplies	0	0	0
Grounds Contractual Services	10,000	167	14
Miscellaneous Ground Maintenance	0	0	0
Tenant Damage Charges - Grounds	0	0	0
Building Maintenance Payroll	0	0	0
Building Tools and Supplies	0	0	0
Building Contractual Services	20,000	333	28
Building Systems Maintenance	30,000	500	42
Miscellaneous Building Maintenance	0	0	0
Tenant Damage Charges - Building	0	0	0
Maintenance Expenses	60,000	1,000	83
General Expenses:			
Property Taxes	132,000	2,200	183
Property and Liability Insurance	21,000	350	29
Investor Fees	0	0	0
Tenant Service Expenses	21,528	359	30
General Expenses	174,528	2,909	242
Replacement Reserve Funding	27,000	450	38
Parking Lease	0	0	0
Commercial Expenses (if applicable)	0	0	0
<b>Total</b>	<b>445,841</b>	<b>7,431</b>	<b>619</b>

AFFORDABLE MORTGAGE CALCULATION		
Effective Gross Income		872,349
Annual Operating Expense		445,841
Stabilized NOI		426,508
DSC	1.15	
\$ Avail for D/S		
Other DS		372,000
DCR		1.15
Affordable Mortgage		

BREAKEVEN ANALYSIS:	RENT SENSITIVITY		OCCUPANCY	
	Total		Annual	
Operating Expense	445,841		912,900	
Debt Service	372,000			
Breakeven Rent	1,136	Breakeven Occupancy	90%	

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT												
	3 Months		Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10
	9/1/2022	12/31/2022	12/31/2023	12/30/2024	12/31/2025	12/31/2026	12/31/2027	12/30/2028	12/31/2029	12/31/2030	12/31/2031	12/30/2032
Effective Gross Income	218,087	872,349	889,796	907,592	925,744	944,259	963,144	982,407	1,002,055	1,022,096	1,042,538	
Less Operating Expense	111,460	445,841	459,217	472,993	487,183	501,798	516,852	532,358	548,329	564,779	581,722	
Net Operating Income	106,627	426,508	430,579	434,599	438,561	442,460	446,291	450,049	453,726	457,317	460,816	
Less RLP Repay	80,850	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400
Less Other Repay	12,150	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600
Cash Flow	13,627	54,508	58,579	62,599	66,561	70,460	74,292	78,049	81,726	85,317	88,816	
Cash Flow per Unit	908	908	976	1,043	1,109	1,174	1,238	1,301	1,362	1,422	1,480	
Debt Coverage Ratio(RLP)		1.15	1.15	1.16	1.17	1.18	1.19	1.20	1.21	1.22	1.23	1.24
Operating Reserve Balance	409,000	429,450	450,923	473,469	497,142	521,999	548,099	575,504	604,279	634,493	666,218	699,529

Total Cash Flow Projected over 12 Years
922,257

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT, continued												
	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15	Yr 16	Yr 17	Yr 18	Yr 19	Yr 20		
	12/31/2033	12/31/2034	12/31/2035	12/30/2036	12/31/2037	12/31/2038	12/31/2039	12/30/2040	12/31/2041	12/31/2042		
Effective Gross Income	1,063,389	1,084,656	1,106,349	1,128,476	1,151,046	1,174,067	1,197,548	1,221,499	1,245,929	1,270,848		
Less Operating Expense	599,174	617,149	635,663	654,733	674,375	694,606	715,445	736,908	759,015	781,786		
Net Operating Income	464,215	467,508	470,686	473,743	476,671	479,461	482,104	484,591	486,914	489,062		
Less RLP Repay	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400	323,400		
Less Other Repay	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600	48,600		
Cash Flow	92,215	95,508	98,686	101,743	104,671	107,461	110,104	112,591	114,914	117,062		
Cash Flow per Unit	1,537	1,592	1,645	1,696	1,745	1,791	1,835	1,877	1,915	1,951		
Debt Coverage Ratio(RLP)		1.25	1.26	1.27	1.27	1.28	1.29	1.30	1.30	1.31	1.31	
Operating Reserve Balance	699,529	734,505	771,230	809,792	850,282	892,796	937,435	984,307	1,033,523	1,085,199	1,139,459	



## **Project Summary – 337 Cumberland Ave Affordable Housing Development Application**

Youth and Family Outreach creates opportunities that support learning and enhance the quality of life for children, teens, and families in Greater Portland. Together with its community partners, the Portland Housing Development Corporation provides and expands affordable housing and services that improve quality of life, build community, enhance safety and promote personal success for the people we serve and the neighborhoods in which they reside. Youth and Family Outreach and Portland Housing Development Corporation acknowledge the importance of residing in an affordable, stable home, particularly for our most vulnerable families. Combining the foundations of home and high-quality education increase the opportunity to grow with a sense of purpose, well-being, and stability. By increasing the availability of affordable homes and childcare opportunities within Portland’s downtown core, YFO and PHA will provide even more opportunity for residents of Portland to engage and prosper.

The proposed redevelopment of 337 Cumberland Ave supports the common goals of the sponsor organizations and the City of Portland by providing a newly constructed structure containing 60 mixed-income apartments and space for YFO to increase the number of families they support through early childhood education and other support services. Active and lively street frontages, families living steps from job and educational opportunities, and two community partners working together to provide a community hub are just some of the benefits from building 337 Cumberland Ave, a model sustainable building designed to embrace beauty, equity, and a stable climate for now and future generations.

The existing restaurant located at 337 Cumberland Ave will be demolished, and in its place a new 6 story building will be constructed. On the first floor will be expansion space for Youth and Family Outreach; the new space will allow the long-time neighborhood organization to support 49 additional children. The neighboring Chapel building, currently used by YFO for childcare, will be renovated to contain community space and childcare classrooms. The upper five floors will contain 60 apartments with a mix of apartment types and a blend of income targets. There will be twelve market rate units, and all apartments will be comparable in size and furnishings. Market rate units, combined with a variety of lower-targeted apartments, supports the City’s goal of promoting economic diversity in the neighborhood. A non-smoking policy will be building-wide and will extend to within 25 feet of entrances. In alignment with the sponsors’ missions to ensure children have stability and a good foundation, 10% of the homes (6 units) will be set-aside for families residing in a Portland shelter.

The building is located on an underdeveloped site in the urban core and will be a mixed-use building with uses that are fully appropriate for the site. This will provide apartments in a location within easy walking distance of the largest concentration of employment in the state, a transit hub with direct connections across Greater Portland, and on the edge of the residential neighborhood of West Bayside. Along both Portland Street and Cumberland Street the building will have appropriately designed entries and enhancements along the sidewalk edges. The YFO childcare playground areas at the street level will be improved. The team is planning for the building to meet the Core Green Building and Passive House standards, in addition to meeting the City’s Green Building Ordinance. Accessibility requirements will be



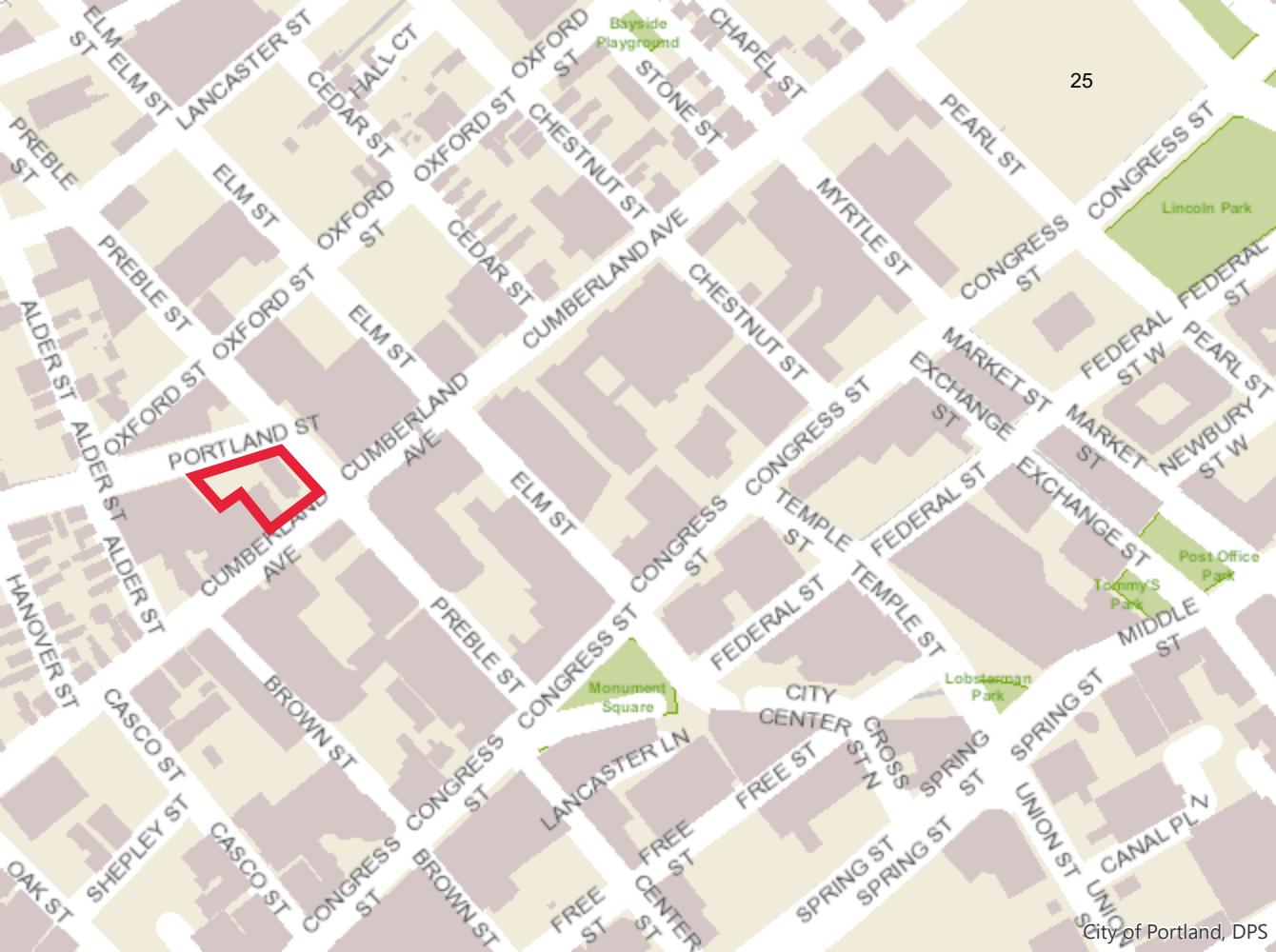
met, and careful attention will be made to compartmentalization of the apartments in order to provide optimal levels of visual, acoustical, and odor privacy. The following amenities will be available to all residents: secure entrance lobby containing a site manager's office, ADA bathroom, mailbox and package area, and gathering space for working or visiting. Additional building amenities include a laundry room, easily accessible storage for bicycles, strollers, and items that support human-powered mobility, onsite handicap parking, a community room, free wireless internet throughout the building, and access of YFO's playground spaces.

The development conforms to City of Portland and Maine Housing underwriting criteria. The developer requests \$500,000 in HOME funds, roughly \$8,333 per unit. PHDC understands and is prepared to meet all the requirements set forth by the City and HUD related to using these funds. Additionally, it is understood that the affordability period will be for at least 90 years. Below is a breakdown of the proposed unit affordability mix. The project will attempt to secure Project Based Housing Choice Vouchers from Portland Housing Authority for some of 50% AMI apartments.

Unit Size	Income Targeting (% of AMI or less)	# of Units
Studio	50% AMI	10
	60% AMI	4
	Market Rate	5
1-Bedroom	50% AMI	7
	60% AMI	3
	Market Rate	6
2-Bedroom	50% AMI	11
	60% AMI	3
	Market Rate	1
3-Bedroom	50% AMI	8
	60% AMI	2
<b>Total</b>		<b>60</b>

Portland Housing Development Corporation has a strong organizational and financial background and has organized a development team with experience and capacity to complete the project. Matthew Peters, of Elysian Enterprises LLC, will lead the development project management. Kaplan Thompson Architects and Atlantic Resource Consultants will lead the design and permitting. Portland Housing Authority will provide ongoing property management. Their background in facilities, financial compliance, and the needs of Portland residents will ensure that the building is an asset to the neighborhood and broader community.

The site is currently owned by YFO, who will lease it for 90 years to 337 Cumberland Avenue, LP, who will be the development owner. Development can be completed using current zoning and will not require a contract, conditional zone, or zoning amendment. The current timeline allows for planning board related approvals to be completed prior to City Council approval of this application. A ESA Phase I and II have been completed through Brownfields support funds through the City. Soil contamination on the site was identified that is typical for this location. A plan for containment and proper removal, as recommended by the report, is included in the project budget. The project timeline is to complete all local planning approvals by August 2020, obtain all financing commitments by the end of 2020, begin design development in January 2021, with construction starting August 2021 and lasting 16 months.



PROJECT NAME: **337 Cumberland** Date: **4/22/2020**  
 LOCATION: **337 Cumberland Ave Portland, ME 04101** Proforma:

DEVELOPMENT ASSUMPTIONS						
Total Units		60	Inflation Adjustments	Yr 1-5	Yr. 6-15	Yr. 16-30
# @ 50% AMI (low HOME)	25.0%	15	Rent	2.00%	2.00%	3.00%
# @ 50% AMI (LIHTC)	35.0%	21	Operating Expense	3.00%	3.00%	3.00%
# @ 60% AMI (High HOME)	0.0%	0	Other Income	2.00%	2.50%	3.00%
# @ 60% AMI (LIHTC)	20.0%	12	Debt Coverage Ratio	1.15		
# @ Market Rate	20.0%	12	Vacancy	5%		
Appraised Market Value		3,866,966	Market Value/Unit	\$64,449		

PRO FORMA DEVELOPMENT BUDGET				
	Residential	Per Unit	Commercial	Total
Site Improvements	0	0		0
Construction	13,550,628	225,844		13,550,628
Childcare	0	0		0
Builder Overhead	0	0		0
Builder Profit	0	0		0
Bond Premium	0	0		0
Construction Contingency	5.2% 708,531	11,809		708,531
<b>Subtotal Construction Costs</b>	<b>14,259,159</b>	<b>237,653</b>	<b>0</b>	<b>14,259,159</b>
Building Permits and Fees	383,068	6,384		383,068
Survey & Engineering	60,500	1,008		60,500
Design & Permitting	944,597	15,743		944,597
Legal	70,000	1,167		70,000
Title & Recording	11,000	183		11,000
Accounting	10,000	167		10,000
Construction Period Tax	30,000	500		30,000
Construction Period Insurance	20,000	333		20,000
Other: FF&E, Security	145,000	2,417		145,000
<b>Subtotal Soft Costs</b>	<b>1,674,165</b>	<b>27,903</b>	<b>0</b>	<b>1,674,165</b>
Construction Loan Origination Fees	52,000	867		52,000
Construction Loan Interest	273,000	4,550		273,000
Lender Inspection Fees	5,400	90		5,400
Letter of Credit Fee	250	4		250
Permanent Loan Fees	50,410	840		50,410
Other: Construction Lender Legal	15,000	250		15,000
<b>Subtotal Finance Costs</b>	<b>396,060</b>	<b>6,601</b>	<b>0</b>	<b>396,060</b>
Market Survey	6,000	100		6,000
Appraisal	7,000	117		7,000
Environmental Study	7,200	120		7,200
LIHTC Fees - prepaid monitoring	123,375	2,056		123,375
Other: Commissioning	30,000	500		30,000
Relocation Costs	0	0		0
Soft Cost Contingency	50,000	833		50,000
<b>Subtotal Miscellaneous</b>	<b>223,575</b>	<b>3,726</b>	<b>0</b>	<b>223,575</b>
Acquisition: Buildings	0	0		0
Acquisition: Land	0	0		0
Acquisition: Legal	0	0		0
<b>Subtotal Acquisition</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Operating Deficit Escrow	447,159	7,453		447,159
Pre-funded Replacements	135,506	2,258		135,506
Tax & Insurance Escrow	69,110	1,152		69,110
Reserve for Golden Rents	0	0		0
Consultant	0	0		0
Developer Overhead	750,000	12,500		750,000
Developer Profit	0	0		0
Rent-Up Reserve & Marketing	50,000	833		50,000
<b>Subtotal Fee and Reserves</b>	<b>1,451,775</b>	<b>24,196</b>	<b>0</b>	<b>1,451,775</b>
<b>Total Development Costs</b>	<b>18,004,734</b>	<b>300,079</b>	<b>0</b>	<b>18,004,734</b>
	\$17,434,200	\$290,570 max allowed		
		254,886 Bedroom Calculation		

LIHTC Alloc.	945,000
Equity yield	0.81
Synd. %	99.99%
Equity Raise	7,653,735

Historic Credit FED	0
Equity yield	0.88
Synd. %	99.99%
Equity Raise	0

Number of Tax-payers	1
Historic Credit STATE	0
Equity yield	0.89
Synd. %	99.99%
Equity Raise	0

Total Equity:	7,653,735
---------------	-----------

Gross Square Footage	69,170
Construction Cost/Sq ft.	\$206

MAXIMUM DEVELOPER FEE AVAILABLE	750,000
ACTUAL DEVELOPER FEE	750,000
% OF MAXIMUM DEVELOPER FEE	100.0%
<b>NET DEVELOPER FEE COLLECTED</b>	<b>750,000</b>
% OF MAXIMUM DEVELOPER FEE	100.0%

FLOW OF FUNDS									
Sources	CLC	During Construction				PLC	2023	2024	Total
	7/1/2021	10/1/2021	1/1/2022	4/1/2022	7/1/2022	9/1/2022			
Beginning Cash	0	0	0	0	0	0	0	0	0
Capital Contribution	382,687		50,000				153,000	153,000	7,653,735
Construction Loan	1,163	2,606,675	2,376,675	4,006,675	4,006,675	6,915,048			12,997,862
--									
MSHA Subsidy	0		480,000			480,000			960,000
MSHA Interest Only Mortgage						5,041,000			5,041,000
--						0			0
City of Portland Funds	0		450,000			50,000			500,000
AHP Loan						1,600,000			1,600,000
AHP Subsidy	0		650,000						650,000
YFO Subsidy	100,000	1,400,000				100,000			1,600,000
Reserves	0	0							0
Development Fee Loan						0			0
<b>TOTAL SOURCES</b>	<b>483,850</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>14,186,048</b>	<b>153,000</b>	<b>153,000</b>	<b>31,002,597</b>
<b>Uses</b>									
Acquisition	0					0			0
Construction		3,564,790	3,564,790	3,564,790	3,564,790	0			14,259,159
Soft Costs	300,000	340,541	340,541	340,541	340,541	12,000			1,674,165
Financing Costs	67,250	69,600	69,600	69,600	69,600	50,410			396,060
Miscellaneous	16,600	31,744	31,744	31,744	31,744	80,000			223,575
Dev Fee	100,000					344,000	153,000	153,000	750,000
Reserves	0					701,775			701,775
<b>TOTAL DEV. COSTS</b>	<b>483,850</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>1,188,185</b>	<b>153,000</b>	<b>153,000</b>	<b>18,004,734</b>
Repay GP Bridge Loan						0			0
Repay Construction Loan						12,997,862			12,997,862
Reserve for Golden Rents						0			0
SUBTOTAL OTHER ITEMS	0	0	0	0	0	12,997,862	0	0	12,997,862
<b>TOTAL USES OF FUNDS</b>	<b>483,850</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>4,006,675</b>	<b>14,186,047</b>	<b>153,000</b>	<b>153,000</b>	<b>31,002,596</b>
Ending Cash	0	0	0	0	0	0	0	0	0

PROJECT FINANCING									
Source	Amount	Rate	Term	Lien	Yr. 1-5	Yr. 6-15	Yr. 16-30	Debt Constants	
Source 1: MSHA Subsidy	960,000	0.00%	30	First	0	0	0		
Source 2: MSHA Interest Only Mortgage	5,041,000	6.00%	40	First	302,460	302,460	302,460	\$0.06000	
Source 3: --	0	5.00%	30	--	0	0	0	\$0.06442	
Source 4: City of Portland Funds	500,000	0.00%	30	Second	0	0	0		
Source 5: AHP Loan	1,600,000	3.35%	30	--	84,617	84,617	84,617	\$0.05289	
Source 6: AHP Subsidy	650,000	0.00%	30	Second	0	0	0		
Source 7: YFO Subsidy	1,600,000	0.00%	30	--					
Source 8: Reserves	0	0.00%	30	Third				Cash Flow	
Source 9: Development Fee Loan	0	0.00%	0	Unsecured				Cash Flow	
Source 10: Net Syndication	7,653,735	\$0.81	0						
Capitalization Gap (Surplus)	(0)								
<b>Total</b>	<b>18,004,734</b>								

PROPOSED RENT SCHEDULE								
Type	AMI	# Units	HAP Rents	LIHTC Max Rents	Gross Rent	Market Rent	Utility Allow.	Total Rent
Efficiency	50% HOME	0			1,017	\$1,165		0
	50% LIHTC	10		878	878	\$1,165		105,360
	60% HighHOME	0				\$1,165		0
	60% LIHTC	4		1054	1,054	\$1,165		50,592
	Market	5			1,165	\$1,165		69,900
19								
1BR	50% HOME	0			1,109	\$1,445	0	0
	50% LIHTC	7		941	941	\$1,445	0	79,044
	60% HighHOME	0				\$1,445	0	0
	60% LIHTC	3		1129	1,129	\$1,445	0	40,644
	Market	6			1,445	\$1,445	0	104,040
16								
2BR	PBV Section 8	8			1,440	\$1,725	0	138,240
	50% LIHTC	3		1128	1,128	\$1,725	0	40,608
	60% HighHOME	0				\$1,725	0	0
	60% LIHTC	3		1354	1,354	\$1,725	0	48,744
	Market	1			1,725	\$1,725	0	20,700
15	29.2%	0			0	0	0	
3BR	PBV Section 8	7			1,882	\$1,882	0	158,088
	50% LIHTC	1		1304	1,304	\$1,882	0	15,648
	50.0% HighHOME	0				\$1,882	0	0
	20.8% 60% LIHTC	2		1565	1,565	\$1,882	0	37,560
	Market	0			1,882	\$1,882	0	0
10								
4BR	50% HOME	0			1,882	\$2,000	0	0
	50% LIHTC	0			1,209	\$2,000	0	0
	60% HOME	0				\$2,000	0	0
	60% LIHTC	0			1,451	\$2,000	0	0
	Market	0			2,000	\$2,000	0	0
0								
Other:								0
Subtotals		60						909,168
			Vacancy Rate		5%			(45,458)
			Other Income		Tax Relief	75%		85,664
			Other Income		Laundry			3,000
			Effective Gross Income					952,374

OPERATING EXPENSES			
Expense	Annual	Annual Per Unit	Monthly Per Unit
<b>Administrative Expenses:</b>			
Management Fees	50,650	844	70
Management Charges	50,650	844	70
Marketing Expenses	0	0	0
Legal Expenses	2,000	33	3
Auditing Expenses	6,000	100	8
Other Administrative Expenses		0	0
<b>Administrative Expenses</b>	<b>109,300</b>	<b>1,822</b>	<b>152</b>
<b>Operating Expenses:</b>			
Janitorial Payroll	0	0	0
Janitorial Supplies and Equipment	0	0	0
Janitorial Contractual Services	15,000	250	21
Natural Gas	6,000	100	8
Electricity	41,000	683	57
Water and Sewer	14,000	233	19
Garbage and Trash Removal	4,500	75	6
Vehicle and Equipment Expenses	0	0	0
Other Operating Expenses	0	0	0
<b>Operating Expenses</b>	<b>80,500</b>	<b>1,342</b>	<b>112</b>
<b>Maintenance Expenses:</b>			
Grounds Maintenance Payroll	0	0	0
Grounds Tools and Supplies	0	0	0
Grounds Contractual Services	15,000	250	21
Miscellaneous Ground Maintenance	0	0	0
Tenant Damage Charges - Grounds	0	0	0
Building Maintenance Payroll	70,000	1,167	97
Building Tools and Supplies	10,000	167	14
Building Contractual Services	25,000	417	35
Building Systems Maintenance	15,000	250	21
Miscellaneous Building Maintenance	0	0	0
Tenant Damage Charges - Building	0	0	0
<b>Maintenance Expenses</b>	<b>135,000</b>	<b>2,250</b>	<b>188</b>
<b>General Expenses:</b>			
Property Taxes	114,219	1,904	159
Property and Liability Insurance	24,000	400	33
	0	0	0
Tenant Service Expenses	17,222	287	24
<b>General Expenses</b>	<b>155,441</b>	<b>2,591</b>	<b>216</b>
Replacement Reserve Funding	27,000	450	38
		0	0
<b>Total</b>	<b>507,242</b>	<b>8,454</b>	<b>705</b>

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT												
	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9	Yr 10	Yr 11	Yr 12
	12/31/2022	12/31/2023	12/30/2024	12/31/2025	12/31/2026	12/31/2027	12/31/2028	12/31/2029	12/31/2030	12/31/2031	12/31/2032	12/31/2033
Effective Gross Income	952,374	971,421	990,850	1,010,667	1,030,880	1,051,498	1,072,528	1,115,858	1,138,175	1,160,938	1,184,157	1,207,840
Less Operating Expense	507,242	522,459	538,133	554,277	570,905	588,032	605,673	623,843	642,559	661,835	681,691	702,141
Net Operating Income	445,132	448,962	452,717	456,390	459,975	463,465	466,854	492,014	495,616	499,103	502,467	505,699
Less RLP Repay	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460
Other Loans	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617
Cash Flow	58,055	61,885	65,640	69,313	72,898	76,388	79,777	104,937	108,539	112,026	115,390	118,622
Cash Flow per Unit	968	1,031	1,094	1,155	1,215	1,273	1,330	1,749	1,809	1,867	1,923	1,977
Debt Coverage Ratio(RLP)	1.15	1.16	1.17	1.18	1.19	1.20	1.21	1.27	1.28	1.29	1.30	1.31

Total Cash Flow Projected over 12 Years
1,043,471

PROFORMA OPERATING INCOME AND EXPENSE STATEMENT, continued												
	Yr 13	Yr 14	Yr 15	Yr 16	Yr 17	Yr 18	Yr 19	Yr 20	Yr 21	Yr 22	Yr 23	
	12/31/2034	12/31/2035	12/31/2036	12/31/2037	12/31/2038	12/31/2039	12/31/2040	12/31/2041	12/31/2042	12/31/2043	12/31/2044	
Effective Gross Income	1,231,997	1,256,637	1,281,770	1,307,405	1,346,627	1,387,026	1,428,637	1,471,496	1,515,641	1,561,110	1,607,943	
Less Operating Expense	723,206	744,902	767,249	790,266	813,974	838,393	863,545	889,452	916,135	943,619	971,928	
Net Operating Income	508,792	511,735	514,521	517,139	532,653	548,633	565,092	582,045	599,506	617,491	636,016	
Less RLP Repay	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	302,460	
Other Loans	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	84,617	
Cash Flow	121,715	124,658	127,444	130,062	145,576	161,556	178,015	194,968	212,429	230,414	248,939	
Cash Flow per Unit	2,029	2,078	2,124	2,168	2,426	2,693	2,967	3,249	3,540	3,840	4,149	
Debt Coverage Ratio(RLP)	1.31	1.32	1.33	1.34	1.38	1.42	1.46	1.50	1.55	1.60	1.64	



**PROJECT**  
**YFP**

CHILD CARE, MULTI-FAMILY HOUSING,  
 & COMMUNITY SERVICES

337 Cumberland Avenue  
 Portland, ME 04101

**CLIENT PARTNER**  
**YOUTH & FAMILY OUTREACH**  
 337 Cumberland Avenue  
 Portland, ME 04101  
 p: (207) 874-1073

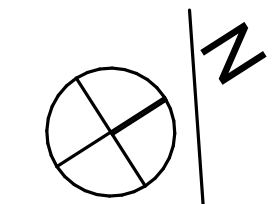
**CLIENT PARTNER**  
**PORTLAND HOUSING DEVELOPMENT CORPORATION**  
 14 Baxter Boulevard  
 Portland, ME 04101  
 p: (207) 221-8009

**CIVIL & LANDSCAPING**  
**CARROLL ASSOCIATES**  
 217 Commercial Street, Suite 200  
 Portland, ME 04101  
 p: (207) 772-1552

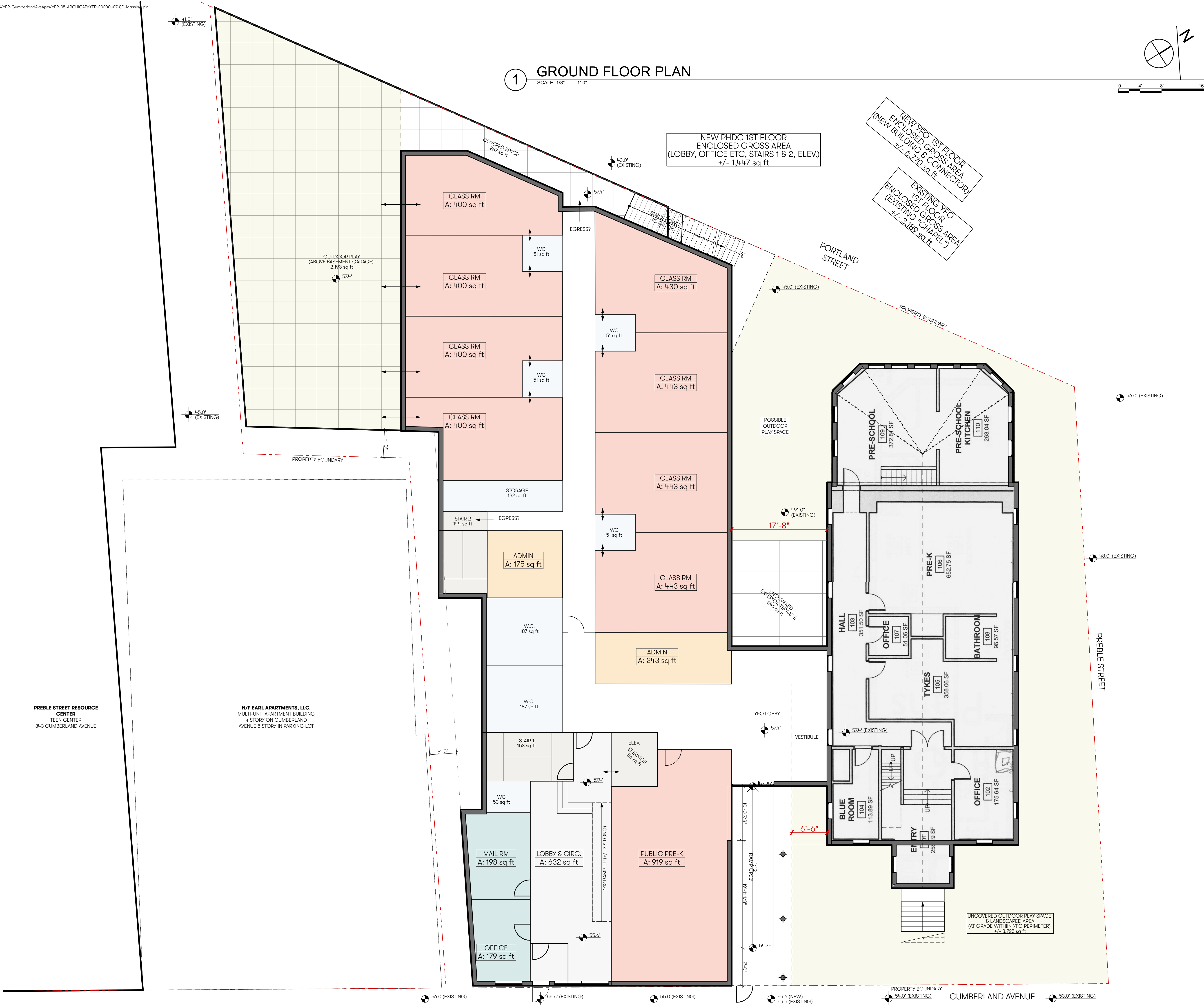
**EARLY CHILD CARE EDUCATION**  
**STUDIO MLA ARCHITECTS**  
 320 Washington Street  
 Brookline, MA 02445  
 p: (617) 608-1551

**1 GROUND FLOOR PLAN**

SCALE: 1/8" = 1'-0"



0 4' 8' 16'





## Washington Gardens – Project Summary

### PROJECT SUMMARY

Portland Housing Development Corporation (PHDC) proposes the rehabilitation of Washington Gardens, a 100-unit property in East Deering. The community contains 15 two-story, garden-style residential buildings and serves seniors and persons with disabilities. It is currently Public Housing and will convert to a Section 8 Project Based Voucher (PBV) funding platform through HUD's Section 18 Demolition & Disposition program at closing.

After nearly fifty years without a significant renovation, the property is in fair-to-poor condition and most major systems are nearing the end of their useful life. The proposed scope of work will include but is not limited to upgrading building envelopes and insulation, upgrading mechanical systems, adding new accessible units, improving sitework and ramps, renovating unit interiors and finishes, installing new energy- and water-efficient fixtures and appliances, and installing rooftop solar photovoltaic panels.

**PHDC requests \$400,000 of funding at 0% interest from the City of Portland to support the rehabilitation of 100 affordable units at Washington Gardens. This request equals \$4,000 per unit. All other rehabilitation funding sources have been secured, including an allocation of competitive 9% Low Income Housing Tax Credit (LIHTC) from MaineHousing. The project is expected to close and begin construction in Fall 2020.**

### UNIT MIX

Washington Gardens currently contains 100 units, comprised of 60 studio units, 36 one-bedroom units and four (4) two-bedroom units. No change in unit mix or use will occur following rehabilitation.

### TENANTS SERVED

**Washington Gardens will continue to serve a senior (55+) and disabled population. All units will be restricted to households earning at or below 50% and 60% of AMI. All 100 units will benefit from a PBV.**

Following rehabilitation, 17 units will be reconfigured to be accessible to serve persons with a physical disability. Two (2) units will be designed with audio/visual communication features to serve residents who are hearing- and/or sight-impaired.

Washington Gardens will comply with the City of Portland's 10% Homeless Set-Aside requirement, contingent upon a funding award. As a rehabilitation, a Homeless Set-Aside Agreement will need to align with certain HUD requirements, including existing residents' right-to-return, waitlist and leasing requirements, and the Section 8 Project-Based Voucher program, among others. We anticipate future discussions with the City to satisfy the requirements of all parties involved.

### SPECIAL FEATURES

Washington Gardens contains a community room, central laundry facilities, an outdoor patio and gazebo, and on-site property management. The property benefits from a part-time, on-site mental health worker from Shalom House.

### IMPACT ON NEIGHBORHOOD

**The Washington Gardens rehabilitation will further improve East Deering and the City of Portland's stock of quality, affordable housing options for seniors and persons with disabilities.** This project will guarantee the buildings' long-term physical and financial sustainability, better serve the needs of its residents, and improve accessibility.

## RESPONSE TO SELECTION CRITERION AND PREFERENCE GUIDELINES

### *PROPOSED USE OF FUNDS TO ACHIEVE CITY OF PORTLAND'S GOALS & ADDRESS DEMONSTRATED NEEDS*

- MARKET DEMAND – High demand exists for affordable studio, one-bedroom and two-bedroom rental units in Portland for seniors and persons with disabilities. **This project will meet the market's high demand for affordability with 100 vouchered units in East Deering.**
- ZONING – No zoning amendments or contract or conditional zones are required.
- ECONOMIC DIVERSITY – This project will promote economic diversity in the East Deering neighborhoods. The average family income in the East Deering census tract is \$71,898, or 77% of AMI. The average income has risen in this census tract over the past five years. The rehabilitation will maintain affordable homes for seniors and persons with disabilities earning at or below 60% AMI.
- CITY SUBSIDY – **This application requests \$4,000 of subsidy per unit.**

### *IMPACT ON SURROUNDING NEIGHBORHOOD, DESIGN COMPATIBILITY & ENVIRONMENTAL ISSUES*

- SITE SELECTION – The project is fully appropriate for use as multifamily residential. Washington Gardens is surrounded on all sides by low-rise single- and multi-family properties.
- EXTERIOR DESIGN – Washington Gardens was built in 1973. Its designs is fully consistent with the surrounding neighborhood design characteristics. It's 15 low-rise, wooden-framed buildings blend in with adjacent low-rise properties and enhance the residential atmosphere of the community.
- AMENITIES AND UNIT DESIGN – Washington Gardens offers its residents a suite of amenities, including a community room, central laundry facilities, an outdoor patio and gazebo, and on-site property management. Residents will benefit from a part-time, on-site mental health worker from the Shalom House. The property is, and will continue to be, non-smoking. The rehabilitation will bring units up to like-new status with modern, marketable and durable features and finishes.
- ENVIRONMENTAL – No environmental issues exist at Washington Gardens. The City of Portland completed an Environmental Assessment (EA) of Washington Gardens on 8/15/19 and recommended a Finding Of No Significant Impact (FONSI). HUD approved the EA on 10/1/19.

### *FINANCIAL FEASIBILITY, INCLUDING COST, DEVELOPMENT BUDGET, PRO FORMA & LEVERAGED FUNDS*

- DEVELOPMENT BUDGET & SOURCES AND USES – Every development budget line item complies with applicable City of Portland guidelines. Project budget, sources and uses are reasonable & customary.
- OPERATING PRO FORMA – Every operating pro forma line item complies with applicable City of Portland guidelines. Operating expenses are reasonable and customary.

### *APPLICANT'S ABILITY TO COMPLETE PROJECT*

- READINESS TO PROCEED – **The project is anticipated to begin construction in Fall 2020 and be completed by mid-2022. Except for an award of City HOME/HTF, all other funding sources have been secured, including an allocation of 9% Low Income Housing Tax Credit (LIHTC) from MaineHousing.** All project sources are projected at terms and conditions that are consistent with PHDC's experience and deemed reasonable.
- TRACK RECORD OF DEVELOPMENT TEAM – Every development member has a long and successful track record with projects similar to the Washington Gardens rehab. PHDC (developer), CWS Architects (architect), Carroll & Associates (landscape architect), and Drummond Woodsum (attorney) have extensive experience with multifamily renovation projects in Portland.
- CURRENT CAPACITY OF DEVELOPMENT TEAM – All development team members have exceptional depth of human and financial resources to complete this project. PHDC extensively vets all partners to ensure appropriate staff availability, technical expertise and financial capacity. PHDC selects all development team members through a competitive RFQ or RFP procurement process to ensure that only the most qualified firms work on each of our multifamily projects.

BUILDING EXTERIORS



*ON-SITE PROPERTY MANAGEMENT OFFICE*



*COMMUNITY CENTER*



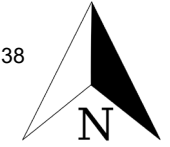
# Washington Gardens

577 Washington Avenue, Portland, ME 04103



# Washington Gardens

577 Washington Avenue, Portland, ME 04103

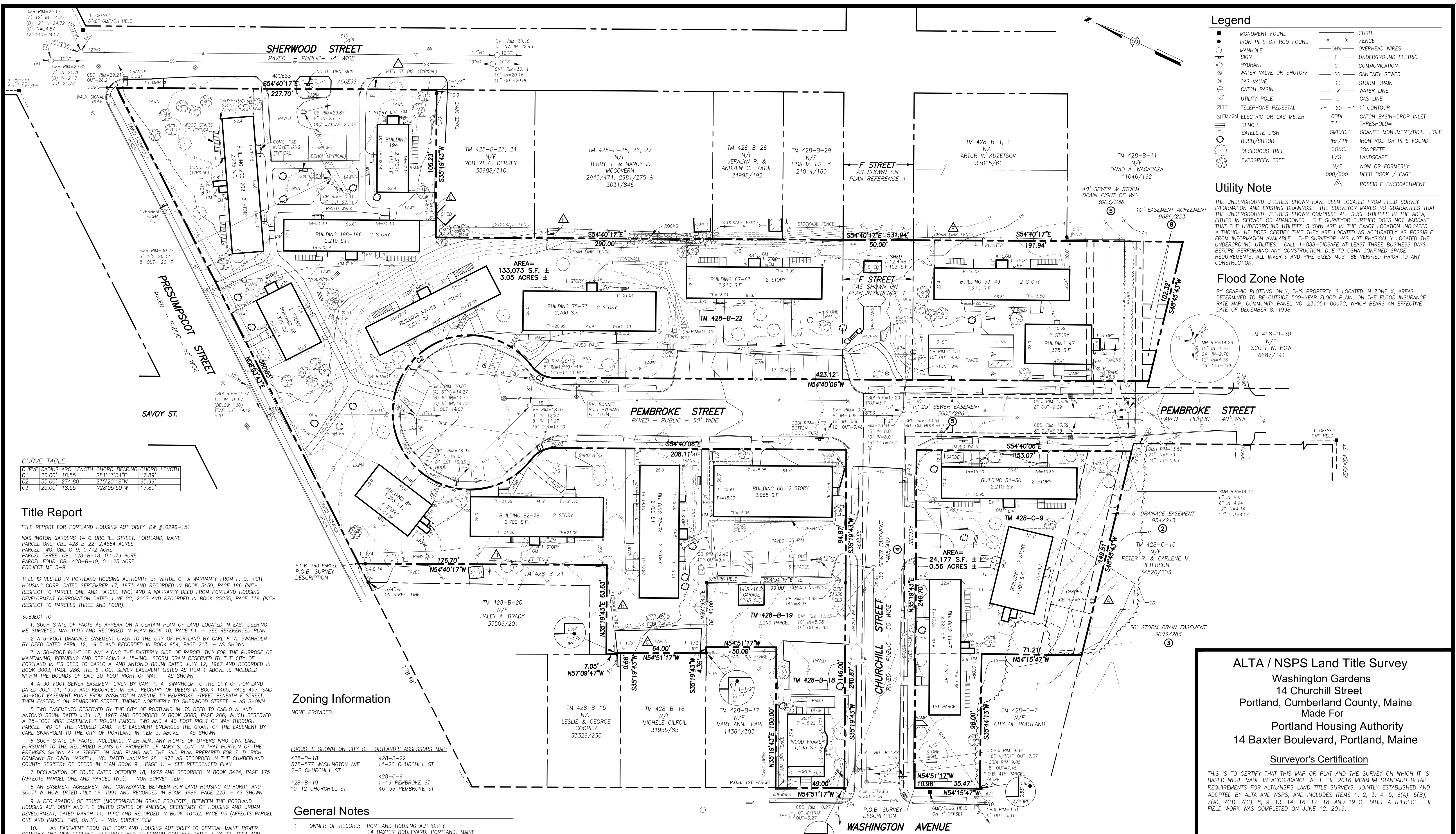


# Washington Gardens – Parcel Map

Comprised of four parcels:

- 428-B-022 – includes 12 Residential Buildings and Community Center
- 428-C-009 – includes 3 Residential Buildings
- 428-B-018 – includes Property Management Office
- 428-B-019 – includes Maintenance Shed





### Legend

■ MONUMENT FOUND	— X — FENCE
○ IRON PIPE OR ROD FOUND	— OHW — OVERHEAD WIRES
● MANHOLE	— E — UNDERGROUND ELECTRIC
⊙ SIGN	— C — COMMUNICATION
⊕ HYDRANT	— SS — SANITARY SEWER
⊗ WATER VALVE OR SHUTOFF	— SD — STORM DRAIN
⊘ GAS VALVE	— W — WATER LINE
⊙ CATCH BASIN	— G — GAS LINE
⊕ UTILITY POLE	— 60' — 1' CONTOUR
⊕ TP TELEPHONE PEDESTAL	⊕ EM/GM ELECTRIC OR GAS METER
⊕ CM/GM ELECTRIC OR GAS METER	⊕ BENCH
⊕ BENCH	⊕ GM/DH GRANITE MONUMENT/DRILL HOLE
⊕ SATELLITE DISH	⊕ IRF/PPF IRON ROD OR PIPE FOUND
⊕ BUSH/SHRUB	⊕ CONC. CONCRETE
⊕ DECIDUOUS TREE	⊕ LANDSCAPE
⊕ EVERGREEN TREE	⊕ N/F NOW OR FORMERLY
	⊕ 000/000 DEED BOOK / PAGE
	⊕ POSSIBLE ENCROACHMENT

### Utility Note

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CALL 1-888-DIGSAFE AT LEAST THREE BUSINESS DAYS BEFORE PERFORMING ANY CONSTRUCTION. DUE TO OSHA CONTAINED SPACE REQUIREMENTS, ALL INVERTS AND PIPE SIZES MUST BE VERIFIED PRIOR TO ANY CONSTRUCTION.

### Flood Zone Note

BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS LOCATED IN ZONE X, AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOOD PLAIN, ON THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 230051-0007C, WHICH BEARS AN EFFECTIVE DATE OF DECEMBER 8, 1998.

### CURVE TABLE

CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	20.00'	18.55'	S81°13'34"E	17.89'
C2	55.00'	274.80'	S35°20'18"W	65.99'
C3	20.00'	18.55'	N28°05'50"W	17.89'

### Title Report

TITLE REPORT FOR PORTLAND HOUSING AUTHORITY, DW #10296-151

WASHINGTON GARDENS 14 CHURCHILL STREET, PORTLAND, MAINE  
 PARCEL ONE: CBL 428-B-22; 2.4564 ACRES  
 PARCEL TWO: CBL C-9; 0.742 ACRES  
 PARCEL THREE: CBL 428-B-18; 0.1079 ACRES  
 PARCEL FOUR: CBL 428-B-19; 0.1125 ACRES  
 PROJECT ME 3-9

TITLE IS VESTED IN PORTLAND HOUSING AUTHORITY BY VIRTUE OF A WARRANTY FROM F. D. RICH HOUSING CORP. DATED SEPTEMBER 17, 1973 AND RECORDED IN BOOK 3459, PAGE 186 (WITH RESPECT TO PARCEL ONE AND PARCEL TWO) AND A WARRANTY DEED FROM PORTLAND HOUSING DEVELOPMENT CORPORATION DATED JUNE 22, 2007 AND RECORDED IN BOOK 25235, PAGE 339 (WITH RESPECT TO PARCELS THREE AND FOUR).

### Zoning Information

NONE PROVIDED

LOCUS IS SHOWN ON CITY OF PORTLAND'S ASSESSORS' MAP:

428-B-18	428-B-22
575-577 WASHINGTON AVE	14-20 CHURCHILL ST
2-8 CHURCHILL ST	
428-B-19	428-C-9
10-12 CHURCHILL ST	1-19 PEMBROKE ST
	46-56 PEMBROKE ST

### General Notes

- OWNER OF RECORD: PORTLAND HOUSING AUTHORITY, 14 BAXTER BOULEVARD, PORTLAND, MAINE, C.C.R.D. BOOK 3459, PAGE 186, C.C.R.D. BOOK 25235, PAGE 339
- BEARINGS ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM MAINE WEST NAD83. CITY COORDINATES FOR 3 FOOT OFFSET MONUMENTS ON VERANDA STREET AT DALTON STREET AND SHERWOOD STREET PER PLAN REFERENCE 3.
- ELEVATIONS ARE BASED ON NGVD 1929. BENCHMARK: CITY POINT MD01-PO-295 ELEVATION 12.00'.
- NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION, BUILDING ADDITIONS, OR RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS WAS OBSERVED.
- NO PROPOSED CHANGES IN STREET LINES IS KNOWN BY THIS SURVEYOR.
- NO WETLANDS DELINEATED BY THE APPROPRIATE AUTHORITY OBSERVED AT THE TIME OF THE SURVEY.

### Plan References

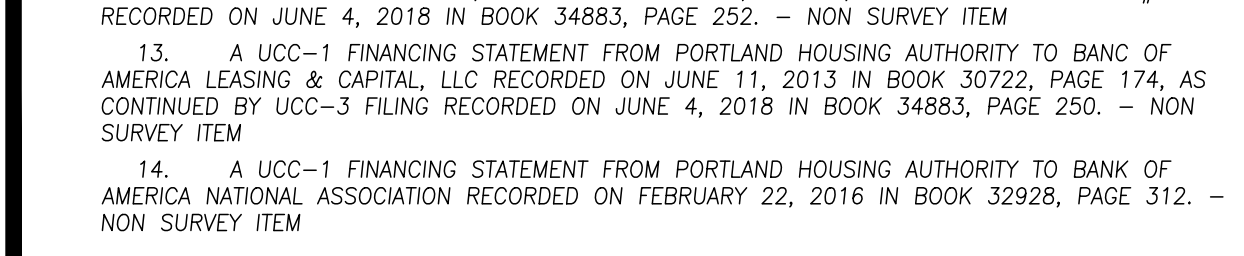
- "PLAN OF LAND IN PORTLAND, MAINE FOR R.D. RICH COMPANY JAN. 28, 1972" BY OWEN HASKELL, INC. RECORDED IN PLAN BOOK 91, PAGE 1.
- "BOUNDARY SURVEY ON WASHINGTON AVENUE, PORTLAND, MAINE MADE FOR RECORD OWNER D&D PROPERTIES LLC MAY 5, 2017" BY OWEN HASKELL, INC.
- "BOUNDARY SURVEY AT 116 SHERWOOD STREET, PORTLAND, MAINE MADE FOR SYDNEY HARRISON DATED MAY 4, 2017 REVISED THROUGH 2-16-18" BY OWEN HASKELL, INC.
- "CITY OF PORTLAND, MAINE PUBLIC WORKS DEPARTMENT ENGINEERING SECTION VERANDA STREET MONUMENT LAYOUT PLAN WASHINGTON AVENUE TO RICHMOND STREET JANUARY 1996"

### Possible Encroachments

- GARDEN ONTO ABUTTER 28'±
- PAVEMENT ONTO LOCUS 3'-6"±
- CEMENT AND CHAIN LINK FENCE ONTO LOCUS 20'±
- SHED AND CHAIN LINK FENCE ONTO LOCUS 1.5' ±
- SATELLITE DISH ONTO STREET RIGHT OF WAY 1'±
- CHAIN LINK FENCE ONTO ABUTTERS 2'-7"±

### Lot Areas

TM 428-B-18, 19 & 22	AREA= 1,33,073± S.F. 3.05± ACRES
TM 428-C-9	AREA= 24,178± S.F. 0.56 ACRES



## ALTA / NSPS Land Title Survey

Washington Gardens  
 14 Churchill Street  
 Portland, Cumberland County, Maine  
 Made For  
 Portland Housing Authority  
 14 Baxter Boulevard, Portland, Maine

### Surveyor's Certification

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2016 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 5, 6(A), 6(B), 7(A), 7(B), 7(C), 8, 9, 13, 14, 16, 17, 18, AND 19 OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON JUNE 12, 2019.

RANDY L. LOUBIER  
 PROFESSIONAL LAND SURVEYOR NO. 2407

DATE OF PLAT OR MAP: JUNE 21, 2019  
 DATE OF LAST REVISION: JANUARY 9, 2020

## OWEN HASKELL, INC.

PROFESSIONAL LAND SURVEYORS

390 U.S. ROUTE 1, UNIT 10, FALMOUTH, ME 04105 TEL. 207-774-0424

DRAWN BY: RS / JLW	FIELD BOOK: FILE	JOB NO. 2019-043 P
CHECKED BY: RRL	SCALE: 1" = 30'	DRWG. NO. 1

## Legal Description

A CERTAIN LOT OR PARCEL OF LAND WITH THE BUILDINGS THEREON SITUATED ON THE NORTHEASTERLY SIDE OF WASHINGTON AVENUE AT EAST DEERING IN SAID PORTLAND, BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT IN THE NORTHEASTERLY SIDE LINE OF SAID WASHINGTON AVENUE, WHICH POINT IS DISTANT ONE HUNDRED AND FORTY-FIVE (145) FEET NORTHWESTERLY ON SAID SIDE LINE FROM THE CORNER OF THE LOT NOW OR FORMERLY OF JAMES L. PIERCE, AND WHICH POINT IS ALSO THE CORNER FORMED BY THE NORTHEASTERLY SIDE LINE OF WASHINGTON AVENUE AND THE WESTERLY SIDE LINE OF A STREET KNOWN AS F STREET; THENCE NORTHEASTERLY AT RIGHT ANGLES OR NEARLY SO TO WASHINGTON AVENUE AND ALONG THE WESTERLY SIDE LINE OF SAID F STREET, NINETY-SIX (96) FEET; THENCE NORTHWESTERLY IN A STRAIGHT LINE FORTY-NINE (49) FEET MORE OR LESS TO THE NORTHEASTERLY CORNER OF THE LOT OF LAND JAMES LUCAS CONVEYED TO EDWARD W. CONROY JANUARY 5TH, 1886; THENCE SOUTHWESTERLY BY SAID CONROY LOT NINETY-SIX (96) FEET, MORE OR LESS, TO THE NORTHEASTERLY SIDE LINE OF WASHINGTON AVENUE; THENCE SOUTHEASTERLY ALONG THE SAID SIDE LINE OF WASHINGTON AVENUE FORTY-NINE (49) FEET MORE OR LESS TO THE POINT OF BEGINNING.

BEING THE SAME PREMISES CONVEYED TO LEON M. EASLER AND MARION L. EASLER BY DEED OF GRACE E. SCHREIBER DATED JUNE 28, 1944 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 1752, PAGE 157. LEON M. EASLER DIED ON AUGUST 9, 1981 LEAVING MARION L. EASLER AS SURVIVING JOINT TENANT.

ALSO A CERTAIN LOT OF LAND SITUATED IN SAID PORTLAND, COUNTY OF CUMBERLAND AND STATE OF MAINE AND MORE PARTICULARLY DESCRIBED AS, VIZ: REAL ESTATE, PORTLAND, MAINE ASSESSOR'S PLANS ON FILE IN ASSESSOR'S OFFICE, CITY HALL, 428-B-19, CHURCHILL ST., 10-12, CONSISTING OF APPROXIMATELY 4899 SQUARE FEET.

BEING THE SAME PREMISES CONVEYED TO GRANTOR HEREIN BY DEED OF SALE BY PERSONAL REPRESENTATIVE FROM NEIL K. STILLMAN AS PERSONAL REPRESENTATIVE OF THE ESTATE OF MARION B. EASLER DATED OCTOBER 13, 2003 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 20474, PAGE 21.

A CERTAIN LOT OR PARCEL OF LAND WITH THE BUILDINGS THEREON, SOUTHEASTERLY OF PRESUMPCOT STREET, CITY OF PORTLAND, COUNTY OF CUMBERLAND AND STATE OF MAINE, BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON SET ON THE SOUTHEASTERLY SIDELINE OF PRESUMPCOT STREET, SAID IRON BEING 178.48 FEET NORTHEASTERLY FROM THE NORTHEASTERLY SIDELINE OF WASHINGTON AVENUE; THENCE SOUTH 38° 19' EAST 176.70 FEET ALONG LAND NOW OR FORMERLY OF GRACE M. SAWYER TO AN IRON; THENCE SOUTH 51° 41' WEST 63.63 FEET TO AN IRON AT LAND NOW OR FORMERLY OF JOSEPHINE BAGNOLI; THENCE SOUTH 40° 48' 30" EAST 7.05 FEET TO AN IRON AT LAND NOW OR FORMERLY OF CARROLL A. BLACK, ET AL; THENCE NORTH 51° 41' EAST 0.66 FEET TO AN IRON; THENCE SOUTH 38° 30' EAST ALONG LAND OF SAID BLACK 64 FEET TO AN IRON SET IN THE GROUND AT THE MOST NORTHERLY CORNER OF LAND NOW OR FORMERLY OF JOHN H. DUFFY; THENCE NORTH 51° 41' EAST 50.35 FEET TO AN IRON SET IN THE MOST NORTHERLY CORNER OF LAND NOW OR FORMERLY OF ANNIE E. SWANHOLM; THENCE SOUTH 38° 30' EAST 99 FEET TO AN IRON SET AT THE NORTHWESTERLY SIDELINE OF F STREET; THENCE NORTH 51° 41' EAST 95.38 FEET, NORTH 48° 00' EAST 49.10 FEET, AND NORTH 51° 41' EAST 100 FEET ALONG THE NORTHWESTERLY SIDELINE OF F STREET TO THE MOST SOUTHERLY CORNER OF LAND NOW OR FORMERLY OF JOHN D. LAMBERT, ET AL; THENCE NORTH 38° 19' WEST ALONG LAND OF SAID LAMBERT, LAND OF JOSEPH B. KNIGHT, ET AL, LAND NOW OR FORMERLY OF TERRY J. MCGOVERN, ET AL, AND LAND NOW OR FORMERLY OF RICHARD HARRIS, ET AL 290 FEET TO AN IRON SET AT THE MOST NORTHWESTERLY CORNER OF LAND OF SAID HARRIS; THENCE NORTH 51° 41' EAST 105.23 FEET ALONG LAND OF SAID HARRIS TO AN IRON SET ON THE NORTHWESTERLY SIDELINE OF SHERWOOD STREET; THENCE NORTH 38° 19' WEST 227.70 FEET TO AN IRON SET AT THE INTERSECTION OF THE NORTHWESTERLY SIDELINE OF SHERWOOD STREET WITH THE SOUTHEASTERLY SIDELINE OF PRESUMPCOT STREET; THENCE SOUTH 24° 25' WEST 380.03 FEET ALONG THE SOUTHEASTERLY SIDELINE OF PRESUMPCOT STREET TO AN IRON SET AND THE POINT OF BEGINNING.

BEING THE SAME PREMISES CONVEYED TO CARLO A. AND ANTONIO BURNI BY QUIT-CLAIM DEED OF THE CITY OF PORTLAND, DATED MAY 10, 1967 AND RECORDED IN THE CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 3000, PAGE 851, AND A PORTION OF THE PREMISES CONVEYED TO JAMES AND LENA BRUNI BY QUIT-CLAIM DEED OF THE CITY OF PORTLAND, DATED SEPTEMBER 21, 1962 AND RECORDED IN SAID REGISTRY OF DEEDS IN BOOK 2869, PAGE 254.

ALSO, A CERTAIN LOT OR PARCEL OF LAND SITUATED ON THE NORTHEASTERLY SIDE OF WASHINGTON AVENUE AND THE SOUTHERLY SIDE OF F STREET AS SHOWN ON A PLAN OF PROPERTY OF MARY S. LUNT, DATED MAY, 1903 AND RECORDED IN SAID REGISTRY OF DEEDS, PLAN BOOK 10, PAGE 91, BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT AN IRON SET IN THE EASTERLY SIDE OF WASHINGTON AVENUE AT THE MOST WESTERLY CORNER OF LAND CONVEYED BY CARL F. A. SWANHOLM TO FREDERIC J. LAUGHLIN, DATED AUGUST 3, 1916 AND RECORDED IN SAID REGISTRY OF DEEDS IN BOOK 973, PAGE 456; THENCE NORTH 52° 05' 30" EAST 96 FEET ALONG LAND FORMERLY OF SAID LAUGHLIN, AND NOW OF C. GENE WELLS, TO AN IRON SET AT HIS MOST NORTHERLY CORNER; THENCE SOUTH 37° 54' 30" EAST 71.21 FEET TO AN IRON SET AT LAND NOW OR FORMERLY OF JAMES L. BICKFORD, ET AL; THENCE NORTH 65° 07' EAST 303.24 FEET TO AN IRON SET AT LAND NOW OR FORMERLY OF F. GERTRUDE MESERVE; THENCE NORTH 38° 19' WEST 191.94 FEET TO AN IRON AT THE SOUTHEASTERLY SIDELINE OF F STREET; THENCE SOUTH 51° 41' WEST 100 FEET, SOUTH 48° 00' WEST 49.10 FEET, AND SOUTH 51° 41' WEST 241.22 FEET ALONG THE SOUTHEASTERLY SIDE OF F STREET TO THE NORTHEASTERLY SIDE OF WASHINGTON AVENUE; THENCE SOUTH 37° 54' 30" EAST 46.43 FEET TO AN IRON SET IN THE GROUND AND POINT OF BEGINNING.

BEING THE SAME PREMISES CONVEYED TO CARLO A. AND ANTONIO BRUNI BY QUIT-CLAIM DEED OF THE CITY OF PORTLAND, DATED JULY 12, 1967 AND RECORDED IN SAID REGISTRY OF DEEDS IN BOOK 3003, PAGE 286, AND THE SAME CONVEYED TO CARLO A. AND ANTONIO BURNI BY QUIT-CLAIM DEED OF THE CITY OF PORTLAND, DATED JULY 12, 1967 AND RECORDED IN SAID REGISTRY OF DEEDS IN BOOK 3003, PAGE 288.

## Survey Description

### 0.56 ACRE PARCEL

A CERTAIN LOT OR PARCEL OF LAND WITH THE BUILDINGS THEREON, SITUATED IN PORTLAND, COUNTY OF CUMBERLAND AND STATE OF MAINE LOCATED ON THE EASTERLY SIDE OF WASHINGTON AVENUE, SOUTHERLY SIDE OF CHURCHILL STREET AND WESTERLY SIDE OF PEMBROKE STREET AS SHOWN ON PLAN TITLED "ALTA/NSPS LAND TITLE SURVEY WASHINGTON GARDENS 14 CHURCHILL STREET PORTLAND, CUMBERLAND COUNTY, MAINE MADE FOR PORTLAND HOUSING AUTHORITY" BY OWEN HASKELL, INC. DATED JUNE 21, 2020 REVISED THROUGH 1/9/2020, BEING BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE INTERSECTION OF THE EASTERLY SIDELINE OF WASHINGTON AVENUE AND THE SOUTHERLY SIDELINE OF CHURCHILL STREET;

THENCE, N 35°19'43" E ALONG THE SOUTHERLY SIDELINE OF SAID CHURCHILL STREET 240.70 FEET TO THE WESTERLY SIDELINE OF PEMBROKE STREET;

THENCE, S 54°40'06" E ALONG THE WESTERLY SIDELINE OF SAID PEMBROKE STREET 153.07 FEET TO THE NORTHERLY LINE OF LAND NOW OR FORMERLY OF PETER R. & CARLENE M. PETERSON AS DESCRIBED IN DEED BOOK 34526, PAGE 203;

THENCE, S 48°45'43" W ALONG THE NORTHERLY LINE OF LAND OF SAID PETERSON 149.51 FEET TO THE EASTERLY LINE OF LAND NOW OR FORMERLY OF CITY OF PORTLAND;

THENCE, N 54°15'47" W ALONG THE EASTELRY LINE OF LAND OF SAID CITY OF PORTLAND 71.21 FEET;

THENCE, S 35°44'13" W ALONG THE NORTHERLY LINE OF LAND OF CITY OF PORTLAND 96.00 FEET TO THE EASTELRY SIDELINE OF SAID WASHINGTON AVENUE;

THENCE, N 54°15'47" W ALONG THE EASTELRY SIDELINE OF WASHINGTON AVENUE 35.47 FEET TO AN ANGLE POINT;

THENCE, N 54°51'17"W CONTINUING ALONG THE EASTELRY SIDELINE OF WASHINTON AVENUE 10.96 FEET TO THE POINT OF BEGINNING, CONTAINING 27,177 S.F. OR 0.56 ACRES, MORE OR LESS.

BEARINGS ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM WEST ZONE NAD 83.

### 3.06 ACRE PARCEL

A CERTAIN LOT OR PARCEL OF LAND WITH THE BUILDINGS THEREON, SITUATED IN PORTLAND, COUNTY OF CUMBERLAND AND STATE OF MAINE LOCATED AT THE NORTHERLY END OF PEMBROOK STREET AS SHOWN ON PLAN TITLED "ALTA/NSPS LAND TITLE SURVEY WASHINGTON GARDENS 14 CHURCHILL STREET PORTLAND, CUMBERLAND COUNTY, MAINE MADE FOR PORTLAND HOUSING AUTHORITY" BY OWEN HASKELL, INC. DATED JUNE 21, 2020 REVISED THROUGH 1/9/2020, BEING BOUNDED AND DESCRIBED AS FOLLOWS:

BEGINNING ON THE SOUTHERLY SIDELINE OF PRESUMPCOT STREET AT THE NORTHEASTERLY CORNER OF LAND NOW OR FORMERLY OF HALEY A. BRADY AS DESCRIBED IN DEED BOOK 35506, PAGE 201;

THENCE, N 08°03'43" E ALONG THE SOUTHERLY SIDELINE OF PRESUMPCOT STREET 380.03 FEET TO THE WESTERLY SIDELINE OF SHERWOOD STREET;

THENCE, S 54°40'17" E ALONG THE WESTERLY SIDELINE OF SAID SHERWOOD STREET 227.70 FEET TO THE NORTHERLY LINE OF LAND NOW OR FORMERLY OF ROBERT C. DERREY AS DESCRIBED IN DEED BOOK 33988, PAGE 310;

THENCE, S 35°19'43" W ALONG THE NORTHERLY LINE OF LAND OF SAID DERREY 105.23 FEET;

THENCE, S 54°40'17" E ALONG THE WESTERLY LINE OF LANDS OF DERRY, LAND NOW OR FORMERLY OF TERRY J. & NANCY J. MCGOVERN AS DESCRIBED IN DEED BOOK 2940, PAGE 474, BOOK 2981, PAGE 275 & BOOK 3031, PAGE 846, LAND NOW OR FORMERLY OF ANDREW C. LOGUE AS DESCRIBED IN DEED BOOK 24998, PAGE 192, LAND NOW OR FORMERLY OF LISA M. ESTEY AS DESCRIBED IN DEED BOOK 21014, PAGE 160, UNIMPROVED F STREET, LAND NOW OR FORMERLY OF ARTUR V. KUZETSOV AS DESCRIBED IN DEED BOOK 33015, PAGE 61 AND LAND NOW OR FORMERLY OF DAVID A. WAGABAZA AS DESCRIBED IN DEED BOOK 11046, PAGE 162 A DISTANCE OF 531.94 FEET TO THE NORTHERLY LINE OF LAND NOW OR FORMERLY OF SCOTT W. HOW AS DESCRIBED IN DEED BOOK 6687, PAGE 141;

THENCE, S 48°45'43" W ALONG THE NORTHERLY LINE OF LAND OF SAID HOW 102.32 FEET TO THE EASTERLY SIDELINE OF PEMBROKE STREET;

THENCE, THE FOLLOWING COURSES AND DISTANCES ALONG THE EASTELRY, NORTHERLY AND WESTERLY SIDLINE OF SAID PEMBROKE STREET:

N 54°40'06" W A DISTANCE OF 423.12 FEET;

ALONG A CURVE TURNING TO THE RIGHT WITH A RADIUS OF 20.00 FEET, AN ARC LENGTH OF 18.55 FEET, A CHORD BEARING OF N 28°05'50" W, WITH A CHORD LENGTH OF 17.89 FEET;

ALONG A REVERSE CURVE TURNING TO THE LEFT WITH A RADIUS OF 55.00 FEET, AN ARC LENGTH OF 274.80 FEET, A CHORD BEARING OF S 35°20'18" W, WITH A CHORD LENGTH OF 65.99 FEET;

ALONG A REVERSE CURVE TURNING TO THE RIGHT WITH A RADIUS OF 20.00 FEET, AN ARC LENGTH OF 18.55 FEET, A CHORD BEARING OF S 81°13'34" E, WITH A CHORD LENGTH OF 17.89 FEET;

S 54°40'06" E A DISTANCE OF 208.11 FEET TO THE NORTHERLY SIDELINE OF CHURCHILL STREET;

THENCE, S 35°19'43" W ALONG THE NORTHERLY SIDELINE OF SAID CHURCHILL STREET 240.87 FEET TO THE EASTERLY SIDELINE OF WASHINGTON AVENUE;

THENCE, N 54°51'17" W ALONG THE EASTERLY SIDELINE OF SAID WASHINGTON AVENUE 49.00 FEET TO THE SOUTHERLY LINE OF LAND NOW OR FORMERLY OF MARY ANNE PAPI AS DESCRIBED IN DEED BOOK 14361, PAGE 303;

THENCE, N 35°19'43" E ALONG THE SOUTHERLY LINE OF LAND OF SAID PAPI 100.00 FEET;

THENCE, N 54°51'17" W ALONG THE EASTERLY LINE OF LAND OF PAPI 50.00 FEET;

THENCE, S 35°19'43" W ALONG THE NORTHERLY LINE OF LAND OF PAPI 4.35 FEET TO THE EASTERLY LINE OF LAND NOW OR FORMERLY OF MICHELE GILFOIL AS DESCRIBED IN DEED BOOK 31955, PAGE 85;

THENCE, N 54°51'17" W ALONG THE EASTERLY LINE OF LAND OF SAID GILFOIL AND LAND NOW OR FORMERLY OF LESLIE & GEORGE COOPER AS DESCRIBED IN DEED BOOK 33329, PAGE 230 A DISTANCE OF 64.00 FEET;

THENCE, S 35°19'43" W ALONG LAND OF SAID COOPER 0.66 FEET;

THENCE, N 57°09'47" W CONTINUING ALONG THE LAND OF COOPER 7.05 FEET TO THE SOUTHERLY LINE OF LAND OF SAID BRADY;

THENCE, N 35°19'43" E ALONG THE SOUTHERLY LINE OF LAND OF BRADY 63.63 FEET;

THENCE, N 54°40'17" W ALONG THE EASTERLY LINE OF LAND OF BRADY 176.70 FEET TO THE POINT OF BEGINNING, CONTAINING 133,072 S.F. OR 3.06 ACRES, MORE OR LESS.

BEARINGS ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM WEST ZONE NAD 83.

**ALTA / NSPS Land Title Survey**  
**Washington Gardens**  
**14 Churchill Street**  
**Portland, Cumberland County, Maine**  
**Made For**  
**Portland Housing Authority**  
**14 Baxter Boulevard, Portland, Maine**

**OWEN HASKELL, INC.**

PROFESSIONAL LAND SURVEYORS

390 U.S. ROUTE 1 UNIT 10, FALMOUTH, MAINE 04105 207-774-0424

DATE: 1/9/2020

SHEET 2 OF 2

JOB NO. 2019-043P

Rent Schedule and Income - Washington Gardens

Unit Type	UNIT INFORMATION					RENTAL INCOME					
	# of BR	# of Units	Unit Sq. Ft.	LIHTC Unit	PBV Unit	Income Limit (% AMI)	Max Gross LIHTC Rent	Less Utility Allowance	Max Contract LIHTC Rent	Proposed Contract Rent	Annual Rental Income
					Sect_18						
0BR @ 50% AMI - PBV	0	37		Y	Y	50%	877	0	877	877	389,388
0BR @ 60% AMI - PBV	0	23		Y	Y	60%	1,053	0	1,053	1,053	290,628
1BR @ 50% AMI - PBV	1	22		Y	Y	50%	940	0	940	940	248,160
1BR @ 60% AMI - PBV	1	14		Y	Y	60%	1,128	0	1,128	1,128	189,504
2BR @ 50% AMI - PBV	2	1		Y	Y	50%	1,128	0	1,128	1,128	13,536
2BR @ 60% AMI - PBV	2	3		Y	Y	60%	1,354	0	1,354	1,354	48,744
-							-	-	-		-
-							-	-	-		-
-							-	-	-		-
<b>TOTAL</b>	<b>104</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>100</b>						<b>1,179,960</b>

OPERATING SUBSIDY INCOME			
Voucher Rent	Monthly Voucher Diff. PUPM	Annual Voucher Diff. Total	Total Annual Rent. + Vouch. Income
1,100	223	99,012	488,400
1,100	47	12,972	303,600
1,283	343	90,552	338,712
1,283	155	26,040	215,544
1,645	517	6,204	19,740
1,645	291	10,476	59,220
-	-	-	-
-	-	-	-
-	-	-	-
		<b>245,256</b>	<b>1,425,216</b>

OTHER INCOME	
Description	Yr 1
<b>TOTAL OTHER INCOME</b>	<b>0</b>

TAX INCREMENT FINANCING	
75% TIF for 30 years	138,750

COMMERCIAL RENTAL INCOME	
Commercial Rent	0

UNIT INFO			
BR Size	UA	Mrkt. Study	PBV Rent
0 BR	0	1,100	1,179
1 BR	0	1,320	1,283
2 BR	0	1,645	1,667
3 BR	0	0	2,180
4 BR	0	0	2,654
5 BR	0	0	3,051
6 BR	0	0	3,449

UTILITIES		
Utility	Responsible	Type
Electricity	Owner	CMP
Heat	Owner	Gas/Unitil
Hot Water	Owner	Gas/Unitil
Cooking	Owner	Electric/CMP
Water/Sewer	Owner	City
Trash	Owner	Private

EFFECTIVE GROSS INCOME	
Line Item	Yr 1
Gross Rental Income	1,179,960
Operating Subsidy Income	245,256
Other Income	0
Vacancy Loss @ 5.0%	(71,261)
Tax Increment Financing	138,750
Commercial Income	0
<b>EFFECTIVE GROSS INCOME</b>	<b>1,492,705</b>

SQUARE FOOTAGE AND APPLICABLE FRACTION		
Description	Units	Sq. Ft.
LIHTC Units	100	56,306
Non-LIHTC Units	0	0
<b>TOTAL UNITS</b>	<b>100</b>	<b>56,306</b>
Applicable Fraction	By Units	By Sq.Ft.
by Calculation Method:	100%	100%
<b>APPLICABLE FRACTION</b>		<b>100%</b>

Residential Units Sq. Ft.	56,306
Residential Common Areas Sq. Ft.	3,370
Commercial Rental Sq. Ft.	0
Other Sq. Ft.	0
<b>TOTAL PROJECT SQUARE FOOTAGE</b>	<b>59,676</b>

Line Item	Total	Per Unit
<b>ADMINISTRATIVE EXPENSES</b>		
Management Fees	58,000	580
Management Charges	58,000	580
Marketing	906	9
Legal	2,768	28
Background Checks		0
Property Postage/Copier		0
Interpreting		0
Bank Charges		0
Rent Comp Study		0
Software and Maintenance of Computers		0
Auditing	6,500	65
Other Admin.	41,254	413
<b>Subtotal Administrative Expenses</b>	<b>167,428</b>	<b>1,674</b>

Line Item	Total	Per Unit
<b>UTILITY EXPENSES</b>		
Heating Fuel	52,398	524
Electricity	34,000	340
Water/Sewer	38,206	382
Property Internet/Phone for Tenant Use	784	8
Other Utility	7,500	75
<b>Subtotal Utility Expenses</b>	<b>132,888</b>	<b>1,329</b>

Line Item	Total	Per Unit
<b>MAINTENANCE EXPENSES</b>		
Janitorial Payroll	9,877	99
Janitorial Supplies and Equipment	348	3
Janitorial Contractual Services	4,694	47
Garbage and Trash Removal	34,455	345
Vehicle and Equipment	2,944	29
Grounds Maintenance Payroll	0	0
Grounds Tools and Supplies	0	0
Grounds Contractual Services	23,179	232
Miscellaneous Ground Maintenance	0	0
Building Maintenance Payroll	105,000	1,050
Building Tools and Supplies	29,562	296
Building Contractual Services	25,473	255
Building Systems Maintenance	13,895	139
Miscellaneous Building Maintenance	3,511	35
Other Maint.		0
<b>Subtotal Maintenance Expenses</b>	<b>252,938</b>	<b>2,529</b>

Line Item	Total	Per Unit
<b>GENERAL EXPENSES</b>		
Property Taxes	185,000	1,850
Property and Liability Insurance	25,000	250
Other Financial Expenses		0
Resident Services	55,000	550
Other General		0
<b>Subtotal General Expenses</b>	<b>265,000</b>	<b>2,650</b>

<b>HOUSING OPEX</b>	<b>818,254</b>	<b>8,183</b>
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Line Item	Total	Per Unit
<b>COMMERCIAL EXPENSES</b>		
Admin Expenses	0	0
Operating Expenses	0	0
Maintenance Expenses	0	0
General Expenses	0	0
Other Comm.	0	0
<b>Subtotal Commercial Expenses</b>	<b>0</b>	<b>0</b>

<b>TOTAL OPEX</b>	<b>818,254</b>	<b>8,183</b>
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Line Item	Total	Per Unit
<b>RESERVE CONTRIBUTIONS</b>		
Replacement Reserve	45,000	450
Other Reserve	0	0

<b>TOTAL OPEX + RESERVES</b>	<b>863,254</b>	<b>8,633</b>
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Line Item	Total	Per Unit	LIHTC Basis			T-E Bonds	HTC Basis		
			NC/R Basis	Acq Basis	Ineligible	50% Test	QRE	Non-QRE	Allocable
<b>CONSTRUCTION COSTS</b>									
On-Site Improvements	1,511,770	15,118	1,511,770	0	0	1,511,770	1,511,770	0	0
Construction: Residential	7,578,845	75,788	7,578,845	0	0	7,578,845	7,578,845	0	0
Construction: Commercial	0	0	0	0	0	0	0	0	0
Demolition	0	0	0	0	0	0	0	0	0
General Requirements	0	0	0	0	0	0	0	0	0
Builder Overhead	0	0	0	0	0	0	0	0	0
Builder Profit	377,403	3,774	377,403	0	0	377,403	377,403	0	0
Bond Premium	94,454	945	94,454	0	0	94,454	94,454	0	0
Other Construction Costs	280,000	2,800	280,000	0	0	280,000	280,000	0	0
Construction Contingency	1,000,000	10,000	1,000,000	0	0	1,000,000	1,000,000	0	0
<b>Subtotal Construction Costs</b>	<b>10,842,472</b>	<b>108,425</b>	<b>10,842,472</b>	<b>0</b>	<b>0</b>	<b>10,842,472</b>	<b>10,842,472</b>	<b>0</b>	<b>0</b>
<b>SOFT COSTS</b>									
Permits & Impact Fees	110,250	1,103	110,250	0	0	110,250	110,250	0	0
Survey & Engineering	66,125	661	66,125	0	0	66,125	66,125	0	0
Architectural & Design	525,000	5,250	525,000	0	0	525,000	525,000	0	0
Legal	95,000	950	95,000	0	0	95,000	95,000	0	0
Title & Recording	22,000	220	22,000	0	0	22,000	22,000	0	0
Accounting	9,000	90	9,000	0	0	9,000	9,000	0	0
Construction Period Tax	20,000	200	20,000	0	0	20,000	20,000	0	0
Insurance	40,000	400	40,000	0	0	40,000	40,000	0	0
Soft Cost Contingency	90,000	900	90,000	0	0	0	90,000	0	0
<b>Subtotal Soft Costs</b>	<b>977,375</b>	<b>9,774</b>	<b>977,375</b>	<b>0</b>	<b>0</b>	<b>887,375</b>	<b>977,375</b>	<b>0</b>	<b>0</b>
<b>FINANCING COSTS</b>									
Construction Loan Costs	465,000	4,650	465,000	0	0	465,000	465,000	0	0
Permanent Loan Costs	0	0	0	0	0	0	0	0	0
<b>Subtotal Financing Costs</b>	<b>465,000</b>	<b>4,650</b>	<b>465,000</b>	<b>0</b>	<b>0</b>	<b>465,000</b>	<b>465,000</b>	<b>0</b>	<b>0</b>
<b>MISCELLANEOUS COSTS</b>									
Market Study	6,000	60	0	0	6,000	0	6,000	0	0
Appraisal	4,000	40	0	0	4,000	0	4,000	0	0
Environmental	35,650	357	35,650	0	0	35,650	0	35,650	0
LIHTC Process & Monitoring Fees	138,250	1,383	0	0	138,250	0	0	138,250	0
Relocation	300,000	3,000	0	0	0	0	0	0	0
FF&E	95,000	950	95,000	0	0	95,000	0	95,000	0
Other Misc Costs	109,345	1,093	109,345	0	0	109,345	20,000	89,345	0
<b>Subtotal Miscellaneous Costs</b>	<b>688,245</b>	<b>6,882</b>	<b>239,995</b>	<b>0</b>	<b>148,250</b>	<b>239,995</b>	<b>30,000</b>	<b>358,245</b>	<b>0</b>

Line Item	Total	Per Unit	LIHTC Basis			T-E Bonds	HTC Basis			
			NC/R Basis	Acq Basis	Ineligible	50% Test	QRE	Non-QRE	Allocable	
<b>ACQUISITION COSTS</b>										
Structure	0	0	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0
Existing Reserve Account Balance	0	0	0	0	0	0	0	0	0	0
Repay Existing Mortgage Balance	410,376	4,104	0	0	410,376	0	0	410,376	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Acquisition Costs</b>	<b>410,376</b>	<b>4,104</b>	<b>0</b>	<b>0</b>	<b>410,376</b>	<b>0</b>	<b>0</b>	<b>410,376</b>	<b>0</b>	<b>0</b>
<b>RESERVES</b>										
Operating Deficit Escrow (ODE)	350,000	3,500	0	0	350,000	0	0	350,000	0	0
Replacement Reserve (IDRR)	100,000	1,000	0	0	100,000	0	0	100,000	0	0
Tax & Insurance Reserve (T&I)	125,000	1,250	0	0	125,000	0	0	125,000	0	0
Rent Up & Marketing/Working Capital	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0
<b>Subtotal Reserves</b>	<b>575,000</b>	<b>5,750</b>	<b>0</b>	<b>0</b>	<b>575,000</b>	<b>0</b>	<b>0</b>	<b>575,000</b>	<b>0</b>	<b>0</b>
<b>DEVELOPMENT FEES</b>										
<b>Subtotal Development Overhead &amp; Fees</b>	<b>750,000</b>	<b>7,500</b>	<b>750,000</b>	<b>0</b>	<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEVELOPMENT COSTS</b>	<b>14,708,468</b>	<b>147,085</b>	<b>13,274,842</b>	<b>0</b>	<b>1,133,626</b>	<b>13,184,842</b>	<b>13,064,847</b>	<b>1,343,621</b>	<b>0</b>	<b>0</b>
<b>MAINEHOUSING TDC INDEX</b>		<b>140,379</b>								

**FINANCING**

Source	Amount	Rate	Term	Amort.	Lien	Loan Type	Repayment Type	Annual Payment
MH Subsidy	1,199,999	0.00%	30	0		No Interest	CF Contingent	0
MH Interest-Only Loan	0	6.00%	40	0		Interest-Only	Must-Pay	0
Conventional Mortgage	0	5.50%	20	30		Amortizing	Must-Pay	0
City - HOME/HTF	400,000	0.00%	30	30		No Interest	CF Contingent	0
City - CDBG	184,150	0.00%	30	30		No Interest	CF Contingent	0
GSB Loan w/ AHP Sub. Advance	8,124,679	5.10%	20	30	1st	Amortizing	Must-Pay	529,355
AHP Direct Subsidy	650,000	0.00%	30	30		No Interest	CF Contingent	0
Seller Note	0	0.00%	40	40		Amortizing	CF Contingent	0
Sponsor Loan	0	5.00%	30	30		Amortizing	Must-Pay	0
Deferred Developer Fee	0	0.00%	15	0		No Interest	CF Contingent	0
								0
								0
<b>Total Financing</b>	<b>10,558,828</b>							<b>529,355</b>

**EQUITY**

Source	Amount	Yield
LIHTC Equity	3,599,640	0.80
Fed HTC Equity	0	0.00
State HTC Equity	0	0.00
State LIHTC Equity	0	0.00
Capital Funds	0	
Existing Operating Reserves	0	
Interim Income	550,000	
<b>Total Equity</b>	<b>4,149,640</b>	

**SOURCES & USES**

	Total	Per Unit
Total Sources	14,708,468	147,085
Total Uses	14,708,468	147,085
<b>CAPITALIZATION GAP (SURPLUS)</b>	<b>0</b>	<b>0</b>

Cash Flow - Washington Gardens

		8 Mo.															
		0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
% Infl.		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
<b>INCOME</b>																	
Gross Rental Income	(Below)	786,640	1,203,559	1,227,630	1,252,183	1,277,227	1,302,771	1,328,827	1,355,403	1,382,511	1,410,161	1,438,365	1,467,132	1,496,475	1,526,404	1,556,932	1,588,071
Operating Subsidy Income	(Below)	163,504	250,161	255,164	260,268	265,473	270,782	276,198	281,722	287,356	293,104	298,966	304,945	311,044	317,265	323,610	330,082
Other Income	(Below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Less Vacancy Loss	5.0%	(47,507)	(72,686)	(74,140)	(75,623)	(77,135)	(78,678)	(80,251)	(81,856)	(83,493)	(85,163)	(86,867)	(88,604)	(90,376)	(92,183)	(94,027)	(95,908)
Tax Increment Financing	(Below)	92,500	141,525	144,356	147,243	150,187	153,191	156,255	159,380	162,568	165,819	169,135	172,518	175,969	179,488	183,078	186,739
Commercial Income	(Below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>EFFECTIVE GROSS INCOME</b>		<b>995,137</b>	<b>1,522,559</b>	<b>1,553,010</b>	<b>1,584,071</b>	<b>1,615,752</b>	<b>1,648,067</b>	<b>1,681,028</b>	<b>1,714,649</b>	<b>1,748,942</b>	<b>1,783,921</b>	<b>1,819,599</b>	<b>1,855,991</b>	<b>1,893,111</b>	<b>1,930,973</b>	<b>1,969,593</b>	<b>2,008,985</b>
<b>OPERATING EXPENSES</b>																	
Administrative Expenses	3.0%	111,619	172,451	177,624	182,953	188,442	194,095	199,918	205,915	212,093	218,456	225,009	231,760	238,712	245,874	253,250	260,847
Utility Expenses	3.0%	88,592	136,875	140,981	145,210	149,567	154,054	158,675	163,435	168,339	173,389	178,590	183,948	189,467	195,151	201,005	207,035
Maintenance Expenses	3.0%	168,625	260,526	268,342	276,392	284,684	293,224	302,021	311,082	320,414	330,027	339,928	350,125	360,629	371,448	382,591	394,069
General Expenses	3.0%	176,667	272,950	281,139	289,573	298,260	307,208	316,424	325,917	335,694	345,765	356,138	366,822	377,827	389,161	400,836	412,861
Commercial Expenses	3.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPEX</b>	3.0%	<b>545,503</b>	<b>842,802</b>	<b>868,086</b>	<b>894,128</b>	<b>920,952</b>	<b>948,581</b>	<b>977,038</b>	<b>1,006,349</b>	<b>1,036,540</b>	<b>1,067,636</b>	<b>1,099,665</b>	<b>1,132,655</b>	<b>1,166,635</b>	<b>1,201,634</b>	<b>1,237,683</b>	<b>1,274,813</b>
<b>NET OPERATING INCOME</b>		<b>449,634</b>	<b>679,758</b>	<b>684,925</b>	<b>689,942</b>	<b>694,800</b>	<b>699,487</b>	<b>703,990</b>	<b>708,300</b>	<b>712,402</b>	<b>716,285</b>	<b>719,934</b>	<b>723,336</b>	<b>726,477</b>	<b>729,340</b>	<b>731,910</b>	<b>734,172</b>
<b>RESERVE DEPOSITS</b>																	
Deposit to Replacement Reserve	3.0%	30,000	46,350	47,741	49,173	50,648	52,167	53,732	55,344	57,005	58,715	60,476	62,291	64,159	66,084	68,067	70,109
Deposit to Other Reserve	3.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPEX + RESERVES</b>		<b>575,503</b>	<b>889,152</b>	<b>915,826</b>	<b>943,301</b>	<b>971,600</b>	<b>1,000,748</b>	<b>1,030,770</b>	<b>1,061,694</b>	<b>1,093,544</b>	<b>1,126,351</b>	<b>1,160,141</b>	<b>1,194,945</b>	<b>1,230,794</b>	<b>1,267,718</b>	<b>1,305,749</b>	<b>1,344,922</b>
<b>NOI AFTER RESERVES</b>		<b>419,634</b>	<b>633,408</b>	<b>637,184</b>	<b>640,770</b>	<b>644,152</b>	<b>647,319</b>	<b>650,258</b>	<b>652,956</b>	<b>655,398</b>	<b>657,570</b>	<b>659,458</b>	<b>661,046</b>	<b>662,317</b>	<b>663,256</b>	<b>663,844</b>	<b>664,063</b>
<b>DEBT SERVICE</b>																	
MH Subsidy		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MH Interest-Only Loan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Conventional Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City - HOME/HTF		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City - CDBG		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GSB Loan w/ AHP Sub. Advance		352,903	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355
AHP Direct Subsidy		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seller Note		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sponsor Loan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>		<b>352,903</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>
<b>DSCR</b>		<b>1.19</b>	<b>1.20</b>	<b>1.20</b>	<b>1.21</b>	<b>1.22</b>	<b>1.22</b>	<b>1.23</b>	<b>1.23</b>	<b>1.24</b>	<b>1.24</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>
<b>NET CASH FLOW</b>		<b>66,731</b>	<b>104,053</b>	<b>107,829</b>	<b>111,415</b>	<b>114,797</b>	<b>117,964</b>	<b>120,903</b>	<b>123,600</b>	<b>126,043</b>	<b>128,215</b>	<b>130,103</b>	<b>131,691</b>	<b>132,962</b>	<b>133,901</b>	<b>134,489</b>	<b>134,708</b>
<b>CASH FLOW PER UNIT</b>		<b>667</b>	<b>1,041</b>	<b>1,078</b>	<b>1,114</b>	<b>1,148</b>	<b>1,180</b>	<b>1,209</b>	<b>1,236</b>	<b>1,260</b>	<b>1,282</b>	<b>1,301</b>	<b>1,317</b>	<b>1,330</b>	<b>1,339</b>	<b>1,345</b>	<b>1,347</b>

<b>Rent &amp; Income Inflation</b>
Yr 1-5: 2.0%
Yr 6-15: 2.0%
Yr 16-30: 2.0%

Cash Flow - Washington Gardens

4/29/2020

		16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	% Infl.	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050	2051	2052
<b>INCOME</b>																
Gross Rental Income	(Below)	1,619,832	1,652,229	1,685,273	1,718,979	1,753,358	1,788,426	1,824,194	1,860,678	1,897,892	1,935,849	1,974,566	2,014,058	2,054,339	2,095,426	2,137,334
Operating Subsidy Income	(Below)	336,684	343,418	350,286	357,292	364,438	371,726	379,161	386,744	394,479	402,368	410,416	418,624	426,997	435,537	444,247
Other Income	(Below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Less Vacancy Loss	5.0%	(97,826)	(99,782)	(101,778)	(103,814)	(105,890)	(108,008)	(110,168)	(112,371)	(114,619)	(116,911)	(119,249)	(121,634)	(124,067)	(126,548)	(129,079)
Tax Increment Financing	(Below)	190,474	194,283	198,169	202,133	206,175	210,299	214,505	218,795	223,171	227,634	232,187	236,830	241,567	246,398	251,326
Commercial Income	(Below)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>EFFECTIVE GROSS INCOME</b>		<b>2,049,164</b>	<b>2,090,148</b>	<b>2,131,951</b>	<b>2,174,590</b>	<b>2,218,081</b>	<b>2,262,443</b>	<b>2,307,692</b>	<b>2,353,846</b>	<b>2,400,923</b>	<b>2,448,941</b>	<b>2,497,920</b>	<b>2,547,878</b>	<b>2,598,836</b>	<b>2,650,813</b>	<b>2,703,829</b>
<b>OPERATING EXPENSES</b>																
Administrative Expenses	3.0%	268,673	276,733	285,035	293,586	302,394	311,465	320,809	330,434	340,347	350,557	361,074	371,906	383,063	394,555	406,392
Utility Expenses	3.0%	213,246	219,644	226,233	233,020	240,011	247,211	254,627	262,266	270,134	278,238	286,585	295,183	304,038	313,159	322,554
Maintenance Expenses	3.0%	405,891	418,068	430,610	443,528	456,834	470,539	484,655	499,195	514,171	529,596	545,484	561,848	578,704	596,065	613,947
General Expenses	3.0%	425,247	438,005	451,145	464,679	478,619	492,978	507,767	523,000	538,690	554,851	571,497	588,642	606,301	624,490	643,225
Commercial Expenses	3.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPEX</b>	3.0%	<b>1,313,057</b>	<b>1,352,449</b>	<b>1,393,023</b>	<b>1,434,813</b>	<b>1,477,858</b>	<b>1,522,193</b>	<b>1,567,859</b>	<b>1,614,895</b>	<b>1,663,342</b>	<b>1,713,242</b>	<b>1,764,639</b>	<b>1,817,579</b>	<b>1,872,106</b>	<b>1,928,269</b>	<b>1,986,117</b>
<b>NET OPERATING INCOME</b>		<b>736,107</b>	<b>737,698</b>	<b>738,928</b>	<b>739,776</b>	<b>740,224</b>	<b>740,250</b>	<b>739,833</b>	<b>738,951</b>	<b>737,581</b>	<b>735,699</b>	<b>733,280</b>	<b>730,300</b>	<b>726,730</b>	<b>722,543</b>	<b>717,712</b>
<b>RESERVE DEPOSITS</b>																
Deposit to Replacement Reserve	3.0%	72,212	74,378	76,609	78,908	81,275	83,713	86,225	88,811	91,476	94,220	97,047	99,958	102,957	106,045	109,227
Deposit to Other Reserve	3.0%	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL OPEX + RESERVES</b>		<b>1,385,269</b>	<b>1,426,827</b>	<b>1,469,632</b>	<b>1,513,721</b>	<b>1,559,133</b>	<b>1,605,907</b>	<b>1,654,084</b>	<b>1,703,706</b>	<b>1,754,818</b>	<b>1,807,462</b>	<b>1,861,686</b>	<b>1,917,537</b>	<b>1,975,063</b>	<b>2,034,315</b>	<b>2,095,344</b>
<b>NOI AFTER RESERVES</b>		<b>663,895</b>	<b>663,320</b>	<b>662,318</b>	<b>660,868</b>	<b>658,949</b>	<b>656,536</b>	<b>653,608</b>	<b>650,139</b>	<b>646,105</b>	<b>641,479</b>	<b>636,234</b>	<b>630,342</b>	<b>623,773</b>	<b>616,498</b>	<b>608,485</b>
<b>DEBT SERVICE</b>																
MH Subsidy		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MH Interest-Only Loan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Conventional Mortgage		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City - HOME/HTF		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
City - CDBG		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GSB Loan w/ AHP Sub. Advance		529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355	529,355
AHP Direct Subsidy		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Seller Note		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sponsor Loan		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Deferred Developer Fee		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
-		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>		<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>	<b>529,355</b>
<b>DSCR</b>		<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.24</b>	<b>1.24</b>	<b>1.23</b>	<b>1.23</b>	<b>1.22</b>	<b>1.21</b>	<b>1.20</b>	<b>1.19</b>	<b>1.18</b>	<b>1.16</b>	<b>1.15</b>
<b>NET CASH FLOW</b>		<b>134,540</b>	<b>133,965</b>	<b>132,963</b>	<b>131,513</b>	<b>129,594</b>	<b>127,181</b>	<b>124,253</b>	<b>120,784</b>	<b>116,750</b>	<b>112,124</b>	<b>106,879</b>	<b>100,987</b>	<b>94,418</b>	<b>87,143</b>	<b>79,130</b>
<b>CASH FLOW PER UNIT</b>		<b>1,345</b>	<b>1,340</b>	<b>1,330</b>	<b>1,315</b>	<b>1,296</b>	<b>1,272</b>	<b>1,243</b>	<b>1,208</b>	<b>1,167</b>	<b>1,121</b>	<b>1,069</b>	<b>1,010</b>	<b>944</b>	<b>871</b>	<b>791</b>

**Rent & Income Inflation**  
 Yr 1-5: 2.0%  
 Yr 6-15: 2.0%  
 Yr 16-30: 2.0%



**CITY OF PORTLAND**  
**Planning & Urban Development Department**  
**Housing and Community Development Division**

**TO:** Councilor Duson, Chair  
Members of the Housing Committee

**FROM:** Mary P. Davis, HCD Division Director

**DATE:** June 5, 2020

**SUBJECT:** Affordable Housing Tax Increment Financing Request (AHTIF)  
45 Brown Street

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The City of Portland's Division of Housing and Community Development recently received an Affordable Housing Tax Increment Financing (AHTIF) application from Presidium for a project located at 45 Brown Street.

45 Brown Street is located in an existing city council approved area-wide TIF district, the Downtown TIF. The area-wide TIF district will need to be amended to carve out this site to enable a free standing 30-year affordable housing TIF district to be established.

### **45 Brown Street**

The Presidium Real Estate development team is proposing a new development project that will result in 278 new units of rental housing. According to the developer's application:

*"45 Brown Street currently is a 4-story parking garage and sits on approximately 1.09+/- acres. 45 Brown Street along with the neighboring buildings located at 477 Congress Street, 481 Congress Street and 22 Preble Street were purchased together in a distressed foreclosure sale. The subject property of 45 Brown Street as a result of years of neglect has been left in disrepair. The current zoning allows for residential housing and the current parking garage that exists will be demolished and replaced with a new 2.5 level parking structure that will be in the footprint of the existing garage, plus the current surface parking lot, that can accommodate 256 vehicles. On top of the garage, a new 7 story multifamily 278 unit apartment building will be erected, with programming of studios (40%), 1 bedroom (40%) and 2 bedroom units (20%). The apartment construction will be energy efficient, contain high ceilings, lots of natural light and will be efficient in size to accommodate many demographics. The demand in the local market has been for new construction, smaller living areas that maximize space, building amenities for common space and a convenient downtown location. The initial concept prioritizes green space such as outdoor common area, garden space and attractive amenities such as co-working space, lounge area, fitness, dog wash, bicycle storage, etc. High priority will be placed on security to provide safety*

for all of the residents living onsite. It is estimated that approximately 43+% of the proposed residential units will have rent that is lower than the 120% of AMI rent, exceeding the 33% target provided within Portland's Affordable Housing TIF program. Additionally, 100% of the studios, 10% of the 1 bedroom and 10% of the 2 bedroom units will meet Portland's inclusionary zoning rent requirement of less than 100% of AMI."

The development will tentatively include:

45 Brown Street		
Studio (103)	at or below 100% area median income	103
	at or below 120% area median income	0
	Market Rate	0
One-bedroom (114)	at or below 100% area median income	11
	at or below 120% area median income	0
	Market Rate	103
two-bedroom (61)	at or below 100% area median income	7
	at or below 120% area median income	0
	Market Rate	54
Total	at or below 100% area median income	121
Total	at or below 120% area median income	
Total	Market Rate	157
Total Units		278

## FINANCIAL IMPACT

The project has an estimated total development cost of \$88,186,655. When completed, this project's new building assessed value is estimated at \$55,600,000, which would yield \$1,296,036 in annual assessed property value at the current FY20 mill rate. The increased assessed value is estimated at an annual amount of \$47,102,400 or \$1,318,867,200 over the 30 year term of the district.

Original Assessed Value	Increased Assessed Value	Captured Valuation (Increased Assessed Value x 75%)
\$8,497,600	\$47,102,400	\$35,326,800

Seventy-Five (75%) percent of the increased tax revenue will be captured revenue returned to the developer through a Credit Enhancement Agreement. Captured revenue returned to the developer averages an estimated annual amount of \$1,079,265 or \$32,377,960 over the 30 year term of the district. The remaining 25% is non-captured general fund revenue with an estimated annual amount of \$359,755 or \$10,792,653 over the 30 year term of the district. Non-captured general fund revenues have an annual estimate of \$273,213 or \$8,196,401 over the 30 year term of the district.

	<b>Captured Revenue to Developer (assumes 2% increase/year to mill rate) (Tax Dollars returned to the Developer's District Account)</b>	<b>Captured Revenue Returned to City (assumes 2% increase/year to mill rate) (Tax Dollars returned to the City's District Account)</b>	<b>Non -Captured General Fund Revenue (Tax Dollars in General Fund)</b>	<b>City OAV General Fund Revenues</b>
30 Year TIF Total	\$32,377,960	\$0	\$10,792,653	\$8,196,401
30 Year Average	\$1,079,265	\$0	\$359,755	\$273,231

With the tax sheltering benefits of TIF Districts, overall savings to the City during the term of the district averages an estimated annual amount of \$296,406, or \$8,892,166 over the 30 year term of the district.

	<b>1. Sheltered Valuation (same as Captured Valuation)</b>	<b>2. Avoided Loss of State Aid for Education</b>	<b>3. Avoided Loss of State Municipal Revenue Sharing</b>	<b>4. Avoided Increase in County Tax</b>	<b>5. Total Avoided Impacts (2+3+4)</b>
30 Year TIF Total	\$989,150,400	\$7,605,154	\$741,266	\$545,747	\$8,892,166
30 Year Average	\$32,971,680	\$253,505	\$24,709	\$18,192	\$296,406

**Attachments:**

- 45 Brown Tax Increment Financing Application Summary (includes project pro forma)
- TIF District Map
- TIF Model Spreadsheets

portland, maine

# 45 BROWN ST

278 UNITS | 256 PARKING STALLS | 9-STORY

 PRESIDIUM

# SITE LOCATION

CUMBERLAND AVENUE

PREBLE STREET

**SITE**  
64,840 SF

BROWN STREET

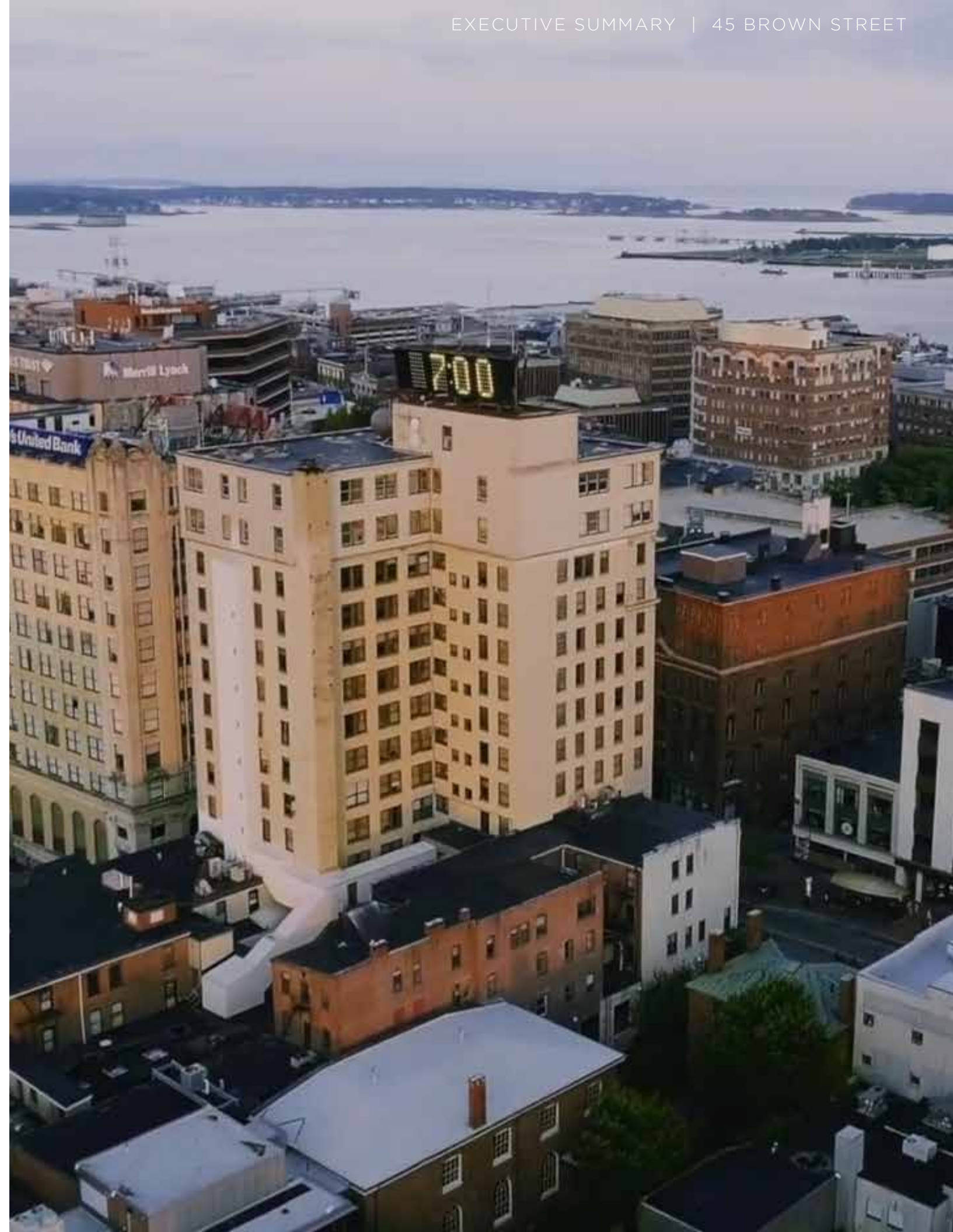
CONGRESS AVENUE



# PROJECT IMAGES



# DRONE IMAGES



# AMENITIES



# 45 BROWN STREET

## 278 UNIT MULTIFAMILY DEVELOPMENT

Land Size	1.489 Acres	\$74.0 /land sf
Number of Units	278	
Gross Building Square Feet	212,844 sf	
Net Rentable Square Feet	170,275 sf	80.0%

### PROJECT BUDGET

	\$/Unit	\$/NRSF	\$ Amount
Hard Costs	\$228,248	\$373	\$63,452,941
FFE	\$3,094	\$5	\$860,000
Soft Costs	\$16,171	\$26	\$4,495,652
Financing Fee	\$8,152	\$13	\$2,266,245
Construction Interest Reserve	\$6,554	\$11	\$1,821,915
<b>SubTotal</b>	<b>\$262,219</b>	<b>\$428</b>	<b>\$72,896,754</b>
BSPRA - 10%	\$26,222	\$43	\$7,289,675
Land	\$17,266	\$28	\$4,800,000
<b>Total Replacement Cost</b>	<b>\$305,707</b>	<b>\$499</b>	<b>\$84,986,429</b>
Contingency	\$7,774	\$13	\$2,161,103
Non-Mortgageable Fees	\$29,960	\$49	\$8,328,798
BSPRA Adjustment	-\$26,222	-\$43	-\$7,289,675
<b>Total Cost Budget</b>	<b>\$317,218</b>	<b>\$518</b>	<b>\$88,186,655</b>

### PROJECT TIMELINE

Start	Q4 2019	Q4 2020	Q2 2022	Q4 2022	Q1 2023	Q4 2030
<b>Action</b>	<b>Design &amp; Plan</b>	<b>Break Ground</b>	<b>Lease Up</b>	<b>Delivery</b>	<b>Stabilization</b>	<b>Sale</b>



# 45 BROWN UNIT MIX

## TIF QUALIFIED UNITS 120% AMI

	Size	# Units	\$/Unit/Mo.	\$/SF/Mo.	Unit Mix
Studio	400	92	\$1,400	\$3.50	33.0%

## INCLUSIONARY ZONING UNIT MIX - 100 AMI

	Size	# Units	\$/Unit/Mo.	\$/SF/Mo.	Unit Mix
Studio	400	11	\$1,400	\$3.50	4.0%
1B	650	11	\$1,716	\$2.64	4.0%
2B	900	7	\$1,968	\$2.19	2.5%
<b>SubTotal/Average</b>	<b>616</b>	<b>29</b>	<b>\$1,657</b>	<b>\$2.69</b>	<b>10.4%</b>

<b>Number of Units Under 120% AMI</b>	<b>121</b>	<b>43.5%*</b>
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\*We have 43.5% units under 120% AMI, which qualifies for the 33% requirement.

## MARKET UNITS

	Size	# Units	\$/Unit/Mo.	\$/SF/Mo.	Unit Mix
1B	650	103	\$1,820	\$2.80	37.0%
2B	900	54	\$2,340	\$2.60	19.5%
<b>SubTotal/Average</b>	<b>736</b>	<b>157</b>	<b>\$1,999</b>	<b>\$2.72</b>	<b>56.5%</b>

<b>Total/Average</b>	<b>613</b>	<b>278</b>	<b>\$1,766</b>	<b>\$2.88</b>	<b>100.0%</b>
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# 2020 INCOME LIMITS

## AMI - HOUSEHOLD SIZE

AMI	1	2	3	4	5	6	7
30%	\$21,100	\$24,100	\$27,100	\$30,100	\$32,550	\$35,160	\$39,640
50%	\$35,150	\$40,150	\$45,150	\$50,150	\$54,200	\$58,200	\$62,200
60%	\$42,378	\$48,422	\$54,486	\$60,540	\$65,383	\$70,226	\$75,070
80%	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350
100%	\$70,630	\$80,720	\$90,810	\$100,900	\$108,972	\$117,044	\$125,116
110%	\$77,693	\$88,792	\$99,891	\$110,990	\$119,870	\$128,748	\$137,628
120%	\$84,756	\$96,864	\$108,972	\$121,080	\$130,767	\$140,453	\$150,139

## MAXIMUM RENTS - BEDROOM COUNT

AMI	0	1	2	3	4	5	6
30%	\$448	\$528	\$603	\$678	\$753	\$814	\$879
50%	\$747	\$879	\$1,004	\$1,129	\$1,254	\$1,355	\$1,455
60%	\$901	\$1,059	\$1,211	\$1,362	\$1,514	\$1,635	\$1,756
80%	\$1,168	\$1,374	\$1,570	\$1,766	\$1,963	\$2,120	\$2,278
100%	\$1,501	\$1,766	\$2,018	\$2,270	\$2,523	\$2,724	\$2,926
120%	\$1,801	\$2,119	\$2,422	\$2,724	\$3,027	\$3,269	\$3,511

# BUDGET

## BUDGET SUMMARY

	<i>\$ Amount</i>	<i>\$/Unit</i>	<i>\$/GSF</i>	<i>\$/NRSF</i>	<i>%</i>
A & E	\$1,400,000	\$5,036	\$6.58	\$8.22	1.6%
Hard Costs	\$63,452,941	\$228,248	\$298.12	\$372.65	72.0%
FFE	\$860,000	\$3,094	\$4.04	\$5.05	1.0%
Retail TI	\$0	\$0	\$0.00	\$0.00	0.0%
Retail LC	\$0	\$0	\$0.00	\$0.00	0.0%
Permit/City Fees	\$1,466,667	\$5,276	\$6.89	\$8.61	1.7%
Property Tax	\$750,966	\$2,701	\$3.53	\$4.41	0.9%
HUD Financing Fees	\$2,266,245	\$8,152	\$10.65	\$13.31	2.6%
Construction Interest Reserve	\$1,821,915	\$6,554	\$8.56	\$10.70	2.1%
Misc. Closing Costs	\$878,020	\$3,158	\$4.13	\$5.16	1.0%
SubTotal	\$72,896,754	\$262,219	\$342.49	\$428.11	82.7%
BSPRA - (10%)	\$7,289,675	\$26,222	\$34.25	\$42.81	8.3%
Land	\$4,800,000	\$17,266	\$22.55	\$28.19	5.4%
<b>Total Replacement Cost</b>	<b>\$84,986,429</b>	<b>\$305,707</b>	<b>\$399.29</b>	<b>\$499.11</b>	<b>96.4%</b>
Working Capital - Contingency	\$1,373,482	\$4,941	\$6.45	\$8.07	1.6%
Working Capital - Lease-up	\$1,373,482	\$4,941	\$6.45	\$8.07	1.6%
Initial Operating Deficit	\$2,907,382	\$10,458	\$13.66	\$17.07	3.3%
Extra Hard Cost Contingency	\$530,106	\$1,907	\$2.49	\$3.11	0.6%
Contractor's Fee	\$1,269,059	\$4,565	\$5.96	\$7.45	1.4%
Development Fee	\$2,665,024	\$9,586	\$12.52	\$15.65	3.0%
Soft Cost Contingency	\$257,514	\$926	\$1.21	\$1.51	0.3%
Equity Fee	\$113,852	\$410	\$0.53	\$0.67	0.1%
Payment to MidHudson	\$0	\$0	\$0.00	\$0.00	0.0%
BSPRA Adjustment	-\$7,289,675	-\$26,222	-\$34.25	-\$42.81	-8.3%
<b>Total Project Cost</b>	<b>\$88,186,655</b>	<b>\$317,218</b>	<b>\$414.33</b>	<b>\$517.91</b>	<b>100.0%</b>

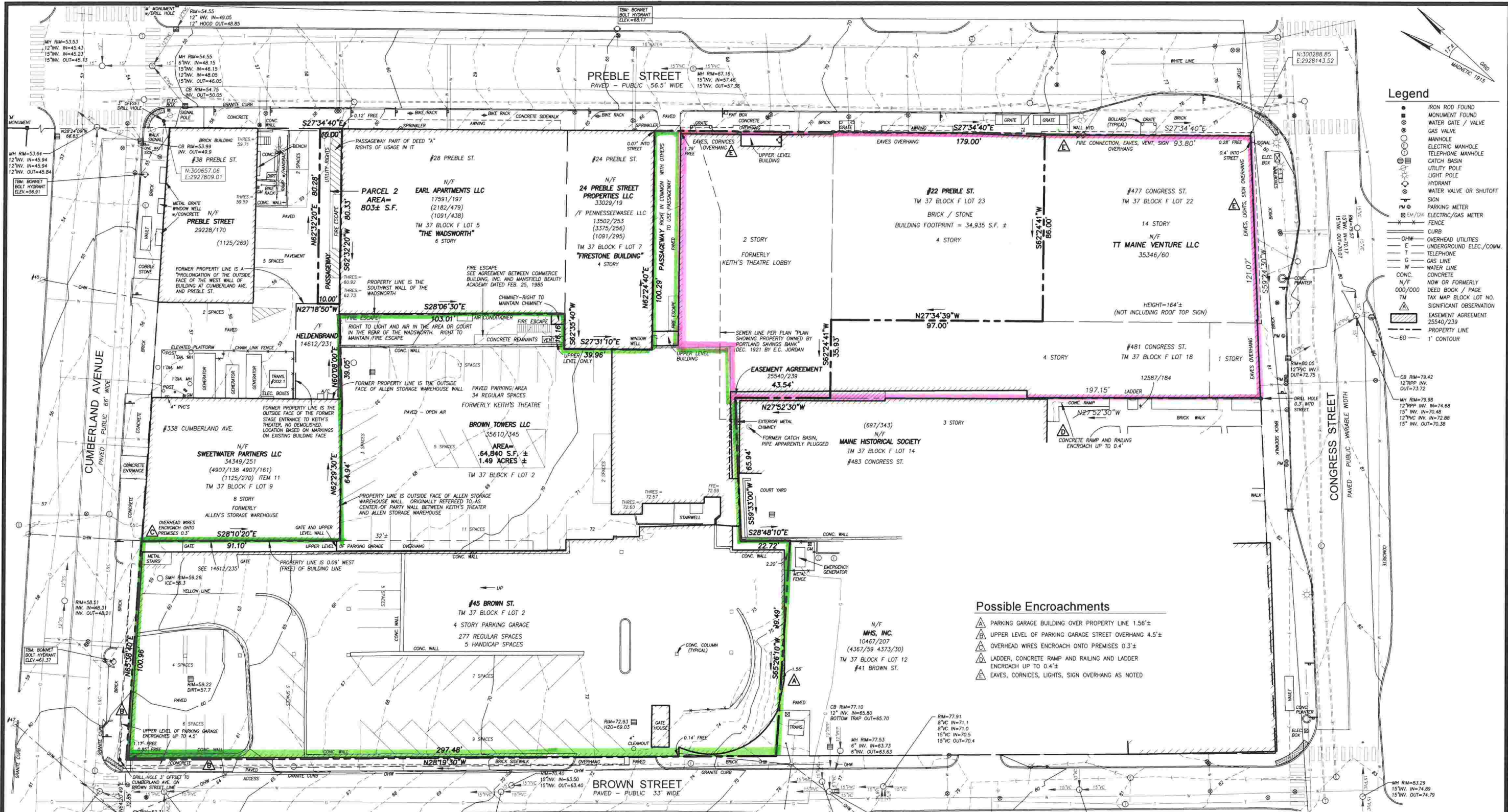
YEAR	1	2	3	4	5	6	7	8	9	10
<b>LEASE UP SUMMARY - TOTAL</b>										
Units Delivered Per Month	0	278	0	0	0	0	0	0	0	0
Cumulative	0	278	278	278	278	278	278	278	278	278
Average Occupants	0	49	244	259	259	259	259	259	259	259
Average Physical Occupancy	0.0%	17.7%	87.7%	93.0%	93.0%	93.0%	93.0%	93.0%	93.0%	93.0%
<b>RENTAL INCOME</b>										
Scheduled Market Rent	\$5,467,614	\$5,633,917	\$5,805,278	\$5,981,851	\$6,163,795	\$6,351,272	\$6,544,452	\$6,743,508	\$6,948,618	\$7,159,967
Scheduled Affordable Rent	\$593,354	\$611,402	\$629,998	\$649,160	\$668,905	\$689,250	\$710,215	\$731,816	\$754,075	\$777,011
Scheduled Residential Rent	\$6,060,968	\$6,245,319	\$6,435,276	\$6,631,011	\$6,832,700	\$7,040,523	\$7,254,667	\$7,475,325	\$7,702,694	\$7,936,979
LESS: Loss to Lease	\$0	-\$4,787	-\$72,873	-\$83,890	-\$86,441	-\$89,070	-\$91,780	-\$94,571	-\$97,448	-\$100,412
LESS: Market Vacancy	-\$5,467,614	-\$4,754,458	-\$748,761	-\$418,730	-\$431,466	-\$444,589	-\$458,112	-\$472,046	-\$486,403	-\$501,198
LESS: Affordable Vacancy	-\$593,354	-\$382,935	-\$44,100	-\$45,441	-\$46,823	-\$48,248	-\$49,715	-\$51,227	-\$52,785	-\$54,391
LESS: Concessions	\$0	-\$298,338	-\$169,267	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Effective Rent	\$0	\$804,801	\$5,400,275	\$6,082,951	\$6,267,969	\$6,458,616	\$6,655,061	\$6,857,481	\$7,066,058	\$7,280,979
<b>COMMERCIAL INCOME-HOTEL</b>										
Hotel Parking Income	\$0	\$0	\$192,739	\$198,602	\$204,642	\$210,867	\$217,280	\$223,889	\$230,699	\$237,716
LESS: Parking Mgmt Fee	\$0	\$0	-\$28,911	-\$29,790	-\$30,696	-\$31,630	-\$32,592	-\$33,583	-\$34,605	-\$35,657
Commercial income-Hotel	\$0	\$0	\$163,828	\$168,811	\$173,946	\$179,237	\$184,688	\$190,306	\$196,094	\$202,058
<b>ANCILLARY-RESIDENT INCOME</b>										
Parking Income	\$0	\$119,443	\$603,806	\$659,641	\$679,704	\$700,378	\$721,681	\$743,632	\$766,250	\$789,556
LESS: Parking Mgmt Fee	\$0	-\$17,916	-\$90,571	-\$98,946	-\$101,956	-\$105,057	-\$108,252	-\$111,545	-\$114,937	-\$118,433
Unit Amenity Income	\$0	\$7,906	\$39,966	\$43,662	\$44,990	\$46,358	\$47,768	\$49,221	\$50,718	\$52,261
Misc. Income	\$0	\$31,624	\$159,865	\$174,648	\$179,960	\$185,433	\$191,074	\$196,885	\$202,874	\$209,044
RUBS Income	\$0	\$62,498	\$218,700	\$225,352	\$232,206	\$239,269	\$246,547	\$254,046	\$261,773	\$269,735
Retail NOI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Income	\$0	\$203,555	\$931,766	\$1,004,356	\$1,034,905	\$1,066,382	\$1,098,817	\$1,132,239	\$1,166,677	\$1,202,163
TIF Revenue	\$87,450	\$163,129	\$149,764	\$148,268	\$148,136	\$149,376	\$151,994	\$155,997	\$161,392	\$168,187
<b>Total Revenue</b>	<b>\$87,450</b>	<b>\$1,171,485</b>	<b>\$6,645,633</b>	<b>\$7,404,386</b>	<b>\$7,624,957</b>	<b>\$7,853,611</b>	<b>\$8,090,560</b>	<b>\$8,336,022</b>	<b>\$8,590,221</b>	<b>\$8,853,387</b>
<b>EXPENSE</b>										
Payroll and Related	\$0	-\$101,993	-\$356,906	-\$367,762	-\$378,948	-\$390,474	-\$402,350	-\$414,588	-\$427,198	-\$440,192
Leasing & Marketing	\$0	-\$21,701	-\$75,937	-\$78,247	-\$80,627	-\$83,080	-\$85,606	-\$88,210	-\$90,893	-\$93,658
General & Administrative	\$0	-\$26,041	-\$91,125	-\$93,897	-\$96,753	-\$99,695	-\$102,728	-\$105,852	-\$109,072	-\$112,389
Landscaping/Contracted Services	\$0	-\$30,381	-\$106,312	-\$109,546	-\$112,878	-\$116,311	-\$119,849	-\$123,494	-\$127,251	-\$131,121
Utilities	\$0	-\$78,123	-\$273,375	-\$281,690	-\$290,258	-\$299,086	-\$308,183	-\$317,557	-\$327,216	-\$337,168
Redecorating / Make-Ready	\$0	-\$21,701	-\$75,937	-\$78,247	-\$80,627	-\$83,080	-\$85,606	-\$88,210	-\$90,893	-\$93,658
Repairs & Maintenance	\$0	-\$26,041	-\$91,125	-\$93,897	-\$96,753	-\$99,695	-\$102,728	-\$105,852	-\$109,072	-\$112,389
<b>Total Controllable</b>	<b>\$0</b>	<b>-\$305,980</b>	<b>-\$1,070,719</b>	<b>-\$1,103,286</b>	<b>-\$1,136,843</b>	<b>-\$1,171,421</b>	<b>-\$1,207,051</b>	<b>-\$1,243,765</b>	<b>-\$1,281,595</b>	<b>-\$1,320,576</b>
Management Fee	\$0	-\$30,251	-\$189,961	-\$212,619	-\$219,086	-\$225,750	-\$232,616	-\$239,692	-\$246,982	-\$254,494
Insurance	\$0	-\$29,079	-\$101,756	-\$104,851	-\$108,040	-\$111,327	-\$114,713	-\$118,202	-\$121,797	-\$125,502
Real Estate Taxes	-\$129,563	-\$621,403	-\$1,025,893	-\$1,108,939	-\$1,108,939	-\$1,108,939	-\$1,108,939	-\$1,108,939	-\$1,108,939	-\$1,108,939
Total Non-Controllable	-\$129,563	-\$680,732	-\$1,317,610	-\$1,426,410	-\$1,436,066	-\$1,446,016	-\$1,456,268	-\$1,466,833	-\$1,477,718	-\$1,488,935
Total Exp. Excl. Capital Reserves	-\$129,563	-\$986,712	-\$2,388,329	-\$2,529,695	-\$2,572,909	-\$2,617,437	-\$2,663,319	-\$2,710,597	-\$2,759,313	-\$2,809,511
ADD: Property Tax Reserve	\$129,563	\$621,403	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Expense</b>	<b>\$0</b>	<b>-\$365,310</b>	<b>-\$2,388,329</b>	<b>-\$2,529,695</b>	<b>-\$2,572,909</b>	<b>-\$2,617,437</b>	<b>-\$2,663,319</b>	<b>-\$2,710,597</b>	<b>-\$2,759,313</b>	<b>-\$2,809,511</b>
Expense Ratio	0.0%	31.2%	35.9%	34.2%	33.7%	33.3%	32.9%	32.5%	32.1%	31.7%
Net Operating Income	\$87,450	\$806,175	\$4,257,304	\$4,874,691	\$5,052,048	\$5,236,174	\$5,427,241	\$5,625,425	\$5,830,908	\$6,043,876
LESS: Capital Reserves	\$0	-\$15,812	-\$79,932	-\$87,324	-\$89,980	-\$92,717	-\$95,537	-\$98,443	-\$101,437	-\$104,522
LESS: Debt Service (incl. MIP)	-\$668,444	-\$2,158,403	-\$3,426,002	-\$3,486,412	-\$3,484,438	-\$3,482,389	-\$3,480,262	-\$3,478,054	-\$3,475,762	-\$3,473,383
ADD: Interest Reserve	\$601,408	\$1,370,102	\$27,084	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LESS: Asset Management Fee	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LESS: Payment to MH	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ADD: Operating Reserve	\$0	\$20,285	\$57,103	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Net Cash Flow</b>	<b>\$20,414</b>	<b>\$22,347</b>	<b>\$835,556</b>	<b>\$1,300,955</b>	<b>\$1,477,630</b>	<b>\$1,661,068</b>	<b>\$1,851,442</b>	<b>\$2,048,928</b>	<b>\$2,253,708</b>	<b>\$2,465,970</b>
DSCR	0.13x	0.37x	1.24x	1.40x	1.45x	1.50x	1.56x	1.62x	1.68x	1.74x

portland, maine

# 45 BROWN ST

278 UNITS | 256 PARKING STALLS | 9-STORY

 PRESIDIUM



- ### Legend
- IRON ROD FOUND
  - MONUMENT FOUND
  - WATER GATE / VALVE
  - GAS VALVE
  - MANHOLE
  - ELECTRIC MANHOLE
  - TELEPHONE MANHOLE
  - CATCH BASIN
  - UTILITY POLE
  - LIGHT POLE
  - HYDRANT
  - WATER VALVE OR SHUTOFF
  - SIGN
  - PARKING METER
  - ELECTRIC/GAS METER
  - FENCE
  - CURB
  - OHW OVERHEAD UTILITIES
  - UNDERGROUND ELEC./COMM.
  - TELEPHONE
  - GAS LINE
  - WATER LINE
  - CONCRETE
  - N/F NOW OR FORMERLY
  - 000/000 DEED BOOK / PAGE
  - TM TAX MAP BLOCK LOT NO.
  - SIGNIFICANT OBSERVATION
  - EASEMENT AGREEMENT
  - 25540/239
  - PROPERTY LINE
  - 60 1' CONTOUR

- ### Possible Encroachments
- ▲ PARKING GARAGE BUILDING OVER PROPERTY LINE 1.56'±
  - ▲ UPPER LEVEL OF PARKING GARAGE STREET OVERHANG 4.5'±
  - ▲ OVERHEAD WIRES ENCRUCH ONTO PREMISES 0.3'±
  - ▲ LADDER, CONCRETE RAMP AND RAILING AND LADDER ENCRUCH UP TO 0.4'±
  - ▲ EAVES, CORNICES, LIGHTS, SIGN OVERHANG AS NOTED

### General Notes

- OWNER OF RECORD: BROWN TOWERS, LLC, RECORDED IN CUMBERLAND COUNTY REGISTRY OF DEEDS IN BOOK 35610, PAGE 345.
- LOCUS IS SHOWN ON PORTLAND PROPERTY MAPS AS MAP 37 BLOCK F LOTS 2, 18, 22 & 23.
- ELEVATIONS ARE BASED ON OFFICIAL CITY OF PORTLAND BENCHMARK: L 757-34-112 "M" MONUMENT AT THE NORTHWESTERLY CORNER OF FOREST AVE. & CUMBERLAND AVE. ELEVATION = 80.66' (REF. CITY L.B. 725 PGS. 99-100).
- THE PARKING GARAGE AND THE PAVED PARKING AREA HAVE A COMBINED TOTAL OF 311 REGULAR AND 5 HANDICAPPED DELINEATED PARKING SPACES.
- THE PROPERTY IS SERVICED BY VARIOUS UTILITIES THROUGH ADJACENT PUBLIC STREETS.
- PARTY WALL IN 1125/270 IS NOW ONLY WALL OF SWEETWATER PARTNERS LLC AND IS NOT A WALL FOR PREMISES BUILDING.
- STREET LINES ARE BASED ON PLAN REFERENCE 2 WHICH WAS BASED ON ADDITIONAL MONUMENTS ON CUMBERLAND AVENUE AND PREBLE STREET WHICH NO LONGER EXIST.
- SUBJECT PROPERTY HAS DIRECT ACCESS TO CUMBERLAND AVENUE, PREBLE STREET, AND BROWN STREET, PUBLIC RIGHTS OF WAY.
- BEARINGS ARE BASED ON MAGNETIC 1915 PER RECORD DEEDS AND PLANS. COORDINATES ARE BASED ON MAINE STATE PLANE COORDINATE SYSTEM WET ZONE NAD 83 PER CITY CONTROL POINTS:

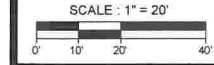
1124-11-1087      1124-12-1096  
 N: 300446.78      N: 299913.92  
 E: 2927558.71      E: 2926805.42

### Plan References

- "ALTA/ACSM LAND TITLE SURVEY ON CUMBERLAND AVE., PREBLE ST., CONGRESS ST., & BROWN ST., PORTLAND, MAINE MADE FOR ISRAEL M. DOLGIN ASSOCIATES LLC" NOV. 13, 2006 BY OWEN HASKELL, INC.
- "PLAN OF PROPERTY IN PORTLAND, MAINE MADE FOR MONUMENT SQUARE ASSOCIATES, INC. 20 APRIL 1983 H.J. & E.C. JORDAN-SURVEYORS"
- "ALTA/ACSM LAND TITLE SURVEY, CWC2016 PROJECT, TIME & TEMPERATURE BUILDING AND MONUMENT SQUARE PARKING GARAGE, 477-481 CONGRESS STREET, 22 PREBLE STREET AND 45 BROWN STREET, PORTLAND, ME 04101" FOR BOCK & LARK'S NATIONAL SURVEYORS NETWORK DATED MARCH 16, 2016 BY OWEN HASKELL, INC.
- "ALTA/NSPS LAND TITLE SURVEY, TIME AND TEMPERATURE BUILDING, MONUMENT SQUARE PARKING GARAGE, 477-481 CONGRESS STREET, 22 PREBLE STREET, 45 BROWN STREET, PORTLAND, CUMBERLAND COUNTY, MAINE MADE FOR TT MAINE VENTURE, LLC" NOVEMBER 20, 2018 BY OWEN HASKELL, INC.

### Utility Note

THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD SURVEY INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEES THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES. CALL 1-888-DIGSAFE AT LEAST THREE BUSINESS DAYS BEFORE PERFORMING ANY CONSTRUCTION. DUE TO OSHA CONFINED SPACE REQUIREMENTS, ALL INVERTS AND PIPE SIZES MUST BE VERIFIED PRIOR TO ANY CONSTRUCTION.



### Boundary & Topographic Survey

Time and Temperature Building  
 Monument Square Parking Garage  
 477-481 Congress Street, 22 Preble Street,  
 45 Brown Street, Portland, Maine  
 Made For  
**45 Brown Street, LLC**

**OWEN HASKELL, INC.**  
 PROFESSIONAL LAND SURVEYORS  
 390 U.S. ROUTE ONE, UNIT 10, FALMOUTH, MAINE 04105

DRAWN BY: RRL/JLW    DATE: JAN 9, 2020    JOB NO.: 2019-348P  
 CHECKED BY: RRL    SCALE: 1" = 20'    DRWG. NO.: 1



CERTIFICATE  
 OWEN HASKELL, INC. HEREBY CERTIFIES THAT THIS PLAN IS BASED ON, AND THE RESULT OF, AN ON THE GROUND FIELD SURVEY AND THAT TO THE BEST OF OUR KNOWLEDGE, INFORMATION AND BELIEF, IT CONFORMS TO THE BOARD OF LICENSURE FOR PROFESSIONAL LAND SURVEYORS CURRENT STANDARDS OF PRACTICE.

01/09/2020  
 DATE

*Randy R. Loubier*  
 RANDY R. LOUBIER, PLS #2407

City of Portland - Affordable Housing (AH) TIF Model  
 45 Brown Street, 037-F002-001  
OAV: \$8,497,600 ao 3/31/2020  
 2% Mil Rate Escalation  
 75% Capture to AH TIF Project; 25% to City General Fund

City of Portland- TIF Projection Table for 45 Brown Street AHTIF										
TIF Year	Tax Year- April 1	Increased Assessed Value Real Prop.	% of Value Captured	Captured Valuation	Projected Mill Rate	Total Projected New Taxes Captured	Captured Revenue to Business Project Account	Captured Revenue to Municipal Project Account	City Non- Captured General Fund Revenues	City OAV General Fund Revenues
1	2020	\$0	75.00%	\$0	23.78	\$0	\$0	\$0	\$0	\$202,041
2	2021	\$0	75.00%	\$0	24.25	\$0	\$0	\$0	\$0	\$206,081
3	2022	\$47,102,400	75.00%	\$35,326,800	24.74	\$873,871	\$873,871	\$0	\$291,290	\$210,203
4	2023	\$47,102,400	75.00%	\$35,326,800	25.23	\$891,348	\$891,348	\$0	\$297,116	\$214,407
5	2024	\$47,102,400	75.00%	\$35,326,800	25.74	\$909,175	\$909,175	\$0	\$303,058	\$218,695
6	2025	\$47,102,400	75.00%	\$35,326,800	26.25	\$927,358	\$927,358	\$0	\$309,119	\$223,069
7	2026	\$47,102,400	75.00%	\$35,326,800	26.78	\$945,906	\$945,906	\$0	\$315,302	\$227,531
8	2027	\$47,102,400	75.00%	\$35,326,800	27.31	\$964,824	\$964,824	\$0	\$321,608	\$232,081
9	2028	\$47,102,400	75.00%	\$35,326,800	27.86	\$984,120	\$984,120	\$0	\$328,040	\$236,723
10	2029	\$47,102,400	75.00%	\$35,326,800	28.41	\$1,003,803	\$1,003,803	\$0	\$334,601	\$241,457
11	2030	\$47,102,400	75.00%	\$35,326,800	28.98	\$1,023,879	\$1,023,879	\$0	\$341,293	\$246,286
12	2031	\$47,102,400	75.00%	\$35,326,800	29.56	\$1,044,356	\$1,044,356	\$0	\$348,119	\$251,212
13	2032	\$47,102,400	75.00%	\$35,326,800	30.15	\$1,065,243	\$1,065,243	\$0	\$355,081	\$256,236
14	2033	\$47,102,400	75.00%	\$35,326,800	30.76	\$1,086,548	\$1,086,548	\$0	\$362,183	\$261,361
15	2034	\$47,102,400	75.00%	\$35,326,800	31.37	\$1,108,279	\$1,108,279	\$0	\$369,426	\$266,588
16	2035	\$47,102,400	75.00%	\$35,326,800	32.00	\$1,130,445	\$1,130,445	\$0	\$376,815	\$271,920
17	2036	\$47,102,400	75.00%	\$35,326,800	32.64	\$1,153,054	\$1,153,054	\$0	\$384,351	\$277,358
18	2037	\$47,102,400	75.00%	\$35,326,800	33.29	\$1,176,115	\$1,176,115	\$0	\$392,038	\$282,906
19	2038	\$47,102,400	75.00%	\$35,326,800	33.96	\$1,199,637	\$1,199,637	\$0	\$399,879	\$288,564
20	2039	\$47,102,400	75.00%	\$35,326,800	34.64	\$1,223,630	\$1,223,630	\$0	\$407,877	\$294,335
21	2040	\$47,102,400	75.00%	\$35,326,800	35.33	\$1,248,102	\$1,248,102	\$0	\$416,034	\$300,222
22	2041	\$47,102,400	75.00%	\$35,326,800	36.04	\$1,273,064	\$1,273,064	\$0	\$424,355	\$306,226
23	2042	\$47,102,400	75.00%	\$35,326,800	36.76	\$1,298,526	\$1,298,526	\$0	\$432,842	\$312,351
24	2043	\$47,102,400	75.00%	\$35,326,800	37.49	\$1,324,496	\$1,324,496	\$0	\$441,499	\$318,598
25	2044	\$47,102,400	75.00%	\$35,326,800	38.24	\$1,350,986	\$1,350,986	\$0	\$450,329	\$324,970
26	2045	\$47,102,400	75.00%	\$35,326,800	39.01	\$1,378,006	\$1,378,006	\$0	\$459,335	\$331,469
27	2046	\$47,102,400	75.00%	\$35,326,800	39.79	\$1,405,566	\$1,405,566	\$0	\$468,522	\$338,098
28	2047	\$47,102,400	75.00%	\$35,326,800	40.58	\$1,433,677	\$1,433,677	\$0	\$477,892	\$344,860
29	2048	\$47,102,400	75.00%	\$35,326,800	41.39	\$1,462,351	\$1,462,351	\$0	\$487,450	\$351,758
30	2049	\$47,102,400	75.00%	\$35,326,800	42.22	\$1,491,598	\$1,491,598	\$0	\$497,199	\$358,793
<b>30 Year TIF Total</b>		<b>\$1,318,867,200</b>		<b>\$989,150,400</b>		<b>\$32,377,960</b>	<b>\$32,377,960</b>	<b>\$0</b>	<b>\$10,792,653</b>	<b>\$8,196,401</b>
<b>30 Year Average</b>				<b>\$32,971,680</b>		<b>\$1,079,265</b>	<b>\$1,079,265</b>		<b>\$359,755</b>	<b>\$273,213</b>

**Tax Shifts-Avoided Formula Impacts from Sheltering of Valuation: City of Portland - TIF Model  
for 45 Brown Street Affordable Housing TIF**

**75% Sheltered - 30 years - 75% to Developer Project Account - 25% to City General Fund**

TIF Year	Tax Year- April 1	Total Added Valuation	Sheltered Valuation	Avoided Formula Impacts from Sheltering of Valuation			
				Avoided Loss of State Aid to for Education	Avoided Loss of State Municipal Revenue Sharing	Avoided Increase in County Tax	Total Avoided Impacts
1	2020	\$0	\$0	\$0	\$0	\$0	\$0
2	2021	\$0	\$0	\$0	\$0	\$0	\$0
3	2022	\$47,102,400	\$35,326,800	\$0	\$26,474	\$19,491	\$45,965
4	2023	\$47,102,400	\$35,326,800	\$97,502	\$26,474	\$19,491	\$143,467
5	2024	\$47,102,400	\$35,326,800	\$195,004	\$26,474	\$19,491	\$240,969
6	2025	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
7	2026	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
8	2027	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
9	2028	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
10	2029	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
11	2030	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
12	2031	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
13	2032	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
14	2033	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
15	2034	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
16	2035	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
17	2036	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
18	2037	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
19	2038	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
20	2039	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
21	2040	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
22	2041	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
23	2042	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
24	2043	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
25	2044	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
26	2045	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
27	2046	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
28	2047	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
29	2048	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
30	2049	\$47,102,400	\$35,326,800	\$292,506	\$26,474	\$19,491	\$338,471
<b>30 Year TIF Total</b>		<b>\$1,318,867,200</b>	<b>\$989,150,400</b>	<b>\$7,605,154</b>	<b>\$741,266</b>	<b>\$545,747</b>	<b>\$8,892,166</b>
<b>30 Year TIF Avg.</b>		<b>\$43,962,240</b>	<b>\$32,971,680</b>	<b>\$253,505</b>	<b>\$24,709</b>	<b>\$18,192</b>	<b>\$296,406</b>



**CITY OF PORTLAND**  
**Planning & Urban Development Department**  
**Housing and Community Development Division**

**TO:** Councilor Duson, Chair  
Members of the Housing and Community Development Committee

**FROM:** Mary Davis, Division Director  
Housing and Community Development Division

**DATE:** June 5, 2020

**SUBJECT:** COMMUNICATION ITEM - FY 20/21 HUD Annual Action Plan

The U.S. Department of Housing and Urban Development (HUD) requires that communities receiving HUD funding (CDBG, HOME, ESG) undertake a planning process every three to five years to review local affordable housing and community development needs. This process is designed to help communities develop priorities and multi-year goals in coordination with other community plans and resources to make a greater impact within the community. The City of Portland undertakes this planning process every five years. Fiscal Year 20/21 is year five of the 2016-2020 Consolidated Plan.

Each year, the City of Portland submits an Annual Action Plan which details the activities and resources that will be used to address the priority needs and goals identified in the Consolidated Plan.

A copy of the FY 20/21 HUD Annual Action Plan is posted on the city's website (<https://www.portlandmaine.gov/762/Plans-Reports>). An electronic copy is included in the agenda packet in the Agenda Center. The document is over 100 pages long; paper copies are available upon request.

This plan was submitted to the U.S. Department of Housing and Urban Development on May 15, 2020. HUD is currently reviewing the plan and we anticipate final approval along with a grant agreement within the next few weeks. The plan includes the projects, activities and resources recommended for funding through the Housing and Community Development annual allocation process including CDBG funding recommendations, Housing Program Budget and ESG Program Budget approved by the City Council on May 4, 2020.

Attachments:

FY 20/21 HUD Annual Action Plan

(electronic copy available as part of the online agenda packet; paper copy available upon request).

Portland Maine  
Cumberland County  
Home Consortium



Annual Action Plan  
2020-2021

City of Portland, Maine  
Planning and Urban Development  
Housing and Community Development Division  
Community Development Program  
389 Congress Street, Room 312 & 313  
Portland, Maine 04101  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

# Executive Summary

## AP-05 Executive Summary - 91.200(c), 91.220(b)

### 1. Introduction

The City of Portland, Maine receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) for the following programs: Community Development Block Grant, HOME Investment Partnership, and Emergency Solutions Grants. The City of Portland is the lead entity in a HOME Investment Partnership Consortium with Cumberland County and the Town of Brunswick. As a condition of the funds, the City of Portland, Maine must submit a Consolidated Annual Action Plan that describes how these funds will be used to address the needs goals and priorities outlined in the 2016-2020 Consolidated Plan which was approved by HUD for the City of Portland. This Consolidated Annual Action Plan is for program year 2020 (PY20) of the 2016-2020 Consolidated Plan.

The allocation of these funds were vetted through a public process which began in October of 2019. The process is consistent with the City's Citizen Participation Plan and utilizes public outreach, community meetings, citizen review committees, social media, the City's website, and public hearings.

For the 2020 Program Year, the City of Portland and the Cumberland County HOME Consortium received \$3,152,698 in entitlement funding from the three HUD formula grant programs; \$1,933,057 for CDBG, \$1,053,258 for HOME, and \$166,383 for ESG.

A note about the Program Year 2020 budget, while the grant amounts for the CDBG and HOME programs are final, the program income amount is an estimate. The available prior year funds are also an estimate, the amount is based on the total grant funds that remain uncommitted (as of 3/19/20) from prior budget year/s. These estimates will be adjusted from time to time as final amounts are known

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The objectives and outcomes identified in this Action Plan are consistent with the 2016-2020 Consolidated Plan and based on a combination of HUD-provided data, independent research, community outreach, consultation with various agencies and service providers, and the established

goals and priorities of the City of Portland and the Cumberland County HOME Consortium. All programs and activities funded through the CDBG, HOME and ESG programs must help to fulfill one of these four goals:

1. Neighborhood Investment & Infrastructure- Create strong, safe accessible and vibrant neighborhoods
2. Housing Availability- Increase housing availability and affordability
3. Economic Opportunity – Create Economic opportunities to transition people out of poverty
4. Address the Needs of the Growing Homeless Population - Prevent and Reduce Homelessness

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Limited financial resources are the City's biggest constraint to meeting the needs and goals of our community. Year after year, the request for funding far exceeds the amount of funds available through the City's CDBG, HOME, and ESG programs. That being said, the use of the HUD funds allows for an increase in leveraged funds through many of the program's sub-recipients. In order to maximize the effectiveness of the HUD funds distributed within our Community, each sub-recipient's application for HOME and CDBG goes through an extensive evaluation process.

The needs, goals, and priorities identified in this Action Plan represent a continuing evaluation and evolution of the City's CDBG, HOME and ESG programs. As new information becomes available about the needs of our community, the HCD staff work with City officials to make sure that the goals of the HUD programs are aligned with the direction and goals of the City. Through the continued evaluation process, the HCD staff is able to make sure that the needs of the City are being address in every funding cycle.

As required by HUD, the City of Portland submits a Consolidated Annual Performance and Evaluation Report (CAPER) at the end of each program year. This report offers a complete evaluation of the performance and accomplishments of all CDBG, HOME and ESG funded activities. The CAPER reports are available in the HCD office as well as the City of Portland's website. <https://www.portlandmaine.gov/762/Plans-Reports>

### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City of Portland strongly encourages citizen participation in the CDBG, HOME and ESG allocation process. The City follows the guidelines written in our Citizen Participation plan. The public is given an opportunity to learn about the programs and budgets as well as speak at the following meetings: District

meetings in the fall, CDBG Allocation Committee meetings, the Emergency Shelter Assessment Committees, Housing program budget meeting at the Council's Housing Committee, and two public hearings in April and May with the full City Council. Additionally, the CDBG applications are made available to the public through a hard copy in the HCD office. Lastly, staff encourage any member of the public that has questions about the programs or budgets to set up a meeting with staff.

A copy of the City's Citizen Participation Plan is made available to the public on the City's website and a hard copy is available in the HCD Office. As part of our continual evaluation process, HCD Staff periodically review the Citizen Participation Plan to evaluate its consistency with the goals of the City as well as HUD requirements.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The Annual Action Plan public comment period was held from April 27 to May 4, 2020. During the April 27th public hearings, many organization representatives and supporters spoke about the need for CDBG funds for the following programs; Amistad (Peer Outreach Program) Community Housing of Maine (Middle Street Apartments) First Parish Church (A Church For "EveryBODY").

During the May 4th public hearing eight additional community members and representatives advocated for CDBG for the following programs: Amistad (Peer Outreach Program), Wayside Foods (Direct Service Program), First Parish Church (A Church for "EveryBODY"), Furniture Friends, Milestone (HOME Team), and residents supporting public infrastructure projects.

A full list of public comments is included with the grantee unique appendices. This year staff asked anyone that would like to turn in a written version of their public comments to do so. A copy of these written public comments as well as a summary of the public comments from the April 27th meeting are attached as part of the Grantee Unique Appendices. The video stream of the Council Meeting can be watched here:

[https://townhallstreams.com/stream.php?location\\_id=42&id=28942](https://townhallstreams.com/stream.php?location_id=42&id=28942) (April 27, 2020)

[https://townhallstreams.com/stream.php?location\\_id=42&id=25541](https://townhallstreams.com/stream.php?location_id=42&id=25541) (May 4th, 2020)

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments and views were accepted.

## **7. Summary**

The focus of this year's Annual Action plan is to carry out activities that help the City of Portland reach the goals listed in our Five-Year Consolidated plan. Every activity being carried out as part of this year's Annual Action Plan makes strides toward the goals of 'Addressing the Needs of the Growing Homeless Population', 'Housing Availability', 'Economic Opportunity', or 'Neighborhood Investment and Infrastructure'.

**PR-05 Lead & Responsible Agencies - 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	PORTLAND	
CDBG Administrator	PORTLAND	Planning and Urban Development Dept, HCD Division
HOPWA Administrator	PORTLAND	Frannie Peabody Center, ME
HOME Administrator	PORTLAND	Planning and Urban Development Dept, HCD Division
ESG Administrator	PORTLAND	Health and Human Services Department, SS Division
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative**

**Consolidated Plan Public Contact Information**

Mary Davis

Housing and Community Development Division

389 Congress Street, Room 312, Portland, Maine 04101

(207) 874-8711

## **AP-10 Consultation - 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

The City of Portland Housing and Community Development Division works with other City divisions and departments, regional coalitions, state programs, community stakeholders, and county partners to set and achieve its goals. Also, the City's Citizen Participation Plan ensures that the City undertakes an effective public process that encourages input and participation from all citizens, non-profit organizations and other interested parties. The plan also guarantees access to meetings, information and public hearings on the Annual Action Plan. Technical assistance is provided, upon request, to any organization that would like to develop proposals for funding under the City's Housing and Community Development Programs.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).**

In the City of Portland, 33% of CDBG funds support public service programs. These public service programs work in collaboration with ESG, HOME and CDBG development programs to create a continuum of care and economic opportunities for all LMI Portland residents. During the CDBG application review process, additional points are awarded to organization that show strong collaboration with other housing and public service providers.

The City & the Portland Housing Authority (PHA) have a history of cooperation in several areas including community policing, development of affordable housing, recreational activities for at-risk youth, the Family Self-Sufficiency Program, Family Investment Center and applications to HUD for Section 8 certificates and vouchers for families, homeless, and disabled persons. City of Portland and PHA staff communicate regularly and provide each other with data for plans and reports. The City of Portland and Cumberland County also collaborate with the other Public Housing Authorities throughout Cumberland County, including South Portland, Westbrook, and Brunswick.

Housing and Community Development staff also serve on or participate in several committees and coalitions that support the goal of collaboration between housing providers, mental health services and other social service providers. Staff serve on or attend the following: Maine Affordable Housing Coalition, Age Friendly Portland Steering Committee, Maine Continuum of Care, Emergency Shelter Assessment Committee, and United Way's Thrive 2027 Data and Evaluation Committee.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

This year \$294,604 CDBG public service funds will go directly to efforts to address the needs of homeless persons or persons at risk of homelessness. An additional \$66,444 will go to housing follow up services for chronically homeless individuals who have recently been housed, and providing furniture to homeless individuals and families recently housed.

The City of Portland also allocated \$143,571 in HOME Program Funds to continue a Tenant Based Rental Assistance Program. Staff modeled the program on the *Maine Housing Stability through Engagement Program*. The short term rental assistance program will provide security deposits and/or first month's rent and will be available to currently homeless or those in danger of becoming homeless. The City receives ESG funds in the amount of \$166,383. The funds are used to staff programs that rapidly re-house individuals and families staying in the City shelters. The funds help provide services to individuals and families at risk of entering the shelter system. In addition, the city has a policy that requires any new rental housing development receiving assistance through Tax Increment Financing and/or a HUD HOME or CDBG subsidy from the City, be required to provide 10% of the rental units in the development for individuals or families currently living in a Portland shelter.

City staff from the Health and Human Services Department and Housing & Community Development Division coordinate with other members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to support the Homeless Continuum of Care, respond to the McKinney Vento NOFA and monitor shelter bed usage for single adults, adolescents, and families. ESAC members include shelter providers for singles, adolescents, mentally ill, women, families with children, and victims of domestic violence, supported housing providers, mental health service providers, substance abuse service providers, health service providers and general services, including day shelter providers for the homeless population. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends to resolve problems within the continuum that may arise from time to time. City staff also coordinate the Point in Time Survey each year.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

In 2017 the Portland Continuum of Care and the Maine Continuum of Care voted to merge and become one continuum of care for the entire state. Staff participate in monthly Continuum of Care meetings. In 2018, with assistance from HUD technical assistance provider, Cloudburst, the City produced an updated set of policies of procedures that align with the goals of the City and Maine Continuum of Care. City staff have also taken the lead in scripting the universal intake forms that are used by 211 and shelter's across the state as part of the HMIS data entry system.

**2. Agencies, groups, organizations and others who participated in the process and consultations**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	City of Portland
	<b>Agency/Group/Organization Type</b>	Housing Services-Elderly Persons Services-homeless Services-Education Service-Fair Housing Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Portland includes the Planning and Urban Development Department, which is responsible for housing and community development needs and strategy in addition to anti-poverty barriers to affordable housing, and lead based paint remediation. The Economic Development Department is responsible for the economic strategies for the City. The Health and Human Services Department is responsible for homeless needs, specifically families with children, single adults, and chronically homeless individuals. The Public Works Department is responsible for infrastructure needs and projects. The Recreation and Facilities Department is responsible for building maintenance and renovations. The Executive Department, which includes the City Manager, is responsible for providing policy guidance and an interdepartmental vision and budget for the City.

2	<b>Agency/Group/Organization</b>	CUMBERLAND COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Other government - County
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Portland and Cumberland County are partners in the HOME Consortium. The two entities work collaboratively to distribute resources and address affordable housing needs, residential rehabilitation needs for residents of Portland and Cumberland
3	<b>Agency/Group/Organization</b>	Portland Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Portland Housing Authority was consulted to provide information regarding housing and public housing needs.
4	<b>Agency/Group/Organization</b>	Community Housing of Maine
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Community Housing of Maine provides housing to vulnerable populations including the elderly, disabled, people experiencing mental illness, people with developmental and intellectual disabilities, people recovering from addiction, veterans, victims of domestic violence and persons living with HIV/Aids.
5	<b>Agency/Group/Organization</b>	Westbrook Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Westbrook Housing Authority was consulted to provide information regarding housing and public housing needs.
6	<b>Agency/Group/Organization</b>	South Portland Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The South Portland Housing Authority was consulted to provide information regarding housing and public housing needs.
7	<b>Agency/Group/Organization</b>	Brunswick Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Brunswick Housing Authority was consulted to provide information regarding housing and public housing needs.

8	<b>Agency/Group/Organization</b>	Milestone Foundation
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Milestone provides health and basic needs outreach to the most vulnerable populations including the disabled, people experiencing mental illness, people with developmental and intellectual disabilities, and people suffering from addiction. Milestone coordinates with HCD Staff, the City's Police Department, and other social service and health providers in the City.
10	<b>Agency/Group/Organization</b>	Preble Street
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence Services-homeless Services-Health
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Preble Street is seen by the City as an integral partner in the shelter and basic needs of the City's most vulnerable population. Preble Street is consulted by the City on a regular basis due the their teen shelter, women's shelter, and food programs.

**Identify any Agency Types not consulted and provide rationale for not consulting**

All agencies pertaining to public services available in the City Portland and housing services available in Cumberland County and the City of Portland were consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Maine Continuum of Care	The Maine Continuum of Care, which merged with the Portland CoC in 2017 has a goal of ending homelessness
Portland's Plan 2030	City of Portland Planning and Urban Development Department	The City of Portland's 2017 comprehensive plan will guide the planning and design decisions of the City of Portland. Future housing initiatives will align with the new comprehensive plan for the City.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative**

The City of Portland strives to consider all applicable local, regional, state, and federal planning efforts when preparing the Annual Action Plan and Five year consolidated plan. The list above is a representation of the most prominent strategic planning efforts that directly impact the goals and priorities of this Annual Action Plan.

There are four public housing authorities in the Consortium; Westbrook Housing Authority, South Portland Housing Authority, Portland Housing Authority, and Brunswick Housing Authority. In 2016, Portland Housing Authority (PHA), the largest of the four housing authorities, developed their five year plan, annual agency plan, and capital fund plan; the City worked closely with the PHA to collaboratively develop housing goals for the City's five year consolidated plan.

Social Service and homeless shelter staff were consulted to include input on housing the city's most vulnerable populations. Housing and Community Development staff have attended Continuum of Care and Emergency Shelter Assessment Committee meetings to stay updated on shelter bed usage, housing successes and needs for this population, and to receive input from Homeless Voices for Justice, a local grassroots effort involved in affecting change for Portland's homeless populations.

City of Portland Public Works Department was consulted on the need for public services in the city, specifically within CDBG eligible neighborhoods. Additionally, several CDBG-funded non-profit social service and basic needs providers are consulted because of their expertise in assisting the city's most vulnerable populations.

## **AP-12 Participation - 91.401, 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

HCD staff strive to make every effort to encourage public comment and participation. This year staff teamed up with the City's executive branch to host the well-established district meetings. The meetings informed the public of CDBG and HOME programs and services available to them. The meetings also helped to gather public comment and input on the needs in our community, plus ideas for CDBG and HOME projects and ways we can improve the effectiveness of our CDBG and HOME funds.

For CDBG, there was a mandatory applicants meeting to inform all potential CDBG applicants of the information needed to apply for CDBG funding. There were fifty-two (52) attendees representing forty-seven (47) organizations. The CDBG Allocation Committee met nine times. Each meeting was advertised on the City calendar and website. The committee reviewed and discussed CDBG applications at these meetings. In addition, the committee discussed policy and procedure changes to improve the CDBG application and funding process. HOME funds were reviewed and discussed at the Housing Committee. Priorities and funding allocations were reviewed and approved at these meetings. Public comment, if any, was taken. The Emergency Solutions Grant was presented and discussed at the Emergency Shelter Assessment Committee meetings. The funding allocations and action plan were advertised in the paper. The Action Plan budgets for CDBG, HOME and ESG were presented to the City Council at the April 27 and May 4 Council Meetings.

### Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted /broad community	Over 300 people attended the 5 District meetings held in November and December of 2019. Approximately 31 people requested additional information about CDBG and HOME related programs.	Approximately 31 people requested additional information about CDBG and HOME related programs. Many other residents took informational flyers. No formal public comments were submitted, though several members of the public asked questions about eligibility and ongoing projects.	All comments were accepted	Annual Action Plan status 2020

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Non-targeted /broad community	Two City wide Public meetings were held virtually on April 27 and May 4. A total of 26 people provided comments .	A summary of comments are attached in the unique grantee appendices. A video stream of the meetings can be watched	All comments were accepted	<a href="https://townhallstreams.com/stream.php?location_id=42&amp;id=28942">https://townhallstreams.com/stream.php?location_id=42&amp;id=28942</a> <a href="https://townhallstreams.com/stream.php?location_id=42&amp;id=25541">https://townhallstreams.com/stream.php?location_id=42&amp;id=25541</a>
3	Newspaper Ad	Non-English Speaking - Specify other language : Somali, Portuguese, Arabic, French, Spanish, Lingala  Non-targeted /broad community	Placement of Legal Notice notifying citizens of the Action Plan key dates and deadlines, contact information, and two citywide hearings on 4/27 and 5/4.	Please see attachment	All public comments were accepted	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Email	Non-targeted /broad community	<p>Emails were sent to 331 individuals soliciting their comments and inviting their participation at public hearings. Emails were sent 3 times: (1) When the City Managers recommendations were released, (2) three days before the first public hearing, (3) 1 days before the second public hearing.</p>	Please see attachments	All public comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Internet Outreach	Non-targeted /broad community	A 'City News Flash' was emailed to 850 subscribers announcing the release of CDBG scores as well as the public hearings.	Please see attachment	All public comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Non-targeted /broad community	On 02/12/2020 The Housing Committee reviewed the HCD Housing budget which includes CDBG program income and HOME funds. No members of the public gave public comment.	Please see attachments	All public comments were accepted.	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

## AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

### Introduction

For the Year 5 Annual Action Plan, the anticipated resources include federal CDBG, HOME, and ESG funds. Total funding allocations for Year 5 (2020) were released on February 14, 2020. The HOME and CDBG program saw an increase in funding for Year 5. The Year 5 Annual Action Plan also includes resources from a Section 108 loan, a local housing trust fund, and program income from two former HUD programs; UDAG and Healthy Home/Lead Safe Housing. The Section 108 funding is to build a parking garage in the Bayside neighborhood through a project called Midtown. Once funds are expended no more are expected. The Local Housing Trust Fund is funded through various City Programs such as the Housing Replacement Ordinance, Short Term Rental registration, and Inclusionary Zoning fee in lieu. In 2017, the City sold a parking garage that was originally purchased with UDAG funds, the sale was a onetime payment, \$20,000 from the proceeds from the sale will be used for a CDBG eligible activity each year. This year, UDAG funding will go towards Furniture Friends, a non-profit organizations providing furniture to recently homeless individuals and families. Finally, payments on the healthy home/Lead Safe Housing are typically made when owners sell or refinance their homes and are therefore unpredictable. Estimates are based on past years income.

### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,933,057	42,923	131,665	2,107,645	0	Annual allocation \$1,933,057 plus new program income of \$42,923 plus previous year program income of \$131,665

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,053,258	75,000	75,000	1,203,258	0	Annual Allocation plus program income and recaptured funds.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	166,383	0	0	166,383	0	
Housing Trust Fund	public - local	Acquisition Multifamily rental new construction New construction for ownership	1,567,200	0	0	1,567,200	0	Local Housing Trust Funds allocated under an annual plan that is approved by the City Council. The Housing Trust Funds are available for affordable and workforce housing development, up to 120 AMI for sale units, 100 AMI for rental units.
Other	public - federal	Housing	197,871	0	0	197,871	0	Utilizing program income generated by the lead hazard control grant, will abatement approximately 25 units

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Acquisition Admin and Planning Economic Development Housing Overnight shelter Public Improvements Public Services	120,000	0	0	120,000	0	Local TIF financing for public infrastructure and administration expenditures

Table 2 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

CDBG funds are leveraged considerably for their investment. This year’s projects are expected to leverage \$33,732,012 from the CDBG investment of \$2,127,645. The CDBG Program Application process discourages applicants from using CDBG funds as the sole source of project funding. Applicants must include other resources as leveraged funding.

The HOME Program leverages considerable funds, primarily through the Affordable Housing Development Program. This program leverages funding from several sources including Low Income Housing Tax Credits, state and federal Historic Tax Credits, state funds from the Maine State Housing Authority, local tax increment financing and local Housing Trust Funds. The City of Portland meets its match requirement through the expenditure of local General Assistance funds providing tenant based rental assistance to low and very low income households. The City expends General Assistance funds for this purpose, well in excess of the required HOME program match and will continue this assistance.

The ESG Program is expected to provide match funds equal to the amount of ESG funds allocated through the City's General Assistance fund.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Over the past several years the Housing Committee has tasked staff with identifying publicly owned land and property located within the jurisdiction that can be used for affordable housing. The City recently sold 4 parcels of land in the Bayside Neighborhood, some completed, some currently under construction that include affordable housing. The parcels are: 1) 60 Parris Street (completed): 20 condominiums affordable to households earning 120% AMI for the initial sale, 3 units sold at market price; 2) 178 Kennebec Street (under construction): Of the proposed 46 rental units, 78% of the units will be priced at 60% AMI or less, 22% will be at market rate; 3) 65 Hanover Street: 25 units of which at least 25 units are affordable to low and moderate income households; 4) 44 Hanover Street: Proposing 16 rental units (total number of units is unknown as of yet) priced at \$1,000 per month (which is approximately 80% AMI).

In April 2020 the city released Requests for Proposals for three additional city-owned properties at 21 Randall Street, 43 & 91 Douglass Street and 165 Lambert Street. The goal for the sale of these parcels is to incentivize the construction of new housing affordable to households earning between 60% and 120% of the area median income. Proposals are due by June 16 and will be evaluated by city staff. The City Council will decide which proposal(s) are accepted.

The City continues to allocate profits from the sale of tax acquired property in Portland to the City's Housing Trust Fund. At the direction of the City Council's Housing Committee, the HCD staff will continue to identify additional city-owned properties for affordable housing development.

Additionally, the City has selected a parcel of city-owned property as the location for creating a new city shelter that will hold 200 beds and be open 24 hours a day. This new shelter aligns with the City's 10 year plan to end homelessness and the City's Continuum of Care plan. The new shelter also aligns with the "Addressing the Needs of the Growing Homeless Population" goal in our Five Year Consolidated Plan.

Finally, the City works with social service providers and housing developers that would like to address the need for additional types of housing in our community, such as: housing for physical and mental disabilities; substance use disorders; and seniors.

## **Discussion**

The City of Portland secured HUD 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan to support revitalization of the distressed area of Bayside by stimulating residential and commercial economic development activities and creating jobs.

One of the catalysts to support the Bayside area-wide revitalization is a public-private partnership to construct an 800 space parking garage with ground level commercial space. Unfortunately, the city is engaged in a lawsuit with the Federated Companies, the Parking Garage Developer, due to a lack of contractual performance. The City is evaluating all options to support continued revitalization of Bayside.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Investment & Infrastructure	2016	2020	Non-Housing Community Development	Eligible Census Tracts CDBG Target Neighborhoods Bayside Neighborhoods	Neighborhood Investment & Infrastructure	CDBG: \$512,704	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 6092 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
2	Economic Opportunity	2016	2020	Economic Development	PORTLAND, MAINE	Economic Opportunity	CDBG: \$258,308	Public service activities other than Low/Moderate Income Housing Benefit: 124 Persons Assisted Jobs created/retained: 7 Jobs Businesses assisted: 6 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Housing Availability	2016	2020	Affordable Housing Public Housing	Eligible Census Tracts	Housing Availability	CDBG: \$405,150 HOME: \$1,060,061 ESG: \$55,064 Housing Trust Fund: \$1,567,200	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 186 Households Assisted Rental units constructed: 250 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 160 Households Assisted
4	Address the Needs for Growing Homeless Population	2016	2020	Homeless	PORTLAND, MAINE Eligible Census Tracts	Address the Needs for Growing Homeless Population	CDBG: \$361,048 ESG: \$93,745	Public service activities other than Low/Moderate Income Housing Benefit: 8600 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 425 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 96 Households Assisted Homeless Person Overnight Shelter: 131 Persons Assisted

Table 3 – Goals Summary

**Goal Descriptions**

1	<b>Goal Name</b>	Neighborhood Investment & Infrastructure
	<b>Goal Description</b>	Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods
2	<b>Goal Name</b>	Economic Opportunity
	<b>Goal Description</b>	Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.
3	<b>Goal Name</b>	Housing Availability
	<b>Goal Description</b>	Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.
4	<b>Goal Name</b>	Address the Needs for Growing Homeless Population
	<b>Goal Description</b>	Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.



## AP-35 Projects - 91.420, 91.220(d)

### Introduction

The City of Portland's Housing and Community Development Program will enter into the PY 2020-2021 budget cycle with the following funding allocations: \$2,081,642 in CDBG which consists of \$1,933,057 in direct HUD allocation, \$120,000 in TIF funds, \$20,000 in UDAG proceeds, and \$8,585 in CDBG housing program income; \$166,383, in Emergency Solutions Grant funding; and \$1,203,258 HOME allocation as part of the Cumberland County HOME Consortium, which consists of \$1,053,258 in direct HUD allocation; \$75,000 in program income, and \$75,000 in recaptured funds. \$770,647 is designated for City of Portland use and \$432,611 is designated for the County. An additional \$166,003 in Housing Development Funds/CDBG housing program income, \$197,871 in Lead Safe Housing program income and \$1,567,200 in local housing trust funds is also available

#	Project Name
1	HCD Grant Administration
2	CDBG Planning
3	Community Housing of Maine, Middle Street Apartments
4	COP Public Works Freshman Alley Lighting
5	Coastal Enterprise, Inc. Portland Micro enterprise Assistance Program
6	COP Dept. of Parks, Recreation and Facilities, Riverton Elementary School ADA Inclusive Playground
7	Catherine Morrill Day Nursery, Energy Efficiency Improvement Plan
8	PHA Development Corporation, Washington Gardens
9	COP Public Works, Bayside Area Sidewalks
10	Port Resources, Group Home Heat Pump Project
11	COP Economic Development, Business Assistance Program for Job Creation
12	Catherine Morrill Day Nursery, Life Safety Repairs
13	First Parish Church, A church for EveryBODY
14	Maine Irish Heritage Center, Upper Sanctuary Accessibility Project
15	Maine Irish Heritage Center, Front Stairway Restoration Project
16	Community Policing
17	Wayside Food Program, Direct Service Programs
18	Preble Street, Florence House Womens Shelter
19	Preble Street, Food Programs
20	COP Oxford Street Shelter, Long Term Stayers Community Integration and Landlord Outreach
21	Milestone, Homeless Outreach and Mobile Engagement (HOME) Team
22	Preble Street, Joe Kreisler Teen Shelter
23	Catholic Charities and Immigrant Legal Advocacy Project, Immigrant Legal Services
24	COP Public Health, Mobil Medical Outreach Program
25	Furniture Friends, Basic Necessities Expansion

#	Project Name
26	Catherine Morrill Day Nursery, Portland CDBG Childcare Voucher Collaborative
27	Homeless Programs, ESG
28	HOME Administration
29	Tenant Based Rental Assistance (TBRA)
30	City Affordable Housing Development
31	County HOME Affordable Housing Development
32	Emergency Repair/Housing Rehab Program (HDF)

**Table 4 – Project Information**

## **Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

Nearly all of the City's CDBG, HOME and ESG funds go to addressing underserved needs in Portland. The allocation process and priorities for CDBG, HOME and ESG is described below. The largest obstacle to addressing the underserved needs is limited funding. The needs of the underserved continue to increase in the City of Portland, but the funding resources remain limited.

Community Development Block Grant: CDBG funds are allocated through a competitive application process. To apply, organizations must attend a mandatory application meeting. Applications are available through the Housing and Community Development Office in City Hall and on the City's webpage. Applications are reviewed by a volunteer citizen allocation committee appointed by the City Council. The Allocation Committee sends its recommendations to the City Manager who forwards the funding recommendations to the City Council. The City Council conducts two public hearings before deciding on the final funding recommendations. As mentioned under the AP-15 Expected Resources, the City of Portland sold the Cotton Street Parking garage in 2017, which was originally purchased with UDAG funds. As part of this sale, the City Council has decided to spend \$20,000 from the proceeds each year on a CDBG eligible activity. This year, the City Council strongly felt the Portland CDBG Child Care Voucher Collaboration was a vital program that should receive funding. To partially fund that program, social service funding request, excluding the community policing and food service programs, were reduced by ten percent. In addition, the \$20,000 available from UDAG funds was allocated to Furniture Friends Basic Expansion Necessities Expansion project. Furniture Friends is a vital program providing furniture to recently homeless individuals and families.

HOME: The HOME Program budget is formulated by staff, endorsed by the City Council's Housing Committee and Cumberland County's Municipal Oversight Committee. The City Council conducts two public hearings before deciding on the final HOME Program budget. Program guidelines and applications are available through the Housing and Community Development Office in City Hall and on the City's webpage. As of the 2020-2021 program year, the HOME program will be focused on housing development. The Consortium no longer administers a Housing Rehabilitation Program. CDBG Housing Program Income funds have been set aside for an emergency repair program.

Emergency Solutions Grant: The Emergency Solutions Grant funding is formulated by staff and presented to the Maine Continuum of Care and the City's Emergency Shelter Assessment Committee. The funding supports shelter operations, homeless prevention, rapid rehousing, and HMIS.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	HCD Grant Administration
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$371,328 Other: \$30,000
	<b>Description</b>	Manage the Grant. Comply with grant requirements and reporting. Follow federal regulations
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	These funds are for the administration of the CDBG program, no funds will directly benefit families
	<b>Location Description</b>	389 Congress Street Room 312 & 313, Portland, Maine 04101
	<b>Planned Activities</b>	Manage the Grant. Comply with grant requirements and reporting. Follow federal regulations
<b>2</b>	<b>Project Name</b>	CDBG Planning
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$23,868
	<b>Description</b>	Long Range Planning efforts, including transportation planning.

	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	These funds are for long range CDBG eligible planning. No funds will directly benefit families in Portland.
	<b>Location Description</b>	389 Congress Street 4th Floor, Portland, ME 04101
	<b>Planned Activities</b>	Long Range Planning efforts, including transportation planning.
<b>3</b>	<b>Project Name</b>	Community Housing of Maine, Middle Street Apartments
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	CDBG: \$200,000
	<b>Description</b>	Middle Street Apartments will create 49 units of permanently affordable housing. 11 units will be set aside for chronically homeless individuals.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	53 low/moderate income households
	<b>Location Description</b>	83 Middle Street, Portland ME
	<b>Planned Activities</b>	Increase supply of Affordable housing. House Long-Term homeless populations. Reconnect neighborhoods and increase connectivity and use.
<b>4</b>	<b>Project Name</b>	COP Public Works Freshman Alley Lighting
	<b>Target Area</b>	Bayside Neighborhoods
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	This project will create safer, more accessible environments for Portland's low and middle-income residents. Investment in the safety and usability of the city's public spaces supports private development in the area.
	<b>Target Date</b>	6/30/2022

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1345 Portland residents
	<b>Location Description</b>	Freshman Alley between Elm Street and Chestnut Street, Portland, ME
	<b>Planned Activities</b>	Replace obsolete and missing light fixtures, and poles. Improve safety and accessibility for students, pedestrians, cyclists, and people with disabilities.
<b>5</b>	<b>Project Name</b>	Coastal Enterprise, Inc. Portland Micro enterprise Assistance Program
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Economic Opportunity
	<b>Needs Addressed</b>	Economic Opportunity
	<b>Funding</b>	CDBG: \$48,000
	<b>Description</b>	CEI and Cultivating Community will help at least 50 immigrant, Asylee, refugee, and/or female low to moderate income Portland residents start six microenterprises in Portland by providing intensive business advising, access to capital, credit counseling, and farm training.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 immigrant, Asylee, refugee, and/or female low to moderate income Portland residents
	<b>Location Description</b>	Portland, ME
	<b>Planned Activities</b>	Create 6 businesses in Portland owned by Portland residents. Create at least 6 job in Portland (business owners). Civic engagement by business owners. Increased tax revenue (sales, business equipment, income).
<b>6</b>	<b>Project Name</b>	COP Dept. of Parks, Recreation and Facilities, Riverton Elementary School ADA Inclusive Playground
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$40,680

	<b>Description</b>	This public playground will improve ADA accessibility by exceeding ADA compliance standards to provide an inclusive recreational space that addresses the specific needs of children with disabilities and their peers in the community. This will be the first and only fully ADA Inclusive playground in Portland.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	442 students enrolled at the school, approximately 261 that are low income students
	<b>Location Description</b>	Riverton Elementary School, Portland ME
	<b>Planned Activities</b>	Create a strong, safe, accessible and vibrant Riverton neighborhood. This public playground will improve ADA accessibility by exceeding ADA compliance standards to provide an inclusive recreational space that addresses the specific needs of children with disabilities and their peers in the community
<b>7</b>	<b>Project Name</b>	Catherine Morrill Day Nursery, Energy Efficiency Improvement Plan
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$59,724
	<b>Description</b>	This goal of the program is to address findings from a recent energy audit to lower energy costs, and increase energy efficiency and safety.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 100 children and 80 families per a year
	<b>Location Description</b>	96 Danforth Street Portland, ME
	<b>Planned Activities</b>	Seal and insulate the basement and attic, replace the main entrance door, and replace lighting fixtures with energy efficient fixtures
<b>8</b>	<b>Project Name</b>	PHA Development Corporation, Washington Gardens
	<b>Target Area</b>	Eligible Census Tracts

	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	CDBG: \$184,150
	<b>Description</b>	Rehabilitation of Washington Gardens
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 125 low and moderate income Portland renters
	<b>Location Description</b>	577 Washington Ave, Portland Maine
	<b>Planned Activities</b>	CDBG funds will be used for the temporary relocation of residents during rehabilitation. Energy efficiency and accessibility upgrades will be done to the 100 unit housing complex.
9	<b>Project Name</b>	COP Public Works, Bayside Area Sidewalks
	<b>Target Area</b>	Bayside Neighborhoods
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$109,000 Other: \$90,000
	<b>Description</b>	Design and reconstruct in concrete the sidewalks on the west side of Chestnut Street from Oxford Street to Lancaster Street, the south side of Lancaster St from Cedar St to Elm St, and the east and west side of Cedar St from Lancaster St extending towards Oxford St.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1570 Portland residents, 1325 low income individuals that live in the area
	<b>Location Description</b>	Chestnut Street, Lancaster Street, Cedar Street (West Bayside) Portland, ME

	<b>Planned Activities</b>	New vertical granite curbing, ADA compliant ramps, and signage. The goal of the project is to connect previously reconstructed ramps and other pedestrian improvements into a greater network of accessibility for Bayside.
<b>10</b>	<b>Project Name</b>	Port Resources, Group Home Heat Pump Project
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	CDBG: \$21,000
	<b>Description</b>	Heat pump system for two group homes (duplex) for adults with disabilities
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	8 adults with dual diagnosis of developmental disability and mental health challenges
	<b>Location Description</b>	70 and 72 Emery Street, Portland ME
	<b>Planned Activities</b>	Installation of two heat pump systems
<b>11</b>	<b>Project Name</b>	COP Economic Development, Business Assistance Program for Job Creation
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Economic Opportunity
	<b>Needs Addressed</b>	Economic Opportunity
	<b>Funding</b>	CDBG: \$77,244
	<b>Description</b>	Matching grant funds to new and existing Portland businesses to create jobs for low/moderate income persons, provide new job skills training, and strengthen Portland's neighborhoods with new and growing businesses
	<b>Target Date</b>	6/30/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7 low to moderate income individuals
	<b>Location Description</b>	Portland, ME
	<b>Planned Activities</b>	Matching grant funds to new and existing Portland businesses to create jobs for low/moderate income persons, provide new job skills training, and strengthen Portland's neighborhoods with new and growing businesses
<b>12</b>	<b>Project Name</b>	Catherine Morrill Day Nursery, Life Safety Repairs
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$30,300
	<b>Description</b>	Ensure the childcare facility meets required life safety codes including lead abatement, replacing collapsed sewer piping, and renovating exterior slum and blight
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 children and 80 families a year
	<b>Location Description</b>	96 Danforth Street, Portland ME
	<b>Planned Activities</b>	Lead abatement on the 3rd floor, replace collapsed sewer piping, renovate the slum and blight on the front of façade of the building and tighten up the masonry to prevent moisture and rodents.
<b>13</b>	<b>Project Name</b>	First Parish Church, A church for EveryBODY
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	First Parish Church, A church for EveryBODY

	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15,000 individuals that attend the church including individuals that use the church space for AA meetings and food pantries
	<b>Location Description</b>	425 Congress Street, Portland ME
	<b>Planned Activities</b>	A new entryway on the North side of the Church. A code complaint elevator will be installed to service all three floors. Two new handicap accessible toilets will be added to the main floor. An access ramp to the Community Room will be added. The Community Room will be updated with new, more efficient, heating and ventilation, lighting, storage, and bathroom improvements.
<b>14</b>	<b>Project Name</b>	Maine Irish Heritage Center, Upper Sanctuary Accessibility Project
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$15,000
	<b>Description</b>	Complete accessibility of upper sanctuary by creating a curved accessibility platform to cover the east side steps. Installation of flooring to finish the platform and install a new metal hand railing.
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1,190 Portland residents
	<b>Location Description</b>	34 Gray Street Portland, ME 04102
	<b>Planned Activities</b>	Complete accessibility of upper sanctuary by creating a curved accessibility platform to cover the east side steps. Installation of flooring to finish the platform and install a new metal hand railing.
<b>15</b>	<b>Project Name</b>	Maine Irish Heritage Center, Front Stairway Restoration Project
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure

	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$17,000
	<b>Description</b>	Restoration of the front granite entry stair system
	<b>Target Date</b>	6/30/2022
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1,190 Portland residents
	<b>Location Description</b>	34 Gray Street, Portland ME 04102
	<b>Planned Activities</b>	Removing displace stair elements and re-setting the stair treads to reinforced masonry. Reset the stones to their original location and enhance the bedding plane.
<b>16</b>	<b>Project Name</b>	Community Policing
	<b>Target Area</b>	CDBG Target Neighborhoods
	<b>Goals Supported</b>	Neighborhood Investment & Infrastructure
	<b>Needs Addressed</b>	Neighborhood Investment & Infrastructure
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	Community Policing
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5,000 individuals will be served, with 3,300 being low to moderate income
	<b>Location Description</b>	Portland, ME (various locations)
	<b>Planned Activities</b>	The Portland Police Department will utilize grant funds to pay a portion of the salary for five civilian Community Policing Coordinators who are embedded in target neighborhoods, where they facilitate problem solving, serve a centralized point of contact for community members seeking assistance, and administer the disorderly house program.
<b>17</b>	<b>Project Name</b>	Wayside Food Program, Direct Service Programs
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population

	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$34,000
	<b>Description</b>	Mobile food pantry
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4,000 economically vulnerable and under resourced community members
	<b>Location Description</b>	Portland, ME (various locations)
	<b>Planned Activities</b>	Waysides Direct Services program works to prevent and reduce homelessness by increasing access to nutritious food for economically vulnerable community members in Greater Portland through 5 Mobile Food Pantries and 13 weekly Community Meals. All of Waysides work is rooted in cross sector partnerships and focused on strengthening the quality and quantity of social ties and support networks. Every month 1,000 different individuals receive 97500 meals through Waysides Direct Services program.
<b>18</b>	<b>Project Name</b>	Preble Street, Florence House Womans Shelter
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$18,000
	<b>Description</b>	Emergency shelter
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	175 homeless women experiencing abuse, aging, disabilities, and addiction
	<b>Location Description</b>	190 Valley Street, Portland ME
	<b>Planned Activities</b>	CDBG funds support a portion of the salaries and benefits of Housing Support Staff
<b>19</b>	<b>Project Name</b>	Preble Street, Food Programs

	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$43,568
	<b>Description</b>	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House and Teen Center and food pantry distributing emergency food boxes weekly or by appointment
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3,000 people of all ages who because of homelessness or poverty are unable to meet their basic nutrition needs
	<b>Location Description</b>	252 Oxford Street Portland ME 04101 190 Valley Street Portland ME 04101 343 Cumberland Avenue Portland ME 04101
	<b>Planned Activities</b>	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House, and Teen Center and a food pantry distributing emergency food boxes weekly or by appointment to meet the nutrition needs of people who are homeless and living in poverty
<b>20</b>	<b>Project Name</b>	COP Oxford Street Shelter, Long Term Stayers Community Integration and Landlord Outreach
	<b>Target Area</b>	CDBG Target Neighborhoods
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$63,944
	<b>Description</b>	Housing stabilization case management for chronically homeless individuals
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House, and Teen Center and a food pantry distributing emergency food boxes weekly or by appointment to meet the nutrition needs of people who are homeless and living in poverty

	<b>Location Description</b>	203 Oxford Street, Portland ME
	<b>Planned Activities</b>	Help formerly homeless persons recover from the trauma of homelessness, assisting in their integration into their new neighborhoods, improving their health and quality of life, and reducing returns to homelessness and expensive emergency services
<b>21</b>	<b>Project Name</b>	Milestone, Homeless Outreach and Mobile Engagement (HOME) Team
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$108,000
	<b>Description</b>	Crisis intervention, outreach, health screening and care, and service referrals and transportation for adults in Portland experiencing substance use disorders, with the goal of ending homelessness and facilitating long term recovery from substance use disorders
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 homeless adults in Portland
	<b>Location Description</b>	65 India Street, Portland ME 04101
	<b>Planned Activities</b>	220 weekly encounters, resulting in reduced overall police encounters and reduced incarceration, 45 referrals and transports per week, 30 weekly contacts resulting in reduced emergency room utilization and improved overall access to primary and mental health care
<b>22</b>	<b>Project Name</b>	Preble Street, Joe Kreisler Teen Shelter
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$23,526
	<b>Description</b>	Emergency Shelter
	<b>Target Date</b>	6/30/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	150 homeless youth
	<b>Location Description</b>	38 Preble Street, Portland ME 04101
	<b>Planned Activities</b>	CDBG funds support a portion of the salary and benefits of Housing Support Staff
<b>23</b>	<b>Project Name</b>	Catholic Charities and Immigrant Legal Advocacy Project, Immigrant Legal Services
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Economic Opportunity
	<b>Needs Addressed</b>	Economic Opportunity
	<b>Funding</b>	CDBG: \$84,429
	<b>Description</b>	Increase the amount of affordable, qualified immigration legal services for Portland immigrants, refugees asylum seekers, and asylees. Services will expand economic opportunity for clients by helping them to gain residency, work permits, citizenship, and reunify with family.
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	265 Immigrants, Refugees, and Aslyees
	<b>Location Description</b>	80 Sherman Street, Portland ME 04101
	<b>Planned Activities</b>	Staff time, interpretation and capacity building. Expand direct service capacity by ensuring DOJ accredited staff members have more direct service hours.
<b>24</b>	<b>Project Name</b>	COP Public Health, Mobil Medical Outreach Program
	<b>Target Area</b>	CDBG Target Neighborhoods
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$67,500
	<b>Description</b>	Medical access to homeless individuals

	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 homeless individuals
	<b>Location Description</b>	203 Oxford Street and various hotspots across the Portland peninsula
	<b>Planned Activities</b>	The Mobil Medical Outreach Program will provide Portland's vulnerable homeless with access to paramedics, in both the shelter and community setting, who are specially trained in community education and medical services. In an effort not to duplicate services, this project is aligned with local primary care and other social service providers to enhance the continuum of care.
25	<b>Project Name</b>	Furniture Friends, Basic Necessities Expansion
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	CDBG: \$2,500
	<b>Description</b>	Furniture Friends provides household furniture to homeless individuals and families recently housed. An additional \$20,000 in UDAG funds is allocated to this project for a total budget of \$22,500
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	750 Low income homeless individuals, children, and families. This includes those with disabilities, survivors of domestic violence, and immigrants/refugees/asylees
	<b>Location Description</b>	Portland, ME
	<b>Planned Activities</b>	CDBG funds will be used to hire a part time volunteer coordinator to increase the number of low income households served, and reduce wait time.
26	<b>Project Name</b>	Catherine Morrill Day Nursery, Portland CDBG Childcare Voucher Collaborative
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Economic Opportunity

	<b>Needs Addressed</b>	Economic Opportunity
	<b>Funding</b>	CDBG: \$48,879
	<b>Description</b>	Child care voucher program
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25-35 children and families, depending on the children's ages and parent's schedule
	<b>Location Description</b>	96 Danforth Street, Portland 331 Cumberland Ave, Portland 215 Congress Street, Portland 71 Herman Avenue, Peaks Island, Portland 87 High Street, Portland
	<b>Planned Activities</b>	The program will provide subsidized child care to families in need of affordable quality child care services
<b>27</b>	<b>Project Name</b>	Homeless Programs, ESG
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Address the Needs for Growing Homeless Population
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	ESG: \$166,383
	<b>Description</b>	Emergency Solutions Grant programs, including Family Shelter essential services; Family Shelter homeless prevention; Oxford Street rapid rehousing; Oxford Street Shelter homeless prevention; and administration and HMIS
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	All individuals and families living in or entering the City of Portland Shelter system that qualify for rapid rehousing, essential services, or homeless prevention will benefit from this activity, roughly 227 people
	<b>Location Description</b>	203 Oxford St, Portland ME 04101 and 54 Chestnut St, Portland ME 04101

	<b>Planned Activities</b>	This is for all Emergency Solutions Grant programs, including Family Shelter essential services; Family Shelter homeless prevention; Oxford Street Shelter rapid rehousing; Oxford Street Shelter homeless prevention; and administration and HMIS.
28	<b>Project Name</b>	HOME Administration
	<b>Target Area</b>	PORTLAND, MAINE Cumberland County
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	HOME: \$112,826
	<b>Description</b>	HOME set-aside for administrative costs of the program; Manager the HOME program including affordable housing development, TBRA and HUD reporting
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This is for administration of the HOME program. No families will benefit directly from this project.
	<b>Location Description</b>	HOME Program activities can occur throughout the City of Portland and Cumberland County, specific locations to be determined
<b>Planned Activities</b>	HOME set- aside for the administrative costs of the program; Manage the HOME Program including affordable housing development, TBRA, and HUD reporting	
29	<b>Project Name</b>	Tenant Based Rental Assistance (TBRA)
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	HOME: \$143,571
	<b>Description</b>	Tenant Based Rental Assistance (TBRA) Program operated by the City of Portland out of the General Assistance Office
	<b>Target Date</b>	6/30/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 160 extremely low income individuals or families will be assisted through this program.
	<b>Location Description</b>	Various
	<b>Planned Activities</b>	Tenant based rental assistance for extremely low income individuals or families tenant based rental assistance for extremely low income individuals or families
<b>30</b>	<b>Project Name</b>	City Affordable Housing Development
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Address the Needs for Growing Homeless Population
	<b>Funding</b>	HOME: \$514,250 Housing Trust Fund: \$1,567,200
	<b>Description</b>	Affordable housing development projects which create or maintain affordable rental housing units
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Affordable housing development projects which create or maintain affordable rental housing units
	<b>Location Description</b>	Various locations in Portland
	<b>Planned Activities</b>	The goal for the distribution of HOME funds is to promote and finance the development of affordable housing in the City of Portland. Rental housing for seniors, multi-family, SRO units.
<b>31</b>	<b>Project Name</b>	County HOME Affordable Housing Development
	<b>Target Area</b>	Cumberland County
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	HOME: \$432,611

	<b>Description</b>	Affordable Housing Development Program is designed to promote and help finance the development of affordable housing in the communities of Cumberland County, not including the City of Portland. Funding for this activity includes a portion of the annual CHDO set-aside
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 HOME assisted units low/moderate income families; estimated total of 30-60 units
	<b>Location Description</b>	
	<b>Planned Activities</b>	The goal is to promote and finance the development of affordable housing in Consortium communities outside the City of Portland. This housing may be rental or ownership housing or the conversion of nonresidential property to housing units. Developments must be deemed appropriate for the community and location consistent with the community's Comprehensive Plan. The Consortium seeks developments with a high standard for quality, design and livability. Developments should promote efficient use of land, a location proximate to shopping, work places, and community facilities and incorporate high standards of energy efficiency and "green" design criteria.
<b>32</b>	<b>Project Name</b>	Emergency Repair/Housing Rehab Program (HDF)
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Housing Availability
	<b>Needs Addressed</b>	Housing Availability
	<b>Funding</b>	CDBG: \$166,005
	<b>Description</b>	Emergency home repairs for Portland residents
	<b>Target Date</b>	6/30/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	26 low to moderate income households in Portland
	<b>Location Description</b>	Portland, ME
	<b>Planned Activities</b>	Emergency home repairs

## **AP-50 Geographic Distribution - 91.420, 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Portland’s priority to allocating resources is to focus them on the areas of the jurisdiction that are in the most need. To determine this, the City considered which areas of the City have the highest combination of poverty, minorities, single parents, oldest housing stock, and housing problems. These are located in Census Tracts 5, 6 and 10, which represents East Bayside, Bayside and Parkside neighborhoods respectively. As mentioned in the City’s 2016-2020 Consolidated Plan, Portland is considering a Neighborhood Revitalization Strategy Area to help increase investment in these neighborhoods.

In 2015 the City created a ‘targeted neighborhood investment’ area; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments. Street work, sidewalks, lighting, parks, playgrounds, and other area benefit projects will be located in the target neighborhoods to benefit the low and moderate income individuals and families that live there. Due to the amenities and proximity to services, many HOME funded affordable housing projects are also located in the target neighborhoods.

New construction benefits individual persons or households who are low to moderate income, and therefore HOME funds can be spent throughout the City and County, which are the next geographic area priorities.

The percentages listed in the below table do not include program administration. The program administration funds are not tied to a target area of the City or County

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
PORTLAND, MAINE	49
Eligible Census Tracts	23
Cumberland County	
CDBG Target Neighborhoods	9
Bayside Neighborhoods	2

**Table 5 - Geographic Distribution**

## **Rationale for the priorities for allocating investments geographically**

The City's goal is to allocate funds to areas of the City with the highest need. As shown in the above table, the majority of funds allocated fall in the City of Portland and Eligible Census Tract target areas. Many of the CDBG social service activities and economic development activities, as well as all of the HOME and ESG activities, are based on the type of person served, not the location. Therefore, the final percentage of funds allocated for the Bayside Neighborhood, CDBG Target Neighborhoods, and Cumberland County target areas may increase, but the program is not specifically targeting a resident in a particular neighborhood.

Several of the CDBG social service programs target LMI residents living in CDBG Target Neighborhoods, this is done to increase the efficiency of these particular programs. In addition to the social service programs, the CDBG public infrastructure sidewalk improvement project will take place in target areas. As mentioned in the Five Year Consolidated plan, the City is considering creating a Neighborhood Bayside Neighborhoods

## **Discussion**

Revitalization Strategy Area in the neighborhoods of the City with the highest concentration of poverty, minorities, single parents, oldest housing stock, and housing problems. More consideration of a Neighborhood Revitalization Strategy Area will be given over the remaining year of the Five Year Consolidated Plan and in conjunction with the creation of a new Five Year Consolidated Plan.

## Affordable Housing

### AP-55 Affordable Housing - 91.420, 91.220(g)

#### Introduction

In the City of Portland the tight housing market contributes to the need to build more affordable housing in the greater Portland area. The City of Portland and the Cumberland County HOME Consortium strive to increase the amount of decent, safe, and affordable housing available throughout Cumberland County. The City uses ESG and CDBG funds in addition to the HOME funds to fulfill this goal.

As part of the City’s 10 year plan to end homelessness, the City has opted to use \$143,571 of its HOME allocation to serve an estimated 160 homeless families via tenant-based rental assistance (TBRA) program. The City’s affordable housing providers work with social service providers to move individuals out of homeless and into affordable housing.

This year, CDBG will fund a ‘Housing Follow-Up Services’ program that will provide follow up services to individuals who have moved from chronic homelessness to permanent housing. This program is been proven very successful at preventing individuals from returning to homelessness. Through the CDBG funding, this program will be able to expand to more clients.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	160
Non-Homeless	250
Special-Needs	0
Total	410

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	160
The Production of New Units	150
Rehab of Existing Units	110
Acquisition of Existing Units	0
Total	420

**Table 7 - One Year Goals for Affordable Housing by Support Type**

## Discussion

In 2016 the City of Portland implemented a policy requiring any new rental housing development receiving assistance through Tax Increment Financing and/or HOME or CDBG subsidy from the City, to set aside 10% of the rental units in the development for individuals or families currently living in a City of Portland shelter.

The City would be responsible for providing referrals, providing or coordinating supportive services to eligible homeless populations who become tenants of the housing, including assuring tenants qualify for the housing, providing or locating financial resources such as Section 8, General Assistance, or other resources to assist with monthly rent payment. Individual services would be dependent upon the particular requirements of the individual tenants and specific to their needs and goals, and would be subject to eligibility at the City. All tenants referred would meet income, homelessness criteria, and other requirements so as to be fully qualified for the housing. City staff would work to provide a variety of support services to assist homeless individuals, enhance their self-esteem, secure housing, and work towards a self-sufficiency plan. Long term support services would be provided through collaboration with other area service providers.

In addition, the City has implemented the Rental Housing Advisory Committee as part of the Tenant Housing Rights Ordinance adopted by the City in 2016. The Committee is be comprised of 9 residents of the City of Portland appointed by the Council. It is be co-chaired by one land lord representative and one tenant representative. The Committee's duties are to: provide the Housing Committee with recommendations and proposals for improvements, modifications, or changes regarding landlord and tenant policy issues; and identify educational opportunities, seminars, and materials that would be useful to landlords and tenants. The City Council appointed members in July, 2019; the committee held it's first meeting in September 2019 and continues to meet montly.

## **AP-60 Public Housing - 91.420, 91.220(h)**

### **Introduction**

The Portland Housing Authority (PHA) provides quality, affordable housing opportunities to Portland's LMI residents. PHA partners with the City of Portland, clients, and community organizations to enhance the quality of life in the community.

PHA plans to expand its current inventory of affordable housing and be part of the ongoing solution to the City's critical shortage of affordable housing. Additionally, the agency continues to take steps to help address the housing needs identified in its annual and 5-year plans (2015-2019 Strategic Plan). In addition to creating new housing, PHA maintains an aging housing stock that will require substantial renovation and redevelopment over the next 10 years to maintain the quality of its housing opportunities for its residents.

Through the HOME Consortium, the City of Portland and Cumberland County work with Westbrook Housing Authority, South Portland Housing Authority, and Brunswick Housing Authority to assure quality, affordable housing opportunities to LMI residents in Cumberland County.

### **Actions planned during the next year to address the needs to public housing**

Portland Housing Authority: Periodic community meetings with residents, organize activities, events in coordination with other community organization that encourage resident participation, Assist with the organization of resident councils where none exist, website with inactive features for residents to engage staff, Quarterly meetings with recently reorganized Resident Advisory Board (RAB) to obtain input on agency plans and resident needs, Board meetings at different public housing sites at least three times a year, Newsletters in certain development. The Section 8 Housing Choice Voucher Homeownership Program that offers counseling and financing to voucher holders how wish to use their subsidy to purchase a home.

Westbrook Housing Authority

Survey residents to identify optimal method, frequency and desired content of communication

Educate residents on existing Agency communications

Based on survey results, build and implement a communication plan, potentially to use such methods as Presidents' meetings, Resident Councils, social media, website, email/phone blasts or other tools as appropriate

Expand use of our facilities for community partners (satellite offices, conference rooms, community rooms) in keeping with agency policies

Establish new working relationships with neighboring communities as development partners

Strengthen economic and development connections with City of Westbrook

South Portland Housing Authority

Each month South Portland releases an activities calendar with all of the activities available to the residents. These activities include; picnics, senior and health expos, bus services to Walmart, the mall, and the grocery store, breakfast outings, and many other activities.

Implement a volunteer management plan to maximize volunteer effectiveness and recognize efforts

Increase the number of Family Self Sufficiency participants by 10% annually

Brunswick Housing Authority

Residents hold monthly meetings to discuss ideas and plan activities

Staff and Residents hold family development meeting meetings where activities and family trainings are planned. This includes summer lunch programs, after school programs, and family trainings. Brunswick Housing builds single family homes. These homes are advertised to residents. Qualifying residents then work with Coastal Enterprises Inc. to participate in homeownership counseling. The program has been very successful.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Portland Housing Authority

Periodic community meetings with residents

Organize resident activities and events (health fairs, block parties, etc.) in coordination with other community organization that encourage resident participation

Assist with the organization of resident councils where none exist

A new website with inactive features for residents to engage staff

Quarterly meetings with recently reorganized Resident Advisory Board (RAB) to obtain input on agency plans and resident needs.

PHA holds Board meetings at different public housing sites at least three times a year.

Newsletters in certain developments

The Section 8 Housing Choice Voucher Homeownership Program that offers counseling and financing to voucher holders how wish to use their subsidy to purchase a home.

Westbrook Housing Authority

Survey residents to identify optimal method, frequency and desired content of communication

Educate residents on existing Agency communications

Based on survey results, build and implement a communication plan, potentially to use such methods as Presidents' meetings, Resident Councils, social media, website, email/phone blasts or other tools as appropriate

Expand use of our facilities for community partners (satellite offices, conference rooms, community rooms) in keeping with agency policies

Establish new working relationships with neighboring communities as development partners

Strengthen economic and development connections with City of Westbrook

South Portland Housing Authority

Each month South Portland releases an activities calendar with all of the activities available to the residents. These activities include; picnics, senior and health expos, bus services to Walmart, the mall, and the grocery store, breakfast outings, and many other activities.

Implement a volunteer management plan to maximize volunteer effectiveness and recognize efforts

Increase the number of Family Self Sufficiency participants by 10% annually

Brunswick Housing Authority

Residents hold monthly meetings to discuss ideas and plan activities

Staff and Residents hold family development meeting meetings where activities and family trainings are planned. This includes summer lunch programs, after school programs, and family trainings. Brunswick Housing builds single family homes. These homes are advertised to residents. Qualifying residents then work with Coastal Enterprises Inc. to participate in homeownership counseling. The program has been very successful.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

n/a

**Discussion**

Portland and Cumberland County's vitality depends on the availability of a diverse array of housing options, particularly apartments, which are often the first and often the only choice for working professionals, immigrants and families. The Portland Housing Authority has strategic plans in place to participate in the City's efforts to increase housing for LMI Portlanders, including building in-house housing development capacity; prioritize development; utilize program reserves to seed fund development opportunities; redevelop PHA properties and utilize excess land for development opportunities; continue to seek financing programs for new housing development; and partner with non-profit housing developers for developments beyond the capacity of PHA. All three Cumberland County housing authorities work closely with their local governments and surround communities to address emerging needs affecting their residents and the availability of adequate housing

## **AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)**

### **Introduction**

Portland homeless shelters, including the Joe Kreisler Teen Shelter, Portland Family Shelter, Safe Haven, Milestone, Oxford Street Shelter for Men and Women, and the Preble Street Florence House Women's Shelter, sheltered an average of 496 individuals per night last year. This number exceeds bed capacity among all shelters by 85 individuals and is achievable by providing hotels from overflow at Through These Doors (formerly Family Crisis) and accommodating overflow mats at Preble Street Overflow Shelter (average of 75 per night).

The City's Family Shelter has been experiencing an unprecedented volume of clients. Many of the clients are asylum seekers, which adds to the complex nature of moving clients out of the shelter and into permanent housing. The shelter has typically continued to run one overflow on a nightly basis located at either the Salvation Army, 58 Chestnut Street or the YMCA gymnasium. Currently with the COVID-19 pandemic, families are being placed in hotels so that the City's Family Shelter can be utilized as a respite shelter/quarantine.

All homeless shelter providers in Portland meet once per month at the Emergency Shelter Assessment Committee (ESAC) meetings to discuss the recent trends and ways to better serve Portland's growing homeless population.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Maine State Housing Authority coordinates the efforts of homeless shelters, outreach groups, and volunteers who participate in an annual Point in Time Survey of the State of Maine and City of Portland homeless populations. The annual census is required of all states at this time of year by U.S. Department of Housing and Urban Development, and the count provides a snapshot of the number of individuals and families in shelters and on the streets on a given night.

The Homeless Outreach and Mobile Engagement (HOME) Team is a collaboration between the City of Portland, the Portland Downtown District and Milestone Foundation, a non-profit social service provider, to provide outreach and community supports to those with chronic health, mental health and substance use issues living on the streets of Portland. The HOME Team has become part of the emergency service delivery system for businesses and community members.

Amistad, a Portland-based nonprofit organization, and Portland Downtown (a 501c4) have created a Peer Outreach Worker program, funded by CDBG that will allow a peer outreach worker to connect with

clients that live with mental illness, often times co-occurring substance-use disorders, and often times experience homelessness. The outreach worker will then collaborate with the Milestone Foundation, the City's shelters, local hospitals, and Portland Downtown businesses to get the client the services they need.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Emergency Shelter: As mentioned above, the City of Portland has a connected network of homeless shelters, yet the number of individuals seeking shelter often out numbers the available beds. The City run shelters have a policy of not turning away an individual due to the shelter reaching capacity, therefore, the City contracts with various organizations, such as Preble Street and the Salvation Army to run shelter overflow sites on a nightly bases.

This year with the COVID 19 epidemic the City has been running a social distancing shelter, as well as a respite shelter/quarantine facility and placing higher than ever before numbers of families and individuals in hotels to ensure individuals remain sheltered.

Transitional Housing:

Scattered site programs including Shelter Plus Care and other subsidies are used in the housing first model.

Regional Approach: The Public Housing Authorities in Westbrook and South Portland have both made commitments to set aside Section 8 housing vouchers specifically for people experiencing long-term homelessness. Maine Housing Authority continues to provide Housing Choice Vouchers for those homeless individuals who have a high acuity.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The ESAC Long Term Stayer's Committee Initiative is focused on housing the longest stayers in homelessness in Portland. Since the initiative began in April of 2015 a total of 242 Housing First Placements have been made. This initiative has greatly helped to decrease the need for overflow shelters in Portland. The CDBG funded Housing Follow up Services for Long Term Stayers program helps individuals who have been placed into housing from returning to homelessness.

Additionally, the goal of the City of Portland's Emergency Solutions Grant program is to provide rapid re-housing services to individuals staying at the shelter and to provide prevention services to individuals facing homelessness in the community. In PY 19/20 is \$55,065 for rapid rehousing and \$13,815 in homeless prevention for the Oxford Street Shelter. The projected annual goal for Oxford Street Shelter is to serve 96 people who are literally homeless and 6 people who are at risk of homelessness. Likewise, the Family Shelter has \$27,865 for homeless prevention and \$52,065 for Essential Services. The goal for the Family Shelter is to serve 25 families who are literally homeless and 10 families who are at risk of homelessness. Additionally, the shelters have a goal of no more than 10% recidivism. The goal is to ensure the 102 clients at Oxford Street and 30 families totaling 100 individuals at the Family Shelter will have success in housing.

The City's Tenant Based Rental Assistance program (TBRA) was implemented on April 1, 2014. This program uses a portion of the City's HOME funds (\$143,571). There is a centralized intake with a single point of contact located at the Oxford Street Shelter and Family Shelter, utilization of a rapid re-housing approach with a particular focus on reducing recidivism; as such clients are assigned a case manager to provide follow-up care services. Follow-up services provided will have a strong emphasis on connecting clients to other mainstream resources to ensure long term housing success.

The ESHAP Program is modeled after a rapid re-housing approach that provides housing stability services to persons who are experiencing homelessness. This project is funded by Maine Housing and covers both city-operated shelters; the Oxford Street Shelter and the Family Shelter. The ESHAP Program assists homeless clients seeking permanent housing with education, services and support to meet their health, housing, and employment needs in order to overcome barriers to obtaining and maintaining housing. The goal is to help participants achieve permanent stable housing. Participants are assigned a Navigator who has experience in working with people who are experiencing homelessness. Navigators conduct assessments to determine the best course of action and customize a plan that best suits each individual's housing needs.

The combination of the City's Long Term Stayers Initiative, the Emergency Solutions Grant, Tenant Based Rental Assistance, and ESHAP program help to prevent homelessness and rapidly rehouse individuals who become homeless in Portland.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City's After Hours Program assures access of emergency services to low-income 'at-risk' individuals and families, including help with placement in appropriate shelters/warming centers and assists with

basic needs such as medication, food, baby formula, diapers, and heating. The program offers a hotline service 365 days a year, 24 hours a day.

The Greater Portland Addiction Collaborative has brought together local hospitals, City Programs, Police, community detox centers, SUDs treatment providers, crisis providers, housing and employment providers, recover community, and the peer recovery center is to provide high quality treatment and fill the gaps to ensure that individuals receive the care they need upon discharge.

## **Discussion**

The National Opioid crisis has been having a great impact on the need for homelessness and substance abuse services in Portland. The City's one and five year goals are to create a safety net of programs through a combination of CBDG, HOME, ESG, other federal and local resources.

## **AP-75 Barriers to affordable housing -91.420, 91.220(j)**

### **Introduction**

During 2019, a cap of 400 non-owner occupied short-term rental units (on the mainland) went into effect. The purposed of amendment to the Land Use Ordinance is to protect Portland's long-term rental units from leaving the local market to host short-term guests. The City adopted a registration fee to pay the cost of inspections. Funds not spend towards program administration are deposited into the Housing Trust Fund for the creation of affordable housing.

Portland amended the Land Use Code to require new hotel projects with 10 or more hotel rooms within any 5-year period, to provide low-income housing for rent on-site, or pay a fee-in-lieu to support affordable housing in the City. Based on City analysis, most specifically the analysis documented in the Greater Portland Council of Government study "Proposed Hotel Linkage Fee: Supportable Range" finds that new hospitality development creates a need for new affordable housing. This need is the result of the fact that hospitality developments necessarily create a number of jobs that do not pay employees at a rate sufficient to allow those employees to afford market-rate housing in the City.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

Within the past two years the Planning Department has created or revised a wide variety of ordinances to help promote additional housing development and preserve housing affordability. Several zoning changes were approved to help minimize the barriers to building affordable housing. These include changes to the B2 zone to increase allowed housing densities to 100 units/acre and revisions to the R6 zone that would increase density from 45 to 60 units per acre, reduce parking requirements, and reducing minimum lot size. Parking requirements were also reduced for residential uses in the B3, B5, B6 and B7 business zones in an effort to allow for more housing density and reduce the financial costs associated with new developments. Recent revisions to the code eliminated residential density limits in B1 and B2 business zones. Allow the use of fee-in-lieu of parking in off-peninsula business zones. Amendments were made to the downtown height overlay map to increase housing height limits from 45' to 65' in certain areas of the City. Revised the use of accessory dwelling units in island residential zones provided they limit occupancy to year round tenants whose income qualifies them as workforce households. Similar revisions were made for ADU's in the R5 zone within existing structures as long as the units were restricted to households earning up to 80% of AMI. In addition, the City expanded projects that qualify for density bonuses associated with the creation of affordable housing. The conglomeration of these initiatives will help to reduce barriers to building additional affordable housing in Portland. Listed below are recently adopted or revised policy tools, zoning ordinances and funding resources at the City's disposal for addressing issues related to housing affordability in Portland.

List of tools: Inclusionary (Hotel) Zoning, Selling City Owned Land for Housing Development, Amended Zoning to Allow for Additional Housing Development, Up to 25% Density Bonus, Section 14-484 Increased Allowable Height, ADU Amendments encouraging Workforce Housing , Reduced Parking Requirements & Fee-In Lieu Option, Amended Housing Replacement Ordinance, Reduced Fee's for Affordable Housing Development, Transportation Improvements to Allow for Greater Density, Housing First Model India Street Form Based Code, Housing Investment Policy, Munjoy Hill Neighborhood Conservation Overlay District, Simplify and Modernize Requirements for Additions to Non-Conforming Structures

Financial Resources: Housing Development Funds, Housing Trust Fund, Affordable Housing Tax Increment Financing (AHTIF's), Affordable Housing Revolving Loan Fund, Selling City Owned Land at Less Than Market Value, Leasing City Owned Land, Tenant Based Rental Assistance Vouchers, Tax Acquired Properties

## **Discussion**

Since 2000 Portland has contributed approximately \$37.9 million dollars to aid in the construction of 1,369 housing units in Portland. Two projects, consisting of 24 units, were built as home ownership units. The remainder of the units have been developed as rental properties. When accounting for all of its various subsidies, the City of Portland contributes, on average, approximately \$27,685 per unit to support the development of housing.

The 2017 Comprehensive Plan Goal is for 75% of employees in Portland to be able to live in the City. This contemplates a production goal of 2,557 housing units over the next ten years, or 256 units per year. Portland's Planning Board approved 1,185 units of residential housing from 2017 to August of 2019. This equates to approximately 395 units per year, which is greater than the Comprehensive Plan goal of 256 units per year.

## **AP-85 Other Actions - 91.420, 91.220(k)**

### **Introduction**

The Housing and Community Development Division seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and nonprofit organizations. The City of Portland supports this mission and works to address obstacles to meet underserved need, maintain affordable housing, reduce lead based paint, reduce the number of poverty level families, develop institutional structure to help achieve its goals and enhance coordination between private and public entities.

### **Actions planned to address obstacles to meeting underserved needs**

In the City of Portland, the vast majority of CDBG, HOME, and ESG allocations go to addressing underserved needs of the City. The proposed CDBG projects will be meeting underserved needs such as food assistance, shelter, safety, and support for those with mental and physical illnesses and substance use disorders, and child care. The HOME grant funds help persons gain or maintain housing through the Tenant Based Rental Assistance Program and build affordable housing for low income families who cannot afford housing otherwise. Additionally, the Emergency Solutions Grant meets the needs of individuals and families by gaining or maintaining housing throughout their homeless prevention or rapid rehousing initiatives, along with maintaining shelter costs for the city's most vulnerable populations.

### **Actions planned to foster and maintain affordable housing**

The City is committed to fostering and maintaining affordable housing. The City's Housing Committee is examining the adoption of policies that further the goals of fair housing, encourage the development of additional housing, and provide and preserve additional affordable housing stock for the City.

Portland's Year 5 Housing Goals include:

Affordable Housing Development City -4 HOME assisted, 220 Housing Trust Fund assisted; County -4 HOME assisted, total of 30 units leveraged; and

HOME assisted, Tenant Based Rental Assistance City 160 individuals and families.

Assisting property owners to remediate LBP hazards in 29 units.

ESG Tenant Based Rental Assistance 96 individuals and families

Promote housing availability by continuing to assess and as appropriate, offer city owned property to

construct affordable housing.

City of Portland: Portland's Comprehensive Plan encourages a manageable level of growth that will sustain the city as a healthy urban center in which to live and work and to achieve our shared vision for Portland. Portland encourages sustainable development patterns and opportunities within the city by promoting efficient land use, conservation of natural resources, and easy access to public transportation, services, and public amenities, and strives to ensure freedom of choice in housing type, tenure, and neighborhood for all, regardless of race, color, age, gender, familial status, sexual orientation, religion, national origin, source of income or disability.

Cumberland County Consortium: The priority and the specific objective for the non-Portland members of the Consortium for PY2020-2021 is Housing Development including CHDO Activity, i.e. the provision of development subsidy funds to a certified Community Housing Development Organization (CHDO) for the development of either homeownership or rental housing.

### **Actions planned to reduce lead-based paint hazards**

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Hazard Control Grant. The control and elimination of lead-based paint remains a critical focus of the City of Portland in the housing rehabilitation program and over the years, 450 units have been made lead-safe in Portland. Within the Lead Hazard Control grant program, Portland has effectively and successfully addressed lead hazards prevalent in the City's older housing stock.

In addition, this program is geared to benefit low and moderate-income families and households. A grant applicant who is in an owner-occupied building in the City of Portland must prove that their income is less than 80% of the median area income with a child under six years of age residing in the unit. In multi-unit, non-owner-occupied buildings, 50% of the units must qualify at 50% of the area median income. Priority is given to rental units where there is an active abatement order or where young children reside. Projects outside the City of Portland need to meet HUD income eligibility limits established for Cumberland County. Wherever possible, the City will utilize housing rehab program funds in combination with lead program income funds to complete additional units.

In 2019, the City received a HUD funded Lead Hazard Reduction Grant for a period of 3.5 years with the goal of making another 100 units lead safe, allowing Portland to continue this critical work of protecting Cumberland County's most vulnerable citizens from the dangers of lead paint and the dust that is largely responsible for poisoning of children under the age of 6. A Healthy Homes inspection is also performed on all qualifying units. Funding for this aspect of the grant allows the program to address code violations and additional health and safety issues.

## **Actions planned to reduce the number of poverty-level families**

The City of Portland allocates a significant percentage of its Community Development Block Grant to social service programs and housing activities designed not only to improve the lives of families and individuals in poverty, but also to facilitate their transition out of poverty. Below are just some of the most critical programs and services which the City plans to support with the CDBG, HOME and ESG funds:

Quality child care from infancy to 5 years of age for low and moderate-income families. Subsidized childcare enables families to move from welfare to work.

Microenterprise assistance and business creation

Job creation for local businesses

Day and night shelter with case management and counseling programs, night shelters specifically for teens and women.

Community meals and mobile food pantries

Medical outreach to homeless individuals

Homeless outreach and engagement program to assist individuals in crisis to access necessary services.

Creation of stable affordable housing units

Tenant based rental assistance to help families to be rapidly rehoused or maintain their current housing, to help build stability.

Homeless prevention services to individuals facing homelessness.

Rapid rehousing

Helping families move out of poverty as opposed to simply serving those in poverty is an important part of the City's Housing and Community Development Program. Total funds available to the City are insufficient to meet the needs of its citizens in poverty; however targeting funds to activities which support self-sufficiency can make a significant difference in the lives of many people. The City plans to continue to look at requests for funding and existing programs to see how CDBG, ESG and HOME funds can assist individuals and families in moving beyond poverty.

## **Actions planned to develop institutional structure**

The City will continue to carry out its Housing and Community Development Plan in partnership with the other management and delivery entities for housing and community development activities. These organizations include various City Departments, the Portland Housing Authority, and an integrated network of non-profit housing and social service providers.

The City of Portland Housing and Community Development (HCD) Division is responsible for overseeing the budget and distribution of the City's CDBG, HOME and ESG entitlement funds and development of the Five-Year Consolidated Plan and Annual Action Plan and Consolidated Annual Performance Evaluation Report, as well as ensuring that all programs comply with HUD's federal regulations. Additionally the HCD Division administers the City's new construction programs as well as monitor's all outstanding loans associated with the former HomePort program. Since the fall of 2019, the HCD Division has staffed a new Compliance Officer position, ensuring that all programs comply with local and federal regulations.

City of Portland Social Services Division administers the General Assistance Program, the ESG funds, the City's emergency shelters (for single adults and families), transitional housing facilities, housing location services, Family Services Program, job readiness training and employment services and several other support activities in coordination with non-profit housing and social service agencies. Additionally, the Social Services Division administers the HOME funded Tenant Based Rental Assistance Program.

Non-Profit Housing and Social Service Agencies play a large role in directly providing housing and economic development services to low income, homeless, and special needs populations throughout Portland.

Working collaboratively, these entities implement the City's Housing and Community Development Plan. The system's strengths include the collaborative manner in which these diverse groups work together to maximize available resources. Portland is a large enough City to have many institutional resources, yet small enough to be able to effectively communicate and collaborate. Currently there are no gaps in types of housing and services, but there is a lack of adequate amounts of both due to insufficient resources. The City and its partners will continue to seek additional resources to improve the system's ability to meet community needs.

## **Actions planned to enhance coordination between public and private housing and social service agencies**

The City of Portland requires proof of organizational collaboration in the form of a memorandum of agreements, letter of support, or demonstrated outreach for all applications. In the CDBG scoring process, organizations and entities who demonstrate collaboration with other organizations and entities receive higher allotted points.

The City and the Portland Housing Authority have a long history of cooperation in several areas including community policing, development of affordable housing, recreational activities for at-risk youth, the Family Self-Sufficiency Program, Family Investment Center and applications to HUD for Section 8 certificates and vouchers for families, homeless and disabled persons. City staff and PHA staff communicate regularly and provide each other data for Annual Plans and reports.

City staff from the Health and Human Services Department and Housing and Community Development Division coordinates with other members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to develop the Homeless Continuum of Care, respond to the McKinney NOFA and monitor shelter bed usage for single adults, adolescents and families. ESAC members include shelter providers, supported housing providers, mental health service providers, substance abuse service providers, health service providers and general services including day shelter providers for the homeless population. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends and to resolve problems within the continuum that may arise from time to time. City staff coordinates with all applicants and ESAC members to produce the community's McKinney application. The City's Community Development Program Manager attends ESAC and Continuum of Care meetings.

Additionally HCD staff participates in the Maine Affordable Housing Coalition (MAHC). As part of the Tenant Housing Rights Ordinance enacted in 2016, the City established a Rental Housing Advisory Committee (RHAC). Due to a failed citizen led rent control initiative in 2017 and adjustments to the structure of the committee in 2018, members of the RHAC were only recently appointed by the City Council. As per the local ordinance RHAC membership includes a legal representative for both landlords and tenants, 3 landlords, 3 tenants and a member that is neither a tenant nor a landlord. The RHAC is tasked with providing the City Council's Housing Committee with recommendations or proposals for improvements, modifications, or changes regarding landlord and tenant policy issues; and identifying educational opportunities, seminars, and materials that would be useful to landlords and tenants.

In the City of Portland 33% of CDBG funds support social service agency programs. City staff meet with the agencies throughout the year to provide technical assistance and ensure they are meeting HUD guidelines and regulations. Staff also assists in monitoring their progress and makes recommendations for more efficient services.

## **Discussion**

As mentioned earlier, The City of Portland secured HUD 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan to support revitalization of the distressed neighborhood of Bayside by stimulating residential and commercial economic development activities and creating jobs. One of the catalysts to support the Bayside area-wide revitalization is a public-private partnership to construct an 800 space parking garage with ground level commercial space. Unfortunately, the city is engaged in a lawsuit with the Federated Companies, the Parking Garage Developer, due to a lack of contractual performance. The City is evaluating all

options to support continued revitalization of Bayside.

## **Program Specific Requirements**

### **AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)**

#### **Introduction**

The City of Portland allocates a significant percentage of its Community Development Block Grant to social service programs and housing activities designed not only to improve the lives of families and individuals in poverty, but also to facilitate their transition out of poverty. Below are just some of the most critical programs and services which the City plans to support with the CDBG, HOME and ESG funds:

- Quality child care from infancy to 5 years of age for low and moderate-income families. Subsidized childcare enables families to move from welfare to work.
- Microenterprise assistance and business creation.
- Job creation for local businesses.
- Day and night shelter with case management and counseling programs, night shelters specifically for teens and women.
- Community meals and mobile food pantries
- Medical outreach to homeless individuals
- Homeless outreach and engagement program to assist individuals in crisis to access necessary services.
- Creation of stable affordable housing units
- Tenant based rental assistance to help families to be rapidly rehoused or maintain their current housing, to help build stability.
- Homeless prevention services to individuals facing homelessness.
- Rapid rehousing for individuals staying at the Oxford Street Shelter and Family Shelter.

Helping families move out of poverty as opposed to simply serving those in poverty is an important part of the City's Housing and Community Development Program. Total funds available to the City are insufficient to meet the needs of its citizens in poverty; however targeting funds to activities which support self-sufficiency can make a significant difference in the lives of many people. The City plans to continue to look at requests for funding and existing programs to see how CDBG, ESG and HOME funds can assist individuals and families in moving beyond poverty.

#### **Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)**

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in

projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

### HOME Investment Partnership Program (HOME)

#### Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

n/a

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Homebuyer activities of down payment or closing assistance are not part of the PY20/21 planned activities

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Acquisition of units with HOME funds is not part of the FY20/21 planned activities

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Refinancing of existing debt is not part of the PY20/21 planned activities

## Emergency Solutions Grant (ESG)

### 1. Include written standards for providing ESG assistance (may include as attachment)

Applicants for service must initially be evaluated for eligibility by use of a standard centralized or coordinated assessment system. Assessment must include determination of income status and availability or lack of resources to sustain existing housing or obtain new housing. To be eligible, an applicant must meet the standards for homelessness or be at risk of becoming homeless. Applicants are eligible for future services only if they have no other housing subsidies from local, state, or federal sources and have no other viable resources to keep or obtain housing. Further, applicants must have an annual income of less than 30% of area median income. The standard that must be used for calculating annual income is established in 24 CFR 5.609. The highest priority applicants for rapid rehousing are those currently homeless persons for whom a potential living unit has been identified and will be available in less than one (1) month.

Every eligible program participant or program household will be assigned a case manager who has experience working with people who are homeless as well as people at risk of homelessness. The case manager will be supervised by the Adult Shelter Coordinator of Support Services for the City's Oxford Street Shelter and Adult Overflow Community Shelter. The case manager will meet every week as a team with the entire Support Service case management unit to conduct case review to ensure policies and procedures are being followed. The case manager will work directly with each program participant or household to accomplish the following:

- Determination of the appropriate type of service needed and the amount of financial assistance that is required using guidelines approved by the City of Portland;
- Development of both a short- and long-term service plan;
- Counseling concerning household needs;
- Monitoring and evaluating program participant progress on a schedule of no less than one-month intervals and more frequently according to need;
- Credit repair (including credit counseling, budget management, debt management, and making realistic financial choices);
- Communication with landlords and utility companies;
- Assurance that program participants are receiving all needed services from essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service providers, including schools, child care services, legal services, financial resources, health and mental health services, dispute resolution, etc.; and
- Obtaining all needed local, state, and federal services to benefit the program participant, including public housing, employment assistance and job training, SNAP, SSI or SSDI, TAFDC, General Assistance, Medicaid, WIC, etc. All program participants must have full access to mainstream resources.

The following risk factors will be used to determine which individuals and families are provided assistance: length of homelessness, income status, health and/or mental health issues, domestic violence history, and crisis situations

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

All CoC shelters are required to enter data into HMIS (except the DV shelter which uses a comparable but separate database for client confidentiality). Maine CoC is working on data sharing with other PHD providers. Info in HMIS will be shared between service providers. All shelters have adopted and are using a common support and services policy. To prevent duplicate service delivery and data entry, a process was implemented to rapidly assign clients to ensure they are working with appropriate staff. The City of Portland ESG program has written standards for providing ESG assistance and consistently applies those to all program participants. The Maine CoC is working in collaboration with the Balance of State to create a coordinated assessment system. Grant funds from the Betterment Fund have been secured to work to create a coordinated assessment throughout the State.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Maine CoC and ESAC (Emergency Shelter Assessment Committee) are actively involved in the ESG program, including the development of performance standards, operating procedures, and funding expenditures. There are no sub-awards for ESG. The City of Portland utilizes ESG funding for the Family Shelter and Oxford Street Shelter and for homeless prevention and rapid rehousing programs.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Portland meets the homeless participation requirements in 24 CFR 576.405(a). A formerly homeless individual serves as Tri-Chair of the City's ESAC committee, he also serves on as a member of Homeless Voices for Justice, a state wide advocacy group. Additionally, the ESAC Committee, which is a collaborative of social services agencies, community representatives, businesses and consumers to identify, monitor, advocate, plan, encourage consumer input and involvement in, and facilitate collaborative decision making around all shelter, housing and support issues concerning homeless teens, adults, and families. The United Way and the City of Portland first established ESAC in 1987 as a purely advisory entity. ESAC is also the central entity for planning, monitoring, and decision making

for the Department of Housing & Urban Development (HUD) Continuum of Care Homeless Assistance Grant Application. ESAC produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends and resolving problems within the continuum that may arise from time to time.

5. Describe performance standards for evaluating ESG.

The performance of the Prevention goal of the Rapid Re-Housing/Prevention Client Navigation Program will be evaluated based on the number of individuals assisted that would have entered the shelter system “but for” the assistance provided by the City of Portland staff. The performance standards, as developed by the Continuum of Care, for the Prevention goal of the program are ensuring that: 1) services are provided to 20 people per year; 2) 100% of clients are assessed for barriers that threaten housing stability and provided with an overview of mainstream resources; 3) 50% of clients assessed are referred to appropriate mainstream resources; 4) 20% of clients are referred to employment services, housing and/or training program; and 5) 100% of clients receiving financial assistance receive assistance with housing location and receive follow up services for 3 months.

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 of Portland Departments and Divisions, outside social service agencies, and non-profit organizations. Monitoring each grant recipient ensures that the goals and objectives identified within the Action and Consolidated Plan are met. Performance reports are submitted on a quarterly basis by each public service agency receiving CDBG funds. The reports are reviewed for accuracy, goals, performance measures, and compliance. If an agency is not meeting their target goals, or not reporting on time, this information is shared with the citizen review committee, who utilizes this information when allocating resources for the following year. The new Compliance Officer worked with HCD staff to review and update monitoring processes, procedures and materials and created a streamlined checklist and report for onsite monitoring. On site monitoring of social service agencies is done on a rotating schedule, this past year we monitored all public service agencies receiving funds. There were no major findings as a result of the monitoring process.

City staff monitor each agency checking for compliance and eligibility. Copies of the monitoring reports are kept in the Housing and Community Development office. CDBG and HOME Housing Projects are monitored regularly to ensure that rent levels, income guidelines and occupancy are being met. All housing projects are entered into the Housing Database. Large rental projects are monitored through annual contact with the property management staff at each project. As mentioned above, the new Compliance Officer worked with HCD staff to review and update monitoring processes, procedures and materials and created a streamlined checklist and report for onsite monitoring.

Former housing rehab projects are monitored through an annual mailing to ensure owner occupancy, and rental affordability compliance requirements are being met. Former HomePort projects are monitored through an annual mailing to ensure owner occupancy. Occupancy monitoring notices and tenant income verification forms are sent out on a quarterly basis. (HOME funds have not been a successful financing mechanism for multi-family rehab and therefore the city has very few of these types of projects that require monitoring). Additionally any necessary housing inspections are completed. New Construction/CHDO Funded Rental Housing projects are monitored for tenant income certifications and site inspections. Beginning with the 2020-2021 program year, physical site inspections will be completed by MaineHousing under a Memorandum of Understanding with the City of Portland.

Developers and/or their property managers provide the City with tenant income certifications on an annual basis coinciding with their reporting requirements from Maine Housing and/or tax credit monitoring/syndication organization. To report timeliness, the City's Senior Accountant reports expenditures at month end and compares totals to total allocated funds; the resulting percentage is utilized to track timeliness. Monthly drawdowns are completed through IDIS. Divisions in the Department funded under the 20% administrative cap submit plans identifying CDBG projects and the percentage of their time spent working on such projects, as well as identifying specific areas in eligible census tracts where the projects are taking place. This information, plus quarterly reports, is reviewed to ensure compliance with comprehensive planning goals and requirements. All contracts for CDBG and HOME funds include provisions that include outreach to women and minority business owners.

## Attachments

## Citizen Participation Comments

April 27, 2020 Portland City Council – Remote Meeting

CDBG Allocations. Public Comment

1. Casey Gilbert, Executive Director of Portland Downtown:
  - Addressing POW program with Amistad; the program idea was born from data collected from PPD cadets recognizing a need for social service assistance that they were unable to provide
  - Positive outcomes from the community and area providers
  - Asking the committee to allocate the funding for the program, as it was not recommended for funding
2. Cullen Ryan, Executive Director of CHOM
  - In support of the recommendations of the committee and city manager
  - Must needed housing including for the City's most vulnerable members of the community
  - Also in support of Amistad the POW program, they are an excellent partner in obtaining and maintain permeant housing
3. Rev. Christina Sillari, Minister of First Parish Church
  - Thanks to the City for the recommendations of CDBG funding
  - The community uses the building exponentially more than the members, and making accessible for everyone is a great need
4. Bob Kearney, Maine Irish Heritage Center Board of Directors
  - This funding will provide the final piece to complete the accessibility of the building
  - The center is used by a lot of the community for various functions over the year and is open to all members of the community
5. Austin Farrar, First Parish Church
  - Voicing support of the First Parish Church Accessibility Project
  - This funding will complete the final piece of the accessibility project
6. Bob Fowler, Executive Director of Milestone
  - Appreciate the City recommending to invest in the HOME Team
  - What defines the HOME team is the ability to bridge across all the partners and providers
7. Laura Simocko, ILAP
  - Provided written comment, see attachment
8. Hannah DeAngeles, Director of Catholic Charities Refugee Services
  - Provided written comment, see attachment
9. Lori Moses, Executive Director of Catherine Morrill Day Nursery
  - Speaking on the City Managers recommendations on the development activities (energy efficiencies and life safety)
  - The maintenance and replacement costs exceed general operating budget; the funds will rectify the situation of pipes being rotted out and overgrown

10. Camelia Babson-Haley, Executive Director of Youth and Family and Outreach
  - Speaking obo CDBG Voucher Program
  - Voucher funds allowed 5 single moms to stayed employed, and two teen parents able to continue attending High School
  - Without the funds we have no other way to support the families who do not have the income
11. Brian Townsend, Executive Director of Amistad
  - Street outreach is important and vital, and largely invisible to the community
  - Was hoping to utilize CDBG funds this year to bolster the program to be able to maintain and apply for other funding to support this program
  - The street team outreach is flexible, by design, to meet the needs of the community
12. Jen Sporzynski, CEI PMAP
  - Thanks for funding
  - Serves as a match to access other federal funding?
  - This year will be very challenging for microenterprises
13. David Oceanbine, Director of Programming at Amistad
  - POW is actively distributing food, accessing housing services for vulnerable populations
  - POW is really doing heavy lifting of engaging folks to un-marginalize them
14. Norman Maze, Deputy Director of Shalom House, Board Member of Amistad
  - Requesting the decision to reconsider the POW program for funding
  - The POW program continues to serve people during this pandemic when other programs have to stop programming
  - Not a standalone approach, maximizes support to collaborate partnerships
  - An important contact for emergency responders such as police and medical providers
  - Invaluable essential service in need of funding
15. George Rheault, Portland Resident
  - Strong suggestion that the Housing Trust Funds are used to fund the CHOM project instead of CDBG
  - Reservations about the CHOM development on Middle Street
  - With respect the process, the meeting minutes are not made public and should be; wants to know who attends each meeting;
  - Community Policing program should be funded by the City's general operating budget
  - The Freshman Alley project benefits business, they should be matching the funds not using CDBG
16. Steven Scharf, Portland Resident
  - Community Policing grant amount has been the same for many years, the award should be increased to reflect the administrative cost increase
17. Heather Zimmerman, Advocacy Director of Preble Street
  - The food program has shifted in the past six weeks to face the covid 19 pandemic, is working hard to distribute meals to partners

18. Sarah Michneiwck, Portland Resident

- Speaking in support of Amistad
- Encouraging to the Council to carefully consider the goals of the program when making allocation decisions

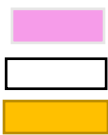
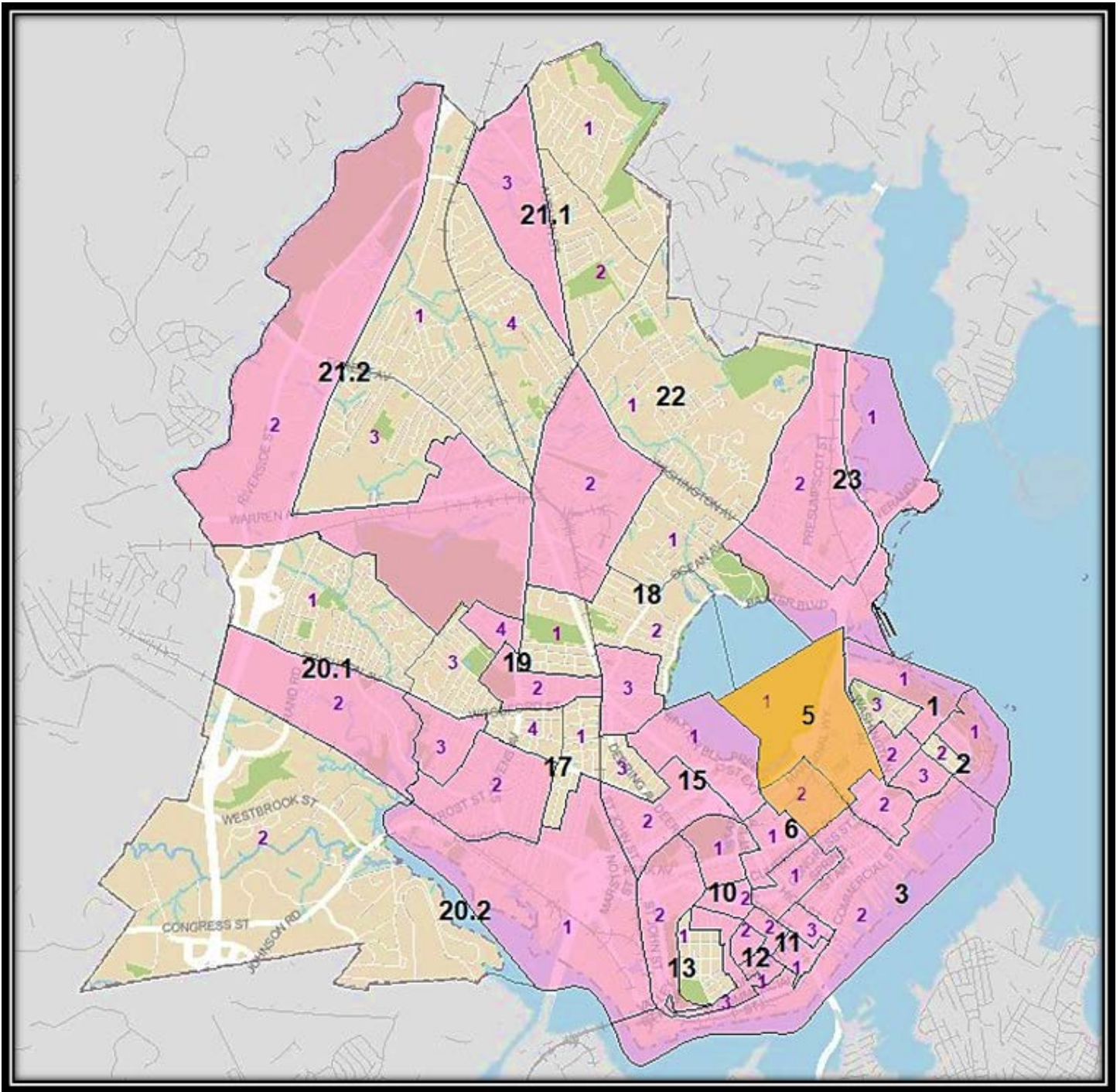
May 4, 2020 Portland City Council –Remote Meeting

CDBG Allocations. Public Comment

1. Amy Geren, Program Manager Portland Downtown
  - In support of the Amistad POW program
  - Provide the support policing is unable to too, decreasing the police calls of service
  - Keeps members of the community feeling safe, including area business'
2. Jim Hall, Bayside Resident and BNA member
  - Advocating for safe and accessible sidewalks in the Bayside neighborhood
  - Request to restore full funding for the project
  - BNA supports fully funding Community Policing
  - Urging Council to consider what areas of the City CDBG funding is used
3. Mary Zwolinski, Executive Director of Wayside Food
  - Provided thanks to the committee and council
  - A lot has changed in programming since the application was completed; community meals has been suspended due to the COVID 19 crisis
  - Last week distributed more than 780 emergency food boxes
  - Would like to highlight for the next five year the importance of community collaboration, doing so reduces duplication of efforts, enhance and strengthens the reach to community constituents
4. Patty Renaud, First Parish Church
  - In support of the First Parish Church application
  - First Parish Church provides a community space for all community members, is a historic attraction
  - Asking to approve allocation so they can continue to support members of Portland
5. Jenn McAdoo, Furniture Friends
  - Submitted written comment to HCD program manager and City Council/City Manager
  - Advocating for the approval of the City Managers recommendation
6. Ted Oldham, Portland resident and member of the First Parish Church
  - Advocating in support of the accessibility project for the First Parish Church
  - Coordinating plans with City staff in regards to the development and improvement of Freshman Alley
  - This project will allow the Church to serve ALL members of the community for generations to come
7. Sally Oldham, Portland resident and Vice-President of First Parish Church Governing Board
  - In support of the First Parish Church accessibility project
  - Project will address blight between church and PHS
8. Joe McNally, Director of Community Outreach Milestone Recovery
  - Advocating for the allocation of the HOME Team and thanks to committee and Council
  - Had to suspend services due to COVID 19 for the first time since the creation of the HOME Team; the team has resumed services

Resolution 1219/20 Adopting the Fiscal Year 2021 Annual Action Plan Including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Certifications Pertaining Thereto was passed unanimously passed 8-0





Block Groups > 51%  
 2015 Block Groups  
 2020-2021 Target Area

# City of Portland

## Block Groups > 51% Low Income

Map Prepared by City of Portland  
 Department of Planning and Urban Development  
 Date: 4/3/2019

## HOME PROGRAM APPLICATION PROCESS

### Affordable Housing Development Program (includes CHDO funding)

Funding available through the Affordable Housing Development Program will go to assist in the creation of affordable housing available to low and very low income persons. Affordable Housing Development funds are allocated through a competitive, rolling application process. To apply, developers must complete an application which is available through the Housing and Community Development Division and on the City's webpage. Applications are reviewed by City staff and a consultant hired by the City to complete a financial underwriting analysis. City staff present funding recommendations to the City Council's Housing Committee (HC). The HC forwards funding recommendations to the City Council. Under City ordinance, the request for appropriation of funds must be read at two City Council meetings. The City Council can take action on the recommendations at the second public meeting.

In addition, the city has a policy that requires any new rental housing development receiving assistance through Tax Increment Financing and/or a HUD HOME or CDBG subsidy from the City, be required to provide 10% of the rental units in the development for individuals or families currently residing in a Portland shelter. This policy aligns with the City's 10 year plan to end homelessness and the City's Continuum of Care plan, as well as two goals in our Five Year Consolidated Plan - "Address the Needs of the Growing Homeless Population" and "Increase Housing Availability and Affordability".

### Housing Rehabilitation Program

As of July 1, 2019, the Cumberland County HOME Consortium will no longer administer a Housing Rehabilitation Program. After careful review of program resources and outcomes during the life of the Consortium, and an assessment of the growing need for affordable rental housing, the members of the Cumberland County HOME Consortium have decided to focus HOME resources towards addressing the growing need for affordable rental housing. CDBG Housing Funds have been set aside for an emergency repair program.

### Tenant Based Rental Assistance Program

Applications for the Tenant Based Rental Assistance Program are available through a centralized intake system with a single point of contact located at the Oxford Street Shelter and Family Shelter. The program is available to low and very low income persons currently experiencing or at imminent risk of homelessness. Eligibility is determined by staff in the City's Social Service Division.



## NOTICE OF PUBLIC HEARINGS

Monday April 27, 2020 at 5:30pm

Monday May 4, 2020 at 5:30pm

389 Congress Street, Portland City Hall, Council Chambers,  
OR accessible via a Zoom Conferencing link to be  
provided in the agenda for each meeting.

30 DAY PUBLIC COMMENT PERIOD  
CITY OF PORTLAND, MAINE

April 1, 2020 to May 1, 2020

Via email [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov)

389 Congress Street, Portland City Hall, Room 313

<https://portlandmaine.gov/775/Housing-and-Community-Development>

2020-2021 CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN, estimated budgets are as follows: Community Development Block Grant Program \$1,933,057; HOME Investment Partnership Grant Program \$1,203,258; Emergency Solutions Grant Program \$166,383; Housing Development Fund PI \$174,588 Lead Safe Housing PI \$197,871; Housing Trust Fund \$979,031; TIF \$120,000; Cotton St. proceeds \$20,000.

The Portland City Council will hold two public hearings to consider the allocation of the above referenced program funds received by the City of Portland from the U.S. Department of Housing and Urban Development (HUD). Information regarding the funding recommendations along with the log-in directions for the Zoom Conferencing link can be found on the city website at [portlandmaine.gov/agendas](http://portlandmaine.gov/agendas).

The primary objectives of the City of Portland's Consolidated Housing and Community Development Plan and the Annual Action Plan are the development of a viable urban community including decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate income persons, and to aid in the prevention and elimination of slum and blight.

The City welcomes comments on the 2020-2021 Consolidated Housing and Community Development Annual Action Plan. To submit comments or for more information please contact Kelley Walsh, Housing and Community Development Program Manager, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov) or 874-8731. Information on Portland's Consolidated Housing and Community Development Plan and the Annual Action Plan can be found on the city website at <https://portlandmaine.gov/775/Housing-and-Community-Development>.

Please contact the following person to request an interpreter or accommodation for the meeting: Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731.

Fadlan la xiriir qofkan hoose si aad u condساتو turjumaan ama tixgelin xiliga shirka: Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731.

Por favor entre em contato com a seguinte pessoa para solicitar um intérprete ou acomodação para a reunião: Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731.

Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731:

روض حل تال ي هست و أ يروف مجرتم بل ظل ي لائل الص خشل اب لاصلتال اى جري  
فتائل مقر، ينورتكلل ال ديربل، مسال: عامتجال

Pour obtenir un interprète ou faciliter une réunion, veuillez contacter la personne suivante: Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731.

Para solicitar un intérprete o una adaptación especial para la reunión, comuníquese con esta persona: Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731.

Leka na ko benga moto oyo soki oza na bosenga ya interprete to ya bosalisi pona rendez-vous na yo: Kelley Walsh, [kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov), 207-874-8731.

**2020-2021 HOUSING PROGRAM BUDGET HUD Final Allocation Date: February 14, 2020**

Total HUD HOME Entitlement Allocation	1,053,258
Portland Program Portion	540,321
Portland Admin Portion	105,326
County Program Portion	407,611

Recommended by HC (3-0) February 12, 2020  
 Approved by Council XXXXXXXX, 2020  
**HUD Allocation February 14, 2020**  
 Adjusted for Final HUD Allocation 03.02.2020

**REVENUES- Housing Programs**

2020-21 HOME Consortium Admin (10% of allocation)
2020-21 HOME Consortium Programming
2019-20 HOME Estimated Program Income
2019-20 HOME Estimated Program Income Recaptured Funds
2019-20 HOME Estimated Program Income and Recapture Deduction for County
Re-Allocated HOME Funds (funding from previous years)
2020-21 CDBG Administration
2020-21 CDBG Programming
2019-2020 Housing Trust Fund
2018-2019 Reprogrammed Housing Trust Funds ***
2018-19 HDF Program Income**
2018-19 Lead Safe Housing Program Income**
<b>REVENUE TOTALS (Portland)</b>

HOME	CDBG	HDF**	LEAD Safe Housing Program Income**	Housing Trust Fund	TOTAL BUDGET
105,326					105,326
540,321					540,321
75,000					75,000
75,000					75,000
-25,000					-25,000
					0
					0
				1,142,200	1,142,200
				425,000	425,000
		166,003			166,003
			197,871		197,871
770,647	0	166,003	197,871	1,567,200	<b>2,701,721</b>

\*\* Includes previous unallocated program income + program income received in FY19

**2020-21 HOUSING Budget by Activity (Portland)**

Administration 243021QQ01 (includes 10% of PI)
Housing Rehabilitation/Emergency Loan Program
Tenant-Based Rental Assistance 443021QT01
Affordable Housing Development 243021QA00
CHDO 243021QA00
Lead Safe Housing 243019PLL1 (PLL036)
<b>EXPENDITURE TOTALS (Portland)</b>

HOME	CDBG	HDF**	LEAD Safe Housing Program Income**	Housing Trust Fund ***	TOTAL BUDGET
112,826		0			112,826
0		166,003			166,003
143,571					143,571
424,197				1,567,200	1,991,397
90,054					90,054
0			197,871		197,871
770,647	0	166,003	197,871	1,567,200	<b>2,701,721</b>

\*\*\* This includes \$425,000 in reprogrammed funds from 2019 (PHDC returned funding for 47 Boyd Street) and \$163,168.93 in proceeds from the sale of tax acquired property at 99 Capisic Street

**2020-21 HOME Consortium COUNTY - approved by MOC on 03.19.2020**

County HOME Program budget provided for reference only; **adjusted for final HUD Allocation 03.02.2020**

Allocation of County funds is done by the County's Municipal Oversight Committee

**REVENUES- Housing Programs**

2020-21 HOME Consortium Non-Portland Programming	407,611
2019-20 HOME County Program Income and Recapture	25,000
	<hr/> 432,611

**2020-21 HOUSING Budget by Activity**

Housing Rehabilitation (# projects @ \$15,000/project)	0
Home Ownership	0
Affordable Housing Development 243021QC00	364,676
CHDO 243021QC00	67,935
	<hr/> 432,611

## 2020-2021 Budget for ESG

### Emergency Solutions Grant 2014-2020

rev. 05.07.2020

Program	ESG Budgeted Funding Amount by Fiscal Year							
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21
Operations: Homeless Health	\$28,993	\$35,391	\$0	\$0	\$0	\$0	\$0	\$0
Essential Services: Family Shelter	\$21,853	\$26,675	\$28,327	\$28,327	\$28,327	\$27,000	\$52,064	\$52,065
Homeless Prevention: Family Shelter	\$21,853	\$26,675	\$52,369	\$52,369	\$52,395	\$51,200	\$27,865	\$30,412
Homeless Prevention: Oxford Street	\$8,972	\$10,952	\$13,800	\$13,244	\$13,262	\$12,950	\$13,815	\$16,363
Rapid Rehousing: Oxford Street	\$35,888	\$43,807	\$55,200	\$55,200	\$55,200	\$54,200	\$55,064	\$55,064
Administration and HMIS	\$5,600	\$6,836	\$12,138	\$12,092	\$12,096	\$11,781	\$12,065	\$12,479
<i>Total (Actual)</i>	\$123,159	\$150,336	\$161,834	\$161,232	\$161,280	\$157,131	\$160,873	\$166,383
<i>Admin/HMIS cap</i>	\$9,237	\$11,275	\$12,138	\$12,092	\$12,096.00	\$12,096	\$12,065	\$12,479

### Explanation

Operations: Homeless Health	This program is no longer administered by the City of Portland
Essential Services: Family Shelter	Funds pay for staff who provides housing assistance by seeking affordable units, applying for eligible subsidies and accessing transitional housing opportunities and follow-up case management services by assisting with budgets, tenant/ landlord negotiations, and connecting to area resources. There is a need in Portland to expand the essential services with the high number of families arriving. The budget is adjusted to cover 1 FTE, this will allow the case manager to work with 5-10 families (17-34 individuals).
Homeless Prevention: Family Shelter	Funds pay for staff who assist in preventing family homelessness. Services include advocating with their town of residency, landlord/tenant negotiations and family reunifications. The budget will cover .25 of a FTE
Homeless Prevention: Oxford Street Shelter	Funds pay for staff who assist in preventing individuals from becoming homeless and providing necessary case management and referrals.
Rapid Rehousing: Oxford Street Shelter	Funds pay for staff who assist persons who have become homeless by quickly moving them into permanent housing and providing the necessary case management and referrals the individual needs.
Administration and HMIS	Funding goes to pay for licenses to use HUD's Homeless Management and Information System. Licenses are provided by Maine Housing.
Budget Changes:	ESG allocations were released on 2/14/2020. PY20-21 sees an increase of \$5,510 from prior year funding. The increase was first applied to the administrative and HMIS line item, by maxing out the 7.5% cap for administrative costs. The increase resulted in \$ 5,096 left to be allocated between other programs. HCD and Social Service staff allocated the increase to prevention programs. The total increase was divided in half (\$2,548) and applied to both OSS and the Family Shelter prevention

NOTE:

City Council will take public comment on this budget

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



Jon P. Jennings  
Signature of Authorized Official

May 15, 2020  
Date

Jon P. Jennings, City Manager  
Title

## Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2020 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.



Jon P. Jennings  
Signature of Authorized Official

May 15, 2020  
Date

Jon P. Jennings, City Manager  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Jon P. Jennings  
Signature of Authorized Official

May 15, 2020  
Date

Jon P. Jennings, City Manager  
Title

## Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Jon P. Jennings  
Signature of Authorized Official

May 15, 2020  
Date

Jon P. Jennings, City Manager  
Title

## **APPENDIX TO CERTIFICATIONS**

### **INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

#### **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Jon P. Jennings, City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Portland, Maine	05/15/2020

Application for Federal Assistance SF-424								
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> 05/15/2020			<b>4. Applicant Identifier:</b> _____					
<b>5a. Federal Entity Identifier:</b> ME232482			<b>5b. Federal Award Identifier:</b> M20DC230200					
<b>State Use Only:</b>								
<b>6. Date Received by State:</b> _____		<b>7. State Application Identifier:</b> _____						
<b>8. APPLICANT INFORMATION:</b>								
<b>* a. Legal Name:</b> City of Portland, Maine								
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 01-6000032			<b>* c. Organizational DUNS:</b> 0717478020000					
<b>d. Address:</b>								
<b>* Street1:</b> 389 Congress Street								
<b>Street2:</b> Room 312								
<b>* City:</b> Portland								
<b>County/Parish:</b> _____								
<b>* State:</b> ME: Maine								
<b>Province:</b> _____								
<b>* Country:</b> USA: UNITED STATES								
<b>* Zip / Postal Code:</b> 04101-3566								
<b>e. Organizational Unit:</b>								
<b>Department Name:</b> Planning and Urban Development			<b>Division Name:</b> Housing and Community Developm					
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>								
<b>Prefix:</b> Ms.		<b>* First Name:</b> Mary						
<b>Middle Name:</b> _____								
<b>* Last Name:</b> Davis								
<b>Suffix:</b> _____								
<b>Title:</b> Housing and Community Development Div. Dir.								
<b>Organizational Affiliation:</b> _____								
<b>* Telephone Number:</b> 207-874-8711			<b>Fax Number:</b> 207-874-8949					
<b>* Email:</b> mpd@portlandmaine.gov								

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14. 239

CFDA Title:

HOME Investment Partnership Program

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

The Cumberland County HOME Consortium, with the City of Portland as the lead entity, serves to build new rental housing and provide tenant based rental assistance

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,053,258.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="75,000.00"/>
* f. Program Income	<input type="text" value="75,000.00"/>
* g. TOTAL	<input type="text" value="1,203,258.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:



## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Jon P. Jennings, City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Portland, Maine	05/15/2020

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): _____ * Other (Specify): _____
* 3. Date Received: 05/15/2020	4. Applicant Identifier: _____	
5a. Federal Entity Identifier: me232484	5b. Federal Award Identifier: E20MC230003	
<b>State Use Only:</b>		
6. Date Received by State: _____	7. State Application Identifier: _____	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Portland, Maine		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 01-6000032	* c. Organizational DUNS: 0717478020000	
<b>d. Address:</b>		
* Street1: 389 Congress Street	Street2: Room 312	
* City: Portland	County/Parish: _____	
* State: ME: Maine	Province: _____	
* Country: USA: UNITED STATES	* Zip / Postal Code: 04101-3566	
<b>e. Organizational Unit:</b>		
Department Name: Planning and Urban Development	Division Name: Housing and Community Developm	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Ms.	* First Name: Mary	Middle Name: _____
* Last Name: Davis	Suffix: _____	
Title: Housing and Community Development Div. Dir.		
Organizational Affiliation: _____		
* Telephone Number: 207-874-8711	Fax Number: 207-874-8948	
* Email: mpd@portlandmaine.gov		

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.231

CFDA Title:

Emergency Solutions Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

The City of Portland's Emergency Solutions Grant, provides essential services, homeless prevention services, and rapid rehousing assistance.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="166,383.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="166,383.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.


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As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
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11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Jon P. Jennings, City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Portland, Maine	05/15/2020

**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication  
 Application  
 Changed/Corrected Application

**\* 2. Type of Application:**

- New  
 Continuation  
 Revision

**\* If Revision, select appropriate letter(s):**

**\* Other (Specify):**

**\* 3. Date Received:**

05/15/2020

**4. Applicant Identifier:**

**5a. Federal Entity Identifier:**

ME232484

**5b. Federal Award Identifier:**

B20MC230003

**State Use Only:**

**6. Date Received by State:**

**7. State Application Identifier:**

**8. APPLICANT INFORMATION:**

**\* a. Legal Name:**

City of Portland, Maine

**\* b. Employer/Taxpayer Identification Number (EIN/TIN):**

01-6000032

**\* c. Organizational DUNS:**

0717478020000

**d. Address:**

**\* Street1:**

389 Congress Street

**Street2:**

Room 312

**\* City:**

Portland

**County/Parish:**

**\* State:**

ME: Maine

**Province:**

**\* Country:**

USA: UNITED STATES

**\* Zip / Postal Code:**

04101-3566

**e. Organizational Unit:**

**Department Name:**

Planning and Urban Development

**Division Name:**

Housing and Community Developm

**f. Name and contact information of person to be contacted on matters involving this application:**

**Prefix:**

Ms.

**\* First Name:**

Mary

**Middle Name:**

P.

**\* Last Name:**

Davis

**Suffix:**

**Title:** Housing and Community Development Div. Dir.

**Organizational Affiliation:**

**\* Telephone Number:**

207-874-8711

**Fax Number:**

207-874-8949

**\* Email:**

mpd@portlandmaine.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14. 218

CFDA Title:

Community Development Block Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

The City of Portland's Community Development Block Grant Program invests in neighborhood infrastructure, social service programs, housing, public improvements, and other community needs

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,933,057.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="120,000.00"/>
* e. Other	<input type="text" value="151,665.00"/>
* f. Program Income	<input type="text" value="42,923.00"/>
* g. TOTAL	<input type="text" value="2,247,645.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:



Order 154-19/20

Passage: 8-0 (Chong recused) on 3/30/2020

Effective 4/9/2020

KATE SNYDER (MAYOR)  
BELINDA S. RAY (1)  
SPENCER R. THIBODEAU (2)  
TAE Y. CHONG (3)  
JUSTIN COSTA (4)

**CITY OF PORTLAND**  
IN THE CITY COUNCIL

KIMBERLY COOK (5)  
JILL C. DUSON (A/L)  
PIOUS ALI (A/L)  
NICHOLAS M. MAVODONES, JR (A/L)

**ORDER SETTING PUBLIC HEARINGS ON  
FISCAL YEAR 2021 ANNUAL ACTION PLAN  
AND APPROPRIATIONS FOR COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS  
GRANT PROGRAM**

**ORDERED**, that public hearings be held on the Fiscal Year 2021 Annual Action Plan and appropriations for the Community Development Block Grant Program, HOME Program, and the Emergency Solutions Grant Program; and

**BE IT FURTHER ORDERED**, that such hearings be held on April 27, 2020 and May 4, 2020 at City Council Meetings held at 5:30 p.m., in Portland City Hall Council Chambers, 389 Congress Street, or by Zoom web conferencing via a link to be provided in the agendas for those meeting dates.

Resolve 12-19/20

Passage: 8-0 (Chong recused) on 5/4/2020

Effective 5/14/2020

KATE SNYDER (MAYOR)  
BELINDA S. RAY (1)  
SPENCER THIBODEAU (2)  
TAE Y. CHONG (3)  
JUSTIN COSTA (4)

**CITY OF PORTLAND  
IN THE CITY COUNCIL**

KIMBERLY COOK (5)  
PIOUS ALI (A/L)  
JILL C. DUSON, (A/L)  
NICHOLAS M. MAVODONES, JR. (A/L)

**RESOLUTION ADOPTING THE FISCAL YEAR 2021 ANNUAL ACTION PLAN  
INCLUDING APPROPRIATIONS FOR COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS GRANT  
PROGRAM AND CERTIFICATIONS PERTAINING THERETO**

**WHEREAS,** the City of Portland, Maine has determined that there are pressing community and neighborhood needs for further federal assistance for housing and community development activities; and

**WHEREAS,** annual activities for the Consolidated Housing and Community Development Annual Action Plan have been recommended; and

**WHEREAS,** the City of Portland is anticipating an allocation from the United States Department of Housing and Urban Development (HUD) of \$1,933,057 of Community Development Block Grant (“CDBG”) Entitlement Funds, for the program year 2020-2021 under Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) as amended from time to time; and the City has also received Community Development funds in the amount of \$174,588 in Housing Program Income, along with \$20,000 in Cotton Street Proceeds, which is subject to the same regulations as the entitlement funds; and \$120,000 in TIF funds; a HOME Program Grant allocation of \$1,053,258, HOME Program income of \$75,000, HOME Recaptured Funds of \$75,000; Lead Safe Housing Program Income of \$197,871; local Housing Trust Funds of \$1,567,200; and \$166,383 of Emergency Shelter Grant funds; and

**WHEREAS,** the City Council of the City of Portland, Maine, desires to utilize these funds to support housing and community development activities;

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Portland, Maine, hereby adopts the FY 2020-2021 Consolidated Housing and Community Development Annual Action Plan; and the sums of \$1,933,057 for the Community Development Block Grant Program, plus \$174,588 CDBG Housing Program Income; \$20,000 in Cotton Street Proceeds; \$120,000 in TIF funds; \$1,203,258 in HOME Program funding, \$197,871 in Lead Safe Housing Program Income, \$1,567,200 in local Housing Trust Funds and \$166,383 for the Emergency Shelter Grant Program are hereby appropriated for the purposes approved in the attached Plan and budgets as provided in the Attached Exhibit A; and

**BE IT FURTHER RESOLVED,** that the City of Portland, Maine, possesses legal authority to apply for the above referenced Community Development Block Grant Program Funds, HOME Program funds and Emergency Shelter Grant Program funds for the Program Year 2020-2021; and

**BE IT FURTHER RESOLVED,** that the City Manager or his designee be authorized to:

- 1) Apply for, accept and expend the Community Development Block Grant Entitlement Funds of \$1,933,057 and to expend \$174,588 in CDBG housing program income funds, \$120,000 in TIF, and \$20,000 in Cotton Street proceeds; \$1,053,258 of HOME Program funds and to expend \$75,000 of program income and \$75,000 of recaptured funds for a total of \$1,203,258; \$197,871 in Lead Safe Housing program income; \$1,567,200 in local Housing Trust Funds; and \$166,383 of Emergency Shelter Grant funds; and
- 2) Officially represent the City of Portland, Maine, in connection with the application, including the execution of contracts on behalf of the City; and
- 3) Act as the certifying officer for HUD environmental documents related to these grants and to execute said documents and any other related documents necessary or convenient to carry out the intent of said grants; and

**BE IT FURTHER RESOLVED,** that the City of Portland, Maine certifies that it will comply with all of the attached assurances and provide such additional information as may be required by the U.S. Department of Housing and Urban Development; and

**BE IT FURTHER RESOLVED,** that the foregoing FY 2020-2021 Housing and Community Development Annual Action Plan funds are hereby appropriated pursuant to the Budget attached hereto.

Administration and Planning				Request	Priority Impact/ Goal	Guiding Principles	Capacity to Deliver	Partner/ Collaborator	Total	Committee Recommendation	City Manager Recommendation		
Type	Priority	Organization	Program/ Project		33 pts	30 pts	25 pts	12 pts					
1	AP	All	Planning & Urban Dev Dept.	CDBG Admin and Planning	\$389,184						\$389,184	\$395,196	\$395,196
<i>Total Admin &amp; Planning Available</i>				\$395,196						<i>Subtotal:</i>	\$389,184	\$395,196	\$395,196

Development, Economic Development and Construction

Type	Priority	Organization	Program/ Project	Request	33 pts	30 pts	25 pts	12 pts					
10	CON	HA	Community Housing of Maine	Middle Street Apartments	\$200,000	30.3	25.9	21.3	10.1	87.67	\$200,000	\$200,000	\$200,000
2	CON	NI	COP Public Works	Freshman Alley Lighting	\$50,000	29.8	26.8	20.7	8.8	86.00	\$50,000	\$50,000	\$50,000
19	ED	EO	C.E.I	Portland Microenterprise Assistance Program (PMAP)	\$48,000	28.1	26.0	22.0	9.9	86.00	\$48,000	\$48,000	\$48,000
5	CON	NI	COP Dept. of Parks, Recreation and Facilities	Riverton Elementary School ADA Inclusive Playground	\$40,680	26.2	26.6	23.8	8.9	85.44	\$40,680	\$40,680	\$40,680
9	CON	LMC	Catherine Morrill Day Nursery	Energy Efficiency Improvement Plan	\$59,724	30.6	25.4	21.2	7.6	84.78	\$59,724	\$59,724	\$59,724
12	CON	HA	Portland Housing Development Corporation	Washington Gardens	\$184,150	27.8	26.8	23.0	6.9	84.44	\$184,150	\$184,150	\$184,150
3	CON	NI	COP Public Works	Bayside Area Sidewalk	\$249,000	30.00	25.2	20.6	8.6	84.33	\$249,000	\$199,000 *	\$199,000
14	CON	HA	Port Resources	Group Homes Heat Pump Project	\$21,000	26.9	27.9	20.6	8.5	83.88	\$21,000	\$21,000	\$21,000
20	ED	EO	COP Economic Development Dept.	Business Assistance Program (BAP)	\$205,000	28.8	24.0	21.1	9.78	83.67	\$49,544	\$77,244	\$77,244
8	CON	LMC	Catherine Morrill Day Nursery	Life Safety Repairs Project	\$30,300	29.9	23.7	22.0	7.3	82.89		\$30,300	\$30,300
13	CON	HA	Portland Housing Development Corporation	Harbor Terrace	\$155,000	27.9	26.1	21.9	6.9	82.78			
22	ED	EO	COP Office for Economic Opportunity	Hungry for Success	\$36,270	27.7	22.9	21.1	10.7	82.33			
18	CON	NI	First Parish Church	"A Church for EveryBODY" Accessibility Project	\$75,000	23.9	25.4	21.6	8.8	79.67		\$50,000	\$50,000.00
4	CON	NI	COP Public Works	Sidewalk Curb Ramp ADA Improvements	\$50,000	30.3	25.3	20.3	0.0	76.00			
11	CON	HA	Portland Housing Authority	Franklin Towers Security Upgrades	\$142,000	23.2	23.6	21.4	7.3	75.56			
16	CON	NI	Maine Irish Heritage Center	Upper Sanctuary Accessibility	\$15,000	23.2	21.9	20.3	8.4	73.89		\$15,000	\$15,000.00
15	CON	NI	Maine Irish Heritage Center	Front Stairway Restoration	\$17,000	22.7	21.0	19.6	8.2	71.44		\$17,000	\$17,000.00
7	CON	LMC	Bethel Kids Care	Rehabilitation of the existing Childcare Building	\$180,631	27.7	20.8	16.6	5.6	70.56			
6	CON	NI	COP Portland Fire Department	Fire Alarm System Bramhall Station	\$40,000	22.2	23.0	19.9	0.00	65.11			
21	ED	EO	COP Economic Development Dept.	Façade Forest Ave	\$150,000	20.7	17.8	19.2	7.4	65.11			
17	CON	NI	Portland Museum of Art	Maine Entrance Accessibility Improvements	\$247,960	18.9	20.8	16.6	7.6	63.88			
<i>Estimated Total Development, Econ Dev. &amp; Construction Requests</i>				\$2,196,715									
<i>Total HUD Allocated Development Funds Available</i>				\$902,098						<i>Subtotal:</i>	\$902,098	\$992,098	
<i>Total Funds Available to City Manager and Council (HUD Funds + TIF)</i>				\$992,098						<i>Subtotal:</i>			\$992,098
<i>* TIF Funding = \$90,000</i>													



**Draft 2020 Housing Committee Work Plan  
as of June 5, 2020**

June 10, 2020

1. (Action Item) Review and Recommendation to the City Council of Funding Requests Received from the Affordable Housing Development Applications – Avesta 200 Valley Street, PHA Washington Gardens and 337 Cumberland Avenue
2. Discussion and Housing Committee direction related to an Affordable Housing Tax Increment Financing request for a housing development proposal located at 45 Brown Street
3. Communication Item FY21 HUD Annual Allocation Plan
4. 2020 Work Plan Discussion including Housing Forum discussion

July 8, 2020

1. Lodging House Discussion
2. Discussion and Housing Committee direction related to Mr. Watson’s request to amend the Portland City Council approved 44/52 Hanover Street (former DPW Fleet Services Building) Purchase and Sale Agreement to change the development program from commercial maker space to a mixed-use residential and commercial property.
3. (Action Item) Review and Recommendation to the City Council on Disposition of Tax Acquired and City-Owned Property (431 Commercial Street, 9 Gray Road, Falmouth)
4. Communication Item Update on development projects within Portland and member consortium communities
5. 2020 Work Plan Discussion

August 12, 2020

1. 2020 Work Plan Discussion

September 9, 2020 (need to reschedule due to conflict with City Council Meeting)

1. Presentation, Overview and Integrated Report from Permitting and Inspections and Fire Department re: Short-term and Long-term Rental Housing Safety & Inspection Program - Implementation and Financial Report (Public Comment)
2. Presentation, Overview and Report from the Rental Housing Advisory Committee (Public Comment)
3. Communication Item: FY20 HUD Consolidated Annual Performance Report
4. 2020 Work Plan Discussion

October 14, 2020

1. Presentation of 2020 Interim Housing Report
2. 2020 Work Plan Discussion

November 11, 2020 (Veterans Day – will need to reschedule meeting date)

1. Review of 2020 Annual Housing Committee Report
2. 2020 and 2021 Work Plan Discussion (new and/or updated recommendations to forward to the 2021 Housing Committee)

December 9, 2020 – no December meeting?

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WORK PLAN TOPICS

Coordinate and be kept aware of ReCode Committee process, meetings, etc.

Street Standards

City-Owned Property

- 1 Gray Road (July)
- 622 Auburn Street (July)
- 200 Lambert Street
- 33 Portland Street
- 431 Commercial Street (July)

Inclusionary Zoning – minor process/clarifying language updates

??, 2020 – Housing Policy Forum

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COMPLETED WORK

January 9, 2020 (Thursday)

1. 2020 Work Plan Discussion

2. Communication Item(s): Follow-up Response to Comments regarding the 2019 Housing Report, and Bayside Village Follow-up

#### February 12, 2020

1. Rental Housing Advisory Committee Policy Recommendation
2. (Action Item) Housing Program Budget - Review and Recommendation to the City Council
3. (Action Item) Renewal of Membership in the Cumberland County HOME Consortium
4. (Action Item) Review and Recommendation to the City Council of the 2020 Housing Trust Fund Annual Plan
5. (Action Item) Affordable Housing Development Application - Review and Approval to Issue by the Committee
6. (Action Item) Affordable Housing TIF Application – Review and Approval to issue by the Committee
7. Presentation of City-Owned Property for Review
8. 2020 Work Plan Discussion – Housing Committee Goals for 2020

#### March 4, 2020 – Joint Meeting Economic Development

1. Presentation on Limited Equity Co-Operative Housing Model
2. Presentation on changes to HUD/CDBG Eligible Areas Map
3. (Action Item) Review, public hearing and possible recommendation to Council re: AHTIF request, 104 Grant Street
4. (Action Item) Review and Authorization to Release RFP re: disposition of City-Owned Property at 21 Randall Street, 165 Lambert and 43/91 Douglass Street; (Possible Executive Session to discuss disposition of City-Owned Property)
5. Executive Session to provide direction to staff regarding possible disposition of city-owned real estate at 431 Commercial Street and city-owned property in Falmouth

#### April 8, 2020 Cancelled

#### April 22, 2020

1. Presentation of Federal, State, and local update regarding COVID-19 and housing related issues.
2. Communication Item update on issuance of RFP for 43 & 91 Douglass Street, 165 Lambert Street, and 21 Randall Street
3. 2020 Work Plan Discussion

#### May 13, 2020

1. Executive Session: Possible disposition of City-owned real estate at 431 Commercial Street; and Possible disposition of City-owned property in Falmouth.
2. (Action Item) Review and Recommendation regarding Rental Housing Advisory Committee Policy Recommendation
3. (Action Item) Review and Recommendation to the City Council of CDBG-CV and ESG-CV Supplemental Funding Recommendations
4. Review of Funding Requests Received from the Affordable Housing Development Applications – Avesta 200 Valley Street, PHA Washington Gardens and 337 Cumberland Avenue
5. (Possible Action Item) Review, public hearing and possible recommendation to Economic Development Committee and/or City Council re: AHTIF requests CHOM 83 Middle Street, Avesta 200 Valley Street, 337 Cumberland Avenue, PHA Washington Gardens – 577 Washington Avenue
6. (Action Item) Review and Recommendation to City Council re: Disposition of City-Owned Property at 157 Brackett Street and 176 Clark Street
7. 2020 Work Plan Discussion

TO: Mary Davis and Victoria Volent, Portland H&CD Division

FROM: Jack Kartez, Ph.D.

DATE: March 12, 2020

RE: Initial Comments on a Possible 2020 Portland Housing Committee Forum—Prior to a Proposal

#### BACKGROUND:

The 2016 forum was needed to allow affected citizens and organizations to be informed of the results of five months of efforts in working groups and meetings—the extensive “bucket list”—and as a step towards proposals to Council for new actions. It was also an opportunity to test the acceptance and feasibility of those proposals with the public.

The current situation is different. Though the list is still an active tool, the Council made significant decisions to act or not act on the list’s various items over the last few years. The City has also pursued its commitment to monitor and report on the affordable housing stock and city efforts.

If nothing else, it is important for the City to maintain its working relationship with the community on housing issues by reporting on and seeking responses to a picture of where the housing situation is at present compared to needs, and how it has been affected by the various City efforts, as a prelude to and basis for discussing continuing, or new, actions. This is also part of what I call the “accountability loop” in which authorities making decisions show how they have taken what they have heard into account and why decisions have been made as they have. I know the Council Committee and staff have been doing this on a continuing basis, dealing with feedback and ongoing appeals for action, and complaints. There is, as Councilor Duson put it, still a narrative that the City isn’t doing enough or isn’t treating affordable housing as a priority. Because of that, a present forum should involve informing along with listening (in my opinion, pending our further discussion).

#### A 2020 FORUM

Here are preliminary comments on a 2020 forum. The overall purpose would be taking stock of housing affordability efforts and ongoing needs.

1. Should be part of a communication process about the 2019 Housing Report, not just an event (just like the 2016 forum was connected to the housing actions development process the previous 5 months.)
2. Need to inform the participants about the state of efforts to increase affordable housing:
  - a. Start in April before forum and as recruitment for forum with outreach of information to the relevant interests for a late May forum; If forum has to be postponed due to Covid-19, time can be used to engage groups in ore preparation
  - b. Consider putting Housing Report findings in form of a briefer report card that both shows progress on, but also the long-term scale, of the needs; Clearly delineate the private and nonprofit enterprise roles and how City leverages investment (as well as enables through regulatory adjustments);
3. One forum design would take about three hours in an evening; start with providing information; engage participants in structured discussion on current efforts and possible new initiatives to

inform the Council Housing Committee, staff, the Rental Housing Advisory Committee, and ultimately the full Council; and possibly invite participation in a new working group for 2020-22.

- a. Suggest that after a brief full-room discussion of the state of efforts information, invite participants to join one of four facilitated discussions, such as on:
  - i. City housing investment and leveraging incentives (e.g. HTF; use of CDBG; etc.)
  - ii. Regulatory (zoning and procedure) adjustments to land availability, density, housing type provision, short-term-rental program, etc.)
  - iii. Communications and mediation of housing issues; e.g., Rental Advisory Committee; at-will tenancy cool-off periods; etc.
  - iv. New initiative ideas, either from the 2016 potential toolbox list or other ideas.

Have a brief report-out from these discussions, but importantly, arrange for a follow-up summary to participants via email (or surface mail where requested due to access).

4. Staffing to carry this out requires a facilitator and a recorder in each break-out discussion. Students will not have the skills/experience to do this as well as the generalized understanding of municipal affairs. This is especially true as no one is providing the training to Muskie School students we once did and also engaging them in actual paraprofessional roles in civic processes to the degree we once maintained. Please recall that the facilitators I recruited as volunteers for the 2016 forum, which included some Muskie alums, were also very experienced practitioners as facilitators. I believe we could still recruit needed facilitators with some lead time and an organizational session. Effective recorders would also be vital and one idea might be to engage volunteers from the Rental Advisory Committee: A brief training of an hour could help them prepare for that role.
5. As in the 2016 forum, the role of the Housing Committee (and any other Councilors attending) should be to make the pledge for the accountability loop and listen but not try to answer or defend policies, which creates an entirely different dynamic