



HOUSING COMMITTEE

DATE: Thursday, September 17, 2020

TIME: 5:30 PM

LOCATION: ZOOM MEETING INSTRUCTIONS:

The Housing Committee will hold a remote meeting on THURSDAY, September 17, 2020 at 5:30 pm. This meeting will take place remotely using Zoom.

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

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/85490895528?pwd=Y3RUMWJXU2JYdGNWbE5HMXdqY2pFZz09>

Passcode: 026178

Or iPhone one-tap :

US: +13017158592,,85490895528# or +13126266799,,85490895528#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

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

Webinar ID: 854 9089 5528

International numbers available: <https://us02web.zoom.us/j/kv5clASjm>

AGENDA

1. Review and accept Minutes of previous meeting held on August 12, 2020
 - a. Minutes
2. Presentation, Overview and Integrated Report from Permitting and Inspections and Fire Department re: Short-term and Long-term Rental Housing Safety & Inspection Program
 - a. Permitting and Inspections Memo
 - b. Portland Fire Department Memo
3. Review and Recommendation to the City Council on Disposition of Tax Acquired and City-Owned Property (431 Commercial Street, 622 Auburn Street, 0 Gray Road, Falmouth)

This is an actionable item and public comment will be taken.

 - a. Memo
4. Communication Item: FY20 HUD Consolidated Annual Performance Report
 - a. Draft HUD 2019-2020 Consolidated Annual Performance Report (CAPER)
5. Communication Item: 2020 Interim Housing Report
 - a. Memo
6. 2020 Work Plan Discussion
 - a. 2020 Work Plan

Next Meeting Date

Wednesday October 14, 2020

City of Portland Commissions are not required to take public comment under FOAA and our Ordinance is silent regarding the duties of the Commission. The Commission has the discretion to not allow or allow public comment during its meetings, including the authority to limit the duration of comments. Since the Commission makes recommendations to the City Council, public comment is available at that level.

Housing Committee Minutes of August 12, 2020 Meeting

A remote meeting of the Portland City Council's Housing Committee was held on Wednesday, August 12, 2020 at 5:30 P.M. via ZOOM. Councilors present at the meeting included Committee members Councilor Pious Ali, Councilor Kim Cook, and Councilor Jill Duson, Chair of the Committee. City staff present included Mary Davis Division Director Housing and Community Development, Victoria Volent Housing Program Manager, and Greg Mitchell Division Director Economic Development.

Item 1: Review and accept Minutes of previous meetings held on July 8, 2020

Motion by Councilor Ali to accept the minutes from July 8, 2020. Motion was seconded by Councilor Cook and the minutes were approved 3-0.

Item 2: Review and Recommendation to the City Council on Disposition of Tax Acquired and City-Owned Property (431 Commercial Street, 622 Auburn Street, 0 Gray Road, Falmouth)

Mary Davis introduced this item. The Housing Committee has reviewed City owned and tax acquired property that may be suitable for housing development. There have been several properties the Committee has considered. For tonight's meeting, the Committee is reviewing 431 Commercial Street, 622 Auburn Street, and 0 Gray Road, Falmouth. The City has a staff committee known as COTAPC (City-owned Tax Acquired Property Committee) that is charged with the disposition of City-owned and tax acquired property. More detail regarding the role and responsibilities of COTAPC is in the back-up material.

The first property for consideration for disposition is 431 Commercial Street. This parcel is a 1.29 acre (56,245 sq. ft.) lot located in the West End near the Casco Bay Bridge at 431 Commercial Street. It is a parking lot used by downtown employees and visitors as well as the City for storage and operations purposes, including placing cars there during snow bans. The assessed value of the property is \$562,500.

The property was acquired by the City of Portland in the Order of Condemnation dated August 18, 1997 for the purpose of permitting the expansion of the facility at the International Marine Terminal. A payment of \$590,000 was remitted to the previous owner.

The property is located in the B-5b zone, which is characterized by urban commercial mixed- use. A minimum lot area per dwelling unit in the B-5b zone does not exist.

During the July 28 meeting of COTAPC, the Committee determined its recommendation to the City Manager is to retain 431 Commercial Street. It was also noted that the City Manager's Working Waterfront Group also sees this piece of land as valuable to the marine industry and for needs unforeseen at this time. It is seen as an asset for transportation issues as development density increases in the area.

622 Auburn Street abuts the Falmouth property line and contains 4.85 acres of land. 4.17 acres are considered dry upland with potential for development; access would be from Auburn Street through the right of way. A survey of the property by a wetland scientist concluded no vernal pools are located on the site. Standing water on the property is the result of road ditching and culverts.

This property has been the subject of many proposed uses including rezoning to an office park zone (which the Council did not pass); housing development (which was withdrawn due to neighborhood opposition); and for athletic fields.

The majority of 0 Gray Road, Falmouth is bound by Highway I95 to the north, Falmouth/Portland City boundaries to the south, 6 parcels to the west, and a couple of residential properties to the east.

Currently, the site is undeveloped. The parcel contains approximately 13.3 acres with an assessed value of \$52,600. It is zoned "Mixed Use Cluster District" (MUC), which includes residential. With a minimum lot size for single-family detached and accessory dwelling units at 20,000 sq. ft., if the site was deemed 100% developable, it could possibly yield 28 units.

During the July 28 meeting of COTAPC, the Committee determined its recommendation to the City Manager is to retain 431 Commercial Street, and sell 622 Auburn Street and the abutting property at 0 Gray Road, Falmouth as one property.

Based on the rules outlined in Section 2-313 of the City Code, COTAPC presented their recommendation to the City Manager to retain 431 Commercial Street and jointly sell 622 Auburn and 0 Gray Road, Falmouth. The City Manager is reviewing the COTAPC recommendations and will present his recommendation to the City Council regarding the disposition of these properties, per the City Code.

The Housing Committee may choose to take action on these parcels, similar to the actions taken on city-owned property at 21 Randall Street, 43 & 91 Douglass Street, 165 Lambert Street, 156 Brackett Street and 176 Clark Street, by forwarding a recommendation to the Economic Development Committee.

Councilor Duson opened the meeting to public comment.

Brian Eng- 33 Storer Street (team member of Maine Cooperative Development Partners). He is hoping to partner with the City on the disposition and development of 165 Lambert Street. 0 Gray Road and 622 Auburn Street are located across the street from 165 Lambert. Due to proximity, Mr. Eng encourages the Housing Committee to consider using the parcels (0 Gray Road and 622 Auburn Street) for innovative affordable housing options such as the limited equity cooperative model Maine Cooperative Development Partners hopes to create at 165 Lambert Street. As is well known, construction costs are an obstacle in putting together feasible projects. The more scale efficiency created through optimal operation size, the greater cost efficiencies are obtained allowing for a more viable project at 165 Lambert Street and the adjacent properties under consideration if considered

together. Greater economy of scale also allows for less gap financing requests by developers with the City. These properties have sat fallow long enough. The site is well served by GP metro and is adjacent to the Sebago to Sea walking trail. This is an exciting and dynamic area. Maine Cooperative Development Partners would like to justify new construction with as little City subsidy as possible, which would include the possibility of considering 0 Gray Road and 622 Auburn Street with the disposition of 165 Lambert Street.

Seeing no further comment, public comment period was closed.

Motion by Councilor Ali to discuss the retention of 431 Commercial Street. Seconded by Councilor Duson.

Councilor Cook – we have the COTAPC recommendation, but we do not have the City Manager’s recommendation. Do we want to wait for the City Manager’s recommendation before we take an action on it? I would like to hear the short term and long term recommendations by the City Manager before we take action. Parking vehicles is not the best long-term use of the property. I would like to hear from the City Manager before we take final action.

Councilor Duson suggests the Housing Committee postpone this item with a request to staff that the City Manager provide a briefing to the Housing Committee on his recommendation before it goes to the City Council.

Councilor Ali agrees to the suggestion.

Motion by Councilor Cook to postpone the review and recommendation to the City Council for the disposition of 431 Commercial Street. Seconded by Councilor Duson. Motion passed 3-0

The Committee agreed to review 622 Auburn and 0 Gray Road, Falmouth together.

Motion by Councilor Duson to discuss 622 Auburn and 0 Gray Road jointly.

Motion by Councilor Duson to recommend to the City Council the properties at 622 Auburn Street and 0 Gray Road be retained to explore the development of housing on the lots.

Councilor Cook seconded the motion.

Councilor Cook supports recommending the marketing of 622 Auburn Street and 0 Gray Road in a manner similar to the process undertaken with the disposition of 165 Lambert Street, 21 Randall Street and 43 & 91 Douglass Street. After City Council approval, the Economic Development Committee held a joint meeting with the Housing Committee to discuss the RFP process. She would further like to explore efficiencies gained if Maine Cooperative Development Partners were to develop both sides of Washington Avenue extension.

Councilor Duson asked Greg Mitchell and Mary Davis to confirm the manner of disposition if the City recommends negotiating directly with the future owner of 165 Lambert Street without undergoing the Request for Proposal process.

Greg Mitchell- Generally the City would go through a competitive process to ensure anyone interested in developing the site, as the Council so chose, would have an opportunity to present a proposal. Ultimately, the City Council has the final decision if they want to sole source the property sale to a developer. There is a path forward if the Committee would like to put forth that recommendation to the Council. The Council may then chose to have that discussion to consider sole sourcing.

Councilor Cook- Noted 83 Middle Street as an example of how the City moved forward without a competitive process. Additionally, staff reached out to the Portland Housing Authority to discuss 21 Randall Street prior to a competitive process. As staff has had these informal discussions in the past, how this would work for 622 Auburn Street and 0 Gray Road?

Greg Mitchell- 83 Middle Street, because it was an affordable project and was addressing the needs of 55 plus individuals, is an example of Council authorization of a long-term lease that was sole sourced (i.e. no RFP process). The same is true with the Avesta lease on the Baron Center.

Councilor Duson withdraw her motion and asked how an alternative motion would be worded to retain and market the properties to a sole source.

Councilor Cook- Suggested postponing these two items to the next meeting of the Housing Committee and asked staff to have conversations regarding sole sourcing. Staff would report to the Housing Committee during the September meeting after which the Housing Committee could determine any recommendation to the Council.

Motion by Councilor Cook to postpone a recommendation to the City Council for the disposition of 622 Auburn Street and 0 Gray Road to the next meeting of the Housing Committee with a request to staff to explore efficiencies gained if the future owner of 165 Lambert Street was to develop both sides of Washington Avenue extension.

Greg Mitchell confirmed the timeline works and gives staff time to speak with the City Manager.

Councilor Duson requested staff add this item to the Work Plan.

Mary Davis provided an overview of items on the September 17 agenda.

Councilor Duson asked staff to add an update on the interim housing report to the Work Plan.

The Committee voted unanimously (3-0) for the motion to postpone.

Item 3: Communication Item: Update on Development Projects within Portland and Member Consortium Communities

Mary Davis introduced this item. During the February 12, 2020 meeting of the Housing Committee, members of the Committee requested staff to provide a summary memo of all development projects within Portland and the Cumberland County HOME Consortium communities that have benefitted from HOME funding. The memo to the Council is a review of previously presented history of the HOME

program.

When the Consortium was formed in 2009, it included a “hold harmless” clause to ensure the City, as an existing HOME grantee, would continue to receive funding equal to its allocation prior to the formation of the Consortium. In addition to being held harmless, participation in the HOME Consortium bestows additional benefits to Portland.

The packet included a breakdown of allocation of funding since 2009 and how the Consortium communities have used their funding. The memo only reports out since 2009 even though Portland has been a member of the HOME since early 1990s and has created many more units of housing.

Councilor Duson asked if the members have any questions. Seeing none, Councilor Duson requested this information be include in the 2020 Interim Housing Report.

Item 4: 2020 Work Plan Discussion

Councilor asked if the member have any questions or concerns regarding the Work Plan. Seeing none, Council Duson opened the meeting to public comment on items not on the agenda.

Seeing no comments, the comment period was closed.

Motion to adjourn by Councilor Cook, seconded by Councilor Ali, (approved 3-0), the meeting adjourned at 6:28 P.M.

Respectively submitted,

Victoria Volent



CITY OF PORTLAND
Permitting and Inspections Department

Memorandum

TO: Housing Committee
CC: Mary Davis
FROM: Jessica B. Hanscombe, Licensing and Housing Safety Manager
DATE: August 25, 2020
RE: Yearly update

The Licensing and Housing Safety Division is a division of the Permitting and Inspections Department. We are a staff of 10 employees: Licensing and Housing Safety Manager, 3 Licensing and Registration Assistants, 2 Health Inspectors and 4 Housing Safety Inspectors. This division is responsible for all Long Term and Short Term Rental Registrations, Housing Inspections, Business Licenses and Health Inspections for the City of Portland.

Listed below are some highlights and figures from our division for 2020.

Long Term Rental Registration:

There was one change in 2020 for Long Term Rental Registrations, the addition of an automatic late fee of \$10.00 per unit will be for any units not registered by February 1st of each year. I have included a copy of the most current application. (Attachment A) This can be found on our website or in room 307.

2020 Long Term Registrations (as of 8/24/2020):

Type	Amount
Properties	4243
Units	17533

Short Term Rental Registration:

We currently have 56 units on the wait list for non-owner occupied units. The city continues to work with Host Compliance to ensure that all units are registered. I have included a copy of the most current application. (Attachment B) This can be found on our website or in room 307.

2020 Short Term Registrations (as of 8/24/2020):

Type	Total Amount	Island	Non Owner Occupied	Owner Occupied	Tenant Occupied
Property	660	103	283	245	29
Units	793	104	400	260	29



CITY OF PORTLAND

Permitting and Inspections Department

Joint Housing Safety and Fire Prevention Staff Meetings:

In July 2019, we kicked off the first Joint Housing Safety and Fire Prevention Meeting. Staff met monthly to discuss Housing and Fire Code compliance and enforcement. I have included a copy of the agendas and minutes from September 2019 through January of 2020 (Attachment C). This year we did a hands on training in a Sprinkler/Alarm Truck for our December 2019 meeting. (Attachment D). During these meetings, we created documents that are posted on our website with clear guidance on Smoke Alarms, Escape Windows and Heating Standards (Attachments E, F, & G).

Hot Spot Meetings:

Housing Safety meets monthly with Community Policing, the Neighborhood Prosecutor, Fire Prevention and Public Works to address property issues.

Financials for Fiscal year 2020

Please see the attached document for both Fiscal Year 2020 (7/1/2019-6/30/2020) and what is projected for Fiscal Year 2021 (7/1/2020-6/30/2021). (Attachment H)

2020 Inspections (1/1/2020-8/24/2020):

Please see the below chart for a breakdown of Inspections for the last 8 months for the Housing Inspectors.

Type	Amount
Housing Safety (Long & Short Term Inspections)	292
Housing Safety (Long & Short Term Re-Inspections)	445
Illegal Unit Inspections	12
Illegal Unit Re-inspections	5
Complaints/Single Units/Infestations Inspections	724
Complaints/Single Units/Infestations Re-Inspections	330
Total	1808

Outreach:

- One Housing Safety Inspector attends each Southern Maine Landlord Association meeting.
- Send reminder notices through SMLA email. For example: Rental Registrations are due, Heat reminders, late fees etc.
- I spoke at the December SMLA meeting and answered questions.

Housing Safety during Covid-19:

Attached is a memo I submitted in April 2020 regarding our initial response to Covid-19. (Attachment I). In March, April and the beginning of May, we were doing virtual inspections, outside inspections, complaints, General Assistance approvals, follow ups, See Click Fix and life safety issues. This Division also worked and continues to work with Community Policing on Covid-19 related issues at properties around the City.



CITY OF PORTLAND
Permitting and Inspections Department
LONG TERM RENTAL UNIT REGISTRATION APPLICATION

Please use this application to register a rental unit. A rental unit is any portion of a residential structure that is available to rent for any length of time to an individual. The Code of Ordinances (Chapters 6 & 14, Article VI) requires an owner, manager, and a person/entity to register a rental unit. Registration is due annually by January 1 or within thirty (30) days of renting a new property. A registration application is not complete until payment is received.

Please follow these steps to register a rental unit:

1. Fill out this application.
2. Calculate the fee owed with the table below.
3. Estimate applicable discounts.
4. Submit valid supporting documentation for discounts. Please see Page 3 for examples.
5. Invoice provided to the party certifying registration
6. Pay fee owed after staff verifies fee discount documentation.
7. Repeat Steps 1-6 on an annual basis.

Long Term Rentals (LTR)

A long-term rental is more than 30 days. The annual registration fee for a long-term rental is \$35 per rental unit minus any discounts of no more than \$20 per unit.



CITY OF PORTLAND
Permitting and Inspections Department
RENTAL UNIT REGISTRATION APPLICATION

SECTION 1: PROPERTY INFORMATION		
Street Number	Street Name – Unit #	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001)

SECTION 2: OWNER INFORMATION -MUST COMPLETE ONE		
Individual Ownership:		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address
Owner is (Please Circle): Partnership Corporation LLC Other (Please explain), A Completed Supplemental Corporation Sheet must be submitted with the application		
Corporate Name		Primary Telephone Numbers
Mailing Address		Email Address

SECTION 3: AUTHORIZED AGENT (if different than owner) All properties must have an authorized agent for purposes of service. If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.		
Registered Agent First Name	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address



CITY OF PORTLAND
Permitting and Inspections Department

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)	
Emergency Contact Name	Telephone Number

SECTION 6: RENTAL UNIT REGISTRATION	
Total Number of Units in Building:	
Total Number of Long Term Rental Units:	

SECTION 7: FEE DISCOUNTS*			
Type of Discount	Valid Verification Documents	Discount	Number of Rental Units
Fully Sprinklered Building	Testing or Maintenance Report or Maintenance Contract from Preceding Year	\$10.00/unit	
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit	
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease Language or Smoking Disclosure Form	\$2.50/unit	

*Please note there is a maximum of \$20 discount per rental unit.



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Permitting and Inspections Department

SECTION 8: TOTAL ANNUAL CHARGES	
Number of Rental Units Registering =	<u>Long Term</u>
Rental Unit Fees =	
Registration Fees (\$35 x Number of Long-Term Rental Units)	
Fee Discounts =	
Total Annual Rental Registration Fee =	

- Did you complete?
- Rental Housing Registration Form
 - Provide all fee discount verification documents

- Payment Information:
- Pay the registration fee:
- in person by cash, check, or credit card;
 - mail a check - Make checks payable to “City of Portland” and note the CHART, BLOCK, AND LOT (CBL) on the check.

Please return completed application, documents and fees to:

Permitting and Inspections Department
 Room 307
 389 Congress St
 Portland ME 04101

For More Information: See www.portlandmaine.gov/housingsafety

To the best of my knowledge, I certify that the information being registered is true and correct.

Name (print only)		Telephone Number
Relationship to Property	Date	Email Address



CITY OF PORTLAND
Permitting and Inspections Department
Corporate Supplement

Questions 1 to 4 must match information on file with the Maine Secretary of State's office. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety.

1. Exact legal name: _____

2. Doing Business As, if any: _____

3. Date of filing with Secretary of State: _____ State in which you are formed: _____

4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____

5. List the name and addresses, titles of officers, directors and list the percentage ownership: (attached additional sheets as needed)

NAME	ADDRESS (5 YEARS)	TITLE	Ownership %

(Stock ownership in non-publicly traded companies must add up to 100%.)

Signature: _____

Date: _____

Signature of Owner or Corporate Officer

 Print Name of Owner or Corporate Officer



CITY OF PORTLAND
Permitting and Inspections Department

SHORT TERM RENTAL UNIT REGISTRATION APPLICATION

Please use this application to register or renew a short term rental unit. A rental unit is any portion of a residential structure that is available to rent for any length of time to an individual. The Code of Ordinances (Chapters 6 & 14, Article VI) requires an owner, manager, and any other person/entity responsible for the property to register a rental unit. Registration is due annually by January 1. A registration application is not complete until payment is received.

Short Term Rentals (STR)

A short-term rental is less than 30 days.

Registration Fees:

Table with 3 columns: Unit Type, Unit Number, and Fee. Rows include Owner Occupied Units, Non-Owner Occupied Mainland Units, and fees for units 1 through 5.

Building Limits:

Table with 2 columns: Non Owner-Occupied Building and Owner-Occupied Building. Rows show unit counts and corresponding short-term rental limits.

Note: Tenant, owner and non-owner occupied units will all be counted towards these limits. Owners may register up to five units within their primary residence.



CITY OF PORTLAND
Permitting and Inspections Department
SHORT TERM RENTAL UNIT REGISTRATION APPLICATION

SECTION 1: PROPERTY INFORMATION		
Street Number	Street Name	CBL- Chart, Block, Lot Number (e.g. 001A_ _A001)

Type of Property*	
Total Number of Units in Building:	

*If located in a condominium or homeowners association, you attest that the use of the unit as a short term rental is allowed. Yes No

SECTION 2: OWNER INFORMATION (COMPLETE AT LEAST ONE LISTED BELOW)
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A. Individual Ownership:		
Owner First Name	Owner Last Name	Primary Telephone Numbers
Mailing Address		Email Address

B. Corporate Ownership:	
**A completed Supplemental Corporation Sheet must be submitted with the application.	
Ownership form (please circle): Partnership Corporation LLC Other (please explain)	
Corporate Name	Primary Telephone Numbers
Mailing Address	Email Address



CITY OF PORTLAND
Permitting and Inspections Department

SECTION 3: AUTHORIZED AGENT (if different than owner) If property owner is a partnership, corporation, LLC or any other form of business entity, the authorized agent must be an individual who resides in the State of Maine.		
Registered Agent First Name	Registered Agent Last Name	Telephone Number
Mailing Address		Email Address

SECTION 4: PROPERTY MANAGER (if different than owner)	
Property Manager Name	Telephone Number
Mailing Address	Email Address

SECTION 5: EMERGENCY CONTACT FOR PROPERTY (if different than owner)	
Emergency Contact Name	Telephone Number
Address	Email Address

SECTION 6: RENTAL UNIT REGISTRATION							
Please describe the rental unit(s) by indicating the following:							
Unit # (Describe rooms*)	Number of nights (Short Term)**	Number of nights (Long Term)**	Mainland	Island	Owner Occupied	Tenant Occupied	Non Owner Occupied

*If renting a room(s), please describe as Guest bedroom A, Master bedroom, Basement bedroom, etc.
 **Report the number of nights rented the previous year from 11/1 through 10/31.
Note: Owner Occupied is defined as the unit the owner lives in for more than 6 months of the year.



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SECTION 7: FEE DISCOUNTS*			
Type of Discount	Valid Verification Documents	Discount	Number of Rental Units
Fully Sprinklered Building	Testing or Maintenance Report or Maintenance Contract from Preceding Year	\$10.00/unit	
Off-site Monitored Fire Alarm System	Fire Alarm System Monitoring Annual Contract	\$7.50/unit	
Subsidized Housing Housing Quality Standard (HQS)	HQS Inspection Report from Preceding Year	\$5.00/unit	
Public Housing Uniform Physical Condition Standard (UPCS)	UPCS Inspection Report from Preceding Year	\$10.00/unit	
No Smoking Lease	Copy of Signed Lease Language or Smoking Disclosure Form	\$2.50/unit	

*Please note that there is a maximum \$20 discount per rental unit.

SECTION 8: TOTAL ANNUAL CHARGES	
	<u>Short Term</u>
Number of Rental Units Registering =	
Rental Unit Fees =	
Fee Discounts =	
Total Annual Rental Registration Fee =	

SECTION 9: Please list the addresses of any other short term rental you have ownership in



CITY OF PORTLAND
Permitting and Inspections Department

Did you complete?

- Rental Housing Registration Application
- Provide all fee discount verification documents.
- Provide a notarized Primary Residence Affidavit (unless a non-owner occupied unit).
- Provide a notarized Landlord Statement of Permission for a Tenant occupied unit.
- Corporate Disclosure
- Evidence of primary residence

Payment Information:

Pay the registration fee:

- in person by cash, check, or credit card;
- mail a check - Make checks payable to “City of Portland” and note the address on the check.

Please return completed application, documents and fees to:

Permitting and Inspections Department
Room 307
389 Congress St
Portland ME 04101

For More Information:

See www.portlandmaine.gov/housingsafety

To the best of my knowledge, I certify that the information being registered is true and correct.

Signature		Telephone Number
Relationship to Property	Date	Email Address

*****Office Use Only*****



CITY OF PORTLAND
Permitting and Inspections Department

CORPORATE DISCLOSURE

The answers to questions 1-4 must match the information on file with the Maine Secretary of State's office. Your certification must be in good standing. If you have questions regarding this information, please call the Secretary of State's office at (207) 624-7752. Please clearly complete this form in its entirety. Thank you.

1. Exact legal name: _____
2. Doing Business As, if any: _____
3. Date of filing with Secretary of State: _____ State in which you are formed: _____
4. If not a Maine business entity, date on which you were authorized to transact business in the State of Maine: _____
5. List the names, addresses, and titles of the officers and directors and list the percentage of ownership (attach additional sheets as needed):

NAME	CURRENT ADDRESS	TITLE	OWNERSHIP %

(Stock ownership in non-publicly traded companies must add up to 100%.)

Signature: _____ **Date:** _____
 Signature of Owner or Corporate Officer

 Print Name of Owner or Corporate Officer



CITY OF PORTLAND
Permitting and Inspections Department

PRIMARY RESIDENCE AFFIDAVIT

I, _____, represent under oath that the following statements are true and correct to my personal knowledge:

1. I reside at _____, Portland, Maine, CBL _____ (the "Residence").
2. The Residence is currently my legal residence for government purposes, including property taxes and exemptions, voting, vehicle taxes and registration, licensing, benefits, and others, as applicable.
3. I reside at the Residence for more than one-half of the calendar year.
4. The Residence will remain my legal residence for more than one-half of the calendar year.
5. I have provided one of the following documents:
 - a. Valid Driver's License or State issued Identification _____
 - b. Valid motor vehicle registration _____
 - c. Proof of homestead exemption: _____
 - d. Other (please list): _____

Date:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Date: _____
Notary Public/Attorney at Law

Staff Use Only:

Type of Verification Document:		Staff Initials:	
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CITY OF PORTLAND
Permitting and Inspections Department

LANDLORD STATEMENT OF PERMISSION

I, _____, am the (authorized agent of the record owner/record owner) of the property at _____, Portland, Maine, CBL _____ (the “Property”).

_____ (“Tenant”), is a lawful tenant at (unit/apartment) _____ at the Property (the “Residence”). I give Tenant permission to rent the Residence as a Short Term Rental (“STR”) pursuant to the City of Portland Code of Ordinances (“City Code”) §§ 6-150 *et seq.*

I have reviewed the relevant portions of the City Code and understand the potential consequences of Tenant’s use of the Residence as a STR. I understand that Tenant’s use of the Residence as a STR may impact my ability to rent other units as STRs, or may impact the registration fee for renting other units as STRs. I also understand and agree that I am responsible for maintaining the Property in full compliance with state laws and local ordinances, including City Code §§ 6-200 *et seq.*, regarding Disorderly Houses.

Date:

Signature

Personally appeared before me the above-named affiant and made oath that the foregoing affidavit is true and correct to his/her personal knowledge.

Date:

Notary Public/Attorney at Law

Agenda

Joint Housing Safety & Fire Prevention Meeting

September 19, 2019

8:30am-9:30am

City Hall Room 209

1. Minutes from 8/29/2019 Meeting
2. Condos
 - a. Guest Speaker: Anne Torregrossa
3. Topic for Next meeting
 - a. Doors
 - b. Smokes
 - c. Checklist

Joint Housing Safety & Fire Prevention Meeting

September 19, 2019

8:30am-9:30am

City Hall Room 209

Present: Jessica Hanscombe, Sandy Driscoll, Chuck Fagone, Matt Sarapas, Kevin Hanscombe, Misch Budischewsky, Jason Grant, Captain Nichols, Captain Bridges, Division Chief Thompson, Chris Beaumont, Keri Ouellette, Tracy Boyd, Anne Torregrossa

Anne Torregrossa was our guest speaker at this meeting regarding inspections of condos.

Per NFPA we have the right to inspect each unit and common areas of a condo building.

Steps to starting the Inspection program of the full condo building:

- Management write a Policy and have it approved
- Work with the assessor office to get a list of the condos in Portland
- Work with the assessors to get a CBL for each association
- Get Association Contact from Urban, Assessors or Registry of Deeds and create a Business for each in Energov
- Send a memo to the associations
- Begin booking Condo Inspections.

Next meeting is October 25, 2019 at 8:30am. Topic is Smoke Alarm handout

Agenda

Joint Housing Safety & Fire Prevention Meeting

October 25, 2019

8:30am-9:30am

City Hall Room 209

1. Minutes from 9/19/2019 Meeting
2. Smoke Alarm Handout
 - a. Hard Wire/Battery
 - b. Location Requirements
 - c. Distance requirements (Wall & doors)
3. Topic for Next meeting
 - a. Doors
 - b. Alarm Systems-Mike Clinton
 - c. Checklist
 - d. Sprinkle Truck-Jason/Chris 3 hour training

Joint Housing Safety & Fire Prevention Meeting

October 25, 2019

8:30am-9:30am

City Hall Room 209

Present: Jessica Hanscombe, Chuck Fagone, Matt Sarapas, Kevin Hanscombe, Misch Budischewsky, Jason Grant, Captain Bridges, Division Chief Thompson, Chris Beaumont, Danielle Buck

The draft of the Smoke Alarm handout was distributed for comments. Things to add:

- Diagram
- Difference between 1 & 2 Family's and 3+ Unit Buildings.
- Requirement for Carbon Monoxide Detectors in rooms with a fuel sourced heating system

Jason Grant and Jessica Hanscombe will revise the document and distribute. The document will then be added to the website. It will also be added to Energov when that violation is chosen.

Next meeting is November 22, 2019 at 8:30am. Topic is changes to Chapter 10 and NFPA 2018.

Agenda

Joint Housing Safety & Fire Prevention Meeting

November 22, 2019

8:30am-9:30am

City Hall Room 209

1. Minutes from 10/25/2019 Meeting
2. Review of Changes to Chapter 10 and NFPA 2018
3. Topic for Next meeting
 - a. Doors
 - b. Alarm Systems-Mike Clinton
 - c. Checklist
 - d. Sprinkle Truck-Jason/Chris 3 hour training

Joint Housing Safety & Fire Prevention Meeting

November 22, 2019

8:30am-9:30am

City Hall Room 209

Present: Jessica Hanscombe, Matt Sarapas, Kevin Hanscombe, Jason Grant, Captain Bridges, Chris Beaumont, Sandy Driscoll, Mike Clinton

The memo and ordinance regarding changes to Chapter 10 and adoption of NFPA 2018 were handed out.

Jason Grant reviewed the changes that would affect Housing Safety and Fire Prevention. General discussion was had regarding the changes.

Next meeting is December 19, 2019 at 8:00am at Canco Road. We will train with the Sprinkler Truck.

Agenda

Joint Housing Safety & Fire Prevention Meeting

January 17, 2020

8:30am-9:30am

City Hall Room 209

1. Minutes from 11/22/2019 Meeting
2. Review of Sprinkler/Alarm System Training
3. Concerns/Questions of any policies we have put in place
4. Topic for Next meeting
 - a. Doors
 - b. Checklist

Joint Housing Safety & Fire Prevention Meeting

January 17, 2020

8:30am-9:30am

City Hall Room 209

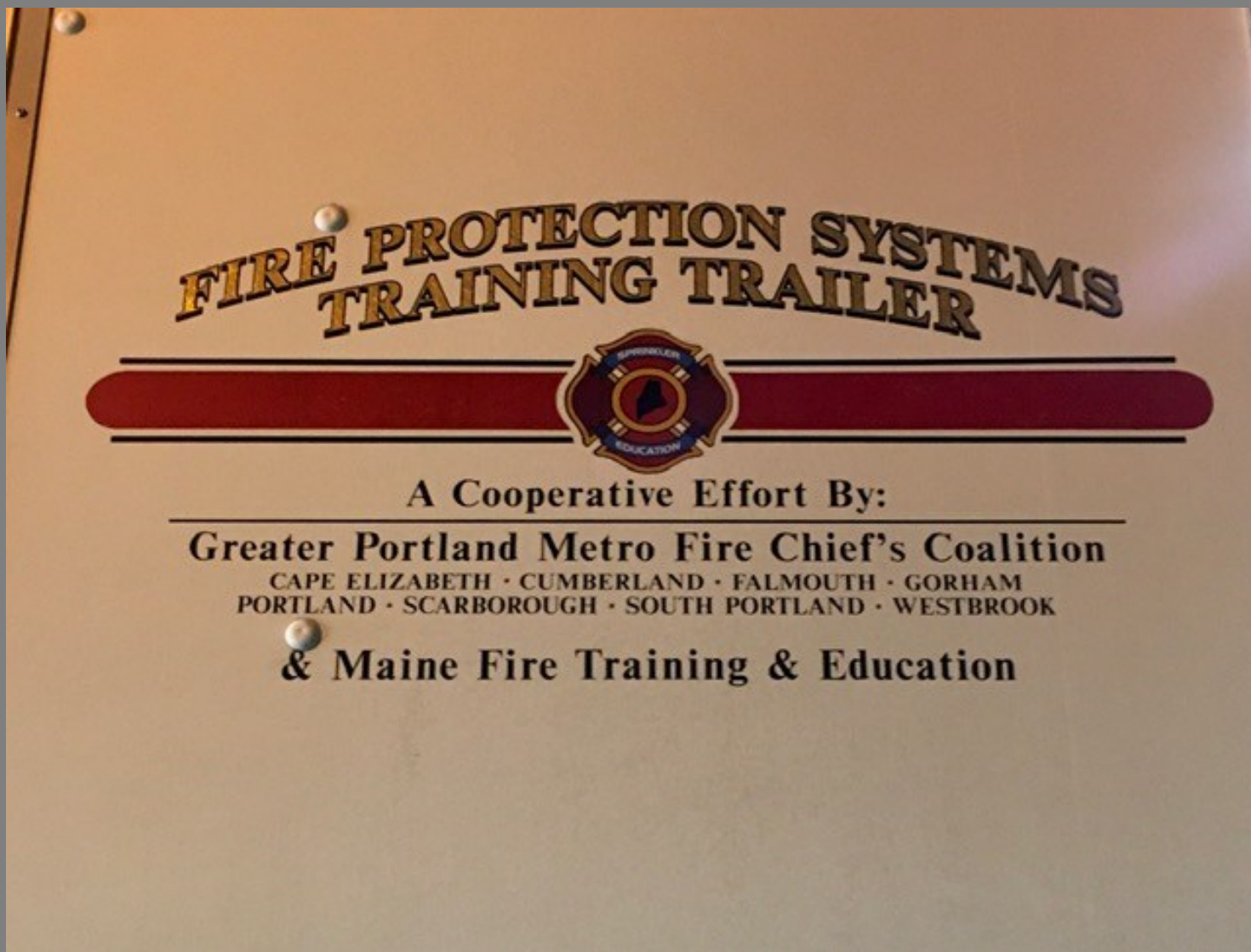
Present: Jessica Hanscombe, Matt Sarapas, Kevin Hanscombe, Misch Buischewsky, Chuck Fagone, Jason Grant, Chris Beaumont, Sandy Driscoll, Mike Clinton, Katlyn Sawyer, April Woodcock, Kathryn Barnes, Mike Thompson

Jason Grant and Mike Clinton reviewed the training on Sprinklers and Alarm Systems. General discussion was had regarding the training.

General discussion was had regarding Fire Doors and their ratings. Staff will work on putting the policy in writing. It will be discussed at the March meeting.

Next meeting is March 20, 2020 in Room 209.

Joint Housing Safety/Fire Prevention Training



Alarm Systems & Sprinklers

Alarm Systems



Sprinkler Systems







CITY OF PORTLAND
Permitting and Inspections Department
Smoke Alarms and Carbon Monoxide Detectors

Background:

The City of Portland Code of Ordinances Chapter 10 has adopted NFPA 101 Life Safety Code, NFPA 1 Fire Code, MUBEC, along with other building codes, which have requirements for Smoke Alarms and Carbon Monoxide Detectors.

Existing Buildings:

Smoke Detectors

- New smoke detectors must be powered by the buildings electrical service and must have a secondary power source (battery)*
- New smoke alarms must use photoelectric technology
- Detectors are required to be installed in the following locations:
 - Inside all sleeping rooms
 - Outside each separate sleeping area, in the immediate vicinity of the sleeping areas (immediate vicinity is defined as within 21 feet)
 - On each level of the dwelling unit, including basements but excluding attics and crawl spaces.

Carbon Monoxide Detectors

- New carbon monoxide detectors shall be hard wired and powered by the buildings electrical service.
- Detectors shall be provided in the following areas.
 - Outside each separate sleeping area, in the immediate vicinity of the sleeping areas
 - On each level of the dwelling unit, including basements but excluding attics and crawl spaces
 - Habitable rooms with fuel burning appliances

A combination smoke and carbon monoxide detector installed in the common area of a unit or building may provide the required detection for both smoke and carbon monoxide.

New Buildings:

- All of the above conditions for existing buildings shall apply and
- All Smoke Alarms in the dwelling unit must be interconnected.

Additional Restrictions:

- Smoke alarms and smoke detectors shall not be installed within a 36 in. horizontal path from a door to a bathroom containing a shower or tub.
- Smoke alarms and smoke detectors shall not be installed within a 36 in. horizontal path from the supply registers of a forced air heating or cooling system and shall be installed outside of the direct airflow from those registers.
- Smoke alarms and smoke detectors shall not be installed within a 36 in. horizontal path from the tip of the blade of a ceiling-suspended (paddle) fan.
- Smoke alarms should not be placed within 10 feet of cooking appliances.
- Smoke Alarm shall not remain in service longer than 10 years from the date of manufacture.

**Existing 1 & 2 Family buildings may install 10 year sealed battery powered detectors in lieu of hard wired*



CITY OF PORTLAND
Permitting and Inspections Department

Diagram 1- Placement of detectors on walls and ceilings

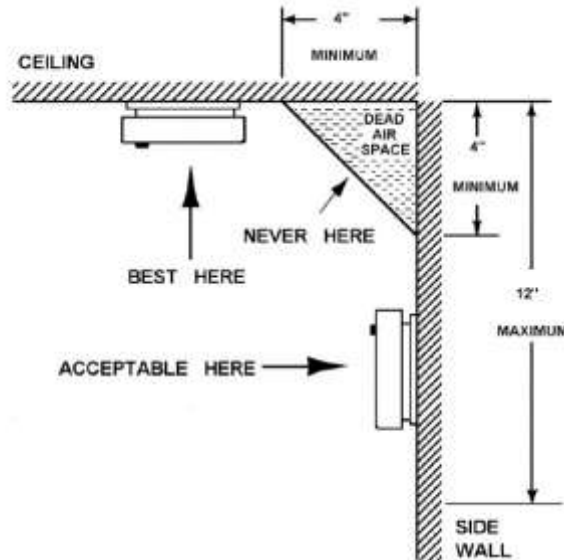
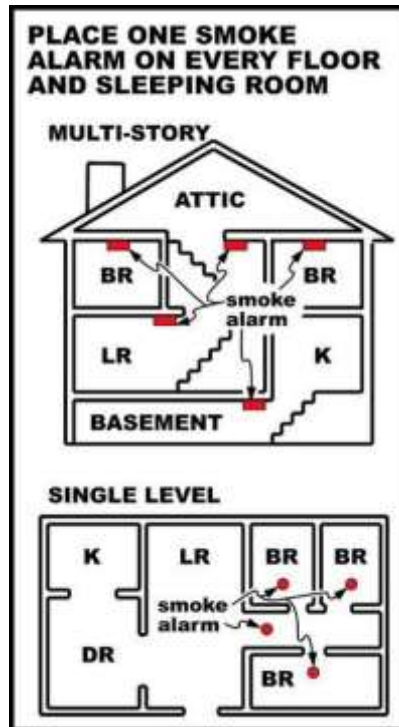


Diagram 2- Placement of detectors throughout a dwelling unit





CITY OF PORTLAND
Permitting and Inspections Department
Secondary Means of Escape and Rescue Openings

Background:

The City of Portland has adopted NFPA 101 Life Safety Code, NFPA 1 Fire Code, MUBEC, along with other building codes, which have minimum requirements for means of escape from residential dwellings.

NFPA 101 requires that new and existing dwellings provide for both a primary and a secondary means of escape from each sleeping room and living area. [1] NFPA 101 (2009) § 24.2.2.1.1.

Note: There are two exceptions to this rule. [2] NFPA 101 (2009) § 24.2.2.1.2 (1) (2) A window may be used as a secondary means of egress or escape when it meets the qualifications.

The City reserves the right to require installation or replacement of any window to meet the safety requirements of NFPA 101, NFPA 1, MUBEC, City of Portland Code of Ordinances, and any other relevant standards.

Existing Escape Windows:

Windows installed in structures built before 1976

The City approves existing windows if they meet ALL of the following specifications:

- Normal operation net clear opening of not less than 3.3sq. ft;
- Overall opening of 5.0 square feet with all window sashes removed;
- Operable from the inside without the use of tools, keys, or special effort;
- The net clear opening during normal operation shall be no less than 20” wide;
- The net clear opening during normal operation shall be no less than 24” high;
- The bottom of the window is not more than 44” above the floor.

Windows installed in structures built in 1976 or after

The City approves existing windows if they meet ALL of the following specifications:

- Normal operation net clear opening of not less than 5.7 square feet;
- Operable from the inside without the use of tools, keys, or special effort;
- The net clear opening during normal operation shall be no less than 20” wide;
- The net clear opening during normal operation shall be no less than 24” high;
- The bottom of the window is not more than 44” above the floor.

Renovations or Projects:

Where a renovation or project in a building built before 1976 involves new window openings, or a change in the rough opening size of an existing window, the new windows must be installed to meet all of the requirements of a window installed after 1976.

Adopted 2/2/2018



CITY OF PORTLAND
Permitting and Inspections Department
Minimum Heating Standards
City of Portland Code of Ordinances Chapter 6

Highlights

- ✓ Date September 15th through May 15th yearly
- ✓ Every habitable room except bedrooms must be served by heating facilities that have the ability to maintain the temperature at 68 degrees Fahrenheit measured 3 feet above floor level

Full Ordinance Language

Sec. 6-114. Minimum heating standards.

No person shall occupy as owner-occupant or shall allow another to occupy, except when used solely for seasonal occupancy between March first and October thirty-first, any dwelling, dwelling unit, rooming house or rooming unit which does not comply with the following minimum standards:

- (a) When central heating plant not available. When heat is not furnished by a central heating plant, each dwelling unit or rooming unit shall be provided with one (1) or more masonry flues and smoke or vent pipe connections, or equal arrangement, in accordance with the provisions of the city Code to permit the use of heating equipment capable of providing heat as required by this section.
- (b) Heating facilities required. Every habitable room, excepting rooms used primarily for sleeping purposes, shall be served by heating facilities which provide a minimum temperature of at least sixty-eight (68) degrees Fahrenheit, at a distance of three (3) feet above floor level, as required by prevailing weather conditions from September fifteenth through May fifteenth of each year.
- (c) Maintenance of equipment. All stoves, furnaces, room heaters, or domestic water heaters operated by solid, liquid, or gaseous fuel shall be properly vented and maintained in safe operating condition by the owner, operator, occupant or both.

Permitting & Inspections - Housing Safety Office**Fiscal Year 2020 Actual**

Total Revenue: \$611,923 (Registrations: \$591,973; Fees: \$19,950)

Total Expenditures: \$495,760

Direct Costs: 354,085**Salaries:**

Total: \$311,252

Licensing & Registration Assistants (2 @ 50%); Housing Safety Inspectors (4);

Licensing & Housing Safety Manager (60%); Life Safety Code Enforcement Officer /
Plan Reviewer (1)

Uniforms/Cell Phones: \$4,488

Admin Costs (Training/Postage/Memberships/Travel): \$1,227

Contractual (Mileage, Host Compliance, Printing): \$33,333

Office equipment rental: \$351

Supplies and Equipment \$3,434

Indirect costs including salaries of staff time working on housing safety tasks, not charged to housing safety budget, and fringe for all staff.**Salaries:**

Permitting & Inspections Director (10%) \$0 (Vacant during FY'20)

Principal Administrative Officer (20%) \$12,905

Support Services Specialist (50%) \$19,433

Fringe (All Staff) (31.75%) \$109,090

Fiscal Year 2021 Budget (unofficial):Revenue (Registrations): \$616,507 (\$117,889 STR, \$498,618 LTR)Expenditures: \$647,974**Direct Costs:** \$481,750**Salaries:** \$432,696

Housing Safety Inspectors (4, Including OT): \$223,779

Licensing & Registration Assistants: \$81,725

Licensing and Housing Safety Manager (50%) \$52,040

Life Safety Code Enforcement Officer/Plan Reviewer \$54,993

Support Services Specialist: (50%) \$20,159

Uniforms/Cell Phones: \$5,880

Admin Costs (Training/Postage/Memberships/Travel): \$3,725

Contractual (Mileage, Host Compliance, Printing): \$35,495

Office equipment rental: \$504

Supplies and Equipment \$3,450

Indirect costs including salaries of staff time working on housing safety tasks, not charged to housing safety budget, and fringe for all staff.**Salaries:**

Permitting & Inspections Director(budgeted ¾ year only FY'21): (10%) \$8,992

Principal Administrative Officer: (20%) \$12,695

Fringe: (31.75%) \$144,267



CITY OF PORTLAND
Permitting and Inspections Department

Memorandum

To: Housing Committee

From: Jessica B. Hanscombe
Licensing and Housing Safety Manager

Date: April 7, 2020

RE: Housing Safety during COVID-19

The Housing Safety Division is not currently performing any in person inspections at this time for the Health and Safety of both our inspectors and the public. There is too high of a risk of exposure for all involved. All scheduled Long Term inspections from March 16 thru the end of April have been postponed. Staff will be reaching out to reschedule those as soon as we are inspecting again. The property owners have been very appreciative of the City of Portland making the health risks a priority.

The Inspectors are working on follow ups that can be dealt with via email or through phone calls. Examples of this are properties that were required to apply for a building permit by a date certain, register the property or additional units, provide certification of alarm systems or sprinkler systems, and much more.

They are responding to emails and phone calls on a daily basis. Helping landlords with both Building Code and Fire Code issues. Both the Inspectors and I have spoken with landlords and tenants in regards to complaints or violations. We are following up on any complaints that have come in from both landlords and tenants.

They are responding to See Click Fix Issues that are submitted daily online. We have worked with property owners on trash complaints, broken windows, and some properties that have visible outside code violations.

The inspectors are working closely with General Assistance in regards to placements. We have received 49 requests in the first three weeks which requires us to research registration, property owner, and property manager and inspection history. We have created a follow up list of all the properties that have been approved or denied, for when inspections resume.

We are still working with Community Policing on issues that are reported through dispatch or by Police Officers. We have dealt with disorderly houses, code violations and land use violations to name a few. Community Policing and Housing Safety worked together on almost a daily basis prior to the disruption in inspections. We have continued that relationship and efforts to work with some very challenging situations. Another close relationship we have is with Corporation Counsel. We have been working



CITY OF PORTLAND

Permitting and Inspections Department

with them on pending Court Cases or Consent Agreements. We have approved extensions for some items based on the closure of so many businesses or for the protection of the tenants to not be unnecessarily exposed to the virus,

A requirement of being a Housing Safety Inspector is to maintain certification as a State of Maine Code Enforcement Officer and a Certified Fire Inspector. They have all been taking online courses and taking tests for credits towards those certifications. This also includes interacting with Code Officers throughout the state or Fire Inspectors around the country.

The office staff is currently still registering Long Term Rentals or applying payments to accounts. Property Owners can pay online or mail in payment to us. Working on postponing the inspections and assigning any complaints that are submitted to our office for rental violations.

In regards to Short Term Rentals, I have corresponded with owners regarding the rules imposed by the City Council. I have been answering questions regarding that order. We have not received any new requests for Short Term Rentals due to the ban.

Thank you,

Jessica B. Hanscombe
Licensing and Housing Safety Manager



CITY OF PORTLAND
Fire Department
Keith Gautreau, Fire Chief

MEMORANDUM

To: Housing Committee, Chair Councilor Duson
CC: Mary Davis, Division Director of Housing
From: Keith Gautreau, Fire Chief
Date: September 8, 2020
Re: Update on Fire Department Fire Prevention Activities & Inspection Program

The following communication is being provided as an update to the Committee per the request of Chair Councilor Duson. Unfortunately, due to the global Covid-19 pandemic that began back in February of 2020 the Department decided to suspend our proactive life safety inspection program. All of our efforts focused on responding to the pandemic, maintaining staffing levels and reducing overtime and salary costs.

We were also asked to reduce our FY21 budget significantly (-5.0%) from the previous fiscal year thus having to make difficult decisions on how to provide service without any significant impact to public safety. As a result, the administration decided to cut some of the Department's programs, one of them being the Fire Prevention Bureau / Community Outreach division.

Fire Prevention Bureau / Community Outreach Reduction Changes:

- In 2019, the Bureau (FPB) consisted of; 1 Division Chief, 2 Fire Captains, 1 Fire Alarm Technician and 1 Admin Support.
- Now, the current configuration is; 1 Captain and 1 Fire Alarm Technician. Please see attached organizational chart, the highlighted personnel are all that remain in that division. (Attachment A)
- We will continue to conduct the following inspections;
 - Certificate of Occupancy Inspections
 - Tier II Hazmat Inspections
 - Fire Prevention Permit Inspections
- The residential short term and long-term life safety inspections will continue to be conducted by the Housing Safety Office.
- We will continue to attend all of the Southern Maine Landlord's Assoc. monthly meetings for education and Q &A.
- Fire Department will also continue to collaborate and meet regularly with the Housing Safety Office on life safety concerns, inspections and complaints as the Authority Having Jurisdiction.



**CITY OF PORTLAND
Fire Department**

I look forward to discussing this memo more in detail and answer any follow up questions or concerns that members of the Committee or the public may have on September 17th's meeting.

Respectfully,

Keith Gautreau, Fire Chief

Attachment B;

Fire Prevention Bureau & Community Outreach Branch

Items Commonly Examined During Inspections

The fire inspector will conduct a thorough inspection to ensure satisfactory life safety conditions on your property. The conditions to be reviewed include, but are not limited to :

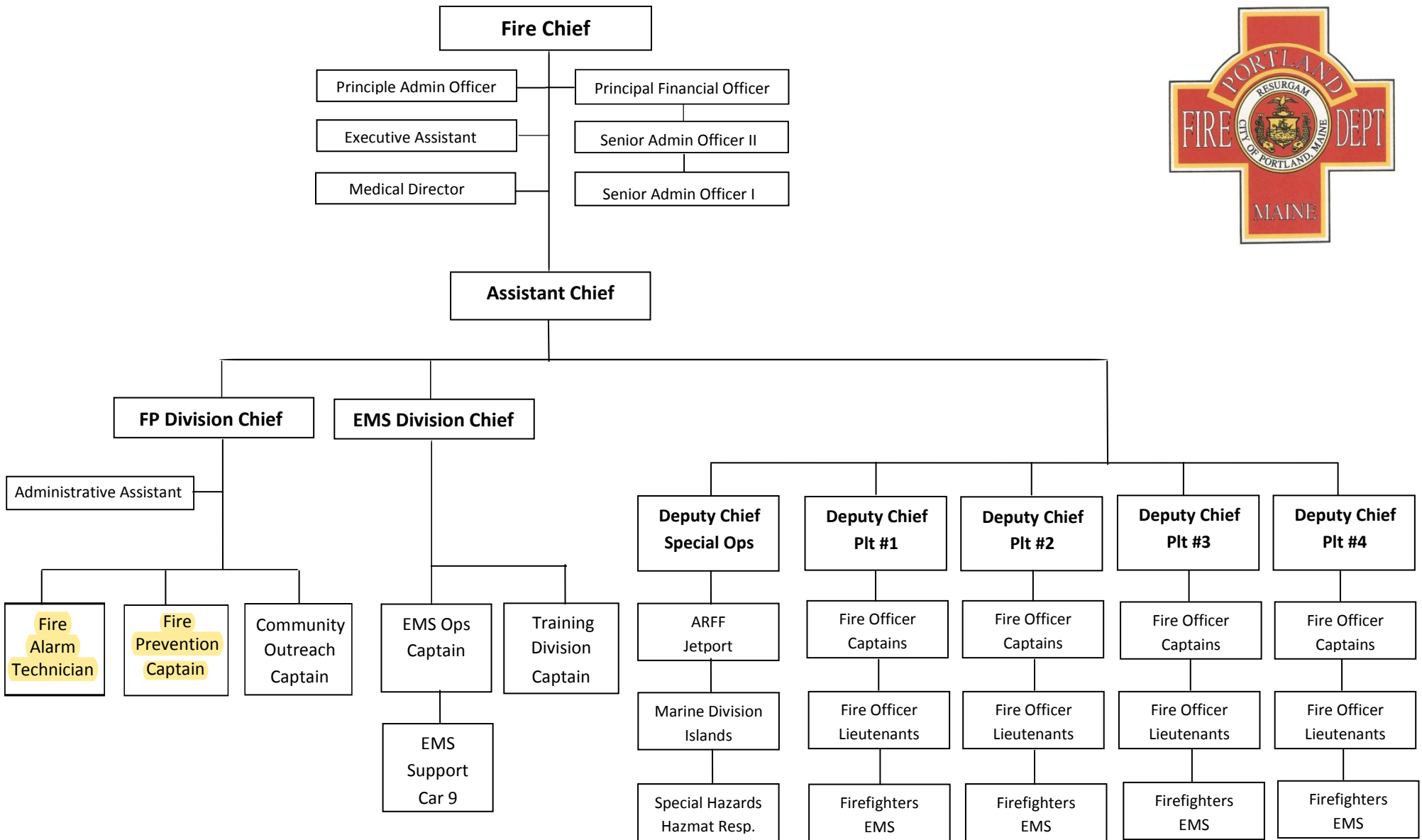
- Condition of exits including stairwells and fire escapes

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CITY OF PORTLAND
Fire Department

- Interior finish – type and condition of walls and ceilings
- Condition of basement
- Operation of exit doors
- Rating and operation of fire doors - self closing and latching
- Emergency lighting
- Exit signs
- Smoke alarms and CO alarms
- Components of fire-resistive construction
- Grills on balconies
- Proper addressing of the building
- Proper addressing of the units
- Building exit discharge areas
- Fire alarm inspection sticker
- Smoke detectors/heat detectors
- Records for fire alarm and fire protection systems



June 1, 2019



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

TO: Councilor Duson, Chair
Members of the Housing Committee

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

DATE: September 10, 2020

SUBJECT: UPDATE: Review and Recommendation to the City Council on Disposition of Tax Acquired and City-Owned Property (431 Commercial Street, 622 Auburn Street, 0 Gray Road, Falmouth)

Introduction

During the August 12 Housing Committee meeting, the Committee reviewed information on three city-owned properties (431 Commercial Street, 622 Auburn Street and 0 Gray Road, Falmouth). At the time the City-Owned and Tax Acquired Property Committee (COTAPC) recommendations for these properties were available, however the City Manager had not had an opportunity to provide his recommendation. The Housing Committee voted to postpone action on all three properties until the City Manager's recommendation was available. A memo from the City Manager to the Housing Committee and Economic Development Committee (EDC) is attached.

Next Step

Based on the rules outlined in Section 2-313 of the City Code, COTAPC presented their recommendation to the City Manager to retain 431 Commercial Street and jointly sell 622 Auburn and 0 Gray Road, Falmouth. As noted in his memo, the City Manager supports the COTAPC recommendations and has requested that staff work with the EDC to determine the best method to dispose of these parcels to maximize the development of housing. The EDC will discuss the 622 Auburn and 0 Gray Road parcels at their September 15, 2020.

Attachments:

September 9, 2020 Memo from the City Manager.
September 9, 2020 Staff Memo to the Economic Development Committee



CITY OF PORTLAND
Executive Department
Jon P. Jennings, City Manager

MEMORANDUM

TO: Councilor Justin Costa, Chair
Members of the Economic Development Committee
Councilor Jill Duson, Chair
Members of the Housing Committee

FROM: Jon P. Jennings, City Manager

DATE: September 9, 2020

RE: City Manager's Recommendations: Angelo's Acre/431 Commercial Street,
622 Auburn Street/O Gray Road, Falmouth

I received and reviewed recommendations from the City Owned and Tax Acquired Property Committee (COTAPC) regarding city-owned property currently being reviewed by the Housing Committee.

Angelo's Acre/431 Commercial Street/City-Owned Vacant Land Property

The COTAPC recommended that this property be retained for City uses now and in the future. I concur with this recommendation. This is a valuable piece of property to the City and should continue to be held by the City for parking, as well as unforeseen uses in the future. This is one of the only affordable public parking areas in this section of the city and as such, it is a vital resource for employees of the businesses on the working waterfront and the downtown area. Therefore, at this time, city staff has not undertaken any review of or prepared any proposals for the use of this property.

622 Auburn Street & 0 Gray Road, Falmouth/City-Owned Vacant Land Property

The COTAPC recommendation was to sell the 622 Auburn Street parcel and the abutting property in Falmouth that the City owns as one parcel. The 622 Auburn Street property contains 4.84 acres, with an assessed value of \$89,700. The Falmouth property contains 13 +/- acres and has an assessed value of \$52,600. COTAPC is aware of the housing shortage and feels this could be better used for that purpose. I agree with the COTAPC recommendation to dispose of these properties.

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info@portlandmaine.gov • www.portlandmaine.gov

As stated in the COTAPC rules, I can provide my recommendations to the City Council and/or City Council Committee to begin the disposition process. I am therefore, presenting my recommendations to both the Economic Development Committee and Housing Committee as one or all of the above-mention properties have been discussed by both committees.

COTAPC rules also state that I may set out the process for the marketing and review of bids/proposals with a final recommendation to the City Council Committee for its recommendation to the City Council, together with a Purchase and Sale Agreement. Therefore, I am requesting that staff work with the Economic Development Committee to determine the best method to dispose of these parcels to maximize the development of housing.



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

TO: Councilor Costa, Chair
Members of the Economic Development Committee

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

DATE: September 11, 2020

SUBJECT: Update of Housing Committee's Discussion and Direction to Staff Related to Possible City Property Disposition of 622 Auburn Street and 0 Gray Road, Falmouth

SUMMARY

The Housing Committee has been reviewing city-owned and tax acquired property over the last few years in an effort to locate parcels that might be suitable for housing development. At their August 12, 2020 meeting, the Housing Committee discussed city-owned property at 622 Auburn Street and 0 Gray Road in Falmouth and asked staff to update the Economic Development Committee on the discussions.

BACKGROUND

622 Auburn Street

622 Auburn Street abuts the Falmouth property line and contains 4.85 acres of land. 4.17 acres are considered dry upland with potential for development; access would be from Auburn Street through the right of way. The property has an assessed value of \$89,700. A survey of the property by a wetland scientist concluded no vernal pools are located on the site. Standing water on the property is the result of road ditching and culverts.

This property has been the subject of many proposed uses including rezoning to an office park zone (which the Council did not pass); housing development (which was withdrawn due to neighborhood opposition); and for athletic fields.

0 Gray Road, Falmouth

The majority of 0 Gray Road is bound by Highway I95 to the north, Falmouth/Portland City boundaries to the south, 6 parcels to the west, and a couple of residential properties to the east. Currently, the site is undeveloped. The parcel contains approximately 13.3 acres with an assessed value of \$52,600. It is zoned "Mixed Use Cluster District" (MUC), which includes residential. With a minimum lot size for single-family detached and accessory

dwelling units at 20,000 sq. ft., if the site was deemed 100% developable, it could yield 28 units.

The Town of Falmouth has confirmed the paper streets for this Falmouth property have been continued, including Ray and Eugene Streets, which are possibilities for accessing this parcel. The wetland scientists Jones Associates, Inc. determined there are three streams located within the property. Two streams on the property only occur on the parcel for a short distance before flowing off the lot. The largest stream bisects the property north and south by its east to west flow. There appears to be a stream in the area of Eugene Street, which could be crossed with a permit from MDEP and ACOE.

The City-Owned and Tax Acquired Property Committee (COTAPC) made a recommendation to the City Manager that these properties be disposed of as one parcel for housing development. The City Manager supports this recommendation, see the attached September 9, 2020 memo from the City Manager to the Economic Development Committee and Housing Committee.

Both of these parcels are adjacent to city-owned property at 165 Lambert Street. As you will recall, the City issued an RFP for the disposition of the 165 Lambert Street site to encourage the development of housing. One proposal was received from the Maine Cooperative Development Partners. During the July 21, 2020 Economic Development Committee meeting, the Committee voted 4-0 to authorize staff to proceed with negotiations for a Purchase and Sale Agreement with Maine Cooperative Development Partners.

HOUSING COMMITTEE UPDATE TO ECONOMIC DEVELOPMENT COMMITTEE

The Housing Committee met on August 12th to consider the disposition of the property at 622 Auburn Street and 0 Gray Road, Falmouth. Because these sites are located across Washington Avenue Extension from 165 Lambert Street, the Housing Committee directed staff to explore a sole source approach with Maine Cooperative Development Partners. Additionally, the Housing Committee directed staff to notify the Economic Development Committee of this approach as it may factor into the decision making process on the selection of a developer for city-owned property at 43 and 91 Douglass Street.

NEXT STEPS

As noted in the memo from the City Manager, in addition to supporting the COTAPC recommendations, he has requested that staff work with the Economic Development Committee to determine the best method to dispose of these parcels to maximize the development of housing. Staff is seeking direction as to the Committee's preferred approach for moving forward with the disposition of these parcels.

Attachments

Map of 165 Lambert Street and 622 Auburn Street

Map of 0 Gray Road, Falmouth

September 9, 2020 Memo from the City Manager.

FALMOUTH

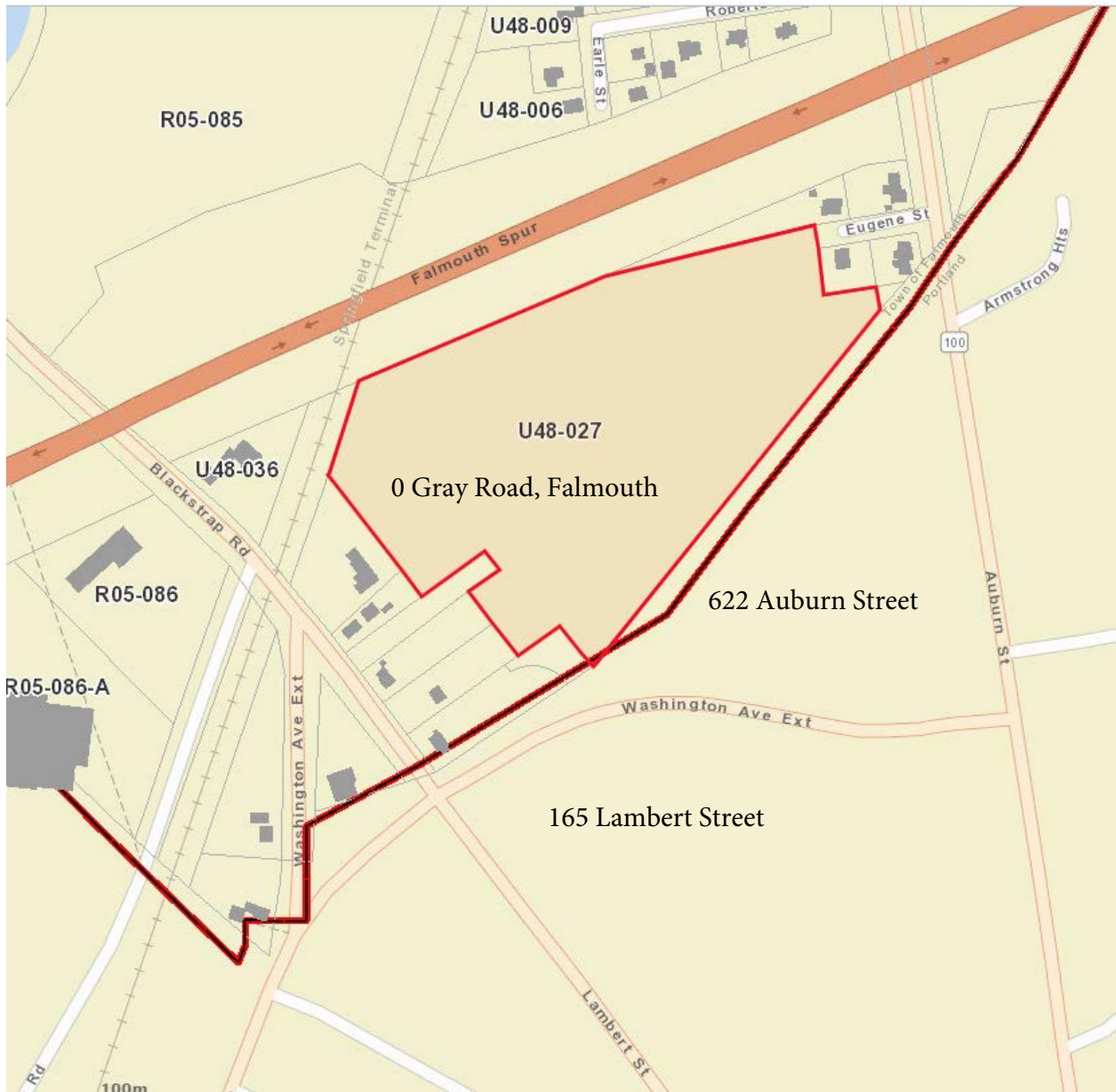
0 Gray Road, Falmouth

622 Auburn Street

165 Lambert Street



Falmouth, ME





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

TO: Councilor Duson, Chair
Members of the Housing Committee

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

DATE: September 10, 2020 *Updated September 17, 2020*

SUBJECT: Communication Item Draft 2019-2020 HUD Consolidated Annual
Performance Report (CAPER)

Attached is a draft of the narrative portion of the CAPER for FY 2019-2020. The CAPER is a report required by HUD in which the City of Portland reports accomplishments for the CDBG, HOME and ESG Programs.

There was a technical issue with the reporting system (SAGE) that reports on the ESG program. The issue has been resolved and the data is being processed. That information will be added to the report when it becomes available. *The Sage reports have been added to the September 17 draft of the CAPER, see attached.*

The CAPER must be submitted to HUD by September 30. Staff may update or edit information in the report prior to submission to HUD.

This is presented as a communication item. No Committee action is required.

PORTLAND MAINE CUMBERLAND COUNTY HOME CONSORTIUM



CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT 2019-2020 (DRAFT)

City of Portland, Maine
Planning and Urban Development Department
Housing and Community Development Division
Community Development Program
389 Congress Street, Room 312 and 313
Portland, ME 04101
www.portlandmaine.gov

The following document is a draft of the 2019-2020 Consolidated Annual Performance and Evaluation Report. The draft document is for public review and comment. Please note that HCD Staff may continue to make edits and updates prior to submission at the end of September 2020

THIS DRAFT HAS BEEN UPDATED WITH ADDITIONAL ESG PROGRAM INFORMATION 09.17.2020

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

This CAPER is for Year 4 of the City of Portland's 2016-2020 Five-Year Consolidated Plan. For the 2016-2020 Consolidated Plan, the City of Portland created a new set of goals and priorities to address the needs in our community. The City placed these needs, goals, and priorities into four categories: Addressing the Needs of the Growing Homeless Population; Housing Availability; Economic Opportunity; and Neighborhood Investment and Infrastructure. The four categories of needs, goals and priorities that are guiding our Consolidated Plan are based on a combination of HUD-provided data, independent research, community outreach, consultation with various agencies and service providers, and the established goals and priorities of the City of Portland and the Cumberland County HOME Consortium.

All projects and activities funded during PY2019 were selected in order to help address a need in one of the four categories. Despite the COVID-19 Pandemic many projects were successful in meeting their goals, with some exceeding goals. While Portland, like many cities, is continuing to struggle with a shortage of affordable housing, as well as issues associated with homelessness such as mental health and substance use disorders, the City is carefully administering the HOME, ESG, and CDBG Programs to maximize the impact of these funds within our community.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Address the Needs for Growing Homeless Population	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Section 8: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0				
Address the Needs for Growing Homeless Population	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Section 8: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	78250	20049	25.62%	13715	12356	90.09%
Address the Needs for Growing Homeless Population	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Section 8: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		50	92	184% %

Address the Needs for Growing Homeless Population	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Section 8: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0		96	129	0.00%
Address the Needs for Growing Homeless Population	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Section 8: \$	Homeless Person Overnight Shelter	Persons Assisted	3500	325	9.29%	131	0	0.00%
Address the Needs for Growing Homeless Population	Homeless	CDBG: \$ / ESG: \$ / Competitive McKinney-Vento Homeless Assistance Act: \$ / Section 8: \$	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0				

Economic Opportunity	Economic Development	CDBG: \$ / Section 108: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	553		120	182	86.67%
Economic Opportunity	Economic Development	CDBG: \$ / Section 108: \$	Jobs created/retained	Jobs	115	10	8.70%	20	9	45.00%
Economic Opportunity	Economic Development	CDBG: \$ / Section 108: \$	Businesses assisted	Businesses Assisted	35	19	54.29%	6	12	200.00%
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		22	0	0.00%
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Brownfield acres remediated	Acre	1	0	0.00%			

Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Rental units constructed	Household Housing Unit	75	0	0.00%	74	0	0.00%
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Rental units rehabilitated	Household Housing Unit	75	8	10.67%			
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Homeowner Housing Added	Household Housing Unit	10	0	0.00%			
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Homeowner Housing Rehabilitated	Household Housing Unit	125	5	4.00%	0	3	

Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Direct Financial Assistance to Homebuyers	Households Assisted	10	0	0.00%				
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	1000	0	0.00%	160	0		0.00%
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Housing for Homeless added	Household Housing Unit	0	0					

Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0				
Housing Availability	Affordable Housing Public Housing	CDBG: \$ / HOME: \$ / ESG: \$ / Housing Trust Fund: \$ / LIHTC: \$ / Program Income: \$	Buildings Demolished	Buildings	1	0	0.00%			
Neighborhood Investment & Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	75000	3150	4.20%	12475	6439	0.00%
Neighborhood Investment & Infrastructure	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	11234		5000	6797	43.20%
Neighborhood Investment & Infrastructure	Non-Housing Community Development	CDBG: \$	Facade treatment/business building rehabilitation	Business	15	0	0.00%		1	

Neighborhood Investment & Infrastructure	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	1	0	0.00%		1	
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Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

CDBG funds were directly used to address the priority and specific objectives identified in the 5 year consolidated plan and year 4 annual action plan. As mentioned above all of the CDBG activities funded in program year 2019 addressed at least one need, goal and priority in our community. All the planning/administration and public service projects were completed within the program year, these included Amistad’s Peer Outreach Worker Program, Catherine Morrill Day Nursery Child Care Voucher Program, Community Policing, Oxford Street Long Term Stayers Community Outreach and Intergration, Mobile Medical Outreach Program, Milestone Foundation HOME Team, Portland Adult Education, Preble Street’s Florence House Women’s Shelter, Food Programs, and Teen Shelter, Spurwink Adult Behavioral Health Opioid Medication Assistance Treatment Program, and Wayside Food Programs.

This year with the COVID-19 pandemic, the City’s social service programs had an increase in both the units of service provided, and the number of unduplicated individuals served. Programs such a food assistance, homeless outreach, and shelter services worked quickly and diligently to shift programming to accomodate appropriate health and safety measures, while simultaneously serving an increased number of people seeking services. In total social service programs exceeded the anticipated number of person assisted by 19.3%.

During PY2019 the City funded a microenterprise assistance program that created a total of 6 new Portland based businesses. Through the PY2019 funded Business Assistance Program, 9 businesses received financial assistance and were able to expand their businesses to create 8 net new full time jobs, all filled by low or moderate income Portland residence; the data is only reporting on 1 job due to other grantees still having funds available to draw.

The City completed one prior year infastructure project, Greenleaf Street Sidewalks, and one non-profit rehab project, Catherine Morrill Day Nursery Toddler Room Expansion. In addition there are several prior year projects that will be finishing up before the end of PY2020 including, Oxford Street Sidewalks and ADA Curb Ramps, Preble Street Sidewalks, Port Resources Group Home Rehab, YFO Life and Safety Upgrades, and the East Bayside Futsal Court.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	ESG
White	11,493	89	0
Black or African American	4,006	40	0
Asian	308	1	0
American Indian or American Native	297	0	0
Native Hawaiian or Other Pacific Islander	39	1	0
Total	16,143	131	0
Hispanic	258	0	0
Not Hispanic	15,885	0	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

According to the 2018 ACS 5-Year Estimate, the City of Portland is 85% white, 8% Black/ African American, 4% Asian, and approximately 3% of all other races/multiracial. The CDBG program served 71% white, 25% African American, 2% Asian, 2% American Indian or American Native, and .25% Native Hawaiian or Other Pacific Islander.. The higher percentage of African American’s served by the CDBG program, compared to the City makeup, is due to several CDBG programs that target Portland’s immigrant and refugee populations, most of who are coming from central and northern African nations.

The HOME program serves all of Cumberland County. According to the 2018 ACS 5-Year Estimates, 92% of Cumberland County is white, 3% are black/African American, 2% are Asian, and less than 3% are other races/multiracial. Comparable to the CDBG program, the HOME program serves a larger percentage of black/African American than the general makeup for Cumberland County, with 68% white, 30% black/African American, less 1% Asian, and less than 1% native Hawaiian or Other Pacific Islander.

The ESG race and ethnicity data is pulled directly from the Sage Report. The Sage Report breaks down race and ethnicity into more categories than are listed in the CAPER report, causing a mismatch between the totals for Hispanic/non-Hispanic and race/ethnicity. The racial makeup of the City’s family shelter is very different than the racial makeup of the Oxford Street shelter. The majority of clients at family shelter are refugees and asylum seekers from other nations, whereas the Oxford Street shelter serves a racial population similar to the make-up for Portland as a whole.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,995,808	1,893,566.66
HOME	public - federal	1,169,619	1,142,310
ESG	public - federal	160,873	91,994
Housing Trust Fund	public - local	1,275,820	301,000
Other	public - federal	268,741	62,362

Table 3 - Resources Made Available

Narrative

Community Development Block Grant funds were spent on a combination of current year's allocation of administration and planning activities, social services programs, economic development projects, and infrastructure improvement projects. Funding was also expended during this fiscal year on past years funded economic development, non-profit rehabilitation, and infrastructure improvement projects.

Of the CDBG funds expended in the past fiscal year, \$378,713 was spent on Administration and Planning, \$403,702 was spent on Infrastructure projects located in the City of Portland's eligible areas, \$256,119 was spent on Economic Development projects including business assistance, façade improvements, job creation, and microenterprise assistance, and \$280,468 was spent on nonprofit rehabilitation including expansion and upgrades to childcare facilities, installation of wheelchair access ramps for disabled adults, façade improvements and energy efficiency upgrades on youth educational facilities, and upgrades to a group home facility, \$631,809 was spent on social service programs including community policing, childcare, shelters, homeless resource centers, peer support services for persons with mental illness, food programs, education programs, substance use disorder treatment and assistance to homeless individuals. \$20,000 from former UDAG funds was expended on the Preble Street Teen Center and Florence House Woman's Shelter. The city expended \$86,405.47 from the HDF account, which is CDBG housing program income, for rehabilitation of 15 residential units; all 15 units were completed in PY19.

HOME Funds are divided by program and by location. HOME is spent on administration, tenant based rental assistance, and affordable housing development. In this fiscal year, \$107,397.55 was spent on administration, \$18,050 on owner occupied rehabilitation within the City of Portland and \$27,394.75 in Cumberland County, \$179,099.16 on tenant based rental assistance and \$330,000 on affordable housing development. The affordable housing development projects underway or completed this year include 58 Boyd Street will create 55 new units, Avesta Deering Place which will create 62 new and 13 rehabilitated rental units, 178 Kennebec Street which will create 40 new units, 977 Brighton Avenue will create 34 rental units, the West End Apartments Phase I will create 64 new units, and Harnois Apartments will create 61 new units. These projects will create or maintain 329 units of rental housing of which 266 will be affordable to households earning at or below 60% of the area median income.

The Emergency Shelter Grant is divided into programs as well as administration, operations and essential services, homeless prevention and rapid rehousing. In the past fiscal year \$12,065 was spent on administration, \$52,064 on operations and essential services, and \$27,865 on homeless prevention.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Bayside Neighborhoods	20	1%	Planned Percentage and Actual Percentage differ due to on-going public improvement projects
CDBG Target Neighborhoods	17	25%	Planned Percentage and Actual Percentage differ due to completion of prior year projects
Cumberland County	0	0%	Planned Percentage and Actual Percentage differs due to on-going housing projects
Eligible Census Tracts	10	1%	
PORTLAND, MAINE	53	73%	Planned Percentage and Actual Percentage differ due to completion of prior year projects.

Table 4 – Identify the geographic distribution and location of investments

Narrative

The actual percentage of the allocation is higher than the planned percentage for PY2019 in CDBG Target Neighborhoods and throughout the city as a whole. With that said, the percentage of actual funds spent in each target area during PY2019 does not match the above numbers due to the build out time for public infrastructure, HOME Affordable Housing and Homeowner Rehabilitation projects. Over the course of the 2016-2020 consolidated plan, we estimate that the planned percentages and actual funds spent in each target area will match quite closely.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

Housing resources are highly leveraged. The Cumberland County HOME Consortium leveraged HOME resources in the construction of new affordable housing. The Housing Rehabilitation Program leveraged \$33,850 in Lead Hazard Control Grant funds; the Affordable Housing Development Program leveraged over \$37.7 million in new investment including low-income housing tax credits, Maine State Housing Authority and private development funds. HOME match is generated by housing assistance provided by the City through General Assistance (less amount used as match for ESG).

CDBG is also highly leveraged, especially by the non-profit programs funded. The CDBG funds leveraged \$6,443,746 in PY2019. Of that, \$5,153,281 were funds leveraged from public service programs funded and expended over the past year, \$273,000 is leveraged through matching funds for economic development, and \$194,404 through public infrastructure and non-profit rehab projects. Emergency Solution Grant funding is equally matched dollar for dollar. For every dollar expended from federal resources an equal match was spent from City funds through housing assistance provided through the General Assistance.

The City's Housing Investment Policy requires an annual review of program priorities that includes the type and location of housing, and an analysis of tax acquired or City-owned property that may be a development resource. In its 2019 Common Goals and Objectives the City Council identified the promotion of housing availability as a goal with one objective being the assessment of city owned property to construct affordable housing. The redevelopment of the former Public Works Department site, including a project at 178 Kennebec Street that is currently under construction, will leverage the creation of more than one hundred units of workforce and affordable housing.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	49,631,889
2. Match contributed during current Federal fiscal year	95,310.43
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	49,727,199
4. Match liability for current Federal fiscal year	95,310.43
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	49,631,889

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
GA062020	06/30/2020	95,310.43	0.00	0.00	0.00	0.00	0.00	95,310.43

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
\$313,264	194,570.76	217,787.93	186,764.66	290,046.83

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Number	2	0	2			
Dollar Amount	\$43,000	0	\$43,000			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	160	129
Number of Non-Homeless households to be provided affordable housing units	78	6
Number of Special-Needs households to be provided affordable housing units	0	0
Total	238	135

Table 10 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	160	129
Number of households supported through The Production of New Units	78	0
Number of households supported through Rehab of Existing Units	0	6
Number of households supported through Acquisition of Existing Units	0	0
Total	238	135

Table 11 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City of Portland/Cumberland County HOME Consortium had six approved projects in PY18, three approved projects in PY19, and two approved projects in PY20. Of these projects, five are under construction and six have yet to begin construction. Typically, new construction projects have a delay of 12-months or more from when the construction loan closing occurs and when the project is complete and leased. This delay creates a discrepancy between annual goals and accomplishments.

The one-year goal numbers noted in Table 11 do not include Rapid Re-housing efforts at the Oxford Street Shelter utilizing ESG program funds that cover staffing costs. Actual numbers for the ESG program are included in the SAGE report included as an appendix to this CAPER. The numbers reported in Tables 11 and 12 above include households assisted through the TBRA, housing rehab and affordable housing development programs.

The actual column in Table 11 and 12 above document a discrepancy between the number of TBRA households assisted in PY19 which were funded with PY18 TBRA funds.

Discuss how these outcomes will impact future annual action plans.

The City of Portland/Cumberland County HOME Consortium will continue to allocate a significant portion of future HOME entitlement towards the development and rehabilitation of affordable rental housing. Since 2000 the City of Portland and the Cumberland County HOME Consortium have contributed more than \$19million dollars towards the creation of over 2100 rental housing units of which 1853 were available to households earning at or below 60% of the area median income.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	129
Low-income	0	5
Moderate-income	0	1
Total	0	135

Table 12 – Number of Households Served

Narrative Information

Portland is a service center providing jobs, health services, and educational opportunities. Demand for housing by employees and students is a natural consequence growing out of this role. Two newly headquartered business alone are expected to bring 1,500 to 2,000 new jobs to Portland. Portland is also nationally recognized and promoted as the "Most Livable City" (by Forbes), the "Best Town in the East" (by Outside Magazine), the "Best Healthy Place to Retire" (by AARP), the "Best City for Mid-Level Professionals" (by Kiplinger’s), the "Best Cities for Young Professionals" (by Forbes), and a food destination (by the New York Times). Positive publicity, changes in the city demographics and the limited amount of housing created over the past decade all contribute towards the shortage and demand for housing. This demand is driving up the cost of existing housing and new housing is often priced for the more affluent. The National Low Income Housing Coalition estimated the renter median income in Portland in 2019 was \$954/month, and estimated the rent affordable at 30% of the area median income to be \$698/month leaving \$256 per month for food, clothing, transportation, and medical care. During 2016, 52% of Portland renter households were considered extremely low-income while 21% were

considered low-income households. Per the 2013-2018 American Community Survey, forty-seven percent or almost 8,000 renter-occupied households were housing-cost burdened. Despite market obstacles (cost of materials and a labor shortage) and geographical limitations, Portland continues to create housing for all ages and income groups. However the City needs to continue to ensure a supply of safe, inclusive, and affordable housing with proactive planning.

The City is utilizing many tools towards this effort. Examples include recent updates to the zoning code to allow for more residential density and a mandate for inclusionary zoning which requires new housing developments to keep 10% of the units priced right for working families. The City also revised its zoning code to allow construction of additional housing units that would have been very difficult to build under previous zoning. These changes have allowed for significant housing growth to occur organically, in ways that match the existing fabric of the City's neighborhoods. In addition the City is undertaking a task titled "ReCode Portland", which is the first rewriting of the City's Land Use Code in over 40 years.

ReCode Portland will align the City's Comprehensive Plan with its Land Use Code. As currently written, the Code does not foster the residential density needed around nodes and corridors to support more robust public transit, it has not created the range of housing types the city needs to support access for residents of all incomes and ages, and it requires residential parking levels that do not reflect household vehicle ownership rates. At the ReCode Committee's request, the draft off-street parking article includes an exemption for multi-family housing within ¼ mile of fixed transit. The Planning Board recently amended the zoning map to establish consistency with the Comprehensive Plan to allow for greater residential density. An existing R-6 zone located along a major transit corridor allows a density of one unit per 725 SF of lot area. A rezoning to B-2b allows housing at a density of one unit per 435 SF and allows first floor restaurant and office uses by right. Additionally, the B-2b zone has no lot coverage limits or required open space ratio, and the setbacks are considerably smaller than the R-6 zone

The inclusionary zoning ordinance mandates all development projects of ten units or more are required to reserve 10% of the dwelling units in the development as workforce units for rent or for sale. Hotels are also subject to inclusionary zoning as well. Seven housing projects that include thirty-five workforce units have been completed to date. An additional five projects, with twenty-eight workforce units, are under construction. Developers may pay a fee-in-lieu as an alternative to creating workforce housing. To date, \$826,500 has been collected as fee-in-lieu payments and have been allocated to subsidize low and moderate-income housing projects.

City leaders are working with staff to identify city-owned parcels where housing for middle-class families could be developed. This year, the City issued three Requests for Proposals for the creation of affordable housing on surplus and tax acquired property. Five submission responses propose to create from 122 to 142 units of low and market rate housing within a range of housing types from rental to homeownership units within condominiums, co-operative housing, single-family homes, accessory dwelling units, and apartment buildings. More than seventy-five percent of the units would be affordable from 50% AMI to 120% AMI. The City is reviewing an additional five lots for disposition for affordable housing development.

The City is exploring ways to better capitalize its Housing Trust Fund, which provides funds for projects that may not meet the requirements of federal programs but are nonetheless worthy of City support. The City is also working on ways to inspire the creation of additional units outside of its downtown by revising zoning along transportation corridors and transit nodes. The City has a dedicated housing program manager that works with the City Council's Housing Committee, other agencies and the community to build on our existing housing programs and provide a consistent resource to continue to move housing policy forward.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The City of Portland continues to be a leader in responding to the needs of people experiencing homelessness. The City's Health & Human Services Dept. operates the Oxford Street Shelter, the Family Shelter and the Community Overflow Shelter(s). Our shelter programs provide a safe haven on a temporary basis for Portland's homeless population as well as efficient and effective support services to promote rapid re-stabilization and the achievement of permanent housing.

The City meets the HUD recommendation for a centralized or coordinated homeless assessment and intake process that includes a comprehensive and standardized assessment process with a client centered plan focused on locating and retaining housing. This approach reflects our belief that early intervention and immediate connection to housing and casework services can make a difference in reducing the number and length of homeless occurrences. This results in an overall reduction in the need for emergency shelter, allows for a more focused effort, increases resources to assist those in the shelter with the longest lengths of stay, leads to permanent housing and ultimately self-sufficiency.

Shelter staff assist each new client through the Intake Process. A new client is any person who has never been to the shelter or who has been away for more than 90 consecutive days. During intake staff will:

- Welcome the client, acknowledge the extreme stress and possible resulting trauma that the person is experiencing having to resort to accessing a shelter and provide the client with a copy of the Welcome to the Shelter document
- Inform the client that the shelter is intended to provide temporary emergency shelter and professional support and services will be available to help them through the process
- Reassure the client that Housing Counselors are available to assist in locating housing
- Whenever possible, introduce the client to a Housing Counselor
- Explain the purpose of the daily Orientation Meeting
- Inform the client of the date, time and location of the next Orientation Meeting
- Review the weekly open access hours for Housing Triage so that the client and Triage Counselor can develop a self-sufficiency/housing plan
- Assess the client for vulnerability using the Vulnerability Index Service Prioritization Decision Assistance Tool (Vi-SPDAT)

The Intake Worker or Housing Counselor will then make a referral to community mental health services for diagnostic assessment, as needed, in order to help the person gain housing and access to community resources such as housing subsidies and mental health or recovery treatment and/or counseling. Every

attempt will be made to have clients engage in orientation within seven (7) days after the initial intake.

The Family Shelter also serves as a Welcome House for New Mainers or refugees/immigrants. New Mainers often arrive in Maine without resources or housing, speaking limited or no English. New Mainers initially present themselves to the Family Shelter as homeless. In PY19, a total of 450 of the 486 individuals served by the Family Shelter are of Refugee/Immigrant status. Refugees/Immigrants present from a variety of nations, but the majority of New Mainers are from Angola, the Democratic Republic of Congo, Burundi, Rwanda and Djibouti. In June of 2019, the Family Shelter had a large influx of asylum seekers from the southern border. Our normal overflow was not adequate enough, so we had to open our Exposition Building. Nearly 300 asylum seekers have entered our overflow system since June 9th, 2019.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Portland's Health and Human Services Department, Social Services Division operates two shelters, the Oxford Street Shelter and Family Shelter.

The Oxford Street Shelter is the largest emergency shelter in the State of Maine and is open 24 hours, 365 days a year. This low-barrier shelter provides safe, temporary housing for homeless adults. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a self-sufficiency plan. The shelter has a capacity of one hundred and fifty-four (154) mats and raised beds. During the pandemic the shelter has worked to strictly follow CDC guidelines and recommendations to socially distance our clients. Therefore we have moved to head to toe sleeping, assigning every other bed and following the recommendation to reduce our capacity to 75 beds. Additionally, City staff opened a second 24 hour facility in the Portland Exposition Building where we can shelter an additional 75 individuals.

This year the shelter housing staff has worked hard to house many vulnerable, medically compromised clients. Staff have also worked hard to retain the housing of those at risk of homelessness.

The Oxford Street Shelter served 908 men, 256 women and 10 transgender individuals and 1 gender non-conforming individuals for a total of 1175 individuals (unduplicated numbers) in PY2019. This represents a decrease of around 33% compared to last year. The shelter provided 55,850 bed nights in PY2019, which represents a decrease of about 29% in bed usage compared to last year. We attribute this decrease in bed usage to the pandemic and following CDC guidelines. Oxford Street Shelter was affected by COVID-19 this year. Our shelter was closed to all new intakes entering our system, when these individuals presented for assistance they were referred to area motels for shelter by our General Assistance staff.

The Family Shelter is the largest shelter for families in the State of Maine. The Family Shelter provides temporary housing to families with children under the age of 18. It offers both preventative services for families at risk of experiencing homelessness and support services to assist families in locating housing

and achieve stability. Combined, there is a total capacity of 146 beds in an apartment style living environment. The Family Shelter provided shelter for 145 families consisting of 486 individuals for a total of 43,878 bed nights. The Family Shelter was also affected by COVID-19 this year. Our shelter was closed to all new intakes entering our system and were referred to area motels for shelter and for quarantine purposes. Our overall numbers are slightly lower than last year's due to COVID-19 hotel placements.

While our Health and Human Services Department, Social Services Division saw lower shelter utilization this year due to COVID restrictions, CDC guidelines and the requirements regarding travel required hotel utilization. With homelessness defined as an emergency under general assistance statutes, individuals and families were placed into area hotels utilizing general assistance vouchers. 377 unduplicated individuals were assisted through hotels with general assistance vouchers.

In addition to operating the City of Portland's Oxford Street Shelter, The Portland Exposition Building, The City of Portland's Family Shelter and providing assistance to area hotels for those referred to General Assistance, the Social Service Division also operated a quarantine shelter for all other Portland Shelters. This was located at 56 Chestnut Street and was for Person(s) Under Investigation and Positive COVID Cases. Staff provided monitoring of the building and partnered with Medical staff through Northern Home HealthCare to provide screening and telehealth services. To this date 82 individuals have been served at this facility.

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

Foster Care: Maine DHHS oversees foster care and contracts with The Opportunity Alliance (TOA) to help youth & families develop healthy transition plans to help youth aging out obtain TH, PH, PSH, or remain in care until they finish their education. TOA & the Teen Shelter work to prevent & actively monitor whether teens are discharged from foster care to the streets or shelters & advocate with Maine DHHS for improved policies and resources. Youth can remain with their foster parents past age 21 to complete their education.

Health Care: Preble Street, through a collaboration with Maine Medical, has opened a triage medical clinic whose goal is to bring unserved homeless and low-income individuals into low barrier medical care (wound management, basic screenings, etc.) and connect them with primary care. Portland's FQHC, Greater Portland Health, has also opened an office near the shelter that offers primary and mental health care for unserved, homeless populations which include walk in hours every day at 9am and 1pm. Additionally, the Oxford Street Shelter has collaborated with the Portland Fire Department to create a Paramedicine program to assist guests with medical needs within the shelter and the neighborhood. The

paramedic on duty also helps triage medical emergencies and assists with administering Narcan and addressing overdoses.

Mental Health: 2 of Maine's publicly-funded MH hospitals have a discharge planning process that begins at admission & is pursued during the hospital stay to connect clients back to community supports & housing. A treatment team works with clients and community partners to identify community-based housing & services needed. Maine DHHS' top priority is to use BRAP (TH vouchers) to house those being discharged from psychiatric hospitals. Portland homeless providers have regular discharge meetings with hospitals for "difficult to discharge" patients.

Corrections: The Portland CoC and the Statewide Homeless Council (SHC) oppose any policy language allowing the release to a shelter or the streets, for any length of time. Maine Department of Corrections (DOC) goal is to not release to shelters but no written policy exists yet.

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

Homeless prevention: The Family Shelter utilizes crisis intervention, case management and advocacy, to prevent homelessness for 3 families, or 10 individuals. Due to COVID-19 and our shelter being closed to new clients, including prevention cases, they were referred to our General Assistance program. Likewise at Oxford Street Shelter through the Emergency Shelter Grant they prevented 2 individuals from becoming homeless.

Permanent Housing: The Family shelter placed 88 families into permanent housing without a subsidy, 3 families were reunified with other family, 2 families secured a Shelter+Care Subsidy, 3 families secured a Housing Choice Subsidy, and 7 families secured a STEP Voucher. Of the 188 families that entered the Family shelter in 2018, 161 were successfully placed into permanent housing. Likewise the Oxford Street Shelter staff located permanent housing for 147 homeless individuals, 116 men and 31 women, (including 5 Veterans and 31 chronically homeless individuals). Our housing retention program follows those who have been long term homeless after they are housed to ensure increased housing stability.

Initiatives:

The Long Term Stayer Initiative is a State-wide effort to end homelessness for those individuals who have been homeless 180 days or more during the year. The Long Term Stayer Initiative is based on the theory that if the program is successful in securing housing for individuals who are chronically homeless, it will create capacity in the shelters and free up resources that can be made available for others. At Oxford Street Shelter, a significant portion of housing resources are prioritized for those who have been

in the shelter the longest and those that are assessed to be more vulnerable.

The goal of the ESG program is to help people who become homeless by quickly moving them into permanent housing and to also prevent individuals and families living in the City of Portland from becoming homeless in the first place. By using ESG in the shelters, and in the community it helps ensure individuals and families do not become Long Term Stayers. When a family or individual is enrolled in ESG, we work quickly to identify any barriers to self-sufficiency. Once barriers are identified they are addressed. In PY2019, 158 individuals received a wide range of comprehensive housing related services, including: full assessments to identify barriers to housing and housing stability, connection to appropriate mainstream resources in the community, employment and training opportunities, as well as at least three months of follow-up services after housing placement. Of the 158 enrolled in the program this year: 57 individuals were rapidly re-housed, 26 families or 89 individuals received essential services and 2 individuals or 3 families (10 individuals) for a total of 12 individuals who were prevented from becoming homeless.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

Public Housing Program & Facilities: In FY2020, PHA's Public Housing Program housed 43 new families & administered 23-unit transfers. Of the 43 new lease-ups, 11-qualified as previously homeless. PHA is not currently scored under HUD's Public Housing Assessment System as it is currently converting its entire portfolio under either HUD's Residential Assistance Demonstration or Section 18 Demo/Dispo Program to bring in substantial new capital to enhance all its properties over the next few years. In FY2020, 273 applicants were called in off the waiting list, 96 were determined to be eligible. At the end of the fiscal year, there were 1,352 applicants on the Public Housing waiting list. In regard to lease enforcement & evictions, 49 evictions were filed, resulting in 9 tenants moving out & 40 placed on probation.

Public Housing & Redevelopment: The new construction of Solterra at 58 Boyd St. is nearly complete. The building has 55 units, half of the units will be subsidized with project-based vouchers. The project is financed with Low Income Housing Tax Credits & other state & local resources. PHA's Front St. redevelopment project has finalized its design plans & financing plan to be redeveloped in two Phases. The planning board gave its approval for both phases last July. Phase 1, the 28 units on the East side of Presumpscot Street and including the community building, has received HUD Section 18- Demo/Dispo approval and issued a relocation notice to residents. PHA's Resident Transition Specialist has been meeting one-on-one with families at Front Street to help them with their relocation needs. Upon completion, all residents will be invited to return, and Phase II will begin with 22 units of residents in Front Street "West" relocating to the completed Phase I. The third phase is an eight-unit homeownership project which is in the planning stage. The plan will add 65 new units of affordable housing.

HUD Rental Assistance Demonstration Program (RAD): In November 2018, PHA received HUD approval for its application for a RAD conversion. The plan called for conversion & renovation of 945 units to the HUD Section 8 platform. One RAD conversion has taken place for 155 Anderson Street, which was a straight conversion with no financing. Three other properties in the first phase may proceed under the Demo/Dispo program, like Front Street I & II, but be rehabbed and not demolished, with most of the residents able to remain in place. Two (Riverton Park and Washington Gardens) have applications pending with HUD and one (Harbor Terrace) is still under study. These first 4 properties will rehab 367 units and bring a few more units which are currently in special use back to residential use. Planning for the remaining phases of the RAD conversion will be ongoing for the next 5 to 8 years. Also in planning is the conversion of some scattered sites under Section 18 and the market rate sale of a solo condo unit. The next two properties for repositioning will include historic preservation of Sagamore Village, now listed on the Historic Register, and Franklin Towers which is in the process of being recognized. The final phase will involve significant redevelopment of PHA's East Bayside properties.

Safety & Security: The safety & security of PHA residents remains a high priority. Franklin Towers

continued to be the primary challenge due to its location in the downtown and Riverton Park, due to recent issues. In FY2020 we continued to provide additional private security & aggressive lease enforcement which improved conditions. PHA continues its strong partnership with the Portland Police Department. Quarterly meetings between PPD & PHA staff are held to discuss problems & strategies. The community policing substations within PHA properties continue to have a very positive impact on the safety & security of our residents.

Capital Improvements in Public Housing: During FY2020 capital improvements focused on the designing new elevators for Franklin Towers and Harbor Terrace, replacement of mixing valves and water storage tanks at and an electrical bus bar at Franklin Towers, as well as apartment renovations & and the systematic replacement and upgrade of smoke/co detector installations across all sites.

Public Transit: During FY2020 over 90 residents per month took advantage of PHA's bus pass program that began in FY2016. The program provides discount monthly bus passes to Portland's METRO bus system. Revenue from the PHA vehicle registration fee charged to tenants is used to subsidize the bus pass program. Due to changes in Portland's Metro system allowing for reduced rates for most our residents, the bus pass program has now been ended.

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

The PHA Board of Commissioners continued its effort to hold Board meetings at the developments in order to hear comments and concerns directly from residents up until the Covid19 crisis. Meetings were held at several sites to keep residents informed about the conversion from public housing to RAD, the timing, and any changes they can expect. The Tenants Council became more active at Franklin Towers during FY19, staff attended several meetings to discuss safety and PHA policy.

Portland Invest Health: PHA continued its participation in the National Invest Health Initiative. Working with the Portland Invest Health Leadership team of PHA, United Way of Greater Portland, City of Portland and Maine Health, PHA and residents of Sagamore Village have undertaken a process to identify areas and develop strategies to increase health outcomes for the neighborhood. Several meetings were held, and a major strategy is the need to redevelop the community building in Sagamore Village to allow more program space and facilitate resident participation. These plans will be used in this community's upcoming renovations. Many of the concepts and goals have been incorporated into PHA's work on plans for Riverton Park Community which will involve major expansion of its Community Center and programing.

The Covid19 crisis has hit PHA's residents very hard in 2020. Many of its families lost jobs. Even though PHA was forced to close its doors and encourage more than half its staff to work from home. The staff worked diligently to adapt to the challenge. PHA embraced tech solutions and adjusted rents, kept properties clean and safe, assisted with tech solutions for children to continue to learn and for seniors to access telehealth, school lunches were provided, food bank

and other meals delivered. Residents were kept informed and safe.

Actions taken to provide assistance to troubled PHAs

N/A

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City is undertaking a task titled "ReCode Portland", which is the first rewriting of the City's Land Use Code in over 40 years. ReCode Portland will align the City's Comprehensive Plan with its Land Use Code. As currently written, the Code does not foster the residential density needed around nodes and corridors to support more robust public transit, it has not created the range of housing types the city needs to support access for residents of all incomes and ages, and it requires residential parking levels that do not reflect household vehicle ownership rates.

The current parking ordinance requires two parking spaces per residential dwelling unit, which can serve as a barrier to mixed-use or residential development as developers attempt to accommodate parking on-site. Per the Census Bureau, statistics show Portland households had a vehicle ownership rate of 1.34 vehicles per household in 2015 and that drive alone commute rates in the city are decreasing. At the ReCode Committee's request, the draft off-street parking article includes an exemption for multi-family housing within ¼ mile of fixed transit.

The Planning Board recently amended the zoning map to establish consistency with the Comprehensive Plan to allow for greater residential density. An existing R-6 zone located along a major transit corridor allows a density of one unit per 725 SF of lot area. A rezoning to B-2b allows housing at a density of one unit per 435 SF and allows first floor restaurant and office uses by right. Additionally, the B-2b zone has no lot coverage limits or required open space ratio, and the setbacks are considerably smaller than the R-6 zone.

Another barrier to affordable housing development is the availability of land. This year, the City issued three Requests for Proposals for the creation of affordable housing on surplus and tax acquired property. Five submission responses propose to create from 122 to 142 units of low and market rate housing within a range of housing types from rental to homeownership units within condominiums, co-operative housing, single-family homes, accessory dwelling units, and apartment buildings. More than seventy-five percent of the units would be affordable from 50% AMI to 120% AMI. The City is reviewing an additional five lots for disposition for affordable housing development.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

In the City of Portland the majority of allocations for PY2019 addressed underserved needs of the City, including:

- Food- 768,798 soup kitchen meals to 1,688 persons and 121,585 community meals to 5,314 community members.
- Safety- community policing coordinators served four neighborhoods which assisted

6,797 persons through 9753 hours of service

- Shelter-13,901 bed nights to 176 women and 5,638 bed nights to 126 to homeless teens.
- Child care- 35 low to moderate income families providing 314.4 weeks of subsidized child care.
- Support for persons with Mental Illness- 2660 people received 2660 support sessions with a peer coach.
- Homeless Outreach- 678 homeless persons received support and resources from an outreach team 10,852 times. 92 individuals received 6,617 sessions of housing case management. 277 individuals received 693 hours of medical care from the mobile medical outreach team at the shelter.
- Tenant Based Rental Assistance – 153 families received short term rental assistance, security deposits and utility payments.
- Microenterprise assistance: 70 people received assistance in starting their own businesses, of which 6 business were created.
- Job creation- 9 net new jobs were created by a local for-profit businesses through the City's business assistance program.
- Employment Training – 1,186 low to moderate income adults received 585 hours of teaching and advising services, and 22 credential translations

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Hazard Control Grant. The control and elimination of lead-based paint remains a critical focus of the City of Portland and over the years, 480 units have been made lead-safe in Portland. Within the Lead Hazard Reduction grant program, Portland has effectively and successfully addressed lead hazards that are prevalent in the City's older housing stock. In January 2020, the City was awarded another round of funding for the next 3.5 years, allowing the efforts to combat childhood lead poisoning to continue.

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

The 2019-2023 Lead Hazard Control grant from HUD will complete lead hazard control work in 100 units within Cumberland County. In partnership with the City's Permitting and Inspections Department, a Healthy Homes assessment is also performed on all qualifying units. With additional funding from the grant, code violations and other health and safety issues (aside from lead) can be addressed.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Through the City's HOME program housing opportunities are provided for individuals and families at varying income levels. CDBG funds are used to focus on child care, mental health, and future employment opportunities.

For those who own their own homes, we have an Owner Occupied Rehabilitation program. This program is targeted to low and moderate-income homeowners many of whom are elderly and/or disabled. Rehabilitation enables owners to remain in their homes. Over the last year \$159,853.24 in HOME funds were spent on the owner-occupied rehabilitation program in the City of Portland and throughout Cumberland County; \$54,733.50 were spent in the City of Portland and \$105,119.74 were spent in Cumberland County.

HOME funding was made available for tenant based rental assistance targeted at individuals or households residing in homeless shelters earning less than 30% of the area median income and is designed to prevent homelessness or rehouse those in need. \$179,099.16 was expended on short term tenant based rental assistance (rent, security deposits, utility deposits) for 129 households who were either homeless or in danger of becoming homeless.

Portland and Cumberland County have a shortage of affordable rental units. For that reason HOME funds are used to build new and rehab existing units to create affordable rental housing for low and moderate-income families and individuals. Five developments are underway and should be completed during PY 2020 and 2021.

In order to climb out of poverty an individual needs more than just housing, they need stable work and families need child care. During the PY2019, CDBG funds were used to provide child care vouchers which served 35 families and provided 314.4 weeks of subsidized child care. This assistance helped provide a stable environment for the child while the parent obtains or maintains employment, applies for a state funded voucher, seeks mental health and substance abuse services, or other challenge that could jeopardize other program subsidies or their ability to maintain employment.

The City of Portland is dedicated to economic development through job training, job creation, business assistance and façade improvements. The City has put policies in place that will help to increase the coordination between employers, job seekers, and employment training services. Although the CDBG program no longer has a set-aside specifically for economic development, the economic development applications tend to score high and receive full funding during the CDBG allocation process. This year, the City completed business assistance and microenterprise creation programs that created 8 net new jobs. Additionally the City of Portland's new Office of Economic Opportunity, continued its efforts specifically targeted at helping New Americans and those who are hard to employ find work.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City is continually evaluating and improving our priority setting process by engaging various community members, stakeholders, applicants and experts. In the development of the 2016-2020

Consolidated Plan the City held several meetings with community members, social service providers, various stakeholders, and industry experts. The purpose of these meetings was to create a cohesive set of needs, goals, and priorities for the next five years. These goals and priorities were approved by the City Council in the fall of 2015 and implemented into the City's 2016-2020 Consolidated Plan. Since this time, City staff have continued to work with community members and other stakeholders to monitor the success of these goals and offer minor priority changes in order to keep the City on track toward its 2020 goals. Prior to the 2015 reorganization of goals and priorities, the City had done extensive work to evaluate the needs of our community. A Working Group in 2013 focused on improving the City's use of CDBG funds. Prior groups such as the Priorities Task Force of 2012, the Priorities Task Force of 2008, the HCD Task Force of 2007, and the Shapiro-Boxer Memo to the City Manager in June of 2006 were all part of an ongoing process that has been examining and improving how Portland utilizes CDBG funds.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

Over the last year the City of Portland carried out its Housing and Community Development Plan in partnership with the other management and delivery entities for housing and community development activities. These organizations include the City's Housing and Community Development Division, Social Services Division, the Portland Housing Authority and a network of individual non-profit housing and social service providers.

City of Portland Housing and Community Development Division administers the City's new construction program and was responsible for overseeing the budget and distribution of the City's CDBG, HOME and ESG entitlement funds. In addition, the division was responsible for the development of the Five-Year Consolidated Plan, Annual Action Plan and CAPER.

City of Portland Social Services Division administers the General Assistance Program, the City's emergency shelters for single male adults and families, transitional housing facilities, housing location services, job readiness training and employment services and several other support activities in coordination with non-profit housing and social service agencies. The Social Services director manages the Continuum of Care.

Portland Housing Authority owns and manages numerous public housing developments with over a 1,174 dwelling units and administers over 1,934 HUD Section 8 rental subsidies. PHA is a partner in the Family Investment Center and funds other resident initiatives to improve residents' skills and education. PHA also oversees the modernization of its developments to improve their livability.

Non-Profit Housing and Social Service Agencies play a large role in directly providing housing and services to low income and special needs populations throughout Portland and Cumberland County. Many outside organizations are funded through the City of Portland's CDBG Program or are part of the Continuum of Care, managed by the Social Service Division.

Working collaboratively, these entities implemented the City's Housing and Community Development Plan. The system's strengths include the collaborative manner in which these diverse groups work together to maximize available resources. Portland is a large enough City to have many institutional resources, yet small enough to be able effectively communicate and collaborate.

Currently there are no gaps in types of housing and services, but there is a lack of adequate amounts of both due to insufficient resources. The City and its partners will continue to seek additional resources to improve the system's ability to meet community needs.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City is committed to minimizing the impediments to fair housing choices and will continue to work with housing developers and housing providers to address any found impediments. In 2013, the City Council approved an updated Analysis of Impediments (AI) to Fair Housing which identified the following impediments to fair housing choice: geographic concentrations of race and poverty in certain neighborhoods of the city, landlords in need of information regarding fair housing/accommodations for persons with disabilities, and high cost of both rental and home ownership housing.

Recommended Actions included: Actively pursue regional partnerships that work to widen the public transportation network and provide housing opportunities for a diversity of people throughout the region, prioritize mixed income housing developments, promote the development of affordable housing in a variety of locations in Portland and work to encourage other communities in the region to develop affordable housing, set-up a City tenant-based rental assistance program, create a partnership with the Cumberland County Community Development Office and local landlord associations to provide landlord awareness workshops, set up a housing liaison system to resolve landlord/tenant issues. The City then worked with Regional partners to create and adopt a regional Analysis of Impediments. As a result Portland benefited from the assistance and collaboration of the communities and partners and better met its requirements under the Federal Fair Housing Act.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

For social service programs, our staff ensures compliance on a monthly or quarterly basis through Performance Reporting and Fund Requisitions or Invoices from each Agency. Staff tracks the units of service, number of clients served, and the income level of those clients. Staff also tracks the disbursements and revenues of each agency. This ensures that each agency is using the Grant for the proposed use in the signed contract. In addition, staff implemented on site monitoring half way through the program year to monitor financial, employee, and reporting policies and procedures, this gave staff and subrecipients that opportunity to address any performance measure issues and create a remediation plan.

For development activity projects, federal requirements are included in every contracts. Staff conducts environmental reviews for all projects, and where applicable receives the appropriate approval from the State Historic Preservation Office. Davis Bacon requirements, and Section 3 when applicable, are explained to each sub-recipient and staff presents the information and reporting requirements to contractors and sub-contractors. Before payment is released each project must submit a request for payment, supporting invoices from subcontractors and correct Davis Bacon paperwork. Onsite inspections are also typical prior to the release of funds.

CDBG and HOME housing projects are monitored regularly to ensure that rent levels, income guidelines and occupancy are being met. The City established a new Multi-Family Policies and Procedures Manual which includes a policy for monitoring the operation phase of each project. The policy includes a process for monitoring Owner occupied properties through an annual mailing to ensure occupancy and tenant requirements are being met. On-going monitoring of large multi-family rental projects is critical to the long term success of the program and insures that projects serve the intended population. Monitoring allows the City to identify any financial challenges to project success while there is time for constructive intervention. Typically tenant income certifications are completed in the spring. The City executed a Memorandum of Agreement with MaineHousing, who will be completing on-site inspections (including inspection of all HOME assisted units as well as common areas and exterior of each property) on behalf of the City of Portland and the Cumberland County Home Consortium. In addition, the City streamlined their yearly desk monitoring package and implemented a new data collection system this summer. The program will allow HCD staff to evaluate risk more effectively and schedule on-site visits as needed.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to

comment on performance reports.

The City continues to use the traditional method of providing reasonable notice & opportunity to comment on performance reports or participate in public meetings through advertisements in the newspaper & postcard mailings. City Staff have also started to use social media & the City's website as a way to get reach a larger audience. Staff also work with the City's Communications Director to do press releases & appearances on the local cable access channel. City staff also strive to provide documents in multiple languages, an interpreter, or technical assistance when needed.

The City of Portland strongly encourages citizen participation in the CDBG, HOME & ESG allocation process. The City follows the guidelines written in our Citizen Participation Plan. The public is given an opportunity to learn about the programs & budgets as well as speak at the following meetings: District meetings in the fall, CDBG Allocation Committee meetings, ESG meetings at the Maine Continuum of Care & Emergency Shelter Assessment Committees, Housing Program Budget meeting at the Council's Housing Committee, & two public hearings in March & April with the full City Council. Additionally, staff encourage any member of the public that has questions about the programs or budgets to set up a meeting with staff.

This year staff teamed up with the City's executive branch to host the well-established district meetings. The decision was made to co-host these meetings as a way to reach residents that do not normally attend the community development meetings. The meetings informed the public of CDBG & HOME programs & services available to them. The meetings also helped to gather public comment & input on the needs in our community.

Due to the COVID-19 pandemic the City of Portland was unable to fully participate in Community Development week in April, canceling all In person meetings and outreach events due to the health and safety of our community. In lieu of in person outreach events, the City of Portland increased our social media presence to relay information and facts about our programs. Additionally, interactive surveys were created to receive input on the needs of our community.

For CDBG, there was a mandatory applicants meeting to inform all potential CDBG applicants of the information needed to apply for CDBG funding. The CDBG Allocation Committee met ten times. Each meeting was advertised on the City calendar & website. The committee reviewed & discussed CDBG applications at these meetings. HOME funds were reviewed & discussed at a Housing Committee meeting. Priorities & funding allocations were reviewed & approved at these meetings. Public comment, if any, was taken. The Emergency Solutions Grant was presented & discussed at the Emergency Shelter Assessment Committee meetings. Emergency Shelter Assessment Committee voted to approve the funding allocations & priorities unanimously. The funding allocations & action plan were advertised in the paper. The entire Action Plan, including estimated budgets for CDBG, HOME & ESG were presented to the City Council at the March 18 & April 17 Council Meetings.

Prior to submission of the Consolidated Annual Performance Evaluation Reports (CAPER), the City makes it available on the City website so citizens & public agencies, as well as other interested parties, can view the document. A notice of availability of the report is published in the local daily newspaper. A reasonable number of free hard copies are made available for review at City Hall in the Housing & Community Development Office.. There is a 15 day comment period for the Consolidated Annual Performance Evaluation Reports (CAPER).

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

In the past, the City of Portland has spread its federal funds thinly between social service agencies and sidewalk and park projects, balanced between the eligible districts. While this method succeeded in keeping neighborhoods and District Councilors relatively content by distributing a small amount of money for a multitude of projects, it dilutes the effectiveness of available funding, and has not allowed the Community Development grant to make a significant impact in any one area of need or area of the City. The program would have a bigger impact if funds were focused by strategic issues and by geographic location.

For the reasons listed above the City has created a public infrastructure target area. The first target area was identified as the Bayside and East Bayside Neighborhoods. The goal is to improve sidewalks, lighting, safety, and street scape aesthetic in a concentrated areas that was in much need of improvements before moving on to another neighborhood. By concentrating the public infrastructure funds in one area, the City has been able to leverage more private investment and economic development in this section of the City.

Although the City's HOME program, CDBG economic development programs and social service programs are not targeted towards a specific neighborhood, many of the funds from these programs are being utilized in the Bayside and East Bayside neighborhoods.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

Yes

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

In 2007, the City of Portland applied for HUD funds in an amount of \$1.8 million in Brownfields Economic Development Initiative (BEDI) and \$10.2 million in Section 108 loan funding. The funds were awarded in February 2008. The combined \$12 million will revitalize the distressed area of Bayside by stimulating residential and commercial economic development activities and creating jobs. To date, Portland has invested \$1,993,000 of combined BEDI/108 funds in the following types of activities:

- a.) Acquire and relocate one scrap yard,
- b.) Public infrastructure upgrades to support Whole Foods, a large-scale specialty grocery store and
- c.) Public-private partnership. As part of the revitalization efforts in Bayside, in 2012, the City underwent

negotiations with Federated Companies to purchase seven parcels of city owned property to establish a public-private partnership to support Section 108 funds investment in construction of an 840 parking space garage with 43,000 sq. ft of at grade retail/commercial space. The construction of the parking garage is intended to leverage additional private sector mixed use investment in Bayside. Unfortunately, there is a lawsuit between the City of Portland and Federated Companies which has interfered with the City's ability to move forward with this partnership. The city hopes to resolve the lawsuit in order to move forward with construction of the planned parking garage. City staff will keep HUD officials informed of the city's progress to move forward with this investment.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

CDBG and HOME Housing Projects are monitored regularly to ensure that rent levels, income guidelines and occupancy are being met. Owner Occupied properties are monitored through annual mailing to ensure owner occupancy and tenant occupancy requirements are being met. On-going monitoring of large multi-family rental projects protects the investment of public resources by insuring that each project is in compliance with the requirements of the funding source. Monitoring insures that the projects serve the intended population and physically maintain a quality housing resource. Monitoring allows the City to identify any financial challenges to project success while there is time for construction intervention. Per a Memorandum of Agreement with MaineHousing, on-site inspections are conducted by MaineHousing staff and the results are reported to the City of Portland/Cumberland County HOME Consortium. Site inspections were completed at 409 Cumberland, Bayside East, Blackstone Apartments, Florence House, Motherhouse, Pearl Place II, Steeple Square, Unity Village at Bayside, and Yale Court. Any issues detected were addressed. HUD provided statutory suspensions and regulatory waivers in response to the COVID-19 pandemic. One of the waivers is applicable to ongoing periodic on-site inspections and is in effect through December 31, 2020. The City of Portland utilizes a database to track HOME-assisted affordable housing development projects. The database tracks all project data from project name and address, to developer and property manager contact information, as well as tenant monitoring and site inspection completion dates. It is sorted by date to identify the projects due for a site inspection. A list will be provided to MaineHousing on an annual basis.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City of Portland/Cumberland County HOME Consortium (CCHC) requires developers receiving HOME funds for new construction to provide a copy of their Affirmative Marketing Policy. Additionally, the Housing and Community Development office is updating its Policies and Procedures and will be recommending a new Affirmative Marketing Policy with other program policy and procedure updates in 2019.

The City/CCHC will continue its efforts to serve minority and female-heads of households with its programs. The City/CCHC broadly markets its housing rehabilitation programs by advertising in local newspapers, radio public service announcements, press releases, and the local cable access channel and on the city's website, the County Community Development Office website, and the websites of several of the CCHC member communities. Technical assistance for small, woman or minority owned businesses is available through the City's Economic Development Department.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

During the PY 2019 \$194,570.76 in HOME program income was receipted in IDIS for both the City HOME funds and the County HOME funds. The attached Schedule of HOME Program income details the program income received on a monthly basis for both the City and County. Program income funds are tracked on a monthly basis through the City's accounting system. Program income is budgeted yearly as a part of the annual budget process and budget allocations are reported to HUD in the Annual Action Plan. \$217,787.93 of program income was expended throughout 2019-2020. This expenditure is reflected in various housing rehabilitation projects completed during the program year. Four projects were funded in whole or in part with HOME program income in our Owner Occupied Rehab Program. Of those projects, two were white female headed households, and two were white male headed households.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Portland administers housing programs for the new construction of rental housing throughout Cumberland County. The Cumberland County HOME Consortium (CCHC) is a partnership between the City of Portland and the communities of Cumberland County. The goal of the consortium is to expand financial resources for various eligible affordable housing activities in the region. While the City of Portland has traditionally received an annual allocation of HUD HOME funds, those funds have not been available to the communities of Cumberland County. The City of Portland retains independent operation of its HUD HOME program and acts as lead entity for consortium activities.

The City of Portland and the Cumberland County HOME Consortium provides a significant portion of its annual HOME allocation to affordable housing development. Funds are made available through an application process. Five projects are currently under construction. The City is committed to the creation of new affordable housing. The goal is to encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.

Within the past two years the Planning Department has created or revised a wide variety of ordinances

to help promote additional housing development and preserve housing affordability. Several zoning changes were approved to help minimize the barriers to building affordable housing, including changes to the B2 zone to increase allowed housing densities to 100 units/acre and revisions to the R6 zone that would increase density from 45 to 60 units/acre, reduced parking requirements and reduced minimum lot sizes. Parking requirements were reduced for residential uses in the B3, B5, B6 and B7 business zones. Revisions in the B1 and B2 business zones eliminated residential density limits. Housing height limits were increased from 45' to 60' in certain areas of the City. In addition the City expanded projects that qualify for density bonuses associated with the creation of affordable housing.

In 2016, the City Council passed a Tenant Housing Rights Ordinance aimed at providing additional education and protections for tenants. The ordinance established a Rental Housing Advisory Committee (RHAC) which began meeting in September of 2019. One of the first policy recommendations made by the RHAC included a ban on rental housing application fees. While the Portland City Council did not support the RHAC proposed language, they did adopt an ordinance amendment which restricts the allowable amount of rental application fees, among other changes.

Following the implementation of the City’s new Comprehensive Plan in 2017, the City is in the process of rewriting the land use zoning code. Portland’s Land Use Code includes zoning, historic preservation, site plan and subdivision standards, environmental regulations, affordable housing provisions, and more.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	PORTLAND
Organizational DUNS Number	071747802
EIN/TIN Number	016000032
Identify the Field Office	BOSTON
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	

ESG Contact Name

Prefix	Mr
First Name	Aaron
Middle Name	0
Last Name	Geyer
Suffix	0

CAPER

39

Title Social Services Administrator

ESG Contact Address

Street Address 1 196 Lancaster Street
Street Address 2 0
City Portland
State ME
ZIP Code 04101-
Phone Number 2074825131
Extension 0
Fax Number 0
Email Address aeg@portlandmaine.gov

ESG Secondary Contact

Prefix Ms
First Name Mary
Last Name Davis
Suffix 0
Title HCD Director
Phone Number 2078748711
Extension 0
Email Address mpd@portlandmaine.gov

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2019
Program Year End Date 06/30/2020

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name
City
State
Zip Code
DUNS Number
Is subrecipient a victim services provider
Subrecipient Organization Type
ESG Subgrant or Contract Award Amount

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	6
Children	6
Don't Know/Refused/Other	0
Missing Information	0
Total	12

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	100
Children	46
Don't Know/Refused/Other	0
Missing Information	0
Total	146

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total 158
Adults	106
Children	52
Don't Know/Refused/Other	0
Missing Information	0
Total	158

4d. Street Outreach

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	
Children	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	
Female	
Transgender	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	
18-24	
25 and over	
Don't Know/Refused/Other	
Missing Information	
Total	

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans				
Victims of Domestic Violence				
Elderly				
HIV/AIDS				
Chronically Homeless				
Persons with Disabilities:				
Severely Mentally Ill				
Chronic Substance Abuse				
Other Disability				
Total (unduplicated if possible)				

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units – Rehabbed	
Number of New Units – Conversion	
Total Number of bed - nighths available	
Total Number of bed - nights provided	
Capacity Utilization	

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	65,613	64,150	27,865
Subtotal Homelessness Prevention	65,613	64,150	27,865

Table 13 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	55,200	54,200	0
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	55,200	54,200	0

Table 14 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Essential Services	28,327	27,000	52,064
Operations	0	0	0
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	28,327	27,000	52,064

Table 15 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2017	2018	2019
Street Outreach	0	0	0
HMIS	12,092	11,781	12,065
Administration	0	0	0

Table 16 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2017	2018	2019
	161,232	157,131	91,994

Table 17 - Total ESG Funds Expended

11f. Match Source

	2017	2018	2019
Other Non-ESG HUD Funds	0	0	0
Other Federal Funds	0	0	0
State Government	0	0	0
Local Government	1,142,387	857,165	1,284,526
Private Funds	0	0	0
Other	0	0	0
Fees	0	0	0
Program Income	0	0	0
Total Match Amount	1,142,387	857,165	1,284,526

Table 18 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2017	2018	2019
	1,303,619	1,014,296	

Table 19 - Total Amount of Funds Expended on ESG Activities

HUD ESG CAPER FY2020

Grant: **ESG Portland - ME - Report Type: CAPER**

Report Date Range
7/1/2019 to 8/30/2020

Q01a. Contact Information

First name **Aaron**
 Middle name
 Last name **Geyer**
 Suffix
 Title **Director**
 Street Address 1 **186 Lancaster**
 Street Address 2
 City **Portland**
 State **Maine**
 ZIP Code **04101**
 E-mail Address **aeg@portlandmaine.gov**
 Phone Number **(207)482-5131**
 Extension
 Fax Number **(207)775-7911**

Q01b. Grant Information

As of 9/11/2020

Fiscal Year	Grant Number	Current Authorized Amount	Total Drawn	Balance	Obligation Date	Expenditure Deadline
2020	E20MC230003	\$166,383.00	\$0	\$166,383.00	7/8/2020	7/8/2022
2019	E19MC230003	\$160,873.00	\$91,984.00	\$68,879.00	8/13/2019	8/13/2021
2018	E18MC230003	\$157,131.00	\$157,131.00	\$0	8/22/2018	8/22/2020
2017	E17MC230003	\$161,280.00	\$161,280.00	\$0	10/19/2017	10/19/2019
2016	E16MC230003	\$161,232.00	\$161,232.00	\$0	7/22/2016	7/22/2018
2015	E15MC230003	\$161,834.00	\$161,834.00	\$0	7/17/2015	7/17/2017
2014	E14MC230001	\$150,336.00	\$150,336.00	\$0	6/24/2014	6/24/2016
2013	E13MC230001	\$123,159.00	\$123,159.00	\$0	8/9/2013	8/9/2015
2012						
2011						
Total		\$1,242,228.00	\$1,008,968.00	\$235,262.00		

ESG Information from IDIS

CAPER reporting includes funds used from fiscal year:

2019

Project types carried out during the program year

Enter the number of each type of projects funded through ESG during this program year.

Street Outreach	0
Emergency Shelter	1
Transitional Housing (grandfathered under ES)	0
Day Shelter (funded under ES)	0
Rapid Re-Housing	1
Homelessness Prevention	2

Q01c. Additional Information

HMIS

Comparable Database

Are 100% of the project(s) funded through ESG, which are allowed to use HMIS, entering data into HMIS?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes
Are 100% of the project(s) funded through ESG, which are allowed to use a comparable database, entering data into the comparable database?	Yes
Have all of the projects entered data into Sage via a CSV - CAPER Report upload?	Yes

Q04a: Project Identifiers in HMIS

Organization Name	Organization ID	Project Name	Project ID	HMIS Project Type	Method for Tracking ES	Affiliated with a residential project	Project IDs of affiliations	CoC Number	Geocode	Victim Service Provider	HMIS Software Name	Report Start Date	Report End Date	CSV Exception?	Uploaded via emailed hyperlink?
City of Portland	231	City of Portland - Family Shelter ESG: Homelessness Prevention	859	12				ME-500	232484	0	ServicePoint	2019-07-01	2020-06-30	No	Yes
City of Portland	231	City of Portland - Family Shelter ESG: Essential Services	858	1	0			ME-500	232484	0	ServicePoint	2019-07-01	2020-08-30	No	Yes
City of Portland	231	City of Portland - Oxford Street ESG RRH	852	13				ME-500	232484	0	ServicePoint	2019-07-01	2020-06-30	No	Yes
City of Portland	231	City of Portland - Oxford Street Homeless Prevention	1072	12				ME-500	232484	0	ServicePoint	2019-07-01	2020-06-30	No	Yes

Q05a: Report Validations Table

Total Number of Persons Served	214
Number of Adults (Age 18 or Over)	129
Number of Children (Under Age 18)	83
Number of Persons with Unknown Age	2
Number of Leavers	154
Number of Adult Leavers	99
Number of Adult and Head of Household Leavers	99
Number of Stayers	60
Number of Adult Stayers	30
Number of Veterans	4
Number of Chronically Homeless Persons	7
Number of Youth Under Age 25	6
Number of Parenting Youth Under Age 25 with Children	1
Number of Adult Heads of Household	104
Number of Child and Unknown-Age Heads of Household	1
Heads of Households and Adult Stayers in the Project 365 Days or More	19

Q06a: Data Quality: Personally Identifying Information (PII)

Data Element	Client Doesn't Know/Refused	Information Missing	Data Issues	Total	% of Error Rate
Name	0	0	0	0	0.00 %
Social Security Number	109	1	4	114	53.27 %
Date of Birth	0	3	0	3	1.40 %
Race	0	0	0	0	0.00 %
Ethnicity	0	0	0	0	0.00 %
Gender	0	3	0	3	1.40 %
Overall Score				114	53.27 %

Q06b: Data Quality: Universal Data Elements

	Error Count	% of Error Rate
Veteran Status	0	0.00 %
Project Start Date	0	0.00 %
Relationship to Head of Household	15	7.01 %
Client Location	0	0.00 %
Disabling Condition	2	0.93 %

Q06c: Data Quality: Income and Housing Data Quality

	Error Count	% of Error Rate
Destination	0	0.00 %
Income and Sources at Start	2	1.00 %
Income and Sources at Annual Assessment	19	100.00 %
Income and Sources at Exit	0	0.00 %

Q06d: Data Quality: Chronic Homelessness

	Count of Total Records	Missing Time in Institution	Missing Time in Housing	Approximate Date Started DK/R/missing	Number of Times DK/R/missing	Number of Months DK/R/missing	% of Records Unable to Calculate
ES, SH, Street Outreach	57	0	0	0	16	53	93.00 %
TH	0	0	0	0	0	0	-
PH (All)	55	0	0	0	0	0	0.00 %
Total	112	0	0	0	0	0	47.33 %

Q06e: Data Quality: Timeliness

	Number of Project Start Records	Number of Project Exit Records
0 days	14	44
1-3 Days	21	35
4-6 Days	15	15
7-10 Days	14	10
11+ Days	75	50

Q06f: Data Quality: Inactive Records: Street Outreach & Emergency Shelter

	# of Records	# of Inactive Records	% of Inactive Records
Contact (Adults and Heads of Household in Street Outreach or ES - NBN)	0	0	—
Bed Night (All Clients in ES - NBN)	0	0	—

Q07a: Number of Persons Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Adults	129	62	66	0	1
Children	83	0	73	10	0
Client Doesn't Know/ Client Refused	0	0	0	0	0
Data Not Collected	2	0	0	0	2
Total	214	62	139	10	3
For PSH & RRH – the total persons served who moved into housing	3	3	0	0	0

Q08a: Households Served

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Total Households	105	60	44	0	1
For PSH & RRH – the total households served who moved into housing	3	3	0	0	0

Q08b: Point-In-Time Count of Households on the Last Wednesday

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
January	19	2	17	0	0
April	18	2	16	0	0
July	21	3	18	0	0
October	18	2	15	0	1

Q09a: Number of Persons Contacted

	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Times	0	0	0	0
6-9 Times	0	0	0	0
10+ Times	0	0	0	0
Total Persons Contacted	0	0	0	0

Q09b: Number of Persons Engaged

	All Persons Contacted	First contact – NOT staying on the Streets, ES, or SH	First contact – WAS staying on Streets, ES, or SH	First contact – Worker unable to determine
Once	0	0	0	0
2-5 Contacts	0	0	0	0
6-9 Contacts	0	0	0	0
10+ Contacts	0	0	0	0
Total Persons Engaged	0	0	0	0
Rate of Engagement	0.00	0.00	0.00	0.00

Q10a: Gender of Adults

	Total	Without Children	With Children and Adults	Unknown Household Type
Male	71	45	26	0
Female	56	15	40	1
Trans Female (MTF or Male to Female)	1	1	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	1	1	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Subtotal	129	62	66	1

Q10b: Gender of Children

	Total	With Children and Adults	With Only Children	Unknown Household Type
Male	40	34	6	0
Female	42	38	4	0
Trans Female (MTF or Male to Female)	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	1	1	0	0
Subtotal	83	73	10	0

Q10c: Gender of Persons Missing Age Information

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Male	0	0	0	0	0
Female	0	0	0	0	0
Trans Female (MTF or Male to Female)	0	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	0	0	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	2	0	0	0	2
Subtotal	2	0	0	0	2

Q10d: Gender by Age Ranges

	Total	Under Age 18	Age 18-24	Age 25-61	Age 62 and over	Client Doesn't Know/ Client Refused	Data Not Collected
Male	111	40	2	67	2	0	0
Female	98	42	8	46	2	0	0
Trans Female (MTF or Male to Female)	1	0	1	0	0	0	0
Trans Male (FTM or Female to Male)	0	0	0	0	0	0	0
Gender Non-Conforming (i.e. not exclusively male or female)	1	0	0	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0	0	0
Data Not Collected	3	1	0	0	0	0	2
Subtotal	214	83	11	114	4	0	2

Q11: Age

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Under 5	42	0	39	3	0
5 - 12	35	0	28	7	0
13 - 17	6	0	6	0	0
18 - 24	11	6	5	0	0
25 - 34	44	11	32	0	1
35 - 44	40	18	22	0	0
45 - 54	24	17	7	0	0
65 - 61	6	6	0	0	0
62+	4	4	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	2	0	0	0	2
Total	214	62	139	10	3

Q12a: Race

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
White	63	44	16	3	0
Black or African American	140	15	123	7	3
Asian	0	0	0	0	0
American Indian or Alaska Native	2	2	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
Multiple Races	1	1	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	214	62	139	10	3

Q12b: Ethnicity

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Non-Hispanic/Non-Latino	202	56	133	10	3
Hispanic/Latino	12	6	6	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	214	62	139	10	3

Q13a1: Physical and Mental Health Conditions at Start

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults ☒	With Only Children	Unknown Household Type
Mental Health Problem	22	19	3	0	--	0	0
Alcohol Abuse	1	1	0	0	--	0	0
Drug Abuse	1	1	0	0	--	0	0
Both Alcohol and Drug Abuse	1	1	0	0	--	0	0
Chronic Health Condition	18	13	2	2	--	1	0
HIV/AIDS	1	1	0	0	--	0	0
Developmental Disability	4	4	0	0	--	0	0
Physical Disability	16	15	1	0	--	0	0

☒ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q13b1: Physical and Mental Health Conditions at Exit

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	17	16	1	0	--	0	0
Alcohol Abuse	1	1	0	0	--	0	0
Drug Abuse	2	1	1	0	--	0	0
Both Alcohol and Drug Abuse	1	1	0	0	--	0	0
Chronic Health Condition	13	11	1	0	--	1	0
HIV/AIDS	1	1	0	0	--	0	0
Developmental Disability	4	4	0	0	--	0	0
Physical Disability	10	9	1	0	--	0	0

Ⓞ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q13c1: Physical and Mental Health Conditions for Stayers

	Total Persons	Without Children	Adults in HH with Children & Adults	Children in HH with Children & Adults	With Children and Adults	With Only Children	Unknown Household Type
Mental Health Problem	4	2	2	0	--	0	0
Alcohol Abuse	0	0	0	0	--	0	0
Drug Abuse	0	0	0	0	--	0	0
Both Alcohol and Drug Abuse	0	0	0	0	--	0	0
Chronic Health Condition	4	1	1	2	--	0	0
HIV/AIDS	0	0	0	0	--	0	0
Developmental Disability	0	0	0	0	--	0	0
Physical Disability	6	5	1	0	--	0	0

Ⓞ The "With Children and Adults" column is retired as of 10/1/2019 and replaced with the columns "Adults in HH with Children & Adults" and "Children in HH with Children & Adults".

Q14a: Domestic Violence History

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	9	9	0	0	0
No	121	53	67	0	1
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	130	62	67	0	1

Q14b: Persons Fleeing Domestic Violence

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Yes	1	1	0	0	0
No	8	8	0	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	0	0	0	0	0
Total	9	9	0	0	0

Q15: Living Situation

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Homeless Situations	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	8	8	2	0	0
Transitional housing for homeless persons (including homeless youth)	0	0	0	0	0
Place not meant for habitation	48	25	23	0	0
Safe Haven	4	0	4	0	0
Host Home (non-crisis)	0	0	0	0	0
Interim Housing ☒	0	0	0	0	0
Subtotal	60	31	29	0	0
Institutional Settings	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	1	1	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	6	2	4	0	0
Jail, prison or juvenile detention facility	12	0	11	0	1
Foster care home or foster care group home	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Residential project or halfway house with no homeless criteria	1	1	0	0	0
Subtotal	20	4	15	0	1
Other Locations	0	0	0	0	0
Permanent housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Owned by client, no ongoing housing subsidy	1	1	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	0	0	0	0	0
Rental by client in a public housing unit	0	0	0	0	0
Rental by client, no ongoing housing subsidy	7	5	2	0	0
Rental by client, with VASH subsidy	0	0	0	0	0
Rental by client with GPD TIP subsidy	0	0	0	0	0
Rental by client, with other housing subsidy (including RRH)	1	1	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Staying or living in a friend's room, apartment or house	29	16	13	0	0
Staying or living in a family member's room, apartment or house	9	4	5	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected	3	0	3	0	0
Subtotal	50	27	23	0	0
Total	130	62	67	0	1

☒ Interim housing is relied as of 10/1/2019.

Q16: Cash Income - Ranges

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
No income	108	0	78
\$1 - \$150	0	0	0
\$151 - \$250	0	0	0
\$251 - \$500	4	0	7
\$501 - \$1000	10	0	10
\$1,001 - \$1,500	4	0	3
\$1,501 - \$2,000	0	0	0
\$2,001+	1	0	0
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	4	0	1
Number of Adult Stayers Not Yet Required to Have an Annual Assessment	0	11	0
Number of Adult Stayers Without Required Annual Assessment	0	19	0
Total Adults	129	30	89

Q17: Cash Income - Sources

	Income at Start	Income at Latest Annual Assessment for Stayers	Income at Exit for Leavers
Earned Income	1	0	1
Unemployment Insurance	0	0	0
SSI	10	0	8
SSDI	4	0	3
VA Service-Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
TANF or Equivalent	5	0	7
General Assistance	2	0	1
Retirement (Social Security)	0	0	0
Pension from Former Job	0	0	0
Child Support	0	0	0
Alimony (Spousal Support)	1	0	1
Other Source	2	0	1
Adults with Income Information at Start and Annual Assessment/Exit	0	0	0

Q19b: Disabling Conditions and Income for Adults at Exit

	AO: Adult with Disabling Condition	AO: Adult without Disabling Condition	AO: Total Adults	AO: % with Disabling Condition by Source	AC: Adult with Disabling Condition	AC: Adult without Disabling Condition	AC: Total Adults	AC: % with Disabling Condition by Source	UK: Adult with Disabling Condition	UK: Adult without Disabling Condition	UK: Total Adults	UK: % with Disabling Condition by Source
Earned Income	0	1	1	0.00 %	0	0	0	-	0	0	0	-
Supplemental Security Income (SSI)	7	1	8	88.00 %	0	0	0	-	0	0	0	-
Social Security Disability Insurance (SSDI)	3	0	3	100.00 %	0	0	0	-	0	0	0	-
VA Service-Connected Disability Compensation	0	0	0	-	0	0	0	-	0	0	0	-
Private Disability Insurance	0	0	0	-	0	0	0	-	0	0	0	-
Worker's Compensation	0	0	0	-	0	0	0	-	0	0	0	-
Temporary Assistance for Needy Families (TANF)	0	0	0	-	1	7	8	12.25 %	0	0	0	-
Retirement income from Social Security	0	0	0	-	0	0	0	-	0	0	0	-
Pension or retirement income from a former job	0	0	0	-	0	0	0	-	0	0	0	-
Child Support	0	0	0	-	0	0	0	-	0	0	0	-
Other source	2	1	3	66.67 %	0	0	0	-	0	0	0	-
No Sources	14	21	35	39.77 %	0	37	37	0.00 %	0	1	1	0.00 %
Unduplicated Total Adults	24	24	48		1	44	45		0	1	1	

Q20a: Type of Non-Cash Benefit Sources

	Benefit at Start	Benefit at Latest Annual Assessment for Stayers	Benefit at Exit for Leavers
Supplemental Nutritional Assistance Program	19	0	17
WIC	8	0	12
TANF Child Care Services	0	0	0
TANF Transportation Services	0	0	0
Other TANF-Funded Services	0	0	0
Other Source	3	0	2

Q21: Health Insurance

	At Start	At Annual Assessment for Stayers	At Exit for Leavers
Medicaid	42	0	34
Medicare	8	0	6
State Children's Health Insurance Program	1	0	1
VA Medical Services	2	0	2
Employer Provided Health Insurance	1	0	1
Health Insurance Through COBRA	1	0	1
Private Pay Health Insurance	1	0	1
State Health Insurance for Adults	1	0	1
Indian Health Services Program	1	0	1
Other	3	0	3
No Health Insurance	161	0	111
Client Doesn't Know/Client Refused	0	0	0
Data Not Collected	4	40	2
Number of Stayers Not Yet Required to Have an Annual Assessment	0	20	0
1 Source of Health Insurance	45	0	37
More than 1 Source of Health Insurance	4	0	4

Q22a2: Length of Participation - ESG Projects

	Total	Leavers	Stayers
0 to 7 days	11	9	2
8 to 14 days	14	14	0
15 to 21 days	5	5	0
22 to 30 days	3	3	0
31 to 60 days	16	15	1
61 to 90 days	33	31	2
91 to 180 days	81	70	11
181 to 365 days	9	5	4
366 to 730 days (1-2 Yrs)	12	2	10
731 to 1,095 days (2-3 Yrs)	11	0	11
1,096 to 1,460 days (3-4 Yrs)	1	0	1
1,461 to 1,825 days (4-5 Yrs)	8	0	8
More than 1,825 days (> 5 Yrs)	10	0	10
Data Not Collected	0	0	0
Total	214	154	60

Q22c: Length of Time between Project Start Date and Housing Move-In Date

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	2	2	0	0	0
8 to 14 days	0	0	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	0	0	0	0	0
31 to 60 days	0	0	0	0	0
61 to 180 days	0	0	0	0	0
181 to 365 days	0	0	0	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
Total (persons moved into housing)	2	2	0	0	0
Average length of time to housing	2.00	2.00	--	--	--
Persons who were exited without move-in	46	46	0	0	0
Total persons	48	48	0	0	0

Q22d: Length of Participation by Household Type

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	11	0	11	0	0
8 to 14 days	14	0	14	0	0
15 to 21 days	5	1	4	0	0
22 to 30 days	3	0	3	0	0
31 to 60 days	16	3	13	0	0
61 to 90 days	33	14	16	0	3
91 to 180 days	81	35	42	4	0
181 to 365 days	9	2	7	0	0
366 to 730 days (1-2 Yrs)	12	5	4	3	0
731 to 1,095 days (2-3 Yrs)	11	0	11	0	0
1,096 to 1,460 days (3-4 Yrs)	1	0	0	1	0
1,461 to 1,825 days (4-5 Yrs)	8	0	8	0	0
More than 1,825 days (> 5 Yrs)	10	2	6	2	0
Data Not Collected	0	0	0	0	0
Total	214	62	139	10	3

Q22e: Length of Time Prior to Housing - based on 3,917 Date Homelessness Started

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
7 days or less	117	2	107	5	3
8 to 14 days	1	1	0	0	0
15 to 21 days	0	0	0	0	0
22 to 30 days	6	0	0	0	0
31 to 60 days	4	1	3	0	0
61 to 180 days	2	0	0	2	0
181 to 365 days	2	0	2	0	0
366 to 730 days (1-2 Yrs)	0	0	0	0	0
731 days or more	1	1	0	0	0
Total (persons moved into housing)	127	5	112	7	3
Not yet moved into housing	52	52	0	0	0
Data not collected	13	0	11	2	0
Total persons	192	57	123	9	3

Q23c: Exit Destination – All persons

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Permanent Destinations	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA PH	0	0	0	0	0
Owned by client, no ongoing housing subsidy	0	0	0	0	0
Owned by client, with ongoing housing subsidy	0	0	0	0	0
Rental by client, no ongoing housing subsidy	78	9	66	0	3
Rental by client, with VASH housing subsidy	0	0	0	0	0
Rental by client, with GPD TIP housing subsidy	0	0	0	0	0
Rental by client, with other ongoing housing subsidy	14	5	7	2	0
Permanent housing (other than RRH) for formerly homeless persons	0	0	0	0	0
Staying or living with family, permanent tenure	24	22	2	0	0
Staying or living with friends, permanent tenure	14	14	0	0	0
Rental by client, with RRH or equivalent subsidy	0	0	0	0	0
Rental by client, with HCV voucher (tenant or project based)	2	0	2	0	0
Rental by client in a public housing unit	0	0	0	0	0
Subtotal	132	50	77	2	3
Temporary Destinations	0	0	0	0	0
Emergency shelter, including hotel or motel paid for with emergency shelter voucher	0	0	0	0	0
Moved from one HOPWA funded project to HOPWA TH	0	0	0	0	0
Transitional housing for homeless persons (including homeless youth)	3	0	3	0	0
Staying or living with family, temporary tenure (e.g. room, apartment or house)	1	1	0	0	0
Staying or living with friends, temporary tenure (e.g. room, apartment or house)	4	0	4	0	0
Place not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station/airport or anywhere outside)	0	0	0	0	0
Safe Haven	0	0	0	0	0
Hotel or motel paid for without emergency shelter voucher	0	0	0	0	0
Host Home (non-crisis)	0	0	0	0	0
Subtotal	8	1	7	0	0
Institutional Settings	0	0	0	0	0
Foster care home or group foster care home	0	0	0	0	0
Psychiatric hospital or other psychiatric facility	0	0	0	0	0
Substance abuse treatment facility or detox center	0	0	0	0	0
Hospital or other residential non-psychiatric medical facility	0	0	0	0	0
Jail, prison, or juvenile detention facility	0	0	0	0	0
Long-term care facility or nursing home	0	0	0	0	0
Subtotal	0	0	0	0	0
Other Destinations	0	0	0	0	0
Residential project or halfway house with no homeless criteria	0	0	0	0	0
Deceased	0	0	0	0	0
Other	14	0	14	0	0
Client Doesn't Know/Client Refused	0	0	0	0	0
Data Not Collected (no exit interview completed)	0	0	0	0	0
Subtotal	14	0	14	0	0
Total	154	51	98	2	3
Total persons exiting to positive housing destinations	120	48	67	2	3
Total persons whose destinations excluded them from the calculation	0	0	0	0	0
Percentage	77.92 %	94.12 %	68.37 %	100.00 %	100.00 %

Q24: Homelessness Prevention Housing Assessment at Exit

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Able to maintain the housing they had at project start—Without a subsidy	0	0	0	0	0
Able to maintain the housing they had at project start—With the subsidy they had at project start	0	0	0	0	0
Able to maintain the housing they had at project start—With an on-going subsidy acquired since project start	0	0	0	0	0
Able to maintain the housing they had at project start—Only with financial assistance other than a subsidy	0	0	0	0	0
Moved to new housing unit—With on-going subsidy	0	0	0	0	0
Moved to new housing unit—Without an on-going subsidy	0	0	0	0	0
Moved in with family/friends on a temporary basis	0	0	0	0	0
Moved in with family/friends on a permanent basis	0	0	0	0	0
Moved to a transitional or temporary housing facility or program	0	0	0	0	0
Client became homeless – moving to a shelter or other place unfit for human habitation	0	0	0	0	0
Client went to jail/prison	0	0	0	0	0
Client died	0	0	0	0	0
Client doesn't know/Client refused	0	0	0	0	0
Data not collected (no exit interview completed)	12	2	10	0	0
Total	12	2	10	0	0

Q25a: Number of Veterans

	Total	Without Children	With Children and Adults	Unknown Household Type
Chronically Homeless Veteran	1	1	0	0
Non-Chronically Homeless Veteran	3	3	0	0
Not a Veteran	125	58	66	1
Client Doesn't Know/Client Refused	0	0	0	0
Data Not Collected	0	0	0	0
Total	129	62	66	1

Q26b: Number of Chronically Homeless Persons by Household

	Total	Without Children	With Children and Adults	With Only Children	Unknown Household Type
Chronically Homeless	7	7	0	0	0
Not Chronically Homeless	125	44	78	3	0
Client Doesn't Know/Client Refused	1	0	1	0	0
Data Not Collected	81	11	60	7	3
Total	214	62	139	10	3



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

TO: Councilor Duson, Chair
Members of the Housing Committee

FROM: Victoria Volent, Housing Program Manager

DATE: September 10, 2020

SUBJECT: 2020 Interim Housing Report Outline

INTRODUCTION

The biennial Interim Housing Report is prepared by the Housing and Community Development Division at the request of the City Council's Housing Committee. The report is designed to provide an overview of housing development achievements, housing data, and policy implementation during the year following the more extensive biennial Housing Report. The Interim Housing Report will be presented to the Housing Committee during their October 14 meeting.

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The Interim Housing Report will include information regarding:

- Housing development projects approved and/or funded during 2020
- Cumberland County HOME consortium housing development projects
- City-owned property
- Inclusionary zoning- 2020 projects and projects YTD
- Subsidized housing development
- Federal and local resource funds and allocation
- AHTIF development projects
- Recent housing policy initiatives and implementation tools
- Licensing and Housing Safety yearly update
- Fire Department yearly update on fire prevention activities and inspection programs
- Rental Housing Advisory Committee update
- Wait lists counts/ Market demand
- PHA residence counts
- Construction costs

Attachment:
2018 Interim Housing Report



INTERIM HOUSING REPORT

Update of Housing Data and Policy Implementations

2018



Victoria Volent

HOUSING AND COMMUNITY DEVELOPMENT PLANNING AND URBAN DEVELOPMENT

2018 Interim Update of Housing Data and Policy Implementations

2018 HOUSING DEVELOPMENT ACHEIVEMENTS

NEW DEVELOPMENT UNITS
INCLUSIONARY ZONING
SUBSIDIZED HOUSING DEVELOPMENT

STATE OF THE HOUSING MARKET

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MEREDA
Multi-family forecast for Southern Maine

2018 INCOME AND RENTAL DATA

2018 Income Limits and FMR for Portland HUD Metro Area 2018
Maximum Monthly Rent for Portland HUD Metro Area
Portland Rent Summary
Monthly Median Rent by Neighborhood from 2018 Rental Housing Survey

HOUSING INITIATIVES AND IMPLEMENTATION TOOLS

Accessory Dwelling Units
Low-income rental housing units in R-5 zone
Rental Housing Advisory Committee
Disorderly House Ordinance
Munjoy Hill Conservation Overlay District
Additions to Existing Buildings
Amendment to B-1 and B-1b Neighborhood Business Zone
Portland Water District Water Efficiency and Repair Services Program
Short Term Rental Registration Program
Long Term Rental Registration and Inspection Program

RESOURCES

Federal Resources
HOME Investment Partnership Program
Community Development Block Grant (CDBG)
Lead Hazard Control Grant
Local Resources
Housing Trust Fund
Affordable Housing Tax Increment Financing

City-owned Property
City-owned Property Map

2018 Housing Achievements

NEW DEVELOPMENT UNITS

The Housing Committee recommended and the City Council approved funding allocations to four new developments that will create 214 new units and rehabilitate 83 units of rental housing.

- **Deering Place:** Avesta Housing Development Corporation
 - Additional \$200,000 HOME Funds (added to \$300,000 FY18 HOME funds);
 - 75 units of rental housing. Rehabilitate 13 units. Create 62 new units;
 - 15 efficiency units, 38 one-bedroom units, 9 two-bedroom units and 13 three-bedroom units; and
 - 13 units will be affordable to households earning at or below 40% Area Median Income (AMI), 32 units will be affordable to households earning at or below 50% AMI, and 30 units will be at market rates.

- **37 Front Street:** Portland Housing Authority
 - \$510,174 HOME Funds;
 - \$925,000 Housing Trust Funds;
 - 111 units of rental housing in 6 buildings (a mix of bedroom sizes). Rehabilitate 50 units. Create 61 new units; and
 - 85 units will be affordable to households earning at or below 50% of the Area Median Income (AMI), 3 units will be affordable to household earning at or below 60% AMI, and 23 units will be 5 – 10% below market rate.



Deering Place



37 Front Street

- **178 Kennebec Street: Maine Workforce Housing**
 - \$370,000 HOME Funds;
 - Affordable Housing TIF returning an average of \$96,305 annually to the developer over 30 years;
 - 51 units of senior (55+) rental housing (78% affordable at or below 60% AMI and 22% at market rate); and
 - 5 efficiency units and 46 one-bedroom units.

- **977 Brighton Avenue: Avesta Housing Development Corporation**
 - \$300,000 Housing Trust Funds;
 - Affordable Housing TIF returning an average of \$65,150 annually to the developer over 30 years; and
 - 40 one-bedroom units of senior (55+) rental housing (85% affordable at or below 60% AMI and 15% at market rate).



178 Kennebec Street



977 Brighton Street

INCLUSIONARY ZONING

During 2018, the Planning Board:

- Approved 8 Inclusionary Zoning projects
- Approved 27 workforce units; 18 on-site units; and 9 off-site units
- Approved \$209,398 in fee-in-lieu payments for the Housing Trust fund

Inclusionary Zoning Development Projects: December 2015 – December 2018
 WITH ALL PROJECT RECEIVING ANY TAX CREDITS OR CITY SUBSIDIES REMOVED

Address	Status	# of Units	Type	Workforce Units	On-Site	Off-Site	Fee-in-lieu
169 Newbury St (Luminato)	Completed	26	Condo	2	0	2	\$0
62 India Street (Mason Block)	Completed	29	Condo	0	0	0	\$276,500**
443 Congress St	Completed	28	Rental	0	0	0	\$280,000 *
20 Thames St (Twenty Thames)	Under Construction	28	Condo	0	0	0	\$280,000
1 Joy Place (Onejoy)	Under Construction	12	Condo	1	1	0	\$0
70 Anderson St	Under Construction	10	Rental	1	1	0	\$0
1700 Westbrook St (Stroudwater)	Phase 1 UC 50 SF	123	SF/Townhouse	12	12	0	\$0
60 Parris St (Parris Terraces)	Under Construction	23	Condo	2	2	0	\$0
75 Chestnut St (Westerlea View)	Approved (2016)	54	Rental	5	5	0	\$0
161 York St	Approved (2017)	11	Condo	0	0	0	\$110,000
221 Congress St	Approved (2017)	17	Condo	0	0	0	\$170,000
153-165 Sheridan St	Approved (2017)	19	Condo	1	1	0	\$0
218-220 Washington St	Approved (2017)	45	Condo	0	0	0	\$416,250
22 Hope Ave Subdivision (Brandy Ln)	Approved (2018)	16	SF Home	1	1	0	\$0
383 Commercial (Hobson's Landing)	Approved (2018)	82	Condo	8	0	8	\$0
56 Hampshire St (Verdante)	Approved (2018)	30	Rental	3	0	1	\$209,398
86 Newbury Street (Shipyards)	Approved (2018)	10	Rental	1	1	0	\$0
300 Allen Avenue	Approved (2018)	12	Condo	1	1	0	\$0
Subtotal		575		38	25	11	\$1,185,648
Pending Projects- 2018							
1844 Forest Ave	Under Review	16	Rental	TBD	TBD	TBD	TBD
208 Fore Street	Under Review	34	Condo	3	0	0	\$355,977
Subtotal		50		3	0	0	\$355,977
* Fee-in-lieu collected on 12-19-2017							
** Fee-in-lieu collected on 7-3-2018							

A development of ten or more units of housing in the City requires the project to provide either on-site or off-site workforce housing units, or make a payment to the City’s Housing Trust Fund. Since passage of the Ensure Workforce Housing Ordinance in 2015, there have been several projects reviewed under the Inclusionary Zoning requirements. The projects have chosen a number of creative approaches towards meeting the Ordinance, which is designed to provide flexibility in how to produce workforce housing.

SUBSIDIZED HOUSING DEVELOPMENT

- By leveraging federal and local funding, the City has invested almost \$28 million in the creation of 1,283 units of affordable housing since adoption of the 2002 Housing Plan

Subsidized Housing Development in Portland Since 2000

No.	Owner/Project	Appropriation							
		Date	Units	HOME	HDF	CDBG	HTF	TIF	NSP
1	Unity at Bayside	2000	33	\$ 86,500	\$ -	\$ 363,863	\$ -	\$ -	\$ -
2	St. Doms Family Housing	2002	12	\$ -	\$ 436,500	\$ -	\$ -	\$ -	\$ -
3	Shalom House	2002	10	\$ 93,000	\$ -	\$ -	\$ -	\$ -	\$ -
4	Wellesley Estates	2002	45	\$ -	\$ 256,000	\$ -	\$ -	\$ -	\$ -
5	Yale Court	2002	30	\$ 150,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -
6	Peaks Island Senior Housing	2003	12	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
7	Logan Place	2003	30	\$ 435,000	\$ -	\$ -	\$ -	\$ -	\$ -
8	Peninsula Community I	2003	12	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
9	Peninsula Community II	2004	16	\$ 307,700	\$ -	\$ -	\$ -	\$ -	\$ -
10	Peninsula Community III	2004	10	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -
11	IRIS Park Apartments	2004	31	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -
12	Walker Terrace	2004	40	\$ 382,000	\$ 220,000	\$ -	\$ -	\$ -	\$ -
13	Fore River	2005	20	\$ 388,474	\$ -	\$ -	\$ -	\$ -	\$ -
14	Shalom House Valley Street	2005	24	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -
15	Pearl Place Apt	2005	60	\$ 427,000	\$ -	\$ -	\$ -	\$ 615,502	\$ -
16	Bayside East	2006	20	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
17	53 Danforth Street	2008	43	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -
18	Florence House	2008	25	\$ 240,000	\$ -	\$ -	\$ -	\$ -	\$ -
19	Oak Street Lofts	2011	37	\$ -	\$ -	\$ -	\$ 380,585	\$ -	\$ -
20	Pearl Place II	2011	54	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -
21	Elm Terrace	2011	38	\$ 403,795	\$ -	\$ -	\$ -	\$ -	\$ -
22	409 Cumberland	2012/2013	57	\$ 500,000	\$ -	\$ -	\$ -	\$ 759,392	\$ -
23	Adams School	2013	16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,710,000
24	Bayside Anchor	2013	45	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -
25	Island View Apartments	2013	70	\$ 71,015	\$ 192,639	\$ 136,346	\$ -	\$ -	\$ -
26	134 Washington	2013/2014	18	\$ 522,448	\$ -	\$ -	\$ -	\$ 207,116	\$ -
27	17 Carleton St.	2015	37	\$ -	\$ -	\$ -	\$ -	\$ 726,000	\$ -
28	Rosa True School	2015	10	\$ 118,500	\$ -	\$ -	\$ -	\$ -	\$ -
29	Motherhouse	2017	88	\$ 627,223	\$ -	\$ -	\$ -	\$ -	\$ -
30	65 Munjoy	2017	8	\$ -	\$ -	\$ -	\$ 175,000	\$ -	\$ -
31	58 Boyd Street	2018	55	\$ 200,000		\$ 30,000		\$ 2,144,566	
32	977 Brighton Avenue	2018	40	\$ -	\$ -	\$ -	\$ 300,000	\$ 1,954,486	\$ -
33	Deering Place	2018	75	\$ 200,000	\$ -	\$ -	\$ -	\$ 4,185,757	\$ -
34	37 Front Street	2018	111	\$ 510,174	\$ -	\$ 250,000	\$ 925,000	\$ -	\$ -
35	178 Kennebec Street	2018	51	\$ 370,000	\$ -	\$ -	\$ -	\$ 2,889,164	\$ -
			Units	HOME	HDF	CDBG	HTF	TIF	NSP
	Total		1283	\$8,477,829	\$1,555,139	\$780,209	\$1,780,585	\$13,481,983	\$1,710,000
	Total City Investment		\$27,785,745			Last Updated 10-2-18			
	Avg. City Contribution/Unit		\$21,656.86						

The U.S. Department of Housing and Urban Development’s (HUD) mission is to “create strong sustainable, inclusive communities and quality affordable homes for all”. To fund this mission, HUD allocates money directly to states and local governments for community planning and development projects through a variety of programs such as HOME Investment Partnership Program (HOME), Community Development Block Grants (CDBG), and Housing Development Services (HDF).

State of the Housing Market

EXISTING CONDITIONS AND TRENDS

RENTAL MARKET SURVEY

- Almost three-quarters of all rental properties in Portland are one and two bedroom units.
- The median monthly rent for all rental units in Portland, regardless of size, is \$1,200, and the average rent is \$1,225.
- Rents are flat, with a median price change of \$0 across all unit sizes.
- For two-bedroom units, the East End and West End neighborhoods have the highest average rents.
- North Deering, Downtown, Deering Center, East Deering, Riverton, and Valley Street had rents below the citywide average.

In January 2018, the City of Portland conducted a comprehensive survey of local rental property owners. The primary objective of the survey was to estimate the rent levels across the city and by neighborhood. Information was gathered from two primary sources; property owners of residential rental units registered with the city, and the rent rolls of approximately twenty landlords and property managers who owned or managed a large number of buildings and units in the city.

Through the City's rental housing registration, 3,771 properties representing 12,425 units were identified as residential rental units appropriate for the study.

Results from the survey indicate that the most common rental units in Portland are one- and two- bedroom units, together representing almost three-quarters of all rental properties. Studio apartments and three-bedroom units are less common, at 14% and 13%, respectively, and very few of the City's rental units contain four bedrooms (2%).

The survey includes both high-end properties and income-regulated units. In this way, the results reflect the full spectrum of Portland's rental market. The survey asked respondents to list the rent for the "most recent unit you rented of each size".

The high response rate and representative distribution of properties allowed for a number of robust estimates of the Portland rental market, including estimates of current rent levels, the change in rents levels from a year ago, the average number of occupants living in a rental unit, and the prevalence of including utilities in the rent.

The median monthly rent for all rental units in Portland, regardless of size, is \$1,200, and the average rent is \$1,225. This includes both units with landlord-paid utilities and tenant-paid utilities. Compared to last year, rents are flat, with a median price change of \$0 across all unit sizes, and an average change of +\$26. In general, rents increase as the number of bedrooms increase, ranging from a median rent of \$850 for a studio apartment to a median rent of \$1,980 for a four-bedroom unit.

Studio apartments make up a little more than 10% of rental units in Portland. The median rent for a studio is \$850, with the middle 50% of rents falling between \$730 and \$925. The median price per square foot is

\$2.30, and the median change in rent compared to last year is \$0. The average number of occupants is 1.1.

Roughly, one-third of Portland rental units have one-bedroom. The median rent for a one-bedroom unit is \$1,050, with the middle 50% of rents falling between \$850 and \$1,200. The median price per square foot is \$1.80, and the median change in rent compared to last year is \$0. The average number of occupants is 1.5. Two-bedroom units, representing about 40% of the City's rental units, have a median rent of \$1,380 and an average rent of \$1,360, with the middle 50% of rents between \$1,200 and \$1,465.

Roughly, 17% of units have three bedrooms. The median rent for a three-bedroom is \$1,500, with the middle 50% of rents falling between \$1,220 and \$1,800. The median price per square foot is \$1.20, and the median change in rent compared to last year is \$0. The average number of occupants is 3.0.

Very few rental units in Portland are four-bedrooms (2%). The median rent for a four-bedroom is \$1,980, with the middle 50% of rents falling between \$1,600 and \$2,000. The median price per square foot is \$1.10, and the median change in rent compared to last year is \$0. The average number of occupants is 3.7.

For two-bedroom units, the East End and West End neighborhoods have the highest average rents. Rents in the Oakdale, Parkside, and Bayside neighborhoods are about average, although that masks considerable variation within the neighborhood. North Deering, Downtown, Deering Center, East Deering, Riverton, and Valley Street had rents below the citywide average.

Please visit the [Rental Market Survey, Portland, Maine 2018](#) to read the full report.

MEREDA

- Low inventory due to so little construction from 2007 to 2014 continues to fuel demand.
- The element that continues to influence price is inventory.
- Portland's peninsula and Deering Center continue to be a hot market.
- New home starts are up although construction materials remain high with a shortage of labor.

The Maine Real Estate & Development Association (MEREDA) is an organization whose mission is to promote an environment for responsible development and ownership of real estate throughout the state. Through their website (www.mereda.org) MEREDA provides, among other services, residential market analysis, forecasts, and the MEREDA Index. The MEREDA Index is a measure of real estate activity designed to track changes in Maine's real estate markets. The Index is a composite of nine seasonally adjusted measures reflecting both new development and transactions involving existing properties.

From the *MEREDA Index Spring Edition, 2018*, MEREDA anticipates there is likely to be growth for many months to come, perhaps slowed only slightly by rising interest rates, land prices, and construction costs. Low inventory due to so little construction from 2007 to 2014 continues to fuel demand as does Maine's older housing stock and aging populations.

According to MEREDA, overall the residential market is robust. The element that continues to influence price is inventory. The median home price in Southern Maine rose 6.9% over the past two quarters and approximately 10% over the past year. During this time the volume of transactions declined by 5%. The rise in median price is a direct result of buyers chasing limited amount of homes for sale. Portland's peninsula and Deering Center continue to be a hot market. Condominium projects appeal to empty nesters, and young

urban buyers seeking vibrant, mixed use, pedestrian and bike friendly communities. New home starts are up although construction materials remain high with a shortage of labor. If these two factors remain tight, most new construction homes will be sold above median price.

Please visit the [Spring 2018 MEREDA Index](#) to read the full report.

MULTI-FAMILY FORECAST FOR SOUTHERN MAINE

- Greater Portland has a record low inventory of 0 to 1.5 months.
- Portland rents are levelling off and are anticipated to remain flat.
- Portland’s median sale price increased from 2016 to 2017 by 13%.
- Affordability has improved with subsidized rents catching up with and passing market rents.

Brit Vitalius, President of the Southern Maine Landlord Association, prepares an annual real estate forecast for Southern Maine. Before providing predictions, the report assesses current market conditions regarding inventory (Greater Portland has a record low inventory of 0 to 1.5 months), pricing (Portland rents are leveling off), affordability (affordability has improved with subsidized rents catching up with and passing market rents), and change in median sale price of single-family housing (Portland’s median sale price increased from 2016 to 2017 by 13%). The forecast for 2018 noted sales would stay strong in Portland due to high demand and low inventory, and rents were anticipated to remain flat due to regional development.

Please visit the [Multi-Family Forecast for Southern Maine](#) to read the full report.

2018 INCOME AND RENTAL DATA

2018 INCOME LIMIT- PORTLAND HUD METRO AREA

- HUD describes households in the 30% AMI bracket as extremely low-income.
- 80% AMI households are described as low-income households per HUD.
- 100% AMI represents Portland’s Workforce Housing rental households.
- 120% AMI represents Portland’s Workforce Housing home ownership households.

Maximum Income Levels

AMI	Household Size						
	1	2	3	4	5	6	7
30%	\$ 18,950.00	\$ 21,650.00	\$ 24,350.00	\$ 27,050.00	\$ 29,250.00	\$ 31,400.00	\$ 33,550.00
50%	\$ 31,550.00	\$ 36,050.00	\$ 40,550.00	\$ 45,050.00	\$ 48,700.00	\$ 52,300.00	\$ 55,900.00
60%	\$ 37,860.00	\$ 43,260.00	\$ 48,660.00	\$ 54,060.00	\$ 58,440.00	\$ 62,760.00	\$ 67,080.00
80%	\$ 50,350.00	\$ 57,550.00	\$ 64,750.00	\$ 71,900.00	\$ 77,700.00	\$ 83,450.00	\$ 89,200.00
100%	\$ 63,070.00	\$ 72,080.00	\$ 81,090.00	\$ 90,100.00	\$ 97,308.00	\$ 104,516.00	\$ 111,724.00
110%	\$ 69,400.00	\$ 79,300.00	\$ 89,200.00	\$ 99,100.00	\$ 107,050.00	\$ 115,000.00	\$ 122,900.00
120%	\$ 75,700.00	\$ 86,500.00	\$ 97,300.00	\$ 108,100.00	\$ 116,750.00	\$ 125,400.00	\$ 134,050.00

Source: HUD, 2018 Income limits – Portland HUD Metro FMR Area

The U.S. Department of Housing and Urban Development (HUD) computes income limits for Portland based on local Area Median Income (AMI). At least 11 HUD programs and 14 other federal programs use some variation of HUD’s income limits. Portland applies HUD’s income limits to determine and monitor household eligibility with the City’s Inclusionary Zoning and Low-Income Housing programs, and for residential housing federally funded through HOME and Community Development Block Grants (CDBG).

The chart above depicts the maximum income level for various household sizes using HUD’s AMI designations. HUD describes households in the 30% AMI bracket as extremely low-income. 50% AMI is also known as very-low income households. 80% AMI households are low-income earners, and 100% to 120% AMI are commonly known as workforce housing households.

MAXIMUM MONTHLY RENT

- HUD’s measure of housing affordability is spending 30% or less of gross monthly income towards housing expenses.
- An affordable two-bedroom rental unit for a Workforce household of two to four people is \$1,802.

Maximum Rents							
	Bedroom Count						
AMI	1	2	3	4	5	6	
30%	\$ 473.75	\$ 541.25	\$ 608.75	\$ 676.25	\$ 731.25	\$ 785.00	
50%	\$ 788.00	\$ 845.00	\$ 1,171.00	\$ 1,307.00	\$ 1,442.00	\$ 1,576.00	
60%	\$ 946.50	\$ 1,081.50	\$ 1,216.50	\$ 1,351.50	\$ 1,461.00	\$ 1,569.00	
80%	\$ 1,258.75	\$ 1,438.75	\$ 1,618.75	\$ 1,797.50	\$ 1,942.50	\$ 2,086.25	
100%	\$ 1,576.75	\$ 1,802.00	\$ 2,027.25	\$ 2,252.50	\$ 2,432.70	\$ 2,612.90	
120%	\$ 1,892.50	\$ 2,162.50	\$ 2,432.50	\$ 2,702.50	\$ 2,918.75	\$ 3,135.00	

Source HUD 2018 Income limits – Portland HUD Metro FMR Area

Affordable housing means different things to different people depending upon income level. To be considerable affordable, rent and utilities in an apartment or the monthly mortgage payment and housing expenses for a homeowner should be less than 30% of a household’s gross monthly income.

The chart above presents the maximum affordable housing expenses (rent plus utilities) broken down by household size and income levels.

PORTLAND RENTS

- The average rent for a one-bedroom unit is \$1,050 and \$1,360 for a two-bedroom unit.
- The median square footage of a one-bedroom unit is 600 sf and 906 sf for a two-bedroom unit.

Summary of Rents

	Studio	1BD	2BD	3BD	4BD	All
Median Rent	\$850	\$1,050	\$1,380	\$1,500	\$1,980	\$1,200
Average Rent	\$865	\$1,050	\$1,360	\$1,565	\$1,875	\$1,225
25th Percentile	\$730	\$850	\$1,200	\$1,220	\$1,600	\$935
75th Percentile	\$925	\$1,200	\$1,465	\$1,800	\$2,000	\$1,400
Square Feet (median)	365	600	906	1,200	1,450	749
\$/Square Foot (median)	\$2.30	\$1.80	\$1.50	\$1.20	\$1.10	\$1.64
Median Y/Y Change	\$0	\$0	\$0	\$0	\$0	\$0
Average Y/Y Change	\$27	\$19	\$24	\$37	\$15	\$26
# of Occupants (average)	1.1	1.5	2.3	3.0	3.7	2.1
Median Rent for Class A ^{viii}	\$1,150	\$1,550	\$1,800	\$2,700	n/a	\$1,600
Median Rent for Non-Class A	\$836	\$1,025	\$1,375	\$1,500	\$1,980	\$1,158

Source: Stepwise Data Research, Rental Market Survey, Portland Maine 2018

From the 2018 Rental Market Survey conducted on behalf of the City, the above chart provides information regarding units by bedroom count. For example, a two-bedroom unit, the most common rental unit in Portland and the usual proxy for the overall rental market, has a median rent of \$1,380 and an average rent of \$1,360. The middle 50% of rents for two-bedroom units falls between \$1,200 and \$1,465, and the median price per square foot for a two-bedroom unit is \$1.50. The median rent for the highest-quality two-bedroom units is \$1,800 (7% of two-bedroom units) while the median rent for the remaining 93% of units is \$1,375.

MONTHLY MEDIAN RENT BY NEIGHBORHOOD

- Highest average two-bedroom rents are in the East End and West End.
- Rents in the Oakdale, Parkside, and Bayside neighborhoods are about average, although that masks considerable variation within the neighborhood.
- North Deering, Downtown, Deering Center, East Deering, Riverton, and Valley Street had rents below the overall average.

Neighborhood	Bldngs	Units	25 th %	Median	75 th %	Average	Adjusted Average
Bayside	47	234	\$963	\$1,350	\$1,800	\$1,423	\$1,346
Deering Center/Back Cove	84	143	\$1,100	\$1,225	\$1,350	\$1,242	\$1,242
Downtown	24	103	\$995	\$1,135	\$1,500	\$1,257	\$1,273
East Deering	48	139	\$1,200	\$1,225	\$1,350	\$1,252	\$1,252
East End	95	249	\$1,185	\$1,400	\$1,640	\$1,482	\$1,482
North Deering	33	150	\$1,390	\$1,465	\$1,465	\$1,397	\$1,285
Oakdale	58	257	\$1,395	\$1,400	\$1,400	\$1,359	\$1,327
Parkside	64	167	\$1,165	\$1,325	\$1,500	\$1,374	\$1,374
Riverton	12	138	\$1,400	\$1,400	\$1,450	\$1,406	\$1,285
Valley Street	35	138	\$1,150	\$1,200	\$1,300	\$1,240	\$1,240
West End	104	355	\$1,250	\$1,378	\$1,406	\$1,408	\$1,408
Other / Combined	57	99	\$1,100	\$1,200	\$1,400	\$1,238	\$1,238
TOTAL	661	2,172	\$1,200	\$1,380	\$1,465	\$1,360	

The “Other/Combined” neighborhood includes Rosemont, Stroudwater, Libbytown, and Nason’s Corner
Source: Stepwide Data Research, Rental Market Survey, Portland, Maine 2018

Also from the 2018 *Rental Market Survey* is the above chart that shows the median and average rents for two-bedroom units in each of twelve Portland neighborhoods. The chart compares the neighborhood’s average rent (or adjusted rent) to the city average. For the samples of five neighborhoods, one large building heavily influenced the average rents for the neighborhood. Because this is the first time the survey was done, it is not possible to know whether this building is representative of the neighborhood. To be conservative, each neighborhood’s sample was adjusted so that no single building exerted an influence greater than 33% on the neighborhood’s average rent (as measured by the contribution of the weighted average of each building to the total average). This resulted in adjusted average rents for five neighborhoods, as shown in the table.

For two-bedroom units, the East End and West End neighborhoods have the highest average rents. Rents in the Oakdale, Parkside, and Bayside neighborhoods are about average, although that masks considerable variation within the neighborhood. North Deering, Downtown, Deering Center, East Deering, Riverton, and Valley Street had rents below the overall average.

HOUSING INITIATIVES AND IMPLEMENTATION TOOLS

ACCESSORY DWELLING UNITS (ADU)

- ReCode Portland prioritized reducing ADU regulatory barriers during its first phase.
- ReCode Portland will look at streamlining the process for ADU permitting.
- ADU's are a method of increasing the quantity and diversity of Portland's housing stock.

A 2018 Housing Committee goal is to increase access to rental and ownership housing that is safe and affordable for working and low-income families. As part of achieving that goal, the Committee prioritized the objective of identifying and recommending policies to remove barriers to Accessory Dwelling Units (ADU) in residential zones.

An ADU is an additional living quarter that is independent of and wholly contained within a principal building or attached/detached accessory structure (such as a garage) on property where a single-family dwelling-unit or multi-family dwelling-unit is the principal use. ADU's have the potential to increase the city's supply of affordable housing (both for rental and home ownership), augment the diversity of housing options available to Portland's residents, provide flexibility for property owners, address shifting demographic trends towards smaller households, allow more possibilities for aging in place, and allow for the more efficient use of existing housing stock and infrastructure.

The ReCode Portland initiative is an opportunity to review ADU regulations. While the first phase of the ReCode work is primarily focused on organizational issues such as formatting and readability, there are some substantive policy issues that will be taken up in that phase. The current disjointed approach to ADU's is one of those policy issues that will be tackled in the first phase.

Most of Portland's residential zoning districts permit some form of an accessory dwelling unit. ReCode Portland will explore establishing a more uniform definition and set of requirements across Portland's various zoning districts to broaden opportunities for implementation, reduce unwanted regulatory constraints and employ consistent terminology. It will also look at streamlining the process for ADU permitting to encourage ADU's as a method of increasing the quantity and diversity of Portland's housing stock. Current thinking is that ADU rules will be made consistent across the mainland, with a slightly different set of rules for the islands based on a review of recommendations from Peaks Island's non-profit community-based committee called Homestart.

LOW-INCOME RENTAL HOUSING

- 5 units of low-income rental housing were approved by the Planning Board in 2018.

The city of Portland allows for the use of additional dwelling units within the R-5 zone when the owner agrees to certain restrictions based on income and rental limits that comply with Section 14-118 (a) 5 of the city code. The homeowner is to rent the accessory dwelling unit only to eligible individuals or families that earn at or below 80% of the Area Median Income. The size of the household and the number of bedrooms determines the maximum rent amount.

Low Income Rental Housing Agreement Properties as of December 2018				
Address	Number of bedrooms	Unit(s)	Approval date with ZBA	Effective Date of Agreement
14 Alba Street	two/one	1st fl/2nd fl	1/7/2016	10/6/2016
593 Washington Ave	one	3rd fl attic	6/16/2016	8/25/2017
77 William Street	one	3rd fl attic	1/19/2017	8/25/2017
75 Douglass Street	one	above garage	6/1/2017	11/15/2017
79 Clinton Street	one	third floor	9/21/2017	pending
613 Washington Ave	studio	3rd fl attic	11/15/2017	pending
11 Galvin St	one	3rd fl	2/1/2018	8/8/2018
27 Brentwood	studio	above garage	6/21/2018	pending
170 Veranda Street	two/one	1st fl/1st fl	8/16/2018	pending
117 Allen Avenue	one	3rd floor	12/6/2018	pending
240 Brighton Avenue	two	third floor	12/6/2018	pending
134 Noyes Street	pending	pending	pending	pending

Source: Housing and Community Development

RENTAL HOUSING ADVISORY COMMITTEE

- The Housing Committee recommended and the Council approved changes to the Rental Housing Advisory Committee.
- Duties include proposals for improvements, modifications, or changes to the City’s housing ordinance or policies.
- Duties involve identify educational opportunities, seminars, and materials that would be useful to landlords and tenants.

The Housing Committee recommended and the City Council approved amendments to Section 6-225 of the Tenant Housing Rights Ordinance regarding the Rental Housing Advisory Committee. At the August 13, 2018 City Council meeting, the Council approved changes to the composition of the Rental Housing Advisory Committee, and their recommended duties. The recommended changes to the structure and duties of the

Rental Housing Advisory Committee is in keeping with the 2018 Portland City Council Committee on Housing goal to develop and recommend a Housing Advisory Board consistent with the language approved by the Council as part of the 2016 Housing security package.

The number of members belonging to the Rental Housing Advisory Committee increased from seven members to nine members. Seven committee members will continue to be comprised of three landlords, three tenants and one at-large member who is neither a landlord nor a tenant. One additional member will have experience in legal rights/interests of tenants nominated by Pine Tree Legal Assistance. The other additional member will have experience in legal rights/interests of landlords nominated by the Southern Maine Landlord Association.

The duties of the Rental Housing Advisory Committee will include providing the Housing Committee with recommendations or proposals for improvements, modifications, or changes to the City's housing ordinance or policies. The Rental Housing Advisory Committee will also identify educational opportunities, seminars, and materials that would be useful to landlords and tenants.

The City Clerk advertised openings to the Rental Housing Advisory Committee during the week of November 19. Interviews with the City Council's Nominating Committee will occur in February 2019 for a start date of April, 2019.

DISORDERLY HOUSE ORDINANCE

- The Housing Committee recommended and the Council amended the Disorderly House Ordinance.
- Tenants will be notified if the City pursues legal action against an owner of landlord.
- Tenants would be allowed to join in the formal complaint as interested parties.

The Police Department requested amendments to the disorderly house ordinance (City Code of Ordinances, Section 6-202) to provide notice to tenants when the enforcement of the disorderly house ordinance against the landlord may impact the interests of the tenants. Providing notice is important to protect the rights of all tenants, especially those tenants that may not have contributed to the incidents that gave rise to the designation of the property as a disorderly house, but may be impacted by the relief granted by the Court.

The first amendment to the disorderly house ordinance requires the City to provide notice to tenants once a formal complaint (e.g. typically a Rule 80(k) action) is filed in court against the landlord/owner for enforcement of the ordinance. The tenants would receive notice of the complaint by posting at the premises or regular mail. Following receipt of the notice, tenants would be allowed to join in the matter as interested parties. The second amendment requires the City to provide all tenants of the building with "reasonable written notice of said condemnation or posting against occupancy." If the City is required to move forward with condemnation of the property involving an immediate threat to the health and safety of the tenants, the proposed amendment will allow tenants adequate time to seek alternate housing or retain counsel if additional relief is required. The City Council approved these amendments during their July 16, 2018 meeting.

MUNJOY HILL CONVERSATION OVERLAY

- City Council approved a six month demolition and new development moratorium in the R-6 district on Munjoy Hill.
- City Council added a new section 14-140.5 Munjoy Hill Conservation Overly District to the city code.
- New dimension and design standards were added to redevelopment requests.
- A demolition review process was added.

On December 18, 2017, the City Council voted to approve a six-month moratorium on demolition and new construction in the R-6 district on Munjoy Hill. This action was taken in response to concentration of demolition of existing structures in the area, and accompanying concerns about the appropriateness of the design and scale of some of the new construction taking place. The moratorium included a requirement for the implementation of interim zoning to govern development in the R-6 zone for the duration of the moratorium to be implemented within 65 days of December 4, 2017. Following six months of stakeholder meetings, including two public listening sessions, the Planning Board recommended creation of a new overlay district to regulate development in the R-6 zone on Munjoy Hill. During their June 4 meeting, the Council added a new section 14-140.5, Munjoy Hill Conservation Overlay District, to the code. These amendments created additional dimensional standards for redevelopment; added requirements regulating design of items such as roof lines and parking locations; and added a demolition review process that would temporarily stay removal of buildings that meet standards for being “preferably preserved”. These ordinance changes were deigned to ensure that new development and redevelopment on Munjoy Hill is compatible with the existing built form in the area.

In conjunction with passage of a new Munjoy Hill Conservation Overlay District, the Council approved an amendment to the zoning map to depict the new Overlay Zone.

ADDITIONS TO EXISTING BUILDINGS

- City Council approved amendments to section 14-381 to 14-437 regarding additions to existing buildings.
- Amendments simplify and modernize the requirements for additions to non-conforming structures.
- Non-conforming structures would be allowed to add a one-time, one-story addition onto a non-conforming section.

From discussions during the Munjoy Hill outreach process, the Planning Board recommended amendments to simplify and modernized the requirements for additions to non-conforming structures in the City in order to better accommodate owners’ desire to put limited additions on these structures. A non-conforming structure would be allowed to add a one-time, one-story addition onto a non- conforming section, provided that any addition does not otherwise increase the non-conformity of the building. The amendment addresses concerns the existing language made it difficult to add on to existing homes and, therefore, encouraged demolition over renovation. The amendment took effect on June 5 to replace the Interim Planning Overlay (IPOD) and moratorium on demolition for Munjoy Hill.

AMENDMENT TO B-1 AND B-1B NEIGHBORHOOD BUSINESS ZONE

- City Council approved live/work units or straight residential units to remove the regulatory barrier on ground-floor units in mixed-use developments.
- Amendment supports ADA accessible ground-floor units where no elevator exists.

The B-1 and B-1b Neighborhood Business zones are intended to foster mixed-use development in its traditional form, with residential uses located over ground floor commercial spaces. However, this design standard is somewhat incompatible with fair housing laws that require residential projects of four or more units provide ADA accessible ground-floor units where no elevator exists, or make all units and common space accessible in a building where an elevator does exist. Installation of an elevator for universal building access in small-scale mixed-use projects is oftentimes challenging if not cost prohibitive, thus requiring a ground-floor residential unit. The City Council approved (on March 5, 2018) amendment of the city code to allow live/work units or straight residential units (determined by depth of street frontage) to remove the regulatory barrier on ground-floor units in off-peninsula locations.

PORTLAND WATER DISTRICT EFFICIENCY AND REPAIR SERVICES PROGRAM

- Housing Committee supported a one-year commitment to the program for FY 2019 with an evaluation for continued participation in FY 2020.
- Provides water related repairs and improvements for low-income customers.
- PWD set aside \$10,000 to support this program that the city administers.

This program provides financial assistance to low-income residential customers of the Portland Water District (PWD) for the repairs and improvements that reduce water consumption through the installation of plumbing fixtures and water saving devices including the repair of leaking or broken water pipes, toilets, hot water tanks, faucets, showerheads, toilet dams, and low-flow devices. The City of Portland administers the program on behalf of the PWD. A qualified residential customer is one who owns and occupies a year round residence within the PWD service area and whose household income is at or below 80% of the area median income. The PWD has initially set aside \$10,000 for this program.

SHORT-TERM RENTAL REGISTRATION PROGRAM

- The Housing Committee recommended and the Council amended the Short Term Rental regulations.
- The registration cap on non-owner occupied mainland STR units was increased by 100 units.
- Mainland short-term rental units in an owner-occupied multi-unit, where the unit is not the primary residence of the owner, shall be counted as a non-owner occupied unit.

Short Term Rentals by Applicant and Unit Totals

	TOTAL	ISLAND	NON OWNER OCCUPIED	OWNER OCCUPIED	TENANT OCCUPIED
Applicants	649	120	122	377	30
Units	769	122	164	453*	30

Source: Permitting and Inspections as of 11/19/18

*See breakdown below

Owner Occupied and Non-Owner Occupied Short Term Rental Units within Owner Occupied Buildings

NUMBER OF OWNER OCCUPIED PRIMARY UNITS	NUMBER OF NON OWNER OCCUPIED UNITS	TOTAL NUMBER OF UNITS
302	151	453

Source: Permitting and Inspections as of 11/19/18

As of November 19, the City had 164 non-owner occupied mainland units in non-owner occupied buildings registered for 2018. This was 136 units below the 300 non-owner occupied units on the mainland cap. If the non-owner occupied units in an owner-occupied building (151) was added to the current cap total (164), then the new total is 315 or 15 units over the cap.

Portland approved an ordinance in April 2017 requiring Short-term rental (STR) owners to register with the city effective January 1, 2018 and placed a cap of 300 non-owner occupied units on the mainland. The purpose of the Ordinance is to protect Portland’s long-term rental units from leaving the local market to host short-term guests, and to ensure the safety of each unit.

During their November 19, 2018 meeting, the Council amended the Residential Rental Unit Registration Requirements in Chapter 6, Article VI regarding Short Term Rentals. Owners of owner-occupied short-term rentals and tenants offering their unit for short-term rental must provide documentation demonstrating Portland residency. Tenants of rental units must also provide a notarized statement from their landlord giving permission to short-term rent their unit. Also, the fee schedule was amended. The limitation on the total number of short-term rental registrations was amended from 300 to 400 non-owner occupied mainland short-term rental units. A mainland short-term rental unit in an owner-occupied multi-unit, where the unit is not the primary residence of the owner, shall be counted as a non-owner occupied unit. An individual or entity may register up to five short-term rental units in any one calendar year. The number of short-term rental units that may be operated in a multi-unit building was amended. Tenant and owner-occupied units shall be counted towards registration limits. Violations of the provisions of Chapter 6, Article VI shall be grounds to deny or renew an application. At renewal, the applicant is to provide verification of the number of nights the unit was rented on a short or long-term basis in the previous reporting year. Renewal is by January 1 of each year upon completion of the application and payment of the registration fee. The renewal date for 2019 only, is February 1, 2019.

LONG TERM RENTAL REGISTRATION AND INSPECTION PROGRAM

- Portland has 17,796 long-term rental units as of 9-18-18
- Portland has 781 short term rental units as of 9-18-18
- 3,802 Housing Safety rental inspections were conducted during fiscal year ending June, 2018

The Fire Department collaborates with the Permitting and Inspections Department’s Housing Safety Office on proactive inspections, scheduling, on-going training, education, re-inspections and answering complaints regarding long-term rental units. The four major themes of focus are life safety, consistency, being reasonable, and communication.

Rental Registration by Total Number of Applicants and Units in 2017-2018

Category	Long-Term	Short-term
Applicants	4,376	643
Units	17,796	781

Note: as of September 18, 2018

Rental Registration follow-up by number of landlords, 2017-2018

Type of follow-up	Total	Long-term	Short-term
Letter or Notice of Violation	2,215	1,700	515
Summons	56	56	0

Note: as of September, 18, 2018

Fiscal Year 2018 Rental Inspections by Type and Number

Category	Total
Housing Safety	3,802
Infestation/Insects	68
Legalization of Units	37
Total	3,907

Note: Permitting and Inspections Department data only.

Source: All data is from Energov software (Tyler Technology), City of Portland, Sept. 2018.

FIRE DEPARTMENT INSPECTION PROGRAM

During the October 11 meeting of the Housing Committee, Fire Chief Keith Gautreau presented a recap and history of the Fire Department’s Inspection Program from May 2015 to date.

- o March 2015 NFPA (National Fire Protection Assoc.) Training
- o Training on our software and how to maximize its potential
- o New Enforcement Procedures in place (Summons & Consent Agreements)
- o Court appearances / pursuing legal action for extreme cases
- o Focus on Residential Housing
- o Focus on Quality not Quantity (take time and follow through)
- o Recurring Department wide training twice in 2016 & 2017
- o Started Joint Inspections with HSO November 2018
- o Switched over to new Energov (Tyler) software April 2018

Fire Prevention Activities: Includes Residential Apartments (> 3 units), Schools, Fire Permits, Complaints, Hazmat and Public Education

Year	January - March	April - June	July - September	October - December	Total
2016	519	966	790	788	3,063
2017	483	930	802	759	2,974
2018	651	181	203	0	1,035

*November 2017, the Fire Department began joint inspections with the Housing Safety Office

Percentage of follow-up inspections

Year	Total	ReInspections	Percentage	Public Education
2016	3,063	284	9%	138
2017	2,974	552	19%	122
2018	1,035	205	20%	33

*33 number impacted due to vacant Captain's position

RESOURCES

FEDERAL SOURCES OF REVENUE

The U. S. Department of Housing and Urban Development’s (HUD) mission is to “create strong, sustainable, inclusive communities and quality affordable homes for all.” To fund this mission, HUD allocates money directly to state and local governments for community planning and development projects through:

- HOME Investment Partnership Programs (HOME)
- Community Development Block Grants (CDBG)
- Emergency Solutions Grants Program (ESG)
- Housing Development Fund (HDF)
- Neighborhood Stabilization Program (NSP) (no longer available)
- Lead Hazard Control Grant
- Brownfield Economic Development Initiative

HOME INVESTMENT PARTNERSHIP PROGRAM (HOME)

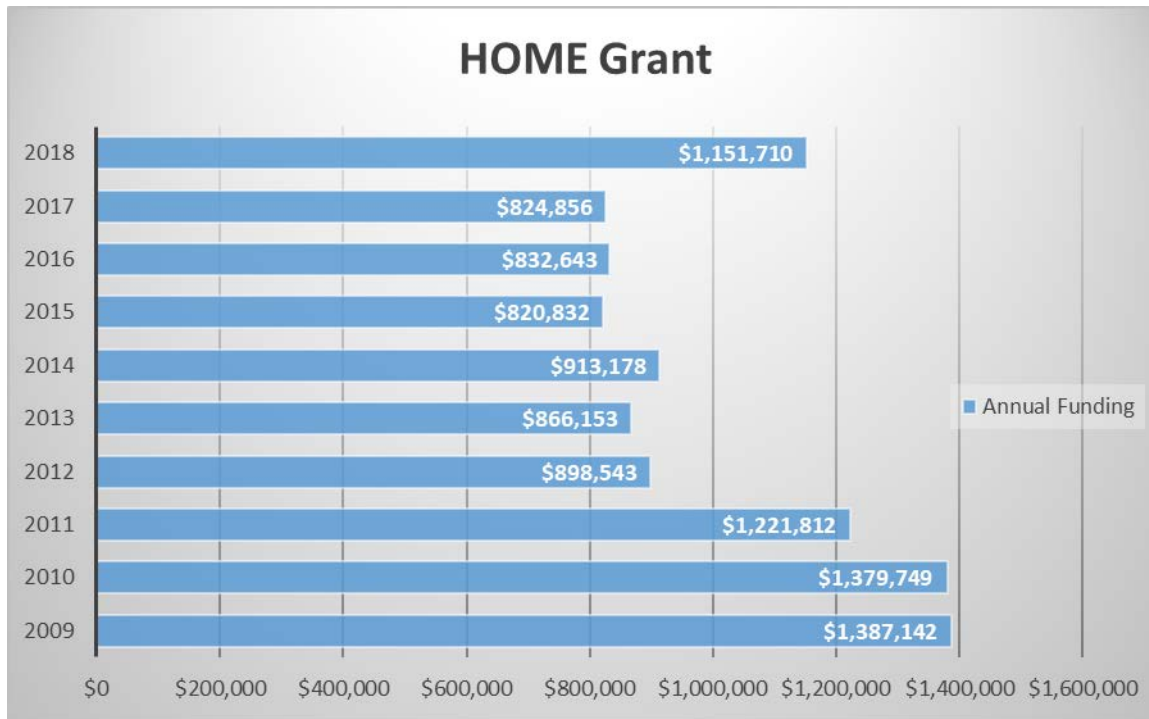
- Housing Committee recommended and the Council appropriated HOME funding allocations to three new developments that will subsidize the creation of 202 units of rental housing.
- Portland received \$1,151,710 in HOME funding for fiscal year 2018-2019.
- HOME funding increased by \$326,854 from the previous fiscal year.
- HOME funding for FY 19 will help create 237 units of rehabilitated or new housing.

HOME funds can assist with building, buying, and/or rehabilitating housing for rent or homeownership as well as providing direct short-term rental assistance and security deposits to low-income families through Tenant Based Rental Assistance Voucher Program (TBRA). The City’s HOME Program provides assistance through housing rehabilitation, tenant based rental assistance and the Affordable Housing Development Program which focuses on the development of new affordable rental housing.

HOME funding invested in *rental* housing assists households at or below 60% area median income. HOME funding invested in *housing rehabilitation* assists households at or below 80% area median income.

HOME has been the largest funding source for the City helping to develop (in conjunction with other local and federal programs) 1,057 units of low-income housing through the allocation of approximately a little more than \$8.4 million in funds since 2000.

Portland received \$1,151,710 in HOME funding for fiscal year 2018-2019, an increase of \$326,854 from the previous year. FY19 funding allocations will help to create: 75 housing units at 510 Cumberland/Deering Place (\$200,000 in addition to \$300,000 provided in FY18); 111 housing units at 37 Front Street (\$510,174); and 51 housing units at 178 Kennebec Street (\$370,000).



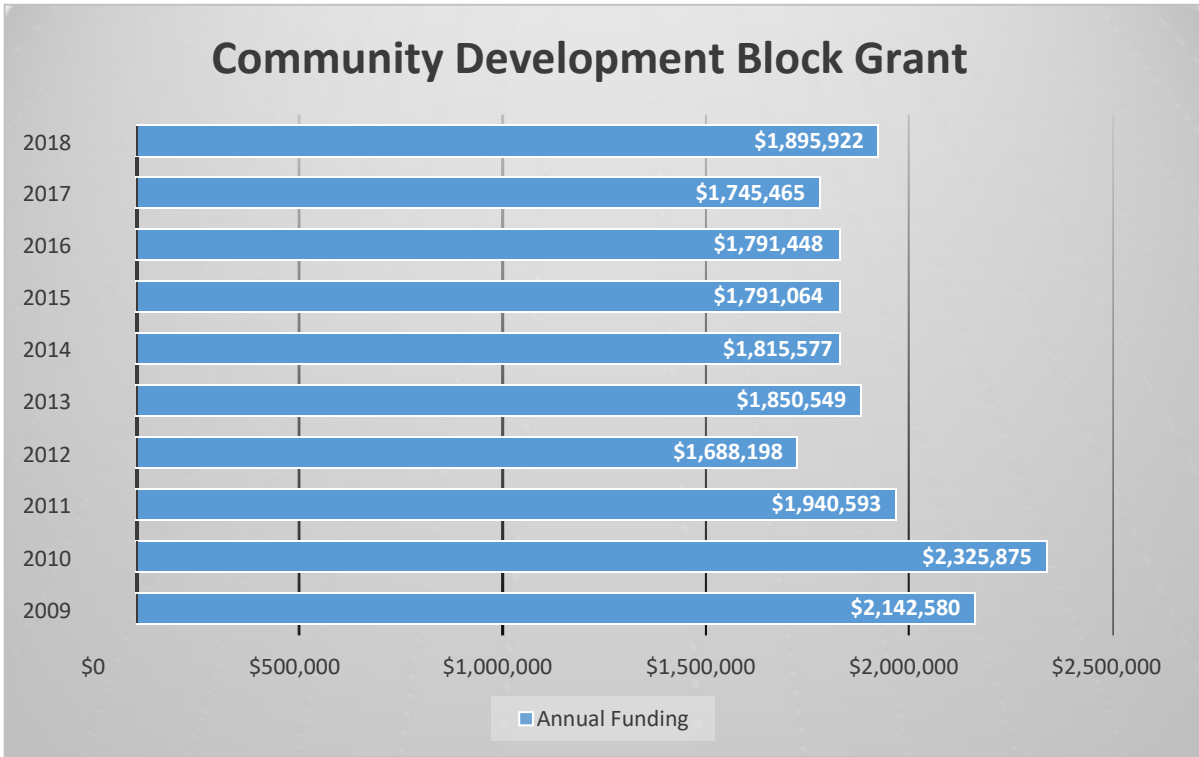
Source: HUD Exchange, HUD Awards and Allocations (2009 – 2018)

COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG)

- Portland received \$1,895,922 in CDBG funding for fiscal year 2018-2019.
- CDBG funding increased by \$150,457 from the previous fiscal year.
- CDBG funding for FY 2019 supplements funding towards two projects creating 166 units of housing.

The Community Development Block Grant (CDBG) program distributes annual grants to provide communities with resources to develop and expand housing and economic opportunities for low-income households at or below 80% Area Median Income.

Portland received \$1,895,922 in CDBG funding for fiscal year 2018-2019- an increase of \$150,457 from the previous year. Funding allocations from the CDBG fund will assist in the creation of: 55 housing units at 58 Boyd Street (FY18 \$30,000); and 111 housing units at 37 Front Street (FY19 \$250,000).



Source: HUD Exchange, HUD Awards and Allocations (2009 – 2018)

LEAD SAFE HOUSING

- 413 housing units have been made lead-safe in Portland since 1995.

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

The 2016-2019 Lead Hazard Control grant from HUD will complete lead hazard control work in 88 units. To date, lead hazard remediation work has been completed in 43 units. A Healthy Homes inspection is also performed on all qualifying units and, in conjunction with HOME and CDBG funds, the program is able to address code violations, and health and safety issues.

LOCAL SOURCES OF REVENUE

HOUSING TRUST FUND

- The Housing Committee recommended and the Council appropriated \$1,225,000 from the Housing Trust fund in 2018.
- Housing Trust funding for 2018 supplements funding towards two projects creating 151 units of housing.
- \$1,309,818.80 was deposited into the Housing Trust Fund in 2018.

The Housing Trust fund was established to promote, retain; and create an adequate supply of housing, particularly affordable housing, for very-low, low, and median-income households, and to limit the net loss of housing units in the City. During 2018, deposits into the fund were contributed from the City’s Inclusionary Zoning fee-in-lieu option (\$276,500), a transfer from the short-term rental registration program (\$33,318.80) and the appropriation of \$1,000,000 from the sale of city-owned property at 0 Hancock Street (aka the WEX project). Expenditures for 2018 included \$300,000 to leverage the creation by Avesta of 40 units of senior housing at 977 Brighton Avenue, and \$925,000 towards 111 units of housing for Portland Housing Authority’s 37 Front Street project. The Housing Trust Fund has a balance of \$998,321 as of December 26, 2018.

Developments evaluated for funding must promote the efficient use of land in locations in proximity to shopping, work places, and community facilities. Projects are also encouraged to incorporate high standards of design, energy efficiency, “green” design, and social sustainability.

Sources and Uses of Housing Trust Funds

YEAR	DEPOSITS		YEAR	EXPENDITURES	
2002/03	Maine Medical Center HRO	\$ 315,580.00	2011	Avesta Oak Street Lofts	\$ (380,585.00)
2002	Sportsman's Grill HRO	\$ 40,000.00	2014	Housing First Pre-Development RFP	\$ (75,000.00)
2009	Berlin City Auto HRO	\$ 116,000.00	2015	65 Hanover & 52 Alder Sts Feasibility Study	\$ (9,250.00)
2010	Stop n Shop HRO 2010	\$ 289,250.00	2017	65 Munjoy Street	\$ (175,000.00)
2012	Rockbridge/Eastland Park HRO	\$ 42,500.00	2018	37 Front Street	\$ (925,000.00)
2012	Riverwalk/Ocean Gateway HRO	\$ 250,000.00	2018	977 Brighton Avenue	\$ (300,000.00)
2012	118 Congress LLC Easement	\$ 3,500.00		Total Expenditures	\$ (1,864,835.00)
2017	Sale of Tax Acquired Property 91 & 97 Belfort Street	\$ 86,424.00			
2017	Sale of Tax Acquired Property 116 Upper A Street	\$ 78,527.00			
2017	443 Congress Street IZ	\$ 280,000.00			
2018	62 India Street IZ	\$ 276,500.00			
2018	Short Term Rental Fee transfer	\$ 33,318.80			
2018	0 Thames Street (WEX) sale	\$ 1,000,000.00			
	Previous INTEREST EARNED	\$ 51,556.00			
	Total Deposits	\$2,863,155.80		BALANCE	\$998,320.80
HRO - Housing Replacement Ordinance; IZ = Inclusionary Zoning Fee-in-lieu					
as of 12-27-2018					

AFFORDABLE HOUSING TAX INCREMENT FINANCING (TIF)

Affordable Housing TIF districts approved during the 2018- 2019 fiscal year:

- 977 Brighton Avenue – 40 age restricted housing units
- 178 Kennebec Street – 51 age restricted housing units

Affordable Housing TIF districts approved during the 2017- 2018 fiscal year:

- 58 Boyd Street - 55 housing units
- 510 Cumberland (Deering Place) - 75 housing units

Affordable Housing Tax Increment Financing (AHTIF) is a tool used by municipalities in Maine to provide financial assistance in the development of affordable housing projects governed by the Maine State Housing Authority. A TIF works by capturing new tax growth above existing tax revenue resulting from a property or district's increase in property value. These funds are then targeted to support a specific project or district that increase the amount of market rate and affordable housing or improves the health, welfare or safety of residents. To qualify for subsidy funding (subject to City Council approval), thirty-three percent of the units in the development must be designated as affordable units



977 Brighton Avenue



58 Boyd Street

CITY-OWNED PROPERTY

- The Housing Committee proposed investigating the use of City-owned property for housing development.
- Selling city-owned land provides the City with unique control over the timing, location, and affordability of housing development in Portland.
- Added benefit of turning land with no tax liability into an income generating property for the City's tax rolls

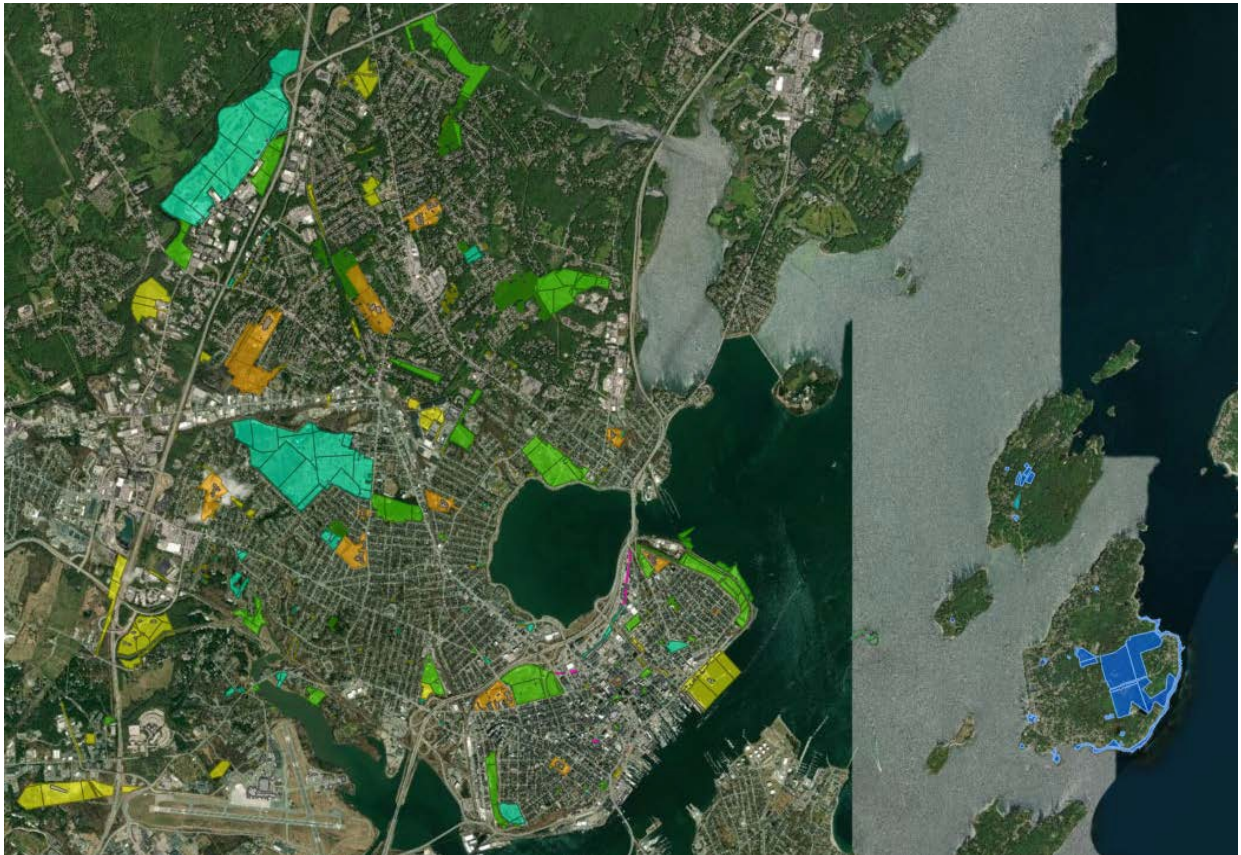
In accordance with Section 2-313 of the City Code, the City may provide city-owned land for housing development and offer the land below market price to encourage housing development or support greater affordability. In November 2017, Portland's Assessing Department identified more than 550 city-owned parcels. During 2018, staff reviewed each parcel with assistance from staff in Economic Development, Assessor, Parks, Recreation & Facilities, and Public Works with the goal of identifying the current use or site conditions. Some select parcels were presented to the Housing Committee for a greater analysis.

- 21 Randall Street is a .32 acre or 13,956 square foot parcel in the R-5 zone abutting the Front Street redevelopment project. This lot would allow for one multiplex building of six units of housing.
- 0 Westbrook Street is situated across from the future Stroudwater Preserve site, and is the entrance to the Fore River Sanctuary. The site features several streams/drainage channels, wet areas that drain to the Fore River, and the remnants of a portion of the historic Cumberland Oxford Canal. A natural gas pipeline that serves the Portland Tech Park is within the site. There are also numerous Portland Water District, drainage, and other easements on the site. An initial review of the parcel suggests the possibility of developing six single-family lots. However, given the many challenges associated with the site, the development would be very expensive. Staff did not recommend pursuing this parcel as an option for housing development.
- 2 Boyd Street (aka "Franklin Reserve") is a 1.4 acres parcel within the 130-acre land area of East Bayside. During the March 28, 2018 meeting of the Housing Committee, Christina Egan, the Executive Director of GPCOG presented an overview of GPCOG's *East Bayside Brownfield Area-Wide Plan* report. The report recommends "the City (to) consider whether or not an exploration of possible reuse options for this site is desired". Staff recommended identifying a preferred use or reuse option that aligns with the needs of the community.
- 622 Auburn Street is a 4.8-acre parcel that abuts a 13-acre parcel of city-owned property in Falmouth. The 622 Auburn Street parcel has wetlands identified by the National Wetland Inventory and a consulting wetland soil scientist using aerial photography. A citywide staff review of the property in Falmouth may determine it is a more promising location for potential housing development.

CITY-OWNED PROPERTY MAP

- Housing Committee requested an annotated interactive map of city-owned property

The city-owned property map provides both an overview of all city-owned properties as well as a breakdown by parcel categories such as; Land Bank/Parkland; Schools; Services & Industry; Deed-Restricted; Islands; and Other Parcels. Due to the nature of parcel activity (i.e. purchases, sales, land-bank designations, etc.), continued up-dates to the browser will be necessary to ensure future accuracy. The city-owned property map will be an accessible tool to assist with the comprehensive and focused comparison and understanding of constraints and opportunities of city-owned land.



**Draft 2020 Housing Committee Work Plan
as of September 11, 2020**

September 17, 2020

1. Presentation, Overview and Integrated Report from Permitting and Inspections and Fire Department re: Short-term and Long-term Rental Housing Safety & Inspection Program - Implementation and Financial Report (Public Comment)
2. (Action Item) Review and Recommendation to the City Council on Disposition of Tax Acquired and City-Owned Property (431 Commercial Street, 622 Auburn Street, 0 Gray Road, Falmouth)
3. Communication Item: FY20 HUD Consolidated Annual Performance Report
4. Communication Item: 2020 Interim Housing Report
5. 2020 Work Plan Discussion

October 14, 2020

1. Lodging House Discussion
2. Presentation, Overview and Report from the Rental Housing Advisory Committee (Public Comment)
3. Presentation of 2020 Interim Housing Report
4. 2020 Work Plan Discussion

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

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

December 9, 2020 – no December meeting?

WORK PLAN TOPICS

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

Street Standards

City-Owned Property

200 Lambert Street

33 Portland Street

Inclusionary Zoning – minor process/clarifying language updates

Housing Policy Forum – to be referred to 2021 committee

COMPLETED WORK

January 9, 2020 (Thursday)

1. 2020 Work Plan Discussion
2. Communication Item(s): Follow-up Response to Comments regarding the 2019 Housing Report, and Bayside Village Follow-up

February 12, 2020

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

March 4, 2020 – Joint Meeting Economic Development

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

April 8, 2020 Cancelled

April 22, 2020

1. Presentation of Federal, State, and local update regarding COVID-19 and housing related issues.
2. Communication Item update on issuance of RFP for 43 & 91 Douglass Street, 165 Lambert Street, and 21 Randall Street
3. 2020 Work Plan Discussion

May 13, 2020

1. Executive Session: Possible disposition of City-owned real estate at 431 Commercial Street; and Possible disposition of City-owned property in Falmouth.
2. (Action Item) Review and Recommendation regarding Rental Housing Advisory Committee Policy Recommendation
3. (Action Item) Review and Recommendation to the City Council of CDBG-CV and ESG-CV Supplemental Funding Recommendations
4. Review of Funding Requests Received from the Affordable Housing Development Applications – Avesta 200 Valley Street, PHA Washington Gardens and 337 Cumberland Avenue
5. (Possible Action Item) Review, public hearing and possible recommendation to Economic Development Committee and/or City Council re: AHTIF requests CHOM 83 Middle Street, Avesta 200 Valley Street, 337 Cumberland Avenue, PHA Washington Gardens – 577 Washington Avenue
6. (Action Item) Review and Recommendation to City Council re: Disposition of City-Owned Property at 157 Brackett Street and 176 Clark Street
7. 2020 Work Plan Discussion

June 10, 2020

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

July 8, 2020

1. Discussion and Housing Committee direction related to Tom Watson's request to amend the Portland City Council approved 44/52 Hanover Street (former DPW Fleet Services Building) Purchase and Sale Agreement to change the development program from commercial maker space to a mixed-use residential and commercial property.
2. Discussion and Housing Committee input to the Economic Development Committee regarding review of RFP responses for redevelopment of city owned property at 21 Randall Street, 43 & 91 Douglass Street and 165 Lambert Street.
3. 2020 Work Plan Discussion – including rescheduling of the September meeting date (conflict with City Council Meeting)

August 12, 2020

1. (Action Item) Review and Recommendation to the City Council on Disposition of Tax Acquired and City-Owned Property (431 Commercial Street, 622 Auburn Street, 0 Gray Road, Falmouth)
2. Communication Item Update on Development Projects within Portland and Member Consortium Communities
3. 2020 Work Plan Discussion