



**CITY OF PORTLAND, MAINE
CDBG PRIORITY TASK FORCE**

DATE: Wednesday August 19th, 2020
TIME: 5:00 p.m.
LOCATION: Remote Meeting via Zoom

ZOOM MEETING INSTRUCTIONS:

The CDBG Priority Task Force will hold a remote meeting on Wednesday, August 17th, 2020 at 5:00 pm. This meeting will take place remotely using Zoom.

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

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

Please click the link below to join the webinar:
<https://us02web.zoom.us/j/83315977517>

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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.

Webinar ID: 833 1597 7517

AGENDA

- 1) Introduction of meeting to Zoom attendees – Amanda Presenting
- 2) Review and accept Minutes of CDBG Task Force from the August 10th, 2020 meeting.
- 3) Review detailed work plan/ Q&A regarding work plan with staff - Amanda Presenting
- 4) Score Card Presentation and revisions, ACTION NEEDED
 - a) Staff will present the score card with the changes the task force has made

- b) Discussion regarding remaining point distribution
 - c) Vote on final point distributions
- 5) Next meeting
 - a) Council Report



**CITY OF PORTLAND, MAINE
CDBG PRIORITY TASK FORCE**

DATE: Monday, August 10th, 2020
TIME: 5:00 p.m.
LOCATION: Remote Meeting via Zoom

In attendance: Mark, Brad, Andrew, Matt, Sam, Chase, Jim, Julia, Grace, Ben

Absent: Don, Lucas, Ashish, Adam

Staff: Mary Davis, HCD Division Director, Amanda Methot, HCD Compliance Officer, Kelley Walsh, HCD Program Manager

August 10, 2020 CDBG Priority Task Force Meeting Minutes:

- 1) Introduction of meeting to Zoom attendees
- 2) Review and accept Minutes of CDBG Task Force from the July 30th, 2020 meeting:
Motion to review and accept minutes with discussion; members discussed and reviewed the previous community policing discussion and priority, members clarified the task force report narrative will include a recommendation that the City of Portland fund Community Policing program in full out of the general budget, however the activity will remain a high priority activity; **Motion approved 9-0**
- 3) Review detailed work plan/ Q&A regarding work plan with staff:

Staff stated that the taskforce is in the final stages of the work plan. Staff explained the work flow for changing the score card. Staff stated that the focus should be on the larger scoring categories.

Member asked for clarification that setting the goals encompass all the federal grant funding we receive from HUD and not just CDBG.

Member asked for clarification that the group is setting the priorities prior to people applying so organizations know what will be prioritized.

Staff clarified that last week they described eligible activities incorrectly. Staff restated that the priorities list are the eligible activities that the city holds as most important. An applicant is still able to apply so long as it is an eligible activity even if it is not a priority activity.

Discussion regarding the points allocated to eligible, priority, and high priority.

Motion to allocate one point to priority activities, with eligible activities receiving zero points:
Discussion: Members discussed the motion, noting they were attempting to 'free up' points.
Motion amended to range from 0, 2 and 5.

Amended motion to allocate 0 points to non-priority activities, 2 points to priority activities, and 5 points to high priority activities. Motion passed 9-1

4) Priority Activities, ACTION ITEM:

- a) Group will discuss the ranking of activities in the Addressing the Needs of the Growing Homeless Population:

There was a robust discussion on each of the activities listed in this category. Members reviewed the community ranking survey as well as their own. Member suggested for consistency purposes, having the same priority level for activities that are listed across multiple categories. Members advocated for mental health and substance use disorder services remain high priority. Members discussed using various different terms such as 'co-occurring disorders' and 'behavioral health disorders'.

Motion to combine mental health and existing substance abuse disorder activity to one activity, 'Behavioral Health', with a designation of high priority. Motion passed 13-0

Motion to make 'housing start up services' a high priority activity. Motion passed 13-0

Motion to change Food Assistance from high priority to priority. Motion passed 13-0

Motion to change 'Shelters Services' from high priority to priority. *Discussion:*

Members discussed that they are reluctant to demote this activity at the current moment due to the current state of affairs. Members discussed the idea of investing in longer term solutions rather than emergency services, there was further discussion to discuss this in the narrative. **Motion withdrawn with the intent to address this concern in the report.**

5) Score Card Presentation and revisions:

- a) Staff will present the score card with the changes the task force has made:

- b) Discussion regarding remaining point distribution:

Members discussed the 'collaboration' category. Members noted that organizations are not encouraged, and historically have not, collaborated with neighborhood associations.

Members discussed the 'location' category. Members discussed the idea of anonymity of

the programs, and how 'outing' the proposed program/activity could pose a danger and/or disruption to the activity. Staff clarified that this category 'location' is only scored in development applications, not in social service applications.

There was discussion on the task force schedule, we are currently a meeting behind and are now in jeopardy of being two meetings behind. There was discussion to extend current meetings, and/or add additional members. Some members noted they are not available in September. Members are encouraged to send any unavailable times to staff as we discuss scheduling additional meetings.

Meeting adjourned 7:06pm

Next meeting: Thursday, August 27th 5pm

- c) Vote on final point distributions:
- 6) Next meeting:
 - a) Council Report
 - b) Discuss best time for additional meeting:

MEMORANDUM

To: 2020 CDBG Priority Setting Task Force

From: Amanda Methot, HCD Compliance Officer

Date: July 23, 2020

Re: Scoring

History and Background, Current 5 Year Plan

The score card has remained the same throughout the 5 year plan. The major categories include Goal/Priority Impact/Community Need, Guiding Principles, Capacity to Deliver, and Partnership/Collaboration/Outreach. The point allocation for the major categories are as follows; Goal/Priority Impact/Community Need **33**, Guiding Principles **30**, Capacity to Deliver **25**, and Partnership/Collaboration/Outreach **max of 12**. The scoring matrix can be found at the end of this memo

The total points for each category have remained unchanged, this change can only occur with council approval. The Allocation Committee has historically talked about making changes to the major scoring categories, but did not create a proposal to bring to council. The Allocation committee does have the authority to move points within the sub categories of each larger scoring category. In years 2016-2019 the committee did not make any changes. In 2019-2020 the Committee chose to overhaul the point allocations in the sub categories. Changes were made at the December 12, 2018 meeting, below is an excerpt from the meeting minutes:

Scoring Matrix: Discussions and Changes

The Committee reviewed the current scoring matrix and asked staff about the changes they can make on a committee level. The Committee discussed the categories of partnerships, capacity to deliver, priority impacts, and guiding principles. Changes in point allocations are detailed below:

<i>Capacity to deliver (25 points),</i>	<i><u>Past Years</u></i>	<i><u>Development</u></i>	<i><u>Social Service</u></i>
• <i>Financial need:</i>	<i>5/5</i>	<i>3</i>	<i>6</i>
• <i>Leveraged funding:</i>	<i>5/5</i>	<i>6</i>	<i>8</i>
• <i>Experience:</i>	<i>4/5</i>	<i>5</i>	<i>4</i>
• <i>Readiness to proceed:</i>	<i>7/5</i>	<i>8</i>	<i>4</i>
• <i>Financial stability:</i>	<i>4/5</i>	<i>3</i>	<i>3</i>
<i>Priority Impacts (33 points)</i>	<i><u>Past Years</u></i>	<i><u>Development</u></i>	<i><u>Social Service</u></i>
• <i>Goal:</i>	<i>7</i>	<i>12</i>	<i>12</i>
• <i>Priority impact :</i>	<i>Set 7 or 11</i>	<i>Set 7 or 11</i>	<i>Set 7 or 11</i>
• <i>Community need:</i>	<i>15</i>	<i>10</i>	<i>10</i>

<i>Guiding Principles (30 points)</i>	<i><u>Past Years</u></i>	<i><u>Development</u></i>	<i><u>Social Service</u></i>
• <i>Measurable community impact:</i>	<i>10/15</i>	<i>10</i>	<i>11</i>
• <i>Diversity:</i>	<i>4/5</i>	<i>6</i>	<i>9</i>
• <i>Priority to lower incomes:</i>	<i>4/5</i>	<i>4</i>	<i>9</i>
• <i>Consistency with City goals:</i>	<i>4/5</i>	<i>1</i>	<i>1</i>
• <i>Location:</i>	<i>4/X</i>	<i>4</i>	<i>X</i>
• <i>Sustainability:</i>	<i>4/X</i>	<i>5</i>	<i>X</i>

The Allocation committee felt that many of the categories were repetitive such as goal and consistency with City goals, hence they reduced the point allocation in the latter. In addition, the Committee felt that CDBG funds should truly be used for gap funding and chose to increase the financial need and leveraged funding point allocations. Lastly, balancing experienced organizations and new innovated programs has historically been a challenge. In an effort to create a more level playing field the committee reduced the experience and readiness to proceed point allocations.

A full breakdown of the internal scoring guide summary can be found at the end of the memo

2020-2021 Scoring Analysis

The Allocation Committee was blessed to have a member this past year that works in analytics and took an interest in the scoring data over the past 2 years. The member analyzed the data and produced a small report for the Committee. The full report can be found at the end of the memo

Report Findings

In the large scoring categories the percentage of maximum points were given out as follows

- Development
 - Goals/Priority/Community Need, 89%
 - Guiding Principles, 81%
 - Capacity to Deliver, 81%
 - Partnership/Collaboration/ Outreach, 86%
- Social Service
 - Goals/Priority/Community Need, 93%
 - Guiding Principles, 89%
 - Capacity to Deliver, 82%
 - Partnership/Collaboration/ Outreach, 88%

This data shows that the largest range in point allocations fall in the capacity to deliver section on both development and social service. It does not come as a surprise that Goals/Priority/Community Need and Partnership/Collaboration/ Outreach have a larger percentage of maximum points since both categories have point allocations attached to activities as well as MOU's and Letters of Support.

Sub-categories with largest and smallest percentage of points allocated are as follows;

Development	Social Service
-------------	----------------

HIGH (90-100%) • Priority Impact Level • Consistent with City Goals	HIGH (90-100%) • Goal • Priority Impact Level • Community Need • Priority to Lower Incomes • Consistent with City Goals • Readiness to Proceed • Financial Stability
LOW (65-75%) • Leveraged Funding • Financial Need	LOW (70-80%) • Financial Need • Leveraged Funding

Action Item

The Task Force can choose to change the point allocation within the large categories as well as the sub-categories. The total point allocation will stay at 100. The Task Force has made the decision to change the priority impact level to 5 points for a high priority activity and 0 for a priority activity, this change must be reflected in the final score card. The Task Force has also focused in on the collaboration portion of the application and increased the number of pages for MOU's and Letters of support from 2 to 5. This change should be taken in to consideration when finalizing the score card.

SCORING CATEGORIES AND POINT DISTRIBUTION

SCORING CATEGORIES AND POINT DISTRIBUTION

SCORING CATEGORY, SEE I.B FOR MORE INFORMATION	POSSIBLE POINTS
Guiding Principles: measurable community impact, diversity and inclusiveness, priority to lower incomes, consistent with city goals, plans, or initiatives	30 points
Capacity to deliver, including financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability	25 points
Goal, Priority Impact Level & Community Need	33 points
Partnership/Collaboration, points distributed based on highest submitted documentation (MOA, LOS or Outreach) • Memorandum of Agreement (MOA) • Letter of Support (LOS) • Demonstrated Outreach	MOA maximum of 12 points LOS maximum of 9 points Outreach maximum of 6 points

PENALTY	POINTS DEDUCTED
Missing section/s	1 point deducted per item
Failing to follow Submission Guidelines, section I.C.3 (including but not limited to: application not typed, page limits, max/min request amounts, etc)	0.25 point deducted per instance
Errors (e.g. in budget calculation)	0.25 points deducted per instance

Internal Scoring Guide Summary 2019-2020

[illegible]

Variance of Scoring by Category

Notes

- Two categories that always score
- Finance categories more variable
- Development specific categories more variable
- Goal categories less variable
- Partner category...complicated

(Symbols)
Score Category

Variance Coefficient
of Scores (all)
Scores (development)
Scores (soc services)
Score Values

Goals

VarCo:
17%

1 2 3 4 5 6 7 8 9 10 11 12

Priority Impact Lvl

VarCo:
1%

1 2 3 4 5 6 7 8 9 10 11

Community Need

VarCo:
17%

1 2 3 4 5 6 7 8 9 10

Measure Comm Imp

VarCo:
21%

1 2 3 4 5 6 7 8 9 10 11

Diverse & Inclusive

VarCo:
19%

1 2 3 4 5 6 7 8 9

Priority to Lower Inc

VarCo:
16%

1 2 3 4 5 6 7 8 9

Consistent w City Goals

VarCo:
0%

1

Location

VarCo:
28%

1 2 3 4

Sustainability

VarCo:
32%

1 2 3 4 5

Financial Need

VarCo:
32%

1 2 3 4 5 6

Leveraged Funds

VarCo:
31%

1 2 3 4 5 6 7 8

Exp Prov Services

VarCo:
23%

1 2 3 4 5

Readiness to Proc

VarCo:
16%

1 2 3 4 5 6 7 8

Financial Stability

VarCo:
19%

1 2 3

Partner/Collab/Out

VarCo:
24%

1 2 3 4 5 6 7 8 9 10 11 12

Maximum Score Possible

	Development			Social Services		
	2017/18	2019	+/-	2017/18	2019	+/-
Goal	7	12	+5	7	12	+5
Priority Impact Level	11	11	0	11	11	0
Community Need	15	10	-5	15	10	-5
Goal/Priority/ Comm Need	33	33		33	33	
Measurable Comm Impact	10	10	0	15	11	-4
Diversity & Inclusiveness	4	6	+2	5	9	+4
Priority to lower incomes	4	4	0	5	9	+4
Consistent w City Goals	4	1	-3	5	1	-4
Location	4	4	0	0	0	0
Sustainability	4	5	+1	0	0	0
Guiding Principles	30	30		30	30	
Financial Need	5	3	-2	5	6	+1
Leveraged Funds	5	6	+1	5	8	+3
Exp. Providing Service	4	5	+1	5	4	-1
Readiness to Proceed	7	8	+1	5	4	-1
Financial Stability	4	3	-1	5	3	-2
Capacity to Deliver	25	25		25	25	
PCO	12	12	0	12	12	0
Partner/Collab/Outreach	12	12	0	12	12	0
Total	100	100		100	100	

% Points Given Out of Maximum

	Development			Social Services		
	2017/18	2019	+/-	2017/18	2019	+/-
Goal	85%	85%	0%	87%	91%	4%
Priority Impact Level	99%	100%	0%	100%	97%	-3%
Community Need	83%	83%	0%	84%	92%	8%
Goal/Priority/ Comm Need	89%	89%		90%	93%	
Measurable Comm Impact	78%	79%	1%	82%	83%	1%
Diversity & Inclusiveness	88%	87%	-1%	85%	88%	3%
Priority to lower incomes	87%	85%	-2%	89%	95%	6%
Consistent w City Goals	89%	99%	9%	87%	99%	12%
Location	83%	80%	-3%			0%
Sustainability	81%	75%	-6%			0%
Guiding Principles	83%	81%		85%	89%	
Financial Need	78%	75%	-3%	79%	71%	-8%
Leveraged Funds	62%	68%	6%	76%	79%	3%
Exp. Providing Service	91%	88%	-3%	86%	89%	3%
Readiness to Proceed	87%	88%	0%	88%	94%	6%
Financial Stability	88%	81%	-6%	85%	90%	4%
Capacity to Deliver	81%	81%		83%	82%	
PCO	86%	86%	-1%	88%	88%	0%
Partner/Collab/Outreach	86%	86%	-1%	88%	88%	0%
Total	85%	84%		86%	88%	

MEMORANDUM

To: CDBG Priority Setting Taskforce

From: Amanda Methot, HCD Compliance Officer

Date: August 17, 2020

Re: Taskforce Score Card Analysis

COMMENTS REGARDING SCORING

Scoring Generally

Make the scoring consistent with a max of 5 in each category so AC can score with 1 being poor and 5 being excellent.

Combining Scoring Sub Categories

- Measurable community impact should be absorbed under priority impact
- Capacity to deliver should not have any sub categories
- Combine goal, priority and city goal into a single category
- Combine community need and community impact
- Combine leveraged funding, experience, and stability into a catch-all category labeled readiness to deliver

Removal of Sub Categories

- Remove priority impact (redundant with category)
- Remove **diversity** and **priority to lower incomes** and **location**, if they don't meet these they shouldn't qualify
- Remove **financial need** and **leveraged financing**

TASKFORCE SCORING ANALYSIS

Development

Scorer #	1	2	3	4	5	6	7	8	9	10		AVERAGE
Goal, Priority Impact Initiative, Community Need	30	34	33	35	35	33	20	25	40	33		31.8
Guiding Principles	25	31	30	30	20	30	60	30	20	30		30.6
Capacity to Deliver	35	25	25	20	30	25	10	30	40	25		26.5
Collaboration	10	10	12	15	15	12	10	0	0	12		9.6

Social Services

Scorer #	1	2	3	4	5	6	7	8	9	10	AVERAGE
Goal, Priority Impact Initiative, Community Need	30	34	33	35	35	33	20	30	40	33	32.3
Guiding Principles	25	31	30	30	20	30	60	25	20	30	30.1
Capacity to Deliver	35	25	25	20	30	25	25	30	40	25	28
Collaboration	10	10	12	15	15	12	10	0	0	12	9.6

Overview of Completed Score Cards

The table below shows the raw data of taskforce members that assigned point values to the entire score card. The priority impact category was adjusted on all cards to reflect the point value the taskforce has already voted on, 5 for high priority, 2 for priority, and 0 for eligible activities.

DEVELOPMENT						
Scorer #	1	2	3	4	5	6
Goal, Priority Impact Initiative, Community Need						
Goal		12	11	10		7
Priority Impact (5 High Priority, 2 Priority, 0 Eligible)		5,2, or 0	5,2, or 0	5,2,or 0	5,2,or 0	5,2, or 0
Community Need		10	12	13	15	10
Total Goal, Priority, Need	25	30	23	33	30	33
Guiding Principles						
Measurable Community Impact	5	10	12	10		8
Diversity and Inclusiveness	10	4	4	4	10	6
Priority to Lower Incomes	5	4	6	4		6
Const w City Goals, Plans or Initiatives	0	4	1	4		1
Location	5	4	4	4		4
Sustainability	5	4	4	4	10	5
Total Guiding Principles	30	30	31	30	20	30
Capacity to Deliver						
Financial Need	5	3	2	4	15	3
Leveraged Funding*	10	6	7	5		6
Experience Providing Service	5	4	4	5		5
Readiness to Proceed	10	7	8	7	15	8
Financial Stability		5	4	4		3
Total for Capacity to Deliver	30	25	25	25	30	25
<i>*Last year Leveraged funds were in Guiding Principles</i>						
Partnership with MOA	12 max	12 max	10	12 max	10	12

Collaboration w Support Letter	6 max	6 max	7	9 max	5	9
Outreach to the community	6 max	6 max	5	6 max	5	6
			10		15	

SOCIAL SERVICE						
Scorer #	1	2	3	4	5	6
Goal, Priority Impact Initiative, Community Need						
Goal		12	11	10		7
Priority Impact (5 high priority, 2 priority, 0 eligible	5,2,or 0	5,2, or 0	5,2,or 0	5,2, or 0	5,2,or 0	5,2, or 0
Community Need		10	12	13	15	15
Total Goal, Priority, Need	30	33	34	33	30	33
Guiding Principles						
Measurable Community Impact	10	5	12	11		7
Diversity and Inclusiveness	10	5	6	9	10	11
Priority to Lower Incomes	5	5	12	9		11
Const w City Goals, Plans or Initiatives	0	5	1	1		1
Location		5				
Sustainability		5			10	
Total Guiding Principles	25	30	31	30	20	30
Capacity to Deliver						
Financial Need	10	5	8	5	15	5
Leveraged Funding*	5	5	6	5		5
Experience Providing Service	5	5	6	5		5
Readiness to Proceed	5	5	3	5	15	5
Financial Stability	5	5	2	5		5
Total for Capacity to Deliver	30	25	25	25	30	25
<i>*Last year Leveraged funds were in Guiding Principles</i>						
Partnership with MOA	12 max	12 max	10	12 max	10	12
Collaboration w Support Letter	6 max	6 max	7	9 max	5	9
Outreach to the community	6 max	6 max	5	6 max	5	6
			10		15	12



Community Development Block Grant Program

City of Portland Construction Grant Application

July 1, 2020 – June 30, 2021



DUE: 4:00pm Wednesday November 22, 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2020-2021 APPLICATION

I. Application Instructions

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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

The City of Portland CDBG program is designed to foster innovative and creating programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding innovative programs. Our goal in funding a program is to help get it off the ground or successfully expand. We strongly encourage new and innovative programs to apply for the 2019-2020 round of CDBG funding.

B. FEDERAL HUD REGULATIONS

1. **NATIONAL OBJECTIVES:** Each project must meet one of the following National Objectives:

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

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

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

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

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

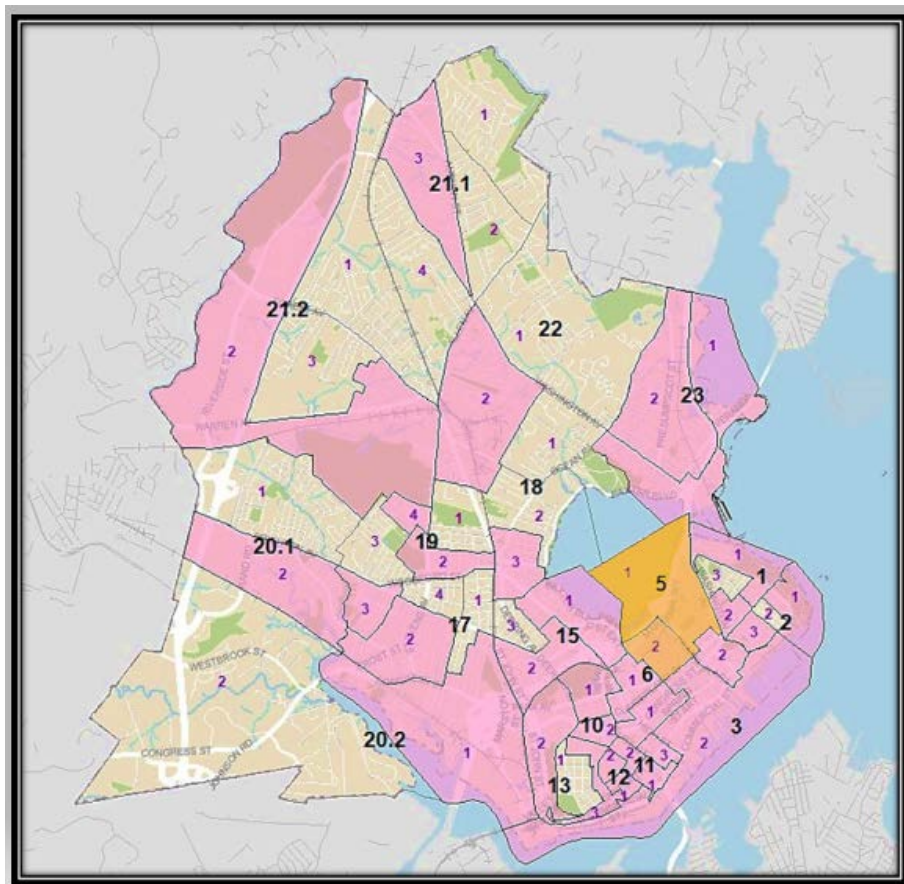
There are three approaches for meeting the Low to Moderate Income qualifications:

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

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

- ii. *Low to Moderate Income Area Benefit (LMA)*: an activity which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map (page 5) and also include Cliff Island, plus Portland Housing Authority. This year's targets area is the Bayside Neighborhood. The below map can also be found online at:

<http://www.portlandmaine.gov/DocumentCenter/View/26122/2019-Census-map--CDBG-Eligible-Block-Groups->



Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the HCD Staff to determine eligibility. The current map is based on the 2010 Census and the American Community Survey.

- iii. *Low to Moderate Income Housing (LMIH)*: an activity which assists in the acquisition, construction, or improvement of permanent, residential structures benefiting LMI persons.

b. Aid in the Prevention and Elimination of Slum or Blight

The project *must be limited to eliminating* specific instances of blight (“spot blight”). To qualify an activity must meet the following criteria:

- i. The property must exhibit physical signs of blight or decay that are detrimental to public health, safety, or welfare. *Blight or decay must be documented and submitted as part of the application.*
- ii. The project must address one or more of the conditions which contributed to the deterioration of the property, *included in the description or scope of work.*
- iii. The project must be designed to eliminate specific conditions of blight or physical decay, such as acquisition, clearance, relocation, historic preservation or rehabilitation. *Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.*

2. LIST OF ELIGIBLE ACTIVITIES: In addition to meeting a National Objective, each project must be an Eligible Activity, including:

- a. Public facilities and improvements including acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of buildings for eligible purposes. Also improvements of sidewalks, parks, playgrounds, publicly owned utilities and public buildings. *Maintenance is not permitted.*
- b. Removal of architectural barriers inhibiting handicap accessibility.
- c. Clearance, demolition, and removal of buildings.
- d. Rehabilitation and preservation of privately owned buildings; low-income housing; publicly or commercially owned buildings; non-profit owned non-residential buildings; or historic preservation, including rehabilitation, preservation or restoration of publicly and privately owned historic properties.
- e. Housing development support for construction of new permanent residential structures may be eligible under certain circumstances.

3. LIST OF INELIGIBLE CDBG ACTIVITIES

- a. Improvements to buildings for the general conduct of government.
- b. General government expenses.
- c. Political activities and lobbying.
- d. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- e. Operating and maintenance expenses.
- f. New housing construction

- g. Income payments.
 - h. Supplanting or substituting expenses currently paid for by other sources.
4. **PROJECT OBJECTIVES:** Once a national objective and eligible activity has been identified, each proposal must address *one* of the following objectives:
- a. **Creating Suitable Living Environments**
 - b. **Providing Decent Affordable Housing**
 - c. **Creating Economic Opportunities**
5. **FEDERAL REQUIREMENTS FOR ALL CONSTRUCTION PROJECTS:** *If you have questions on any of these requirements, please ask.*
- a. **Environmental Review Requirements:** All funded projects that include construction will require an Environmental Review by the City to ensure compliance with the State Historic Preservation Office and local Historic Preservation Ordinances and other environmental regulations. All construction projects must undergo historic review regardless of location.
 - b. **Federal Labor Standard Requirements:** Applicants applying for construction or rehabilitation projects must ensure that they and all subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work over \$2,000, financed in whole or in part with assistance received under HUD programs, shall be paid the prevailing wage as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C.276a—276a-5).
 - c. **Lead-based paint:** CDBG residential rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act.
 - d. **Handicapped Accessibility:** All federally funded projects must be accessible to handicapped persons.
 - e. **Fair Housing and Equal Opportunity:** Discrimination based on race, color, national origin, religion, sex or age is prohibited.
6. **CITY REQUIREMENTS:** The City of Portland has added the following requirements to supplement the Federal Requirements:
- a. **Conflict of Interest:** Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City's CDBG Annual Allocation Committee.
 - b. **Domestic Partner Ordinance:** All recipients must adhere to the Domestic Partner Ordinance of the City of Portland, Chapter 13.6.
 - c. **Additional City Requirements:** Post reward requirements are listed in Section I. Post Award and Sub-Recipient Criteria.

C. CITY OF PORTLAND'S GOALS, PRINCIPLES, AND PRIORITIES

1. GOALS

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods-* Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through 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.
- **Housing Availability-***Increase housing availability and affordability-* 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 housing in significant development projects.
- **Economic Opportunity-** *Create economic opportunities to transition people out of poverty-* 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.
- **Address the Needs of the Growing Homeless Population-** *Prevent and reduce homelessness -* 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.

2. GUIDING PRINCIPLES

- **Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements as well as City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at: <http://www.portlandmaine.gov/762/Plans-Reports>
- **Measurable Community Impact.** Programs and projects will be evaluated based on how well they create a significant and measurable community impact.

- **Location.** Projects should be complimentary to other requested or existing projects and/or focus on targeted locations within the eligible neighborhoods, for example neighborhood commerce districts, proximity to new affordable housing development, and identified troubled areas, etc. This year's targeted area is the Bayside Neighborhood
- **Leveraged Funding.** CDBG cannot be the only source of funding for a program or project; leveraging other funds is essential.
- **Sustainability.** Programs and projects must demonstrate positive impacts on the environment and be energy efficient.
- **Diversity and Inclusiveness.** Projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- **Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.

3. PRIORITY IMPACT LEVEL

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Community policing, public infrastructure in target neighborhoods (this year's targeted area is the Bayside Neighborhood), Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.
- **Housing Availability-** *Increase housing availability and affordability.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
- **Economic Opportunity-** *Create economic opportunity to transition out of poverty.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, expansion of microenterprise businesses, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
- **Address the Need of the Growing Homeless Population-** *Prevent and reduce homelessness.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.

4. SET ASIDES PROGRAM YEAR 2020-2021

- Public infrastructure set-aside of up to 60% of the cumulative funding available to City programs

D. APPLICATION GUIDELINES

1. **APPLICATION CHOICES:** There is one application options within this application.
 - a. **Construction Application:** For infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing or other eligible construction activities. Any needed technical assistance or consulting for completing the project may be built into the request. *Please complete and submit Section III Construction Application, the Application Budget Form, plus relevant attachments.*

Please note: There is a separate development activity application for non-construction projects.
2. **FUNDING REQUEST RESTRICTIONS:** The City Council has imposed a number of restrictions regarding the amount of funds that can be requested per applicant.
 - a. **Minimum Grant Request**
\$10,000 Development Activities
 - b. **Maximum Grant Request- – EXCEPT Public Infrastructure Projects**
No more than 30% of the previous year's allocation amount or \$250,000, whichever is less
 - c. **Maximum Cumulative City Request**
85% of funding available for Development Activities

3. SUBMISSION GUIDELINES

All applications must follow the prescribed formatting, or be subject to penalty points:

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

- i. Scope of work and estimate provided by city or building professional
- ii. Plans, designs, and/or pictures
- iii. Project map of neighborhoods served by the project (LMA only)
- iv. Project timeline including specific dates and milestones
- v. Verification of contact with City Historic Preservation staff
- vi. Verification of 501(C)3 status (nonprofit applicants only)
- vii. Most recent audit or if not available the most recent 990 financial statement (non-profit applicants only)
- k. Supporting Documents (optional, but subject to scoring)
 - i. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
 - a. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
 - b. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
 - c. These documents should be specific about how the organizations service is enhanced through the collaboration. In addition, the document should describe where the service and collaborator fits on the “continuum of care”.
 - ii. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
 - iii. Project Timeline: describes when the program will occur with specific dates and times
- l. One (1) original printed version of the application with original signatures **plus** one (1) full electronic version, submitted via email, USB drive, or CD;
- m. All applications shall be complete, approved, and signed by the owner, the Board of Directors, or the Executive Director authorized by the Board.
- n. One (1) original printed version of the application with original signatures must be submitted to the HCD office, **plus** one (1) full electronic version, must be submitted via email, USB drive, or CD;
- o. Applicant must have site control or ownership of proposed project or apply in partnership with the owner of the property;

- p. All applications for improvements to City owned parcels must be requested by a City Department.

E. DEADLINES

1. **MANDATORY APPLICATION MEETING:** This is a mandatory meeting. Applicants are required to attend.

**MEETING: Wednesday October 23, 2019 at 5:30pm
Room 24, Basement Level of City Hall
389 Congress Street, Portland**

2. **SUBMISSION DEADLINES** All applications, one electronic and one paper version must arrive by the deadline. Each applicant will receive a notification of application receipt from the City's Housing and Community Development Division.

DEADLINE: Friday, November 22, 2019 at 4:00pm

Applications must be submitted electronically and in paper form to:

City of Portland: Housing and Community Development Division
Attention: Amanda Methot
389 Congress Street, Room 313
Portland, Maine 04101
AMethot@portlandmaine.gov
207-874-8731

**NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.
POINTS WILL BE DEDUCTED FOR INCOMPLETE SUBMISSIONS.**

F. REVIEW PROCESS AND SCORING

REVIEW PROCESS

The Housing and Community Development staff will review all applications and designate the priority impact level of each application; giving 11 points for 'High Priority' and 7 points for 'Priority'. CDBG Annual Allocation Committee will then review and score all applications based on need, goal, guiding principles, and other scoring categories. The staff of Housing and Community Development will prepare a list of the rated applications from highest score to lowest score for the City Manager, Mayor and City Council. A draft time-line for the Allocation Committee is below and is also available on the website: <http://www.portlandmaine.gov/491/CDBG-Annual-Allocation-Committee>

October 23, 5:30pm **Mandatory Pre-Application Meeting for Applicants**

October 24 **Applications are available**

November 22, 4:00pm **Applications DUE**

Dec 2019- Mar 2020 Allocation Committee reviews & scores all applications

February Allocation Committee recommends funding allocations

February	City Mngr. recommends funding allocations to Council
March/April	Portland City Council Public Hearings, dates TBD
May 15	Staff submits the Annual Action Plan to HUD

2. SCORING CATEGORIES AND POINT DISTRIBUTION

SCORING CATEGORY, SEE I.B FOR MORE INFORMATION	POSSIBLE POINTS
Guiding Principles: measurable community impact, diversity and inclusiveness, priority to lower incomes, consistent with city goals, plans, or initiatives	30 points
Capacity to deliver, including financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability	25 points
Goal, Priority Impact Level & Community Need	33 points
Partnership/Collaboration, points distributed based on highest submitted documentation (MOA, LOS or Outreach) • Memorandum of Agreement (MOA) • Letter of Support (LOS) • Demonstrated Outreach	MOA maximum of 12 points LOS maximum of 9 points Outreach maximum of 6 points
PENALTY	POINTS DEDUCTED
Missing section/s	1 point deducted per item
Failing to follow Submission Guidelines, section I.C.3 (including but not limited to: application not typed, page limits, max/min request amounts, etc)	0.25 point deducted per instance
Errors (e.g. in budget calculation)	0.25 points deducted per instance

3. APPEALS PROCESS ON SCORING

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the Allocation Committee publishes the scores. The appeal shall be filed in the: Office of the City Manager, Portland City Hall, 389 Congress Street, Portland, ME

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the City Manager or his/her designee determines that, if granted, the appeal would result in a change to the appellant's application score sufficient to result in a grant award or a higher grant award, the City Manager or his/her designee ("Hearing Officer") shall schedule the matter for a hearing. The hearing must be held within five days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within three days after the completion of the hearing. The date of the hearing and the date by which the written decision must issue may be extended by agreement between the appellant and the City.

If an appeal is granted, the Hearing Officer's decision shall state the additional points awarded to the applicant and be transmitted to the Allocation Committee within 3 days after the completion of

the hearing with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

The Allocation Committee shall not be required to meet to make any final adjustments to its allocation grant awards recommendations until all appeals have been decided.

G. RESERVATION OF RIGHTS

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

The City of Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the City.

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

H. POST AWARD AND SUB-RECIPIENT CRITERIA

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

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

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

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Portland and a contract between the City of Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction jobs can begin.
- Program years begin when HUD has approved Portland's Annual Action Plan, projected to be July 1, 2020. Construction activities must begin within six months of award and complete within 24 months, ending June 30, 2022.
- CDBG recipients must sign the contract no later than July 1, 2020. If the contract is not signed by such time, the award may be forfeited and the funds returned to the CDBG program for reallocation.

- CDBG recipient shall ensure recognition of the role of the City of Portland Community Development Block Grant in providing services. All facilities constructed or providing services assisted with CDBG funding shall be prominently labeled as to the funding source.
- All non-City recipients must provide the following insurances:
 - o Liability Insurance of \$400,000 with the City of Portland listed as an additional insured
 - o Worker's Compensation Insurance (if you have employees)
 - o Unemployment Insurance (if you have employees)
 - o Crime Coverage or a fidelity bond
- CDBG recipients will be required to maintain accurate records documenting the targeted populations and/or areas being served by the program or project, and to provide quarterly reports to the City demonstrating that eligibility requirements are being satisfied. The CDBG recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients may be asked to provide a year-end summary reporting accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- For construction, rehabilitation or acquisition projects recipients are required to:
 - o Maintain accurate records for all expenses and relevant grant/loan transactions and information.
 - o Conduct all procurement transactions in a manner that provides full and open competition, including choice of designers or contractors paid for in whole or in part through these federal dollars. This procurement process shall utilize formal advertising, and either: sealed bids with award going to the lowest price responsible bidder or competitive proposals where the award is given to the entity most advantageous to the project, with both price and other factors considered.
 - o Obtain price or rate quotations from three or more vendors for all equipment or other purchases less than \$25,000. For equipment or other purchases greater than \$25,000 competitive sealed bidding is required.
 - o Comply with all applicable laws, ordinances, and codes of the City of Portland and State of Maine, and secure and pay fees for all permits required to perform the scope of work.
 - o Comply with all Federal Laws and Regulations, including Environmental Review, Historic Preservation, Federal Davis Bacon Wage regulations, Fair Housing and Equal Opportunity, Handicap Accessibility, Lead Based Paint Poison Prevention, and other applicable federal regulations.
 - o Allow the City of Portland to retain a security interest in the property for up to 10 years. This may be in the form of a mortgage deed and/or promissory note.
- Payments and Invoices

- o Construction projects will receive payment based on work complete, substantiated by contractor or designer invoices. Davis Bacon certified payroll must be submitted with each construction invoice. 10% of the allocation will be kept until final inspection.

II. CONSTRUCTION APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- ☐ **A. Construction Cover Page** *limit 1 page*
- ☐ **B. Construction Worksheet** *limit 2 pages*
- ☐ **C. Construction Narrative** *limit 4 pages*
- ☐ **D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*
- ☐ **E. Construction Summary** *limit 1 page*

[Complete this section in whole; this is the only form forwarded to the City Council]

Required documents for ALL Construction Projects, *applies to non-profit or City applicants:*

- ☐ **Scope of work** provided by city or building professional: engineer, architect, project manager or contractor.
- ☐ **Estimate** provided by city or building professional: engineer, architect, project manager or contractor. *Please note: if the project is over \$2,000 and is not being built with City employees, federal wage rates apply.*
- ☐ **Plans or Pictures** if applicable, black and white, *limit 3 pages total*
For Slum/Blight projects: Blight or decay must be documented and submitted as part of the application (required for SB)
- ☐ **Project Map** of the neighborhood served by this project (LMA only)
- ☐ **Project Timeline** attached separately
- ☐ **Verification of contact with City Historic Preservation Staff**

Supporting documents (subject to scoring)

- ☐ **Memorandum of Agreement**, if applicable, that describes the relationship between partner entities for this application. *Limit 2 pages: can be one MOA that's two pages long or two MOA's that are one page each.*
- ☐ **Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Additional required documents for non-profit organizations:

- ☐ **Verification of 501(c)3 Status**, *limit 1 page*
- ☐ **Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- ☐ **Complete list of Board Members**

Signature of the President, CEO or Executive Director

Date

A. CONSTRUCTION COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2019-2021**

Application Type	☐ Construction		
Operating Agency/ Business			
Project Name			
Mailing Address			
Project Address			
Executive Director		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Project Budget \$	
DUNS Number		Tax ID:	

B. CONSTRUCTION WORKSHEET, limit 2 pages

1. **HUD National Objective.** Indicate which National Objective this program activity will address, choose one. Refer to National Objective description p. 3 for additional information.

☐ **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) *Slum or blight must be documented & submitted with the application.*

☐ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

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

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?* ☐ No ☐ Yes (please circle appropriate population)

☐ **Low and Moderate Income Housing (LMH)**

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

☐ **Creating a Suitable Living Environment**

☐ **Providing Decent Housing**

☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. *Refer to the instructions on p. 7-8 for additional information.*

☐ **Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*

☐ **Housing Availability:** *Increase housing availability and affordability*

☐ **Economic Opportunity:** *Create economic opportunities to transition people out of poverty*

☐ **Address the Needs of the Growing Homeless Population:** *Prevent and reduce homelessness*

4. **Location.**

A. What census tract is the project located?	A.
B. Is the project located in a historic district?	B.
C. Service Area: What neighborhoods will be served by this project (<i>LMA only</i>)	C.

5. **Beneficiaries.** Describe the beneficiaries or clients served by the program.

(LMA answer A only)

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

6. **Program Objectives and Outcomes.** Please list below:

Program Objectives	Outcomes/ Community Impact

7. **Documentation** (not applicable for LMA)

A. How will the beneficiaries' information be collected and documented?	A.
B. How will the units of service be tracked and documented?	B.
C. How will the outcomes be measured, collected, and documented?	C.

Please limit the Construction Worksheet to 2 (two) Pages.

C. CONSTRUCTION NARRATIVE

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

1. Project Description/Scope of Work

Describe the project. Describe the scope, goals, and any project plans or designs that have been developed to date.

2. Readiness to Proceed and Complete

Describe the project's timeline with specific dates/ times, including start dates, end dates, and milestones, as applicable.

3. Budget Narrative

Describe the project's expenses. What will be paid for with CDBG?

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

4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

5. Community Need Description

Why is this project needed?

6. Measurable Community Impact

What impact the project will this project have on the community?

7. Guiding Principles: Please choose one option below: Infrastructure or Non-Profit Rehab

For Infrastructure Projects

- a. Describe how the Location of this project complements or completes currently or previously funded project.
- b. Describe how this project is Consistent with City Goals and Plans.

For Non-Profit Rehabilitation Projects

- a. Describe how the renovation project makes the building more energy efficient.
- b. Describe how the programs offered in the renovated space give priority to lower incomes.

8. Experience Providing Service

Describe the applicant's experience in delivering and managing similar projects.

9. Partnership/Collaboration

Describe any partnerships, collaboration, or demonstrated community support for the project.

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

Complete separate Excel budget form.

E. CONSTRUCTION SUMMARY, limit 1 page, (This is the only page that goes to Council)

Application Type	☐ Construction Project		
Applicant			
Project Name			
Project Address/Location			
Funds Requested	\$		
Project Summary			
HUD National Objective <i>Refer to Section III.B.1</i>	☐ Prevention of Slum/ Blight	☐ Low/ Moderate Income Clientele	
	☐ Low/Moderate Income Area	☐ Low/ Moderate Income Housing	
Location - For LMA projects <i>Refer to Section II.B.4</i>			
Census Tracts			
Service Area Neighborhoods (For LMA Projects)			
Beneficiaries/ Clients Served - Refer to Section II.B.5			
Client Description			
Number of Clients Served			
Number of LMI Portlanders			
LMI Portland Percentage			
Outcomes - Refer to Section II.B.6			
Budget - Refer to Section II.D			
\$	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds - Refer to Section II.D			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$	City (not CDBG)	\$	Gifts in kind



Community Development Block Grant Program

City of Portland Social Service Grant Application

July 1, 2020 – June 30, 2021



DUE: 4:00pm Friday November 22, 2019

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2020-2021 APPLICATION

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II. Social Service Application

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D. Budget: Revenues and Expenditure - <i>Excel Spreadsheet attached separately</i> ...	19
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I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

The City of Portland CDBG program is designed to foster innovative and creating programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding innovative programs. Our goal in funding a program is to help get it off the ground or successfully expand. We strongly encourage new and innovative programs to apply for the 2020-2021 round of CDBG funding.

B. FEDERAL HUD REGULATIONS

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

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

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

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

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

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

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

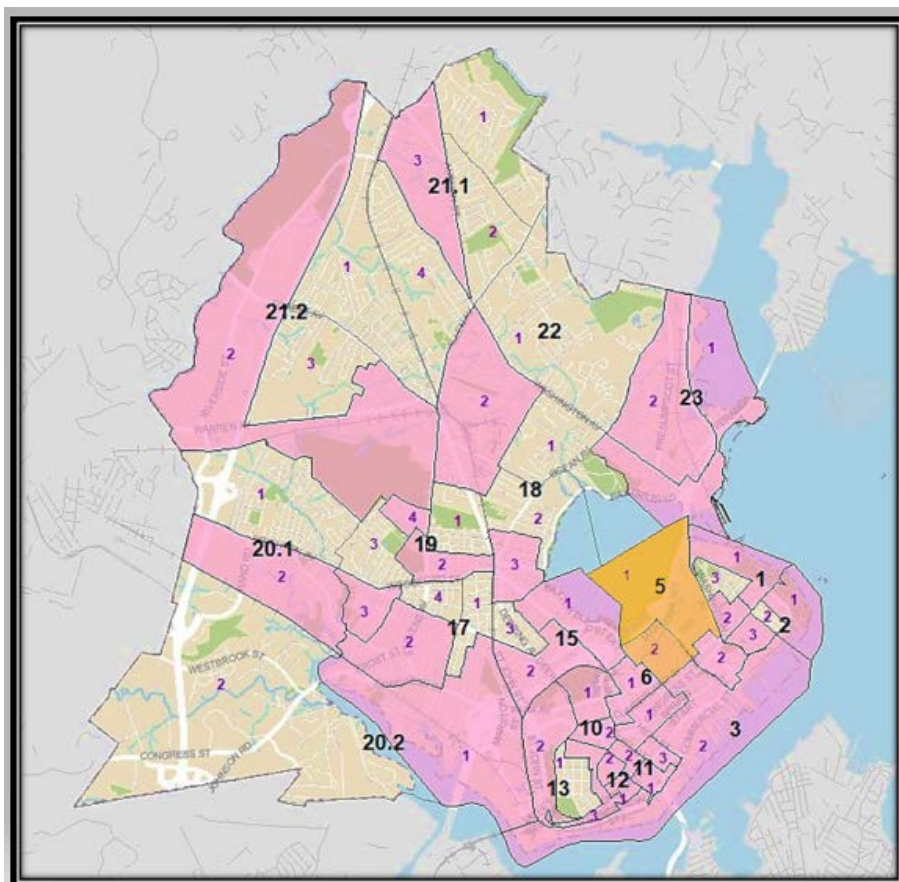
- i. *Low to Moderate Income Limited Clientele* (LMC): an activity which provides benefits to a specific group of persons of which at least 51% of

the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

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

- ii. *Low to Moderate Income Area Benefit (LMA): an activity which is available to benefit all the residents of an area* qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The below map can also be found online at:

<http://www.portlandmaine.gov/DocumentCenter/View/26122/2019-Census-map--CDBG-Eligible-Block-Groups>



Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the HCD Staff to determine eligibility. The current map is based on the 2015 Census and the American Community Survey.

- 2. LIST OF ELIGIBLE ACTIVITIES:** In addition to meeting a National Objective, each project must be an Eligible Activity, including:

Social services, or public services, include but are not limited to job training, child care, educational programs, senior services, food services, and homeless services.

3. LIST OF INELIGIBLE CDBG ACTIVITIES

- a. Improvements to buildings for the general conduct of government.
 - b. General government expenses.
 - c. Political activities and lobbying.
 - d. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
 - e. Operating and maintenance expenses.
 - f. New housing construction.
 - g. Income payments.
 - h. Supplanting or substituting expenses currently paid for by other sources.
- 4. PROGRAM/PROJECT OBJECTIVES:** Once a national objective and eligible activity have been identified, each proposal must address *one* of the following objectives:
- a. **Creating Suitable Living Environments**
 - b. **Providing Decent Affordable Housing**
 - c. **Creating Economic Opportunities**
- 5. CITY REQUIREMENTS:** The City of Portland has added the following requirements to supplement the Federal Requirements:
- a. **Conflict of Interest:** Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City's CDBG Annual Allocation Committee.
 - b. **Domestic Partner Ordinance:** All recipients must adhere to the Domestic Partner Ordinance of the City of Portland, Chapter 13.6.
 - c. **Additional City Requirements:** Post award requirements are listed in Section I. Post Award and Sub-Recipient Criteria.

C. CITY OF PORTLAND'S CDBG GOALS & PRIORITIES

1. GOALS

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods-* Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through 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.
- **Housing Availability-***Increase housing availability and affordability-* 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 housing in significant development projects.
- **Economic Opportunity-** *Create economic opportunities to transition people out of poverty-* 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.
- **Address the Needs of the Growing Homeless Population-** *Prevent and reduce homelessness* - 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.

2. GUIDING PRINCIPLES

- **Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at:
<http://www.portlandmaine.gov/762/Plans-Reports>

- **Measurable Community Impact.** Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- **Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- **Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
- **Leveraged Funding.** CDBG cannot be the only source of funding for a program or project; leveraging other funds is essential.
- **Location.*** Projects should be complimentary to other requested or existing projects and/or focus on targeted locations within the eligible neighborhoods, for example: neighborhood commerce districts, proximity to new affordable housing development, and identified troubled areas, etc.
- **Sustainability.*** Programs and projects must demonstrate positive impacts on the environment and be energy efficient.

**Does not apply to social service applications.*

3. PRIORITY IMPACT LEVEL

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Community policing, public infrastructure in target neighborhoods (this year's targeted area is the Bayside Neighborhood), Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.
- **Housing Availability-** *Increase housing availability and affordability.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
- **Economic Opportunity-** *Create economic opportunity to transition out of poverty.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
- **Address the Need of the Growing Homeless Population-** *Prevent and reduce homelessness.* Eligible programs and activities include but are not limited to; HIGH

PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.

4. SET ASIDES PROGRAM YEAR 2020-2021

- \$150,000 set aside for Community Policing, non-competitive

D. APPLICATION GUIDELINES

1. APPLICATION CHOICES:

- Social Service Application:** Provide an eligible social service that serves 51% low to moderate income Portland residents. *Please complete and submit Section II Social Service Application, the Application Budget Form, plus relevant attachments.*
- FUNDING REQUEST RESTRICTIONS:** The City Council has imposed a number of restrictions regarding the amount of funds that can be requested per applicant.
 - Minimum Grant Request**
\$10,000 Social Services
 - Maximum Grant Request**
\$150,000 Social Services
 - Maximum Cumulative City Request**
45% of funding available for Social Services can go to City programs

3. SUBMISSION GUIDELINES

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

- Separate applications for each program requesting funds shall be submitted;
- Applications must be typewritten;
- White 8 ½ x 11” paper; with 1” margins;
- Text must be Times New Roman 12pt for the narrative, single spaced with double spacing between paragraph, the Summary and Worksheet may use Times New Roman 11 pt;
- All sections and narrative questions must be labeled, page numbering is encouraged;
- Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
- The check list provided must be completed and submitted with the application;
- Page limits listed on the check list must be followed, additional pages may not be forwarded to the Committee for review;

- i. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- j. Required documents must be attached:
Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement.
- k. Supporting Documents (subject to scoring)
 - i. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
 - a. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
 - b. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
 - c. These documents should be specific about how the organizations service is enhanced through the collaboration. In addition, the document should describe where the service and collaborator fits on the “continuum of care”.
 - ii. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
 - iii. Project Timeline: describes when the program will occur with specific dates and times
- l. One (1) original printed version of the application with original signatures **plus** one (1) full electronic version, submitted via email, USB drive, or CD;
- m. All applications shall be complete, approved, and signed by the owner, the Board of Directors, or the Executive Director authorized by the Board.

E. DEADLINES

1. **MANDATORY APPLICATION MEETING:** This is a mandatory meeting. Applicants are required to attend.

**MEETING: Wednesday October 23, 2019 at 5:30pm
Room 24, Basement Level of City Hall
389 Congress Street, Portland**

2. **SUBMISSION DEADLINES** All applications, one electronic and one paper version must arrive by the deadline. Each applicant will receive a notification of application receipt from the City's Housing and Community Development Division.

DEADLINE: Friday, November 22, 2019 at 4:00pm

Applications must be submitted electronically and in paper form to:

City of Portland: Housing and Community Development Division
Attention: Amanda Methot
389 Congress Street, Room 313
Portland, Maine 04101
AMethot@portlandmaine.gov
207-874-8731

**NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.
POINTS WILL BE DEDUCTED FOR INCOMPLETE SUBMISSIONS.**

F. REVIEW PROCESS AND SCORING

1. REVIEW PROCESS

The Housing and Community Development staff will review all applications and designate the priority impact level of each application; allocating 11 points for 'High Priority' and 7 points for 'Priority'. The CDBG Annual Allocation Committee will then review and score all applications based on need, goal, guiding principles, and other scoring categories. The staff of Housing and Community Development will prepare a list of the rated applications from highest score to lowest score for the City Manager, Mayor and City Council. A draft time-line for the Allocation Committee is below and is also available on the website: <http://www.portlandmaine.gov/491/CDBG-Annual-Allocation-Committee>

October 23, 5:30pm	Mandatory Pre-Application Meeting for Applicants
October 24	Applications are available
November 22, 4:00pm	Applications DUE
Dec 2019- Mar 2020	Allocation Committee reviews & scores all applications
February	Allocation Committee recommends funding allocations
February	City Mngr. recommends funding allocations to Council
March/April	Portland City Council Public Hearings, dates TBD
May 15	Staff submits the Annual Action Plan to HUD

2. SCORING CATEGORIES AND POINT DISTRIBUTION

SCORING CATEGORY, SEE I.B FOR MORE INFORMATION	POSSIBLE POINTS
Guiding Principles: measurable community impact, diversity and inclusiveness, priority to lower incomes, consistent with city goals, plans, or initiatives	30 points
Capacity to deliver, including financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability	25 points
Goal, Priority Impact Level & Community Need	33 points
Partnership/Collaboration, points distributed based on highest submitted documentation (MOA, LOS or Outreach) • Memorandum of Agreement (MOA) • Letter of Support (LOS) • Demonstrated Outreach	MOA maximum of 12 points LOS maximum of 9 points Outreach maximum of 6 points

PENALTY	POINTS DEDUCTED
Missing section/s	1 point deducted per item
Failing to follow Submission Guidelines, section I.C.3 (including but not limited to: application not typed, page limits, max/min request amounts, etc)	0.25 point deducted per instance
Errors (e.g. in budget calculation)	0.25 points deducted per instance

3. APPEALS PROCESS ON SCORING

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the Allocation Committee publishes the scores. The appeal shall be filed in the: Office of the City Manager, Portland City Hall, 389 Congress Street, Portland, ME

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the City Manager or his/her designee determines that, if granted, the appeal would result in a change to the appellant's application score sufficient to result in a grant award or a higher grant award, the City Manager or his/her designee ("Hearing Officer") shall schedule the matter for a hearing. The hearing must be held within five days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within three days after the completion of the hearing. The date of the hearing and the date by which the written decision must issue may be extended by agreement between the appellant and the City.

If an appeal is granted, the Hearing Officer's decision shall state the additional points awarded to the applicant and be transmitted to the Allocation Committee within 3 days

after the completion of the hearing with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

The Allocation Committee shall not be required to meet to make any final adjustments to its allocation grant awards recommendations until all appeals have been decided.

G. RESERVATION OF RIGHTS

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

The City of Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the City.

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

H. POST AWARD AND SUB-RECIPIENT CRITERIA

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

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

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

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Portland and a contract between the City of Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction jobs can begin. This date will be July 1, 2018 unless otherwise notified.
- Program years begin when HUD has approved Portland's Annual Action Plan, projected to be July 1, 2020. Social Service Programs have one year to complete their program, ending June 30, 2021.

- CDBG recipients must sign the contract no later than July 1, 2020 or the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipients shall ensure recognition of the role of the City of Portland Community Development Block Grant in providing services.
- All recipients must provide the following insurances:
 - o Liability Insurance of \$400,000 with the City of Portland listed as an additional insured
 - o Worker's Compensation Insurance (if you have employees)
 - o Unemployment Insurance (if you have employees)
 - o Crime coverage or a fidelity bond
- CDBG recipients will be required to maintain accurate records documenting the targeted populations and/or areas being served by the program or project, and to provide quarterly reports to the City demonstrating that eligibility requirements are being satisfied. The CDBG recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients may be asked to provide a year-end summary reporting accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- For social service programs, sub-recipients are required to:
 - o Collect and track data elements associated with the program/project requesting funding. These elements may include: number of persons/ households served, family size, race/ethnicity, income documentation, residency documentation, verification that an individual meets a HUD defined presumed benefit individual. Additional elements may be required to be collected and tracked depending upon the nature of the program.
Please note: number of persons served cannot be the unit of service provided. Sub-recipients must provide documentation of both 1) persons/households served and 2) units of service provided.
 - o Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of social service agencies for ongoing compliance and eligibility is done by the City on an annual basis to ensure income guidelines and residency are being met and goals are being reached.
- Payments: Invoices or requests for payments will be paid based on a fee per unit of service provided; backup substantiating the invoice is required. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2020-2021

II. SOCIAL SERVICE APPLICATION

COMPLETE APPLICATION CHECKLIST

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

- ☐ **A. Social Service Cover Page**, *limit 1 page*
- ☐ **B. Social Service Worksheet**, *limit 2 pages*
- ☐ **C. Social Service Narrative**, *limit 7 pages*
- ☐ **D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*
Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative
- ☐ **E. Social Service Summary**, *limit 1 page*
[Complete this section in whole; this is the only form forward to the City Council]

Required documents for non-profit organizations:

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

Supporting documents (subject to scoring):

- ☐ **Project Timeline** may be included in narrative or attached separately
- ☐ **Memorandum of Agreement**, *limit 2 pages*: may be one MOA that is two pages long or two MOAs that are one page each.
- ☐ **Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President or Executive Director

Date

A. SOCIAL SERVICE COVER PAGE, limit 1 page

**COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM YEAR 2020-2021**

Application Type	☐ Standard Social Service		
Operating Agency			
Program Name			
Mailing Address			
Address Services are Delivered			
Executive Director		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Program Budget \$	
DUNS Number		Tax ID	

B. SOCIAL SERVICE WORKSHEET, limit 2 pages

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

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

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

- ☐ No ☐ Yes (please circle appropriate population)

- ☐ **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census tract, plus housing authority properties.

If you choose LMA, please provide a map and outline on the map the area that your program serves.

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- ☐ **Creating a Suitable Living Environment**
☐ **Providing Decent Affordable Housing**
☐ **Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. Refer to the instructions p. 6 for additional information.

- ☐ **Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*
☐ **Housing Availability:** *Increase housing availability and affordability*
☐ **Economic Opportunity:** *Create economic opportunities to transition people out of poverty*
☐ **Address the Needs of the Growing Homeless Population:** *Prevent and reduce homelessness*

4. **Beneficiaries.**

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

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A.
B. How many units of service will be provided by the program?	B.
C. What is the cost per unit of service?	C.
D. Explain the relationship between the cost per unit of service and the total program budget.	D.
E. What percentage of the total budget is CDBG?	E.

6. **Program Objectives and Outcomes.** Please list below.

Program Objectives	Outcomes/ Community Impact

7. **Employees.** Program specific, not for the entire organization.

A. How many employees are currently employed in this program?	A.
B. How many employees will be employed in this program if it receives CDBG funding?	B.
C. How many employees will be employed in this program if it does not receive CDBG funding?	C.

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A.
B. How will the units of service be tracked and documented?	B.
C. How will the outcomes be measured, collected, and documented?	C.

Please limit the Social Service Worksheet to 2 (two) Pages.

C. SOCIAL SERVICE NARRATIVE

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

1. Program Description

Describe the program being proposed.

2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

4. Goal

Choose and describe how this program meets one of the goals of the CDBG program
1) *Neighborhood Investment and Infrastructure* - Create strong, safe, accessible and vibrant neighborhoods; 2) *Housing Availability* –Increase Housing availability and affordability; 3) *Economic Opportunity* – Create economic opportunity to transition people out of poverty; 4) *Address the needs of the growing homeless population*-prevent and reduce homelessness

5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities (descriptions on page 7).

6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives (descriptions on page 6-7).

7. Partnerships, Collaboration, and Outreach

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. *Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.*

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

8. Readiness to Proceed

Describe the program's timeline with specific dates and times, including start dates, end dates and milestones as applicable.

9. Experience Providing Service

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

10. Financial Need

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

11. Leveraged Funding Narrative

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

12. Budget Narrative

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

If this program was funded by CDBG in the previous year (Program Year 2019-2020) and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

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

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

Complete separate Excel budget form.

E. SOCIAL SERVICE SUMMARY, limit 1 page, (*This is the only page that goes to Council*)

Application Type	☐ Standard Social Service		
Operating Agency			
Program Name			
Funds Requested	\$		
Program Summary			
HUD National Objective <i>Refer to Section II.B.1</i>	☐ Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? ☐ Yes ☐ No ☐ Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
HUD Program Objective <i>Refer to Section II.B.2</i>	☐ Creating Suitable Living Environment ☐ Providing Decent Housing ☐ Creating Economic Opportunity		
Primary Goal <i>Refer to Section II.B.3</i>	☐ Neighborhood Investment ☐ Economic Opportunity	☐ Affordable Housing ☐ Prevent/Reduce Homelessness	
Beneficiaries/ Clients Served - Refer to Section II.B.4			
Client Description			
Number of Clients Served			
Number of LMI Portlanders			
LMI Portland Percentage			
Units of Service - Refer to Section II.B.5			
Type of Unit of Service			
Number of Units Provided			
Cost per Unit of Service	\$		\$
Outcomes - Refer to Section II.B.6			
Budget - Refer to Section II.D Budget			
\$	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
Leveraged Funds – Refer to Section II.D Budget			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$	City (<i>not CDBG</i>)	\$	Gifts in kind