



CITY OF PORTLAND, MAINE

September 3, 2020 CBDG Priority Task Force Meeting Minutes:

TIME: 5:00 p.m.

LOCATION: Remote Meeting via Zoom

In attendance: Sam, Brad, Jim, Don, Andrew, Matt, Mark, Ben, Grace, Ashish

Absent: Lucas, Julia, Chase, Adam

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

Review and accept Minutes of CBDG Task Force from the August 27th, 2020 meeting.

Motion to pass 8.27 minutes: Motion passed unanimously, with one member abstaining

Score card presentation and revisions- Discussion regarding remaining point distribution:

Members discussed the point distribution for the point distribution for Partnership/MOA, Collaboration w/support letter, outreach to the community. Members discussed the idea of letters of support having unintended community impact, while other members noted that too much emphasis is put on numbers in categories.

Member made a Motion to Partnership/MOA maximum of 15 points, collaboration/letter of support a maximum of 10, outreach to community maximum 5 points. Motion rescinded.

Member discussed the idea of incorporating how the agency will be a good neighbored and collaborate with neighborhoods within the application narrative rather than including it in the collaborations scoring section. There was discussion on potential applicants and programs being unable to seek formal community support due to confidentiality of the program and persons served. Members discussed the idea of expanding the page limit to increase the quality of collaboration. Staff clarified to ability to explain/enhance collaboration and outreach intent within the application.

Motion to create a single scoring line 'Partnership/Collaboration' with a maximum of 15 points. Motion passed unanimously, with one abstention

Motion to expand page limit to 8 pages for the collaboration section for both narrative and supporting materials. Motion passed unanimously.

Member brought up the set-aside for the new program applicant and how that will be scored and implemented. There was discussion on the amount of time a program is considered to be a new program.

Motion new applicants be required to score a minimum of 75 points to be considered for the set-aside. Motion passed unanimously.

Council Report:

A) Initial thoughts and edits to report sections:

- alphabetizing the high priority activities on the first page
- surprised to see the high priority list in the executive summary; would like to see changes, too much detail for a summary
- new issues that were heavily discussed, such as COVID and the new shelter, would be part of the executive summary
- processes and history of task force could be a staff memo rather than committee report – staff added them HUD requires some of this information in accordance with citizen participation plan
- Member suggested each member of the committee review report and add bullet points with individual comments/revisions and send to staff to add verbiage

Staff will send out a word doc version of the council report; members will add edits/comments in track changes to the document. Edits will be due a week from today – September 10th

Meeting adjourned: 6:45pm

Next meeting Thursday, September 14th