



HOUSING & ECONOMIC DEVELOPMENT COMMITTEE

DATE: Tuesday, March 22, 2022

TIME: 5:30 PM

LOCATION: This meeting will take place remotely using Zoom.

This meeting will be held remotely pursuant to the Remote Meeting Policy adopted by the Portland City Council and as authorized under 1 M.R.S. 403-B because of the existence of an emergency or urgent issue that requires the Committee to meet by remote methods. 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 available in the Agenda Center following the meeting.

For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment.

1. Zoom Public Meeting Information

- a. Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/84391333074?pwd=SXhkbHFLd0RwY0VONVI0dGpERURCQT09>

Passcode: 386050

Or One tap mobile :

US: +13017158592,,84391333074#,,, *386050# or
+13126266799,,84391333074#,,, *386050#

Or Telephone:

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US: +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833

Webinar ID: 843 9133 3074

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International numbers available: <https://portlandmaine-gov.zoom.us/j/84391333074?pwd=SXhkbHFLd0RwY0VONVI0dGpERURCQT09>

2. Review and accept Minutes of March 1, 2022, Committee meeting.

- a. See attached draft Minutes for approval.

3. Public Hearing - Review and Vote to Recommend Approval to the City Council of the Draft 5-Year HUD Consolidated Plan and FY2023 HUD Annual Allocation Plan

- a. See attached Memorandum and FY2023 HUD Annual Allocation Plan.

4. Presentation and Committee Direction to Staff re: Food Truck Plan for the Eastern Promenade

- a. See attached staff proposal.

5. Update, Review, and Committee Direction to Staff re: Tourism Improvement District

- a. See attached Memorandum and Powerpoint Presentations by Tiffany Gallagher of Civitas and Lynn Tillotson of Visit Portland.

6. Review and approval of a Purchase and Sale Agreement for City-owned property at 622 Auburn Street and 0 Gray Road, Falmouth; and Amendment to Purchase and Sale Agreement for 165 Lambert Street.

- a. See attached Memorandum and draft Purchase and Sale Agreement for 622 Auburn Street and 0 Gray Road.

NOTE: Pursuant to 1 M.R.S.A 405(6)(C) and 5 M.R.S.A. 13119-A, the Committee may go into executive session to provide staff direction on negotiations for the Purchase and Sale Agreement.

- b. See attached Memorandum and draft Amendment to Purchase and Sale Agreement for 165 Lambert Street.

NOTE: Pursuant to 1 M.R.S.A 405(6)(C) and 5 M.R.S.A. 13119-A, the Committee may go into executive session to provide staff direction on negotiations for the draft Amendment to the Purchase and Sale Agreement.

7. Communication: 2022 Workplan and Schedule - No Vote or Public Hearing Required.

- a. See attached 2022 Workplan and Schedule.

Next Meeting Date: April 5, 2022

Minutes

Remote Housing and Economic Development Committee

March 1, 2022

NOTE: This meeting was held via Zoom and can be viewed at this link:

<https://www.portlandmaine.gov/129/Agendas-Minutes>

These Minutes provide a record of those in attendance, general discussion taking place, and motions made.

A remote meeting of the Housing and Economic Development Committee (HEDC) of the Portland City Council was held on Tuesday, March 1, 2022, at 5:30 p.m. via Zoom. Present from the Committee were Chair Pious Ali, and members Councilors Tae Chong, Roberto Rodriguez, and Councilor Andrew Zarro. Present from the City staff were Interim Housing and Economic Development Department Director Mary Davis, Corporation Counsel Michael Goldman, Principal Administrative Officer Lori Paulette, and Housing Program Manager Victoria Volent.

Item #1: Zoom Meeting Information – no Committee action required.

Item #2: Review and vote on February 15, 2022, draft meeting Minutes.

On motion made by Councilor Zarro, seconded by Councilor Rodriguez, the Committee voted unanimously (4-0) to accept the Minutes.

Item #3: Presentation of Age Friendly Portland and the Portland Ge Friendly

Business Program

Linda Weare, City of Portland Director of Elder Affairs, introduced this item with an overview of Age Friendly Communities. In 2015 Portland became the first community in Maine to join the AARP Network of Age Friendly Communities, now there are more than 100 Age Friendly Communities in Maine. This program helps cities prepare for rapid population aging by promoting

healthy and sustained economic growth that provides resources to enhance personal independence, allow residents to age in place, and foster their engagement in the community's civic, economic and social life. Age Friendly cities help sustain economic growth. AARP provided a process for Age Friendly Portland (AFP) to follow which started with a steering committee of community stakeholders that conducted a community needs assessment. From the data collected, AFP developed a five-year action plan with a focus on housing (aging in place), transportation (walkability), social inclusion, and communication and information. After five years, communities provide a progress reports to AARP to receive certification. Age Friendly Portland is certified and in the process of conducting a new needs assessment to determine goals for the next five years. The City's webpage contains more information regarding AFP as well as the AFP Resource Guide, and the volunteer program to help local business owners become more sensitive to the needs of older customers and receive recognition for efforts to make their business more "age-friendly" and accessible to all. Any business can apply through the on-line application.

Cary Tyson, Executive Director of Portland Downtown, spoke of the importance of the work conducted by AFP and the need to promote that work to the business, civic and nonprofit communities. AFP is applying for grants to assist Portland businesses with the costs of installing handrails, ramps and buzzers to improve accessibility.

Councilor Zarro thanked Linda and AFP, and highlighted the village initiative support system that has helped with both snow shoveling assistance and connecting older citizens with a pre-screened service provider. He looks forward to signing up and promoting other business to join AFP's Business Certification Program.

Councilor Rodriguez also thanked Linda and Cary for the update and presentation. As a physical therapist working with the geriatric population in Portland, he is personally interested in helping seniors age in place and age independently. It is important to keep the city accessible and

seniors active. He asked if there are programs to help decrease the risk of falls, and if there is a source that provides access to assistive devices for short-term needs. Linda Wear noted the Matter of Balance program offered through the Southern Maine Agency on Aging and mentioned the city's Office of Elder Affairs connects people with service providers based on the need requested. As for assistive devices, Ms. Weare indicated that the Barron Center occasionally has resources available.

The Committee continued their discussion on AFP including the suggestions to conduct age-friendly events, add more places to sit down, having chairs with armrests, installing grab bars and ramps, and having a downtown district event to raise awareness of AFP.

Item #4: Update, discussion, and Committee direction on use of TIF funds to invest in workforce training (including a possible collaboration between Portland Adult Ed and PATHS) – No action and no public hearing required.

Chair Councilor Ali noted this is one of his favorite programs utilizing TIF funds, and he asked Portland Adult Education (PAE) Director Anita St. Onge to introduce this.

Ms. St. Onge thanked the Council and staff for support of this program, which is making a big difference for PAE and its students. For FY2023, PAE is asking for \$200,000, double from FY2022 of \$100,000 as directed by this Committee to ask for more. She noted that a new program added for FY2023 is ESOL instruction for low-level English speakers. Basic literacy is a very important workforce issue so is being added. Ms. St. Onge also noted that recruiting students for the Intensive ESOL program is not easy as they have too much going on in their life so it is not a program to be TIF funded in FY2023 but will continue to be a program at PAE.

Ms. Love, also of PAE, thanked all for supporting PAE in these programs, and noted that PATHS Director was also present today, Kevin Stilphen. Ms. Love then highlighted the successes so far in the FY2022 TIF Funded programs, and summarized the proposed programs for the FY2023 school year with the associated ask of \$200,000 (see attached summary). She

noted that three programs are proposed to be returning for FY2023, those being the Education Academy, New Mainer Teller Training Program, and the Employment and English Preparation for new arrivals. PAE is also proposing three new programs, assisted with TIF funding, namely the Commercial Drivers License Program, the New Mainer Clean Energy Training Program with PATHS, and ESOL Instruction for Low-Level English Speakers with Certified ESOL Instructor. The goal is to have a total of 120 students enrolled for FY2023 in these TIF assisted programs.

Chair Councilor Ali asked Mr. Stilphen about the collaboration with PATHS and PAE.

Mr. Stilphen said that PATHS' day ends at 1:30 for the high school students with a lot of equipment that can be used. Regarding the New Mainer Clean Energy Training Program, with PATHS investment in state-of-the-art HVAC equipment to keep up with renewable and clean technology, this is an opportunity to partner with PAE for the language side of the program. This would be a good pathway for good, stable paying jobs. It is a shovel ready program; another foreseeable program in the future would be cyber security.

Councilor Chong agreed with the Chair that this is a great program for use of TIF funds. He would support it at \$200,000 as it is transformative for those in the program, and any type of language access is great as he believes there will be many more new Mainers in the future. PAE is doing great work for people of color to get training and jobs, and including trade jobs is a step in the right direction. Perhaps new programs in the future would be how to start their own business, as well as how to assist those in low-level paying jobs move up. As the programs expand, he noted that future funding requests from PAE would likewise increase and he would support those requests.

Councilor Rodriguez noted that he has always been impressed with PAE and PATHS, and these programs help move forward the Portland Promise program. He asked Mr. Stilphen

about the next obvious program area for possible partnership with PAE, and Mr. Stilphen noted that would be welding and fabricating.

Chair Councilor Ali noted that he and others from the City will be attending the National League of Cities Conference in DC, and this would be an opportunity to share this program for possible future Federal funding, noting the needs for the constituents and for teachers, particularly bilingual teachers for both PAE and PATHS.

Councilor Zarro asked about next steps, and Ms. Davis said that she shared the initial request with Finance Director Brendan O'Connell. Based on Committee feedback in full support of the \$200,000 TIF workforce funding request for FY2023, she will relay this to Mr. O'Connell for leadership's review and recommendation to the Finance Committee.

Item #5: Communication/Discussion

a. 2022 Work Plan and Schedule

b. Communication from Corporation Counsel re: Minimum Wage Ordinance; are amendments permitted after 2020 Referendum

Chair Councilor Ali noted that the Work Plan is a live document and invited Committee members to contact him and Ms. Davis for any additions/edits.

Regarding the minimum wage communication, Councilor Zarro asked if there could be a path forward to create an alternative for a citizen vote.

Mr. Goldman noted that pursuant to Chapter 9 of the Code of Ordinances, it cannot be repealed or amended except by a vote of the people. Regarding that process, he would need to discuss this with Interim Corporation Counsel Thompson.

Councilor Zarro noted that if it is not possible for the City Council to put an amendment out on the ballot for a vote by the people, then there will be no need for further discussion.

There was then discussion regarding additional TIF funding for Creative Portland, with Councilor Chong noting that last year it did not get done due to timing. With the budget process currently underway for FY2023, he asked about the status.

Ms. Davis noted that in her Department budget, she included an additional line for Creative Portland (CP) at \$155,000. This would be in addition to the two City employees in her Department budget for CP (Director and Program Assistant) at a total of approximately \$150,000 for salary and fringe benefits. If this budget should be approved, the Downtown TIF document will need to be amended and approved by both the Portland City Council and the ME Dept. of Economic and Community Development, as it currently has funding for CP up to \$100,000.

Seeing no further comments/discussion, on motion made by Councilor Rodriguez, seconded by Councilor Chong, the Committee voted 4-0 to adjourn at 7:05 p.m.

Respectfully, Lori Paulette and Victoria Volent

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Division Director

DATE: March 8, 2022

SUBJECT: Resolve 9-21/22 Adopting the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and Approving a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan and Certifications Pertaining Thereto, Sponsored by Danielle P. West, Interim City Manager

SPONSOR: Sponsored by Danielle West, City Manager
(If sponsored by a Council committee, include the date the committee met and the results of the vote.)

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st Reading 3/21/2022

Final Action 4/11/2022

Can action be taken at a later date: No A public notice of these meetings is required and has been published in the Portland Press Herald.

PRESENTATION: Chair of the CDBG Annual Allocation Committee will present the Allocation Committee's recommendations. The City Manager will present her recommendations. HCD Staff are available for questions.

I. SUMMARY

This Resolution adopts the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and approves a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan

II. AGENDA DESCRIPTION

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

The 5-Year Consolidated Plan will be submitted to HUD in May, 2022. The City Council approved the goals and priorities included in this plan at their meeting on October 4, 2021. The Annual Action Plan allocates a total estimated budget of \$6,005,657: including CDBG \$1,992,865, HOME, Program Income and Recapture \$1,239,554, ESG \$164,857, Downtown TIF \$120,000, Cotton St. proceeds \$20,000, Lead Safe Housing Program Income \$45,397, Jill C. Duson Housing Trust Fund \$2,172,194. In addition, a substantial amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan will re-program CARES Act funding from CDBG-CV3 \$124,669 and ESG-CV2 funding \$126,121.

The Housing & Economic Development Committee voted (3-0 Zarro absent) to recommend approval of the Housing Program Budget on February 2, 2022. The Emergency Shelter Assessment Committee (ESAC) voted to recommend approval of the ESG budget at their March 17, 2022 meeting.

This item must be read on two separate days. This is its first reading. This item will also receive two public hearings. This is its first public hearing.

III. BACKGROUND

The CDBG Annual Allocation Committee reviewed all applications and made funding recommendations to the City Manager, both sets of recommendations are included in the attachments in the backup materials. The Housing and Economic Development Committee For additional detail, reference is made to the attachments included in the backup materials.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

City Council approval of the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan outlining the allocations for the programming of the Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program received from the U.S. Department of Housing and Urban Development and approval of a substantial amendment CDBG-CV3 and ESG-CV@ funding.

V. FINANCIAL IMPACT

Funding for these activities will be provided through grants from the U.S. Department of Housing and Urban Development.

VI. STAFF ANALYSIS AND BACKGROUND

For additional details, reference is made to the attachments included in the backup materials.

VII. RECOMMENDATION

Staff recommends that the City Council vote to adopt and approve the 2022-2026 Five-Year Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan including Appropriations for Community Development Block Grant Program, HOME Program, and Emergency Solutions Grant Program and a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan.

VIII. LIST ATTACHMENTS

1. CDBG 2023 Resolution 3.21.2022
2. 1. Memo to Council budget 22-23
3. 2. Memo budget and cap calculations 2022-2023
4. 3. Allocation Committee Recommendation letter and allocations 3-3-2022
5. 4. City Manager Recommendation Letter 2022 3.9.2022
6. 5. Council Memo CDBGCV3 and ESGCV2
7. 6. Housing Program Budget Memo 03.13.2022
8. 7. ESG Budget 2022-2023 Narrative 3.14.2022
9. Con Plan Draft 2 to website and council 3-16-2022

Prepared by:

Mary Davis, Division Director

Date: 03/08/2022

KATE SNYDER (MAYOR)
ANNA TREVORROW (1)
VICTORIA L. PELLETIER (2)
TAE Y. CHONG (3)
ANDREW ZARRO (4)

**CITY OF PORTLAND
IN THE CITY COUNCIL**

MARK DION (5)
APRIL D. FOURNIER(A/L)
PIOUS ALI (A/L)
ROBERTO RODRÍGUEZ (A/L)

**RESOLUTION ADOPTING THE 2022-2026 FIVE-YEAR CONSOLIDATED
PLAN AND FISCAL YEAR 2022-2023 ANNUAL ACTION PLAN INCLUDING
APPROPRIATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS GRANT
PROGRAM AND APPROVING A SUBSTANTIAL AMENDMENT TO THE
2016-2020 CONSOLIDATED PLAN AND 2019-2020 ANNUAL ACTION PLAN
AND CERTIFICATIONS PERTAINING THERETO**

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

WHEREAS, activities for the Five-Year 2022-2026 Housing and Community Development Consolidated Plan and Fiscal Year 2022-2023 Annual Action Plan have been recommended; and

WHEREAS, the City of Portland will receive an estimated annual allocation from the United States Department of Housing and Urban Development (HUD) of \$1,948,754 of Community Development Block Grant (“CDBG”) Entitlement Funds, for the program year 2022-2023; and the City has also received Community Development funds in the amount of \$44,111 in Housing Development Fund Program income, along with \$20,000 in Cotton Street Proceeds, which is subject to the same regulations as the entitlement funds; and \$120,000 in Tax Increment Financing (TIF) funds; a HOME Program Grant allocation of \$991,679, HOME Program Income and Recaptured Funds of \$247,875; Lead Safe Housing Program Income of \$45,397; local Housing Trust Funds of \$2,172,194; and \$164,857 of Emergency Solutions Grant (ESG) funds; and

WHEREAS, \$124,669 of CDBG-CV3 and \$126,121 of ESG-CV2 will be reallocated to support social services applications submitted and vetted as part of the FY2022-2023 annual CDBG allocation process; and

WHEREAS, the amount of funding to be reallocated from CDBG-CV2 and ESG-CV2 meet the criteria of “substantial amendment” as outlined in the Housing and Urban Development Citizen Participation Plan; and

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

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Portland, Maine, hereby adopts the FY 2022-2026 Five-Year Consolidated Housing and Community Development Plan and FY 2022-2023 Annual Action Plan; and the estimated annual sums of \$1,948,754 of Community Development Block Grant (“CDBG”) Entitlement Funds, Community Development funds in the amount of \$44,111 in Housing Development Fund Program income, along with \$20,000 in Cotton Street Proceeds, and \$120,000 in TIF funds; a HOME Program Grant allocation of \$991,679, HOME Program Income and Recaptured Funds of \$247,875; Lead Safe Housing Program Income of \$45,397; local Housing Trust Funds of \$2,172,194; and \$164,857 of Emergency Solutions Grant Program are hereby appropriated for the purposes approved in the attached Plan and budgets as provided in the Attached Exhibits; and

BE IT FURTHER RESOLVED, that the City Council of the City of Portland, Maine, hereby adopts the substantial amendment to the FY 2019-2020 Consolidated Housing and Community Development Annual Action Plan including the sums of \$124,669 for the CARES Act Community Development Block Grant Program and \$126,121 for the CARES Act Emergency Solutions Grant Program

BE IT FURTHER RESOLVED, that the City of Portland, Maine, possesses legal authority to apply for the above referenced Community Development Block Grant Program Funds, HOME Program funds and Emergency Solutions Grant Program funds for the Program Year 2022-2023; and

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

- 1) Apply for, accept and expend the estimated annual Community Development Block Grant Entitlement Funds of \$1,948,754 and to expend \$44,111 in CDBG housing program income funds, \$120,000 in TIF, and \$20,000 in Cotton Street proceeds; \$991,679 of HOME Program funds and to expend \$247,875 of program income and recaptured funds; \$45,397 in Lead Safe Housing program income; \$2,172,194 in local Housing Trust Funds; and \$164,857 of Emergency Solutions Grant funds; and
- 2) Officially represent the City of Portland, Maine, in connection with the application, including the execution of contracts on behalf of the City; and
- 3) Act as the certifying officer for HUD environmental documents related to these grants and to execute said documents and any other related documents necessary or convenient to carry out the intent of said grants; and
- 4) Make adjustments to all proposed activities’ budgets as noted below:
 - (a). If estimated allocations decrease, activities under the CDBG, HOME and ESG Programs be proportionately decreased from the estimated

funding levels to match the actual allocation amounts;

(b). If estimated allocations increase, activities under the HOME and ESG Programs be proportionately increased to match the actual allocation amounts; and

(c). If the estimated CDBG allocation increases, any partially funded projects will be proportionately increased until fully funded. Once all recommended projects are fully funded, any remaining balance will be allocated to fully funding unfunded projects from greatest score to least, unless another funding source can be identified for the next eligible project; and

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

BE IT FURTHER RESOLVED, that the foregoing FY 2022-2026 Housing and Community Development Consolidated Plan and FY 2022-2023 Annual Action Plan funds are hereby appropriated pursuant to the Budget attached hereto.

Attachments to be added
CDBG Allocation Spreadsheet
Housing Program Budget
ESG Budget



Memorandum

Housing and Economic Development Department Housing and Community Development Program

To: Mayor Snyder and the Portland City Council
Cc: Danielle West, Interim City Manager
From: Mary Davis, Interim Director Housing and Economic Development Department
Date: March 15, 2022
Re: HUD's Consolidated Annual Action Plan 2022-2023

The Consolidated Annual Action Plan includes budgets for the Community Development Block Grant, HOME Program and the Emergency Solutions Grant. The final allocations have not been provided by the U.S. Department of Housing and Urban Development. Therefore, as in prior years, staff is estimating the funding will remain the same as the current year's funding. The City of Portland is estimating to allocate in the Consolidated Annual Action Plan \$6,005,657, which includes allocations from the Department of Housing and Urban Development, program income, and our local funding sources, detailed below:

1. CDBG \$ 1,948,754 Estimated HUD Allocation 2022-2023
\$ 8,822 CDBG Housing Program income for Administration
\$ 35,289 CDBG Program Income
\$ 120,000* TIF Funds for Development Activities (\$90,000) and Administration (\$30,000)
\$ 20,000* Cotton Street Proceeds for Social Service Activities
\$ 124,669* CDBG CARES Act Reprogrammed Funds
\$ 2,257,534 Total Expected CDBG funds to Allocate for 2022-2023

CDBG Funds by Category for HUD Budget(does not include TIF, Cotton St, CARES Act proceeds)*

\$ 398,573 Administration and Planning
\$ 648,816 Social Services
\$ 910,187 Development Activity
\$1,957,576

Attachments: (1a) CDBG recommendation letter from the City Manager; (1b) Staff Memo to City Manager, (1c) Recommendation Letter from the CDBG Allocation Committee; and (1d) Spreadsheet summarizing the recommendations of the Allocation Committee and City Manager; (1e) Overview of Portland's CDBG program

2. HOME \$ 991,679 Estimated HUD Allocation 2022-2023
\$ 161,944 HOME Program Income 2021
\$ 85,931 HOME Recaptured Funds 2021
\$ 1,239,554 Total Estimated HOME funds to Allocate for 2022-2023

Other Housing Funding

LEAD \$ 45,397 Lead Safe Housing Program Income Funds
Trust \$ 2,172,194 Local Housing Trust Funds
\$ 2,217,591

Attached you will find a Memo to the Mayor and City Council from Mary Davis explaining the Housing Budget (2 Housing Budget).

3. Emergency Solutions Grant:
\$164,857 Estimated HUD Allocation 2022-2023
\$126,121 ESG CARES Act Reprogrammed Funds

Attached you will find the proposed Emergency Solutions Grant budget (3 ESG Budget).

Memorandum

Housing and Economic Development Department Housing and Community Development Program



To: City Council
Cc: Danielle West, City Manager
From: Mary Davis, Interim Director Housing and Economic Development Department
Date: March 13, 2022
Subject: **2022-2023 CDBG Budget and Cap Calculations**

In past years, the CDBG budget submitted as part of the HCD Annual Action Plan matched the local CDBG budget presented on the allocation summary sheet. Starting in 2018, the budget differs due to the replacement of program income with TIF funds and Cotton Street proceeds. Staff would like to take the opportunity to address how these changes impact the overall CDBG budget and cap calculations.

CDBG budget and cap calculations: Each year staff calculate the HUD mandated funding caps for the following CDBG funding categories; Planning and Admin, Development Activities, and Social Services. The budget for our local CDBG program is created once the HUD mandated funding caps have been determined. The CDBG budget combines the CDBG entitlement funds with program income, reprogramed funds, and available local funds. These local resources are not included in the cap calculations nor are they required to be included in the HUD CDBG budget.

In past years, the CDBG program received program income from a parcel of land known as the Cotton Street garage. Following the HUD cap calculations, 20% of the program income went to Planning and Admin, 33% went to Social Services, and 47% went to Development Activities. In 2017 the City sold the Cotton Street parcel. In order to make up the loss of program income funds for each category, the City Council allocated \$120,000 of TIF revenue to be used for Planning and Administration (\$30,000) and for TIF-eligible public infrastructure projects (\$90,000). In addition, the City Council allocated \$20,000 from the Cotton Street proceeds to be used for social service activities.

The budget submitted to HUD in the HCD Annual Action Plan excludes local funding for the purposes of HUD mandated cap calculations. The TIF and Cotton Street funds are excluded from the HUD CDBG budget. The difference in the two budgets will be shown on the HUD's Consolidated Annual Action Plan 2022-2023 memo to the City Council.

CITY OF PORTLAND
Housing and Economic Development Department
Housing and Community Development Division

February 18, 2022

Danielle West
Interim City Manager
City Hall
389 Congress Street
Portland, Maine 04101

Dear Ms. West:

We are pleased to submit the Community Development Block Grant (CDBG) Allocation Committee's recommended budget for the 2022-2023 program year.

This letter includes a description of this year's process, how the applications were reviewed and scored, and our recommendations for funding.

The U.S. Department of Housing and Development (HUD) has not released the 2022-2023 allocations, but this information should be available in coming weeks and we are hopeful that the funding will remain at least level with the previous year's funding.

The need for CDBG funds, in general, exceeds the available resources. However, we are fortunate this year in that projected funding is sufficient to fund all of the requested Planning and Administration and Development Activities. The Planning Administration submission was joined by 8 Development Activities projects (down from 9 last year) and 17 Social Service projects (up from 15 last year). The Committee's allocation recommendation, the funding requested and the resulting difference are represented in the following table.

CDBG Funding	ALLOCATION	REQUEST	DEFICIT
	Year 48	Year 48	Year 48
	FY 22-23	FY 22-23	FY 22-23
Planning and Administration	\$404,356	\$404,356	0
Social Service	\$648,816	\$1,369,656	-\$720,840
Development Activities	\$910,187	\$600,872	0
TOTAL	\$1,963,359	\$2,374,884	-\$720,840

389 Congress Street Room 312 · Portland, Maine 04101

APPLICATION PROCESS AND REVIEW

The Allocation Committee Review and Funding Methods

The mandatory applicant's meeting was held remotely on Thursday, October 14, 2021 at 5:00pm via Zoom. CDBG Applications were made available on October 15, 2021 and submissions were due Monday, November 22, 2021 by 4:00pm.

The Committee met 7 times between January 6, 2022 and February 17, 2022 to discuss Administration and Planning, Development Activities, and Social Service applications. The Committee members read each application individually prior to meeting and discussing each as a group. When questions about the applications arose, staff documented the questions and forwarded them to the applicant to respond, and applicant responses were then shared with the Committee and reviewed. Allocation Committee members then scored each application individually, using the scoring matrix structured in accordance with the priorities established by the City Council.

After all the scores were received from Allocation Committee members, staff organized the applications by score from the highest to the lowest within each application category. The City Council has directed the Committee to recommend full funding based on the request of each applicant; therefore, each applicant was awarded full funding in descending order, by total score, until the anticipated funding was exhausted.

Funding Caps

The funding caps for individual projects are set at \$150,000 for Social Service applicants and \$250,000 for Development activities. Administration and Planning funding is limited to 20% of the entire CDBG budget. The 85% Rule for Development Activities specifies that a maximum of 85% of the Development Activity funding can go to fund City applicants, with a minimum 15% reserved for outside organizations. In addition to the 85% rule a public infrastructure set aside of up to 60% of the City's maximum 85% request remains in effect. The 45% Rule for Social Services specifies that a maximum of 45% of the Social Service funding can go to fund City applications, and a minimum of 55% must go to outside requests.

New Applicant Set Aside (20%)

This year's allocations feature a new structure where 20% of funding for both Development Activities and Social Services is set aside for any new projects submitted by applicants that have not previously applied for CDBG funding. These projects must receive a minimum average score of 75 points, but then are ranked among the subset of new applicants for the 20% funding set aside.

This year two applicants met this criteria: *Community Based Domestic Violence Services for Bayside Neighborhood* and *Museum & Theatre After School Clubhouse* which are both Social Services projects.

RECOMMENDATIONS

Administration and Planning Funding

The Committee reviews information regarding Administration and Planning but does not score the application competitively. Administration funding is essential for operating the CDBG program and reporting to HUD. The Planning & Urban Development Department submitted a budget of \$404,356 with the understanding that Administration and Planning funding is limited to 20% of the entire CDBG budget. This year, the 20% cap is \$404,356.

Development Activities Funding

The Committee received 8 Development Activity applications requesting \$600,872 which includes both construction activities and economic development initiatives. For 2022-2023, \$910,187 is available for Development Activity funding. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation. There is an additional \$309,315 available for development funding which will be rolled into contingency. This contingency can be used to provide gap funding for existing projects or be allocated to new projects as determined by a process set forth in the Citizen Participation Plan.

Organization	Program	Request	Points	Committee Recommendation
Planning & Urban Dev Dept.	CDBG Admin and Planning	\$ 404,356		\$404,356
Coastal Enterprise Inc.	Program	\$ 48,000	93.19	\$48,000
Port Resources	Board Heating System	\$ 32,000	85.44	\$32,000
Habitat for Humanity of Greater Portland	Critical Home Repair Program	\$ 15,000	85.00	\$15,000
COP Department of Public Works	East Oxford St Landscape and Accessibility Improvement Project	\$ 340,000	83.58	\$340,000
Catherine Morrill Day Nursery	Electrical Improvement Plan	\$ 67,687	79.89	\$67,687

Maine Irish Heritage Center	Bell Tower Restoration	\$ 20,000	64.86	\$20,000
Trustees of First Parish Church	Window Restoration	\$ 78,185	64.78	\$78,185

Social Service Funding

The Committee received seventeen (17) Social Service applications, including a \$150,000 request from Community Policing, which will be funded through a set-aside. A total of \$1,369,656 in Social Service requests were received with an estimated \$648,816 in available funding. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation.

Organization	Program	Request	Points	Committee Recommendation
Police Department	Community Policing	\$150,000	69.56	\$150,000
Through These Doors	Community Based Domestic Violence Services for Bayside Neighborhood	\$91,798	91.72	\$91,798
Children's Museum & Theatre of Maine	Museum & Theatre After School Clubhouse	\$97,469	81.31	\$37,965
Wayside Food Program	Direct Service Program	\$34,000	96.44	\$34,000
Furniture Friends	Basic Needs Expansion	\$25,000	95.28	\$25,000
Preble Street	Joe Kreisler Teen Shelter	\$30,000	94.56	\$30,000
Hope Acts	Support for Homeless and Low Income Asylum Seekers	\$90,000	94.47	\$90,000

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Milestone Recovery	HOME Team	\$120,000	94.22	\$120,000
Greater Portland Family Promise	Homelessness Prevention & Housing Services	\$45,000	94.14	\$45,000
Preble Street	Florence House Women's Shelter	\$32,000	93.75	\$25,053
Preble Street	Emergency Food Program	\$71,000	93.17	
Amistad	Mobile Day Space Housing Project	\$150,000	92.67	
Catherine Morrill Day Nursery	Portland CDBG Childcare Voucher Collaborative	\$80,808	92.47	
Catholic Charities	Immigrant Legal Services	\$127,581	91.75	
COP Public Health Division	Mobile Medical Outreach	\$100,000	86.44	
Mayo Street Arts	After School in East Bayside	\$50,000	83.97	
The Opportunity Alliance	Community Services/Homeless Prevention Program	\$75,000	77.22	

ADDITIONAL CONSIDERATIONS

The full funding of Development Activities projects is a relief in light of recent years where many projects had to remain unfunded. However, there are three points related to Social Service projects that deserve additional consideration beyond the scoring rubric we have applied in the above allocations.

First, there is strong consensus within the Committee that the limits of the scoring system and funding availability means that we are leaving competitive applications and critical

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services unfunded. While each year we highlight the difficulty in evaluating worthwhile social services, both this year and last there were multiple applicants scoring above 90 that failed to receive funding. There are two types of potential remedies to this that we'd like to suggest:

- There have been motions in recent years to **adjust funding caps** or reduce existing set asides (or both). The committee believes that these should be reconsidered in light of a post-Covid environment where need continues to increase.
- The other potential remedy is an allocation that is either more widely distributed or gives some proportion of funding to the entire group of highest scoring applicants. In practice, this would mean either partial funding above a threshold score, perhaps 90 points; alternatively, all projects scoring above 90 would be selected for funding based on a lottery.

Second, in the first test run of the 'New Program' set aside the Committee met with positive but somewhat mixed results. Having any new applicants is evidence of a healthy program and our expectation is that this set aside will increase interest going forward. Both new programs scored well enough to meet the 75 point minimum threshold. Both programs would provide services that would benefit the City of Portland.

The score of 81.31 for the Children's Museum & Theatre of Maine's project meets the minimum threshold for the new program, but it did not compare well with the rest of the Social Service applicants. Six other unfunded projects scored higher and four of those scored higher by ten points (a significant margin in this system).

The 'New Program' set aside is seeking a balance with established applicants and it is expected that organizations new to CDBG may not score as high. But we would like the Council to consider either an increase in the minimum threshold score or that only fully funded 'new' applicants receive funding with the residual of the 20% set aside returning to the general allocation.

Third, the Committee is aware that the City Council can authorize an allocation of \$20,000 from the Cotton Street parking lot sales proceeds towards CDBG Social Service Activities. In its advisory capacity, the CDBG Allocation Committee recommends applying these funds towards partial funding of Catherine Morrill Day Nursery's Childcare Voucher Collaborative.

We respect that you may have different priorities from those reflected in the Committee's allocation recommendations, and that you have flexibility that is not afforded by the structure of the Committee's scoring system. We look forward to learning of your and the City Council's conclusions regarding CDBG allocations.

Although not directly related to this year's allocation, the committee has reviewed data from previous years to identify trends. Each year, there are a significant number of well-scoring social services applicants which do not receive funding. We recognize that this is a competitive process and wish to keep the rigor of the scoring system; however, we also wish to seek solutions to what may be arbitrary differences in the scoring process. A potential

solution (though not the only one) may be to consider a randomization system for those applicants which are high-scoring, with a specific cut-off score. This practice has been used by other grant programs to increase equity and reduce bias in the grant funding process. The committee will continue to analyze data from previous years to identify opportunities and solutions for increasing consistency and objectivity within the allocation process for consideration by the City Manager and Council.

SUMMARY

Portland is fortunate to have a diverse and talented community of organizations seeking the development of the City and the redress of the needs of its residents. All projects that applied to the program would benefit our City, but scarce funding prevents us from benefitting all of them. This is a competitive process; each applicant competes against all other applicants in their respective Development and Social Services categories.

We thank you for your commitment to this program and hope you are satisfied with the results. We take the opportunity to serve on this committee with the utmost seriousness and diligence and feel the outcomes above reflect our best adherence to the rules and guidance provided.

We offer our recommendations for your consideration. We look forward to seeing you on March 10th and hearing your response.

Sincerely,

The CDBG Annual Allocation Committee for Program Year 2022-2023

Stephen Houdlette, Chair
D. Kelley Young
Janice Hastings
Lawson Condrey
Leslie Clauge

Lucinda Pyne, Vice Chair
Elinor Higgins
Brad Hanscom
Barbara Ginley

Attachments: CDBG Allocation Committee Funding Recommendations 2022-2023 (spreadsheet)

CDBG Allocations 2022-2022

Administration and Planning						Priority Impact/ Goal	Guiding Principles	Capacity to Deliver	Partner/ Collaboration	Point Deductions	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
Type	Priority	Organization	Program/ Project	Request		30 pts	30 pts	25 pts	15 pts					
1	AP	All	Planning & Urban Dev Dept.	CDBG Admin and Planning	\$404,356							\$404,356	\$427,387	\$427,387
Total Admin & Planning Available					\$391,727						Subtotal:	\$404,356	\$427,387	\$427,387

Development, Economic Development and Construction

Type	Priority	Organization	Program/ Project	Request	30 pts	30 pts	25 pts	15 pts	Point Deductions					
8	EO	EO	Coastal Enterprise Inc.	Portland Microenterprise Assistance Program	\$48,000.00	28.33	27.50	23.53	13.83	0.00	93.19	\$48,000		
7	CON	HA	Port Resources	Group Residence New Radiant Base Board Heating System	\$32,000.00	29.00	27.75	20.06	8.63	0.00	85.44	\$32,000		
3	CON	HA	Habitat for Humanity of Greater Portland	Critical Home Repair Program	\$15,000.00	29.67	28.67	24.50	3.67	-1.50	85.00	\$15,000		
2	CON	NI	COP Department of Public Works	East Oxford St Landscape and Accessibility Improvement Project	\$340,000.00	26.17	25.11	22.11	12.44	-2.25	83.58	\$340,000		
6	CON	EO	Catherine Morrill Day Nursery	Electrical Improvement Plan	\$67,687.00	24.06	27.06	21.78	7.00	0.00	79.89	\$67,687		
5	CON	NI	Maine Irish Heritage Center	Bell Tower Restoration	\$20,000.00	15.56	17.83	22.00	9.72	-0.25	64.86	\$20,000		
4	CON	NI	Trustees of First Parish Church	Window Restoration	\$78,185.00	16.39	17.61	20.17	10.61	0.00	64.78	\$78,185		
			Estimated Total Development, Econ Dev. & Construction Requests	\$600,872										
			Estimated Total HUD Allocated Development Funds Available	\$910,187								Subtotal:	\$600,872	
			Estimated Total Funds Available to City Manager and Council (HUD Funds + TIF)	\$1,009,526								Subtotal:		\$0
			* TIF Funding = \$90,000;											\$0

CDBG Recommendations 2021-2022														
Social Service						Priority Impact/ Goal	Guiding Principles	Capacity to Deliver	Partner/ Collaboration	Point Deductions	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
	Type	Priority	Organization	Program/ Project	Request	30 pts	30 pts	25 pts	15 pts		Total			
9	SS	NI	Police Department	Community Policing (set aside)	\$150,000	22.50	22.67	20.67	4.22	-0.50	69.56	\$150,000	\$150,000	\$150,000
10	SS	ANGHP	Through These Doors	Community Based Domestic Violence Services for Bayside Neighborhood (new program set aside)	\$91,798.00	29.28	28.33	22.33	11.78		91.72	\$91,798		
11	SS	EO	Children's Museum & Theatre of Maine	Museum & Theatre After School Clubhouse (new program set aside)	\$97,469.00	26.00	24.11	20.61	10.58		81.31	\$37,965		
14	SS	ANGHP	Wayside Food Program	Direct Service Program	\$34,000.00	29.56	27.89	24.00	15.00		96.44	\$34,000		
16	SS	ANGHP	Furniture Friends	Basic Needs Expansion	\$25,000.00	28.17	28.00	24.11	15.00		95.28	\$25,000		
20	SS	ANGHP	Preble Street	Joe Kreisler Teen Shelter	\$30,000.00	28.78	27.89	23.50	14.39		94.56	\$30,000		
18	SS	ANGHP	Hope Acts	Support for Homeless and Low Income Asylum Seekers	\$90,000.00	29.11	27.33	23.14	14.89		94.47	\$90,000		
22	SS	ANGHP	Milestone Recovery	HOME Team	\$120,000.00	28.64	28.33	23.28	13.97		94.22	\$120,000		
19	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention & Housing Services	\$45,000.00	29.06	28.06	22.19	14.83		94.14	\$45,000		
21	SS	ANGHP	Preble Street	Florence House Women's Shelter	\$32,000.00	28.22	28.50	23.50	14.03	-0.50	93.75	\$25,053		
15	SS	ANGHP	Preble Street	Emergency Food Program	\$71,000.00	29.11	28.33	23.44	12.28		93.17			
23	SS	ANGHP	Amistad	Mobile Day Space Housing Project	\$150,000.00	28.64	27.89	22.31	13.83		92.67			
13	SS	EO	Catherine Morrill Day Nursery	Portland CDBG Childcare Voucher Collaborative	\$80,808.00	28.72	27.44	23.64	12.67		92.47			
17	SS	EO	Catholic Charities	Immigrant Legal Services	\$127,581.00	27.33	27.33	23.14	13.94		91.75			
24	SS	ANGHP	COP Public Health Division	Mobile Medical Outreach	\$100,000.00	27.81	27.25	21.63	12.75	-3.00	86.44			
12	SS	NI	Mayo Street Arts	After School in East Bayside	\$50,000.00	24.72	27.11	22.08	13.56	-3.50	83.97			
25	SS	ANGHP	The Opportunity Alliance	Community Services/Homeless Prevention Program	\$75,000.00	25.39	26.78	22.50	3.56	-1.00	77.22			
				Total Social Service	\$1,369,656									
				Total Estimated HUD allocated social service funds available	\$648,816							\$648,816		
				Total estimated funds available to the City Manager HUD +Cotton Street	\$668,816								\$150,000	\$150,000
				* Cotton Street funding										
				new program set aside amount of \$129,763										

Executive Department

Danielle West

Interim City Manager

March 10, 2022



Mayor Snyder and Members of the Portland City Council:

I am pleased to submit to you my recommendations for the Community Development Block Grant (CDBG) Program for the fiscal year beginning July 1, 2022 to June 30, 2023. I would like to note that the U.S. Department of Housing and Urban Development (HUD) has not released the final allocations for the 2022–2023 CDBG, HOME Program and the Emergency Solutions Grant Program (ESG). The recommendations noted here and in the budgets for the HOME and ESG programs are estimates that assume the same funding levels as FY 2021–2022.

To begin, I would like to thank the CDBG Allocation Committee for their dedication and work over the last few months. They began their work at the end of December 2021 and have met almost weekly since then to discuss each application. I reviewed their recommendations and acknowledged the difficult task they had. After reviewing the CDBG applications, I met with Housing and Community Development staff and carefully considered the Allocation Committee’s recommendations before forming my attached recommendations. *[City Manager’s Recommendations A1.]* As you can see, I made changes to the Allocation Committee’s recommendations which I believe align with the City’s goals and will assist the City’s efforts to meet the many needs within our community.

1) **Social Services.** As in past years, the City received a wide variety of competitive social service applications. Due to the significant needs identified, in addition to the annual CDBG allocation for social services, I am also recommending that CDBG Coronavirus Aid, Relief and Economic Security Act (CARES Act) funding set-aside for day space and ESG CARES Act funding set-aside for street outreach be re-programmed to fund some of the remaining CDBG applications.

This year, the CDBG Program included a set-aside for new applicants with the requirement that to qualify, the applicant must not have received CDBG funding in the past and their application must receive a minimum score of 75. After carefully reviewing the materials, I agree with the Allocation Committee’s recommendation that only fully funded “new” applicants receive funding with the residual set-aside returning to the general allocation. Consequently, my recommendation includes reallocating the \$37,965 that would have been awarded to *Children’s Museum & Theater After School Clubhouse Program* and using the Cotton Street proceeds and CDBG CARES Act funding in order to fully fund the *Preble Street Florence House Women’s Shelter Program* and the *Portland Child Care Voucher Program*. In addition, I

recommend that \$71,000 in CDBG CARES Act funds be used to fund the *Preble Street Emergency Food Program*. Lastly, I also recommend that the *Amistad Mobile Day Space Housing Project* be fully funded using the CDBG CARES Act and ESG CARES Act allocations.

2) **Development Activities.** Funds in this category are used to improve and invest in the physical infrastructure and the economic development of our City. This year, we received 7 applications in this category requesting \$600,872 in funding. While we have not received the final CDBG allocation amount from the federal government, we are estimating that \$910,187 will be available in this category. Therefore, my recommendation is that all development activity applications be fully funded with one adjustment. I recommend utilizing a combination of the annual \$90,000 in Downtown TIF funding plus CDBG funding to fund the Department of Public Works *East Oxford Street Landscape and Accessibility Improvement Project*. This will mean that we will have an estimated \$399,315 in unallocated CDBG Development Activity funding. As a result, at a later date, staff will bring forward recommendations for the use of these unallocated funds.

3) **Administration and Planning.** The Housing and Economic Development Department is required to submit a non-competitive application to the Allocation Committee. The Housing and Economic Development Department submitted a request of \$404,356. These funds are used to both administer the program, as well as fund long range planning work through the Planning Department. Once HUD announces the final allocation, staff will adjust their budget accordingly; therefore I am recommending full funding of this application to administer the program.

The above funding recommendations comply with the regulatory requirements set forth by HUD, while also helping to address the critical needs and gaps in services in our community. I thank you for the opportunity to share my recommendations, and I hope you join me in commending all of the good work being done in our City.

Sincerely,

Danielle West
Interim City Manager

CDBG Allocations 2022-2022

Administration and Planning						Priority Impact/ Goal 30 pts	Guiding Principles 30 pts	Capacity to Deliver 25 pts	Partner/ Collaboration 15 pts	Point Deductions	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
Type	Priority	Organization	Program/ Project	Request										
1	AP	All	Planning & Urban Dev Dept.	CDBG Admin and Planning	\$404,356							\$404,356	\$391,727	
Total Admin & Planning Available					\$391,727							\$404,356	\$391,727	\$0
											Subtotal:	\$404,356	\$391,727	\$0

Development, Economic Development and Construction

Type	Priority	Organization	Program/ Project	Request	30 pts	30 pts	25 pts	15 pts	Point Deductions					
8	EO	EO	Coastal Enterprise Inc.	Portland Microenterprise Assistance Program	\$48,000.00	28.33	27.50	23.53	13.83	0.00	93.19	\$48,000	\$48,000	
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3	CON	HA	Habitat for Humanity of Greater Portland	Critical Home Repair Program	\$15,000.00	29.67	28.67	24.50	3.67	-1.50	85.00	\$15,000	\$15,000	
2	CON	NI	COP Department of Public Works	East Oxford St Landscape and Accessibility Improvement Project	\$340,000.00	26.17	25.11	22.11	12.44	-2.25	83.58	\$340,000	\$340,000	*
6	CON	EO	Catherine Morrill Day Nursery	Electrical Improvement Plan	\$67,687.00	24.06	27.06	21.78	7.00	0.00	79.89	\$67,687	\$67,687	
5	CON	NI	Maine Irish Heritage Center	Bell Tower Restoration	\$20,000.00	15.56	17.83	22.00	9.72	-0.25	64.86	\$20,000	\$20,000	
4	CON	NI	Trustees of First Parish Church	Window Restoration	\$78,185.00	16.39	17.61	20.17	10.61	0.00	64.78	\$78,185	\$78,185	
Estimated Total Development, Econ Dev. & Construction Requests					\$600,872									
Estimated Total HUD Allocated Development Funds Available					\$910,187									
Estimated Total Funds Available to City Manager and Council (HUD Funds + TIF)					\$1,000,187								\$600,872	\$0
* TIF Funding = \$90,000;														

CDBG Recommendations 2021-2022														
Social Service						Priority Impact/ Goal	Guiding Principles	Capacity to Deliver	Partner/ Collaboration	Point Deductions	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
	Type	Priority	Organization	Program/ Project	Request	30 pts	30 pts	25 pts	15 pts		Total			
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11	SS	EO	Children's Museum & Theatre of Maine	Museum & Theatre After School Clubhouse (new program set aside)	\$97,469.00	26.00	24.11	20.61	10.58		81.31	\$37,965	\$0	
14	SS	ANGHP	Wayside Food Program	Direct Service Program	\$34,000.00	29.56	27.89	24.00	15.00		96.44	\$34,000	\$34,000	
16	SS	ANGHP	Furniture Friends	Basic Needs Expansion	\$25,000.00	28.17	28.00	24.11	15.00		95.28	\$25,000	\$25,000	
20	SS	ANGHP	Preble Street	Joe Kreisler Teen Shelter	\$30,000.00	28.78	27.89	23.50	14.39		94.56	\$30,000	\$30,000	
18	SS	ANGHP	Hope Acts	Support for Homeless and Low Income Asylum Seekers	\$90,000.00	29.11	27.33	23.14	14.89		94.47	\$90,000	\$90,000	
22	SS	ANGHP	Milestone Recovery	HOME Team	\$120,000.00	28.64	28.33	23.28	13.97		94.22	\$120,000	\$120,000	
19	SS	ANGHP	Greater Portland Family Promise	Homelessness Prevention & Housing Services	\$45,000.00	29.06	28.06	22.19	14.83		94.14	\$45,000	\$45,000	
21	SS	ANGHP	Preble Street	Florence House Women's Shelter	\$32,000.00	28.22	28.50	23.50	14.03	-0.50	93.75	\$25,053	\$32,000	
15	SS	ANGHP	Preble Street	Emergency Food Program	\$71,000.00	29.11	28.33	23.44	12.28		93.17		\$71,000	**
23	SS	ANGHP	Amistad	Mobile Day Space Housing Project	\$150,000.00	28.64	27.89	22.31	13.83		92.67		\$150,000	**
13	SS	EO	Catherine Morrill Day Nursery	Portland CDBG Childcare Voucher Collaborative	\$80,808.00	28.72	27.44	23.64	12.67		92.47		\$80,808	**
17	SS	EO	Catholic Charities	Immigrant Legal Services	\$127,581.00	27.33	27.33	23.14	13.94		91.75			
24	SS	ANGHP	COP Public Health Division	Mobile Medical Outreach	\$100,000.00	27.81	27.25	21.63	12.75	-3.00	86.44			
12	SS	NI	Mayo Street Arts	After School in East Bayside	\$50,000.00	24.72	27.11	22.08	13.56	-3.50	83.97			
25	SS	ANGHP	The Opportunity Alliance	Community Services/Homeless Prevention Program	\$75,000.00	25.39	26.78	22.50	3.56	-1.00	77.22			
				Total Social Service	\$1,369,656									
				Total Estimated HUD allocated social service funds available	\$648,816							\$648,816		
				Total estimated funds available to the City Manager HUD +Cotton Street+CARES Act	\$919,606								\$919,606	\$0
				* Cotton Street funding										
				** CARES Act Funding										
				new program set aside amount of \$129,763										

MEMORANDUM
City Council Agenda Item

FROM: Mary Davis, Interim Director
Housing and Economic Development Department

DATE: March 15, 2022

SUBJECT: Community Development Block Grant CV3 and
Emergency Solutions Grant CV2 CARES Act Funding

I. SUMMARY

This Substantial Amendment to the 2016-2020 Consolidated Plan and the 2019-2020 Annual Action Plan outlines the use of funds received from the U.S. Department of Housing and Urban Development through the CARES Act by re-programming \$124,669 of CDBG – CV3 funding allocated to a day space RFP and \$126,121 of ESG-CV2 funding allocated to Spurwink’s project at 22 Park Avenue.

II. DESCRIPTION

As a result of the federal Coronavirus Aid, Relief and Economic Security Act (CARES Act Public Law 116-136), the City of Portland received supplemental Community Development Block Grant funding (known as CDBG-CV3) and Emergency Solutions Grant funding (known as ESG-CV2). The City Council approved the allocation of \$124,669 from the CDBG-CV3 funding for day space for unhoused individuals. The city issued a RFP seeking development proposals for this project and did not have any responses. Similarly, Spurwink has determined that the services to be offered at 22 Park Avenue need to be available 24 hours a day and the \$126,121 allocated through the ESG-CV2 funding was insufficient to fully staff the program.

These funds must be used to mitigate the impacts of COVID-19. In order to access the funds, the City must submit to the U.S. Department of Housing and Urban Development a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan outlining the use of the funds.

III. BACKGROUND

In addition to providing supplemental funding through the CDBG Program, the CARES Act also provided several temporary waivers and regulatory alternatives to assist communities with expediting the use of the funds to prevent, prepare for and respond to the coronavirus. The City is required by the CARES Act to ensure funding is not used to pay costs if another source of financial assistance is available to pay that cost. Funding recommendations are noted in more detail in the attached funding tables.

IV. INTENDED RESULT AND/OR COUNCIL GOAL ADDRESSED

Council approval of the Substantial Amendment to the 2016-2020 Consolidated Plan and the 2019-2020 Annual Action Plan outlining the allocations for the reprogramming of supplemental Community Development Block Grant Program (CDBG-CV3) and Emergency Solutions Grant Program (ESG-CV2) received from the U.S. Department of Housing and Urban Development.

V. FINANCIAL IMPACT

Funding for these activities will be provided by a grant from the U.S. Department of Housing and Urban Development.

VI. STAFF ANALYSIS AND BACKGROUND

The CDBG-CV3 and ESG-CV2 funding recommendations were developed with assistance from staff in the

Housing and Economic Development Department and the Health and Human Service Department.

VII. RECOMMENDATION

Staff recommends that the City Council vote to approve the Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan.

VIII. LIST ATTACHMENTS

None

Prepared by: Mary Davis

Date: March 14, 2022

CITY OF PORTLAND
Housing and Economic Development Department
Housing and Community Development Division

TO: Mayor Kate Snyder
Members of the Portland City Council
FROM: Mary Davis, Interim Director
Housing and Economic Development Department
DATE: March 13, 2022
SUBJECT: 2022-2023 Housing Program Budget

SUMMARY OF ISSUE

Review and approval by the City Council of the 2022-2023 Housing Program Budget.

REASON FOR SUBMISSION

The Housing and Economic Development Committee met on February 1, 2022 and voted 3-0 (Zarro absent) to recommend approval by the City Council of the 2022-2023 Housing Program Budget.

HOME Program: The Home Investments Partnerships Program (HOME) was established by Congress in 1992. Since 1992, the City of Portland and the Cumberland County HOME Consortium have received almost \$24 million dollars in HOME funding. In 2009 the City became the lead entity in the Cumberland County HOME Consortium (CCHC). The Consortium is a partnership of the communities in Cumberland County that administers HOME Program funds in Cumberland County. The creation of the consortium expanded the financial resources for affordable housing activities in the region. The City retains independent operation of its HOME program. Because the City serves as the “Lead Entity” and City staff administers the County portion of the funding, all administrative funds are retained by the City. The County’s Municipal Oversight Committee controls the allocation of the County’s portion of the HOME funds.

When the Consortium was formed in 2009, it included a “hold harmless” clause to ensure that the City, as an existing HOME grantee, would continue to receive funding equal to its allocation prior to the formation of the consortium. The “hold harmless” formula was based on a comparison ratio to the HOME funding for the Lewiston/Auburn (L/A) Consortium. The formula identified Portland’s “hold harmless” amount at 118% of the HOME allocation for the L/A Consortium. The Cumberland County HOME Agreement did allow for adjustments to be made if the current level of funding to the L/A HOME

Consortium varied from historic levels. Over the years the L/A allocation has decreased which has resulted in the Portland “hold harmless” amount to decrease. As a result, by agreement with the other members of the CCHC, the annual allocation is divided with 57% of the allocation, after the administrative set-aside, to the City and 43% of the allocation to the County.

As a point of reference, if the City were a stand-alone grantee, the estimated HOME allocation for Portland (using a HUD HOME Allocation estimated calculation) would be approximately \$528,440. Of that amount 10% would be set aside for administrative costs (\$52,844) leaving \$475,596 for program funding. Under the current consortium agreement, the city receives the administrative set-aside (\$99,168) along with approximately \$508,731 in program funds. Participation in the HOME consortium benefits Portland as well as the county as a whole.

HUD has not announced the allocation amount for FY 2022-2023. Since we do not have the final allocation amounts, we are estimating the HUD HOME allocation at the same level as the previous year (\$991,679). \$383,780 is reserved for County projects. The budget proposal was developed after a historical review of HOME funding allocations, previous year's budget allocations, program expenditures and program income (loan repayments) received. Currently, the City's HOME Program is divided into three funding categories:

1. Administration
2. Tenant Based Rental Assistance (TBRA)
3. Affordable Housing Development [including the required Community Housing Development Organization (CHDO) set-aside mandated by HUD]

HOME Program Budget	FY 2021-2022 Budgeted (entitlement + program income)	FY 2022-2023 Budget proposal (entitlement + program income)
Administration	\$107,368	\$115,362
Tenant Based Rental Assistance	\$136,392	\$136,392
Affordable Housing Development includes CHDO requirement	\$509,718	\$458,270

LEAD SAFE HOUSING (Program Income): Lead Safe Housing Program Income is generated through repayment of loans given under prior Lead Safe Housing Grants. These funds can only be used for lead safe housing eligible activities. The City also has a Lead Hazard Reduction Grant of \$2,038,041 (over 42 months 1/2/2020-6/30/2023) in funding for lead paint remediation and \$503,655 in funding to assist with code and life safety improvements

Lead Safe Housing Program Income	FY 2021-2022 Budgeted	FY 2022-2023 Budget Proposal
	\$147,923	\$45,397

HOUSING TRUST FUND: Revenue for the Housing Trust Fund is generated from fees triggered by the City's Housing Preservation and Replacement Ordinance, fee-in-lieu contributions from the Inclusionary Zoning Ordinance and Hotel Inclusionary Zoning fee. Including the current balance of the Housing Trust Fund in the Housing Program Budget gives budget authority for the use of the funds. There are no projects or activities currently identified for these funds. The amount budgeted is the maximum that might be expended in

FY23. However, staff continues to recommend a minimum balance in the Trust, so the *effective budget would be \$1,911,107* (\$2,411,107 less \$500,000.) If additional funds are allocated to the Trust based on current discussions, this number might be adjusted based on the outcome.

Housing Trust Fund (HTF) Budget	FY 2021-2022 Budgeted	FY 2022-2023 Budget Proposal
	\$1,455,975	\$1,911,107

STAFF ANALYSIS AND RECOMMENDATION – The proposed Housing Program Budget will be adjusted when HUD announces the fiscal year allocation for the HOME Program. The budget is brought forward at this time to facilitate the release of the City’s Affordable Housing Development and TIF Application on a schedule that works with the Low Income Housing Tax Credit Program at MaineHousing. This budget is forwarded to the full City Council for two Public Hearings (March 21 and April 11), as part of the overall HCD budget. The final budget allocations and Annual Action Plan are submitted to HUD 45 days in advance of the start of the fiscal year (May 15 for the fiscal year beginning July 1, 2022).

At this time staff is requesting approval by the City Council of the FY 22/23 Housing Program Budget as outlined above and summarized in the attached spreadsheet. If the HUD allocation amount is different from the estimate used in this budget, program budgets will be adjusted proportionately.

FY 22/23 Housing Program Budget - Attached

2022-2023 HOUSING PROGRAM BUDGET

02.18.2022

Total HUD HOME Entitlement Allocation	991,679
Portland Program Portion	508,731
Portland Admin Portion	99,168
County Program Portion	383,780

Recommended by HEDC (3-0 Zarro absent) 02.01.2022
Approved by Council TBD
HUD Allocation Date: TBD

REVENUES- Housing Programs

2022-23 HOME Consortium Admin (10% of allocation)
2022-23 HOME Consortium Programming
2021-22 HOME Estimated Program Income*
2021-22 HOME Estimated Program Income Recaptured Funds*
2021-22 HOME Estimated Program Income and Recapture Deduction for County*
2022-2023 Housing Trust Fund
2021-22 Lead Safe Housing Program Income**

REVENUE TOTALS (Portland)

HOME	LEAD Safe Housing Program Income**	Housing Trust Fund	TOTAL BUDGET
99,168			99,168
508,731			508,731
161,944			161,944
85,931			85,931
-145,750			-145,750
		2,172,194	2,172,194
	45,397		45,397
710,024	45,397	2,172,194	2,927,615

** Includes previous unallocated program income FY20 + program income estimate FY21

2022-23 HOUSING Budget by Activity (Portland)

Administration 243023QQ01 (includes 10% of PI)
Tenant-Based Rental Assistance 443023QT01
Affordable Housing Development 243023QA00
CHDO 243023QA00
Lead Safe Housing 243019PLL1 (PLL036)

EXPENDITURE TOTALS (Portland)

HOME	Housing	Trust Fund	BUDGET
115,362			115,362
136,392			136,392
373,481		2,172,194	2,545,675
84,789			84,789
0	45,397		45,397
710,024	45,397	2,172,194	2,927,615

* July -Dec PI & Recapture Actuals FY 21

For FY23 budget PI & Recapture based on actuals from Jan -Dec 2021

2022-23 HOME Consortium COUNTY - approved by MOC on XX.XX.2022

County HOME Program budget provided for reference only; adjusted for final HUD Allocation XX.XX.2022

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

REVENUES- Housing Programs

2022-23 HOME Consortium Non-Portland Programming
2021-22 HOME County Program Income and Recapture

County
383,780
145,750
529,530

2022-23 HOUSING Budget by Activity

Affordable Housing Development 243023QC00
CHDO 243023QC00

County
465,566
63,963
529,530

City of Portland, Emergency Solutions Grants (ESG) Program

The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly rehouse homeless individuals and families, and (6) prevent families/individuals from becoming homeless. Eligible recipients generally consist of states, metropolitan cities, urban counties, and territories, as defined in 24 CFR 576.2. Each recipient must consult with the local Continuum(s) of Care operating within the jurisdiction in determining how to allocate ESG funds.

ESG Essential:

Chestnut Street Family Shelter: Funds pay for staff who provides housing assistance by seeking affordable units, applying for eligible subsidies and accessing transitional housing opportunities and follow-up case management services by assisting with budgets, tenant/ landlord negotiations, and connecting to area resources. There is a need in Portland to expand the essential services with the high number of families arriving. The budget is adjusted to cover 1.25 FTE; this will allow the case manager to work with 5-10 families (17-34 individuals).

ESG Prevention:

Oxford Street Shelter: Funds pay for staff who assist in preventing individuals from becoming homeless and providing necessary case management and referrals.

Rapid Re-housing:

Oxford Street Shelter: Funds pay for staff who assist persons who have become homeless by quickly moving them into permanent housing and providing the necessary case management and referrals to address individual needs.

Proposal for EGS Essential and Preventative grants:

HUD has not yet released ESG allocations for fiscal year 2023. Once the final allocation is announced, any necessary adjustments will be proportionately to increase or decrease the budget to match the final allocation amount.

2022-2023 ESG Budget

Proposed 2022-2023 Budget for ESG

Emergency Solutions Grant 2014-2023

rev. 03.14.2022

Program	ESG Budgeted Funding Amount by Fiscal Year									
	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Operations: Homeless Health	\$28,993	\$35,391	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Essential Services: Family Shelter	\$21,853	\$26,675	\$28,327	\$28,327	\$28,327	\$27,000	\$52,064	\$52,065	\$82,477	\$82,477
Homeless Prevention: Family Shelter	\$21,853	\$26,675	\$52,369	\$52,369	\$52,395	\$51,200	\$27,865	\$30,412	\$0	\$0
Homeless Prevention: Oxford Street	\$8,972	\$10,952	\$13,800	\$13,244	\$13,262	\$12,950	\$13,815	\$16,363	\$16,363	\$16,363
Rapid Rehousing: Oxford Street	\$35,888	\$43,807	\$55,200	\$55,200	\$55,200	\$54,200	\$55,064	\$55,064	\$55,064	\$55,064
Administration and HMIS	\$5,600	\$6,836	\$12,138	\$12,092	\$12,096	\$11,781	\$12,065	\$12,479	\$10,953	\$10,953
<i>Total (Actual)</i>	\$123,159	\$150,336	\$161,834	\$161,232	\$161,280	\$157,131	\$160,873	\$166,383	\$164,857	\$164,857
<i>Admin/HMIS cap</i>	\$9,237	\$11,275	\$12,138	\$12,092	\$12,096.00	\$12,096	\$12,065	\$12,479	\$12,364	\$12,364

Explanation (FY23)

Operations: Homeless Health	This program is no longer administered by the City of Portland
Essential Services: Family Shelter	Funds pay for staff who provides housing assistance by seeking affordable units, applying for eligible subsidies and accessing transitional housing opportunities and follow-up case management services by assisting with budgets, tenant/ landlord negotiations, and connecting to area resources. There is a need in Portland to expand the essential services with the high number of families arriving. The budget is adjusted to cover 1 .25 FTE, this will allow the case manager to work with 5-10 families (17-34 individuals).
Homeless Prevention: Oxford Street Shelter	Oxford Street Shelter: Funds pay for staff who assist in preventing individuals from becoming homeless and providing necessary case management and referrals.
Rapid Rehousing: Oxford Street Shelter	Funds pay for staff who assist persons who have become homeless by quickly moving them into permanent housing and providing the necessary case management and referrals to address individual needs.
Administration and HMIS	Funding goes to pay for licenses to use HUD's Homeless Management and Information System. Licenses are provided by Maine Housing.
Budget Notes	3.14.2022 HUD has not yet released ESG allocations for fiscal year 2023. Once the final allocation is announced, any necessary adjustments will be proportionately to increase or decrease the budget to match the final allocation amount.

NOTE:

City Council will take public comment on this budget

City of Portland, Maine

2022-2026 Five-Year HUD Consolidated Plan and 2022- 2023 Annual Action Plan DRAFT



Draft #3 – released March 18, 2022

This draft may be updated during the public comment period between March 11th and April 11th. If you wish to make comments on this draft, please send an email to hmccarthy@portlandmaine.gov or call 756-8089.

Prepared by
Housing & Community Development Division
City of Portland, Maine
389 Congress Street Room 312
Portland, ME 04101



Executive Summary

ES-05 Executive Summary – 24 CFR 91.200(c), 91.220(b)

1. Introduction

The U.S. Department of Housing and Urban Development (HUD) requires jurisdictions to combine the planning and applications for the Community Development Block Grant (CDBG), the HOME Investment Partnership Program and the Emergency Shelter Grant (ESG) into a single submission known as the Consolidated Plan. This Consolidated Plan provides a basis and strategy for the use of federal funds granted to the City of Portland's CDBG and ESG programs as well as the Cumberland County HOME Consortium programs. The City of Portland's Department of Planning and Urban Development, Housing and Community Development (HCD) Division, is the lead entity for managing and distributing the HOME Consortium funding. This Consolidated Plan covers the period beginning July 1, 2016 through June 30, 2021, including five program years.

In addition to the Consolidated Plan, HUD requires jurisdictions to submit an Annual Action Plan which will describe how the funds for a program year will be distributed to address the needs, goals, and priorities identified in the Consolidated Plan. The programs and activities described in the Annual Action Plans are primarily intended to benefit low and moderate income residents of the City of Portland and Cumberland County through the HOME Consortium.

The Consolidated Plan is based on a combination of community outreach, public hearings, consultation with various agencies, and collaboration with non-profit organizations, neighborhood groups, and community stakeholders. Before submittal to HUD, the Consolidated Plan was made available to the public through a 30-day comment period as well as two public hearings.

Definitions used in this Consolidated Plan correspond to the HUD definitions of low income, extremely low income, and moderate income. Additionally, the CDBG program refers to 'eligible areas' as census block groups in which at least 51% of the households have an income less than 80% of the AMI; whereas 'target areas' refer to neighborhoods and census block groups which have the highest concentration (80-95%) of households with an income less than the 80% of the AMI. The boundaries of the 'target areas' will be defined in each Annual Action Plan.

Consolidated Plan	PORTLAND	1
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2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The objectives and outcomes identified in this 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. Based on the information collected, the following goals will be used to allocate funding for the next five years. All programs and activities funded through the CDBG, HOME and ESG programs will help to fulfill one of these four goals:

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

3. Evaluation of past performance

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

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

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4. Summary of citizen participation process and consultation process

The City conducted a number of evaluations in preparation for this Consolidated Plan, including an evaluation of the HUD required Citizen Participation Plan. Through this process, the HCD staff made several improvements to the Citizen Participation Plan. The City holds multiple public meetings each year, including a service providers meeting, to make sure the needs of the community are heard. Per HUD requirement, two public hearings are held each year to allow the public to give input directly to the City Council on how HUD-program funding should be allocated. In addition to the public hearings and meetings, HCD staff welcome meetings with concerned citizens, neighborhood organizations and other community groups. Surveys were sent out to business development professionals, service providers, and residents. Additionally, the City of Portland and Cumberland County jointly engaged in an Analysis of Impediments to Fair Housing process which involved wide outreach through individual interviews, focus groups, and surveys. The HCD staff also serve on several committees and are active members of organizations related to improving the quality of life for low- and moderate-income Portland residents.

5. Summary of public comments

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

7. Summary

This 5 year Consolidated Plan identifies housing and community development needs in both the City of Portland through the CDBG and ESG programs and Cumberland County through the HOME Consortia. The needs assessment and market analysis done in this Consolidated Plan were used to form the Housing and Community Development strategic plan for the next five years. The details of the needs assessment, market analysis, and strategic plan are described in the following document.

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The Process

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

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

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

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

Table 1 – Responsible Agencies

Narrative

The City of Portland’s Housing and Economic Development Department, Housing and Community Development Division (HCD), is the lead entity for managing and distributing HOME funding. The City of Portland and Cumberland County are a HOME Consortium, with 80% of funding directed toward the City of Portland and 20% to Cumberland County. The Cumberland County Community Development Office distributes CDBG funding to all towns and cities in Cumberland County except the City of Portland and the Town of Brunswick, which participates in the State of Maine CDBG program. South Portland and Bridgton have set aside allocations from the County CDBG funding. The City of Portland receives, manages, and distributes its own CDBG allocation. ESG funding is administered and distributed through the City of Portland’s Health and Human Services Department with oversight from the Housing and Community Development Division. HOPWA funding is directly granted to, managed, and administered by the Frannie Peabody Center.

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The Consolidated Plan and Annual Action Plan were written jointly by staff in the City of Portland Housing and Community Development Division and Cumberland County based on consultation with myriad individuals and entities who provided feedback and guidance to the process, recommendations, and decision making defining the details of the Plan.

In addition to several focus groups, surveys, and direct outreach to organizations and individuals, the City of Portland has a citizen-centered allocation process for all funding. All CDBG applications for social services and development are scored and reviewed by the CDBG Allocation Committee, a group of 9-13 community members who are chosen through an application process and appointed by the City Council. The Committee recommends funding allocations to the City Manager based on priorities, information provided, performance, and capacity of the applicants. All Allocation Committee meetings are open to the public, with dates and times posted on the City's website in the online calendar. The City Manager reviews the Committee's allocation recommendations and may make additional recommendations. All recommendations are then presented to the City Council at two meetings where public comment is taken consistent with the Citizen Participation Plan; the City Council then makes the final allocation decisions.

The HOME budget is developed by HCD Staff and presented to the Housing and Economic Development Committee, which consists of several members of the City Council. This is a public meeting which is advertised on the City website with notices sent to housing partners, neighborhood organizations, and other interested parties who have registered to receive notice of these meetings. Public comment is taken on the budget.

The Emergency Solutions Grant is presented to the Continuum of Care and the Emergency Shelter Assessment Committee. Both groups discuss the allocations and vote on the budget and activities included in the plan.

The entire Consolidated Plan and Annual Action Plan, including the budgets for CDBG, HOME, and ESG, are presented and discussed at two public hearings consistent with the Citizen Participation Plan. Public comment is taken at both meetings and the City Council makes the final approval decisions.

Consolidated Plan Public Contact Information

Mary Davis

Housing and Community Development Division

389 Congress Street, Room 312, Portland, ME 04101

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(207) 874-8711

mpd@portlandmaine.gov

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PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

The City of Portland Housing and Community Development Division works with other City divisions and departments, regional coalitions, state programs, and county partners to achieve its goals. The HUD Citizen Participation Plan (CPP) ensures that the City undertakes an effective public process that encourages input and participation from residents, non-profit organizations, and other stakeholders. The CPP also guarantees access to meetings, information, and public hearings on CDBG, HOME, and ESG funded activities, goals, and priorities, as well as provides procedures for reducing barriers to those who may need accommodations to participate. Technical assistance must be provided, upon request to organizations that would like to develop proposals for funding under the City's Housing and Community Development programs.

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

The City of Portland utilizes 33% of CDBG funds for social service supports, including housing programs, homeless services, crisis management services, childcare, family support services, substance use disorder services, youth and adolescent support services, senior services, neighborhood-based programs and projects, and health care for the homeless. City staff meets with agencies throughout the year to provide technical assistance and ensure they are serving the needs of target populations while meeting HUD guidelines and regulations.

There are four public housing authorities within Cumberland County: Portland Housing Authority, Brunswick Housing Authority, South Portland Housing Authority, and Westbrook Housing Authority. The City of Portland and Cumberland County collaborate extensively with these housing authorities in several areas including development of affordable housing, recreational activities for at-risk youth, self-sufficiency programs, and vouchers for families, unhoused individuals, and disabled persons. Staff from both the County and City of Portland participate in the Maine Affordable Housing Coalition, which is a collaborative group of developers, Community Action agencies, public housing authorities, investors, housing and service providers, advocates, and others working to increase the supply of quality, affordable housing throughout Maine.

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

The Maine Continuum of Care is a group of service providers who work together in a collaborative planning process to develop programs that address homelessness. Continuums can apply to the U.S. Department of Housing and Urban Development (HUD) for McKinney-Vento funding to support these programs. Local agencies wishing to access these funds must do so through their Continuum's annual CoC NOFA application process. Cumberland County Community Development Division staff members regularly attend Maine Continuum of Care meetings and provide input on plans for regional service provision. City of Portland Staff from the Health and Human Services Department and Housing and Community Development Division coordinate with members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to support the Continuum of Care and monitor shelter bed usage for single adults, adolescents, and families. ESAC members include shelter providers for singles, adolescents, individuals with mental illness, women, families with children, victims of domestic violence, supportive housing providers, mental health services providers, and general services. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, and emerging trends.

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

The Maine HMIS is a collaborative effort between MaineHousing, the dedicated lead agency, and the Maine Continuum of Care, of which the City of Portland and Cumberland County are members. The Maine Continuum of Care (MCOC) covers the entire State of Maine and supports projects throughout the region. The MCOC's mission is to plan and coordinate an inclusive system that helps Maine people avoid or exit quickly from homelessness, and to address the underlying causes of homelessness. Organizations that receive CoC or ESG (Emergency Solutions Grant) funding are expected to be members in good standing of their local Continuum of Care in order to continue to be eligible for funding.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities.

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Agency	Agency Type	Section of Plan	Consultation and Outcome
City of Portland			
Cumberland County			
Portland Housing Authority	PHA		
Brunswick Housing Authority	PHA		
South Portland Housing Authority	PHA		
Westbrook Housing Authority	PHA		
Maine Affordable Housing Coalition			This agency works to increase affordable housing in Maine, a perennial goal of the City of Portland.
Community Housing of Maine	Housing		
Habitat for Humanity Greater Portland			
Crossroads Community Health			
Tedford Housing			
Through These Doors	Services – Victims of Domestic Violence		

Volunteers of America Northern New England			
Milestone Recovery			
Preble Street			
Maine Equal Justice			
Maine Development Fund			
Black Owned Maine			
CEI Center for Women's Business			
Portland Regional Chamber of Commerce			
Sebago Lakes Chamber of Commerce			
Institute for Family Owned Businesses			
Live + Work in Maine			
Coastal Counties Workforce Solutions			
Maine Department of Economic and Community Development			
Portland Adult Education			

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Lakes Region Adult Education			
Windham/Raymond Adult Education			
Catholic Charities Maine			
Project GRACE			
Standish Department of Parks and Recreation			
Opportunity Alliance			
Town Managers and Planners in Cumberland County			
Harrison Food Bank			
Preble Street			
Greater Portland Council of Governments			
Maine Broadband Coalition			
Broadband Providers*			
Maine Housing	Housing		
Maine Equal Justice			
Alpha One			

Disability Rights Maine			
New England ADA Center			
Oxford St Shelter			
Cumberland County Public Health			
Homeless Voices for Justice			

Table 2 – Agencies, groups, organizations who participated

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

All agencies related to public services available in the City of Portland and housing services available in Cumberland County and the City of Portland were consulted, as well as individuals with lived experience. Interviews were conducted with Housing and Public Service providers throughout Cumberland County; see attached summary sheet.

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

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Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Analysis of Impediments to Fair Housing	City of Portland Housing and Community Development Division and Cumberland County Community Development Division	This plan identifies barriers to Fair Housing within the jurisdiction through robust public outreach and will guide the strategy for mitigating those barriers.
ReCode Portland	City of Portland Planning and Urban Development Division	This plan identified areas for improvement within the current zoning with the goal of creating a new, unified development code to better meet needs of the city in housing, design, conservation, and transportation.
Historic Preservation Impact Study	City of Portland Planning and Urban Development Division	This study identified the impact of the City of Portland's Housing Preservation ordinance.
One Climate Future	The Cities of Portland and South Portland	This plan outlines potential scenarios for climate challenges within the two cities and opportunities for mitigation, particularly in areas where low-moderate income individuals live.
Portland's Plan 2030	City of Portland	This is the comprehensive plan of the City of Portland which outlines goals and policies of the City for housing, sustainability, and the economy.
Maine Won't Wait	Maine Climate Council	This is a four-year plan to mitigate hazards of climate change in order to resiliency.
Transit Tomorrow	Greater Portland Council of Governments	This plan aims to create new connections to suburban and rural communities, while increasing quality of life through complete street policies.
Thrive 2027	United Way	This is a coordinated effort to increase social outcomes for residents of Cumberland County.
Maine Jobs and Recovery Plan	State of Maine Executive and Legislative Branches	This plan outlines goals and funding opportunities for increasing the economic outcomes for Maine residents through the American Rescue Plan.
City of South Portland Housing Assessment and Strategy Report	City of South Portland	This plan, currently in draft form, outlines trends and needs for housing in South Portland.

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Multifamily Housing and Land Use Regulation	Greater Portland Council of Governments	This analysis explored the limits to multifamily housing development within the region to provide a baseline of data for use in regional discussion.
The Commission to Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions	State of Maine 130 th Legislature	This report provided to the Legislature barriers and opportunities for increasing housing by studying zoning and land use restrictions.
State of Maine Economic Development Strategic Plan	State of Maine Department of Economic and Community Development	This is a ten-year strategy to address economic challenges and opportunities in Maine including workforce and quality of life.
Portland Housing Authority Strategic Vision Plan	Portland Housing Authority	The document illustrates conceptual design and financial strategies that will allow the agency to be creative in meeting the need for more affordable housing in southern Maine.
Westbrook Housing Authority 2020-2024 Five Year Plan	Westbrook Housing Authority	The scope of this plan pertains only to the Housing Choice Voucher Program (HCV).
2018 Comprehensive Economic Development Strategy	Greater Portland Council of Governments	In 2011, GPCOG was designated by the US Department of Commerce's Economic Development Administration as the Economic Development District for our region; this is the five-year CEDS plan.
Project: Connect Cumberland	Cumberland County	Connect Cumberland is designed to support broadband growth by helping participating communities to develop an Operating Mechanism that will serve as the fiscal agent to pay for major projects, and to contract with ISPs for end-user service and maintenance, and invest financially in strategic infrastructure projects that improve regional broadband expansion, through grants and county funds.
Maine's Plan to End and Prevent Homelessness	Maine Housing and Maine Statewide Homeless Council	This plan, released in 2017, calls for everyone who is homeless to secure permanent housing with an adequate support network.

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Coastal Counties Workforce Plan	Coastal Counties Workforce Board (CCWB)	This plan communicates CCWB's vision for aligning and integrating local workforce service delivery across federal programs in the region to foster better alignment of Federal investments in job training, integrate service delivery across programs, and ensure that the workforce system is job driven and matches employers with skilled individuals.
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Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

Cumberland County reached out multiple times to planners and managers in every town and city within the CDBG consortium and multiple service providers involved in housing and economic development related work in County. Cumberland County and the City of Portland work closely to provide non-duplicative services and consult with MaineHousing on housing projects within the City and County.

Narrative

The City of Portland and Cumberland County consulted with a number of agencies, organizations, and public entities during the development of this plan. These consultations assisted in identifying barriers to housing, potential for increased economic opportunities, and gaps in services for varying populations including individuals who are unhoused or at risk of homelessness, individuals with disabilities, and persons fleeing domestic violence.

PR-15 Citizen Participation - 91.105, 91.115, 91.200(c) and 91.300(c)

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

The City of Portland CDBG Priority Task Force is a group of residents appointed by the City Council through an application process to review the goals, needs, and priorities of CDBG program and inform creation of the Consolidated Plan. Although the City had planned numerous in-person outreach events to gather data to inform the work of the Task Force, these events were unable to proceed due to the onset and continuation of the Covid-19 pandemic through 2020. The 2020 Task Force met twelve times between March and September of 2020 in public meetings held mostly virtually due to Covid-19. The task force used data from 477 respondents of targeted surveys for the general public, business owners, social service providers, and past applicants and subrecipients of CDBG funding to update the priorities and goals for the Consolidated Plan.

In addition to the outreach directly undertaken for the creation of the Consolidated Plan, there have been numerous public outreach efforts by various entities within the jurisdiction which provided information relevant to the creation of the Consolidated Plan. HCD Staff attended many of these public outreach efforts including MaineHousing HOME-ARP focus groups, South Portland Housing Forums, and annual City of Portland District meetings. These meetings included a variety of service providers and individuals with lived experience.

Due to the Covid-19 pandemic, most of the outreach efforts were conducted via electronic or print means, which can be problematic for individuals who need accommodations. To mitigate this, HCD staff worked with staff at the Office of Economic Opportunity to make surveys, focus groups, and written materials accessible to individuals for whom English is not a first language. Surveys related to the Analysis of Impediments and Consolidated Plan were translated into the five most prevalent languages in the County: French, Spanish, Portuguese, Arabic, and Somali. Additionally, the City and Cumberland County reached out to providers who work with potentially impacted populations, including low- and moderate-income persons, residents of neighborhoods where CDBG funds are proposed for use, persons with disabilities, and minorities, to identify individuals with lived experience to participate in focus groups as well as distribute surveys and information.

Cumberland County took the following actions to reach County residents either directly or digitally. In order to reach populations with unreliable broadband access, County staff reached out to service providers to identify how they were communicating with their networks and created a survey to be shared through these networks which provided space to describe barriers faced in accessing

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housing, job training, and basic needs services. Staff also created a page on the County website describing the purpose of the Consolidated Plan and importance of diverse resident input. Municipalities within the county were asked to share this information and survey links on their town or city websites and social media, as well as through physical postings within town buildings. Seven public forums were held to inform the public about the Consolidated Plan process and collect public comment.

Public hearings for the Consolidated Plan were held on March 21, 2022 and April 11, 2022. These hearings were noticed in the Portland Press Herald on March 4th, 2022. This information was also posted to the City's website at <http://www.portlandmaine.gov/762/Plans-Reports> and <http://www.portlandmaine.gov/2702/Submitted-Applications> as well as posted on the City's social media accounts. The draft Consolidated Plan was published for review on March 10th, 2022 on the City of Portland's website at <http://www.portlandmaine.gov/762/Plans-Reports>. A notice of public comment was published in the Portland Press Herald on March 4th, 2022, outlining the 30-day public comment period which would begin on March 11th, 2022 and conclude on April 11th, 2022. The public comment period and public hearing dates were also posted on the City's social media accounts.

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Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Community Forums (CC and Portland)				All comments were accepted	
	CDBG Task Force					
	Community Development Survey					
	Analysis of Impediments Survey					
	Analysis of Impediments Focus Groups	Organizations and				
	CDBG Allocation Meetings and Website					
	Public Meeting					
	Public Meeting					
	Public Meeting					
	Newspaper Ad					
	Public Meeting		Public Hearings on Consolidated Plan and Annual Action Plan held on March 21, 2022 and April 11, 2022.			
	Council District Meetings					
	Internet Outreach					

Table 4 – Citizen Participation Outreach

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Needs Assessment

NA-05 Overview

Needs Assessment Overview

In recent years, the City of Portland has been experiencing rising housing costs as Portland becomes increasingly attractive for a diverse range of households. Surrounding communities have begun to feel the impact of this change in the market. However, this situation is not unique to our region. Cities across the nation have been experiencing renewed investment and shifting demographics as demand for living in close proximity to urban centers continues to grow. Given market limitations, the development of new housing affordable to current residents has been limited. Increasingly, stories of displacement and household instability are becoming more common as residents struggle to find decent, safe, and affordable housing.

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NA-10 Housing Needs Assessment - 24 CFR 91.405, 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The housing stock in Portland and throughout the Greater Portland Region is aging and reaching the end of useful life for housing. Rehabilitation of aging housing stock often involves extensive energy efficiency efforts because of severe winter weather. The cost involved with rehabilitating older housing can be cost prohibitive in a housing market that is already too expensive for many residents.

Demographics	Base Year: 2009	Most Recent Year: 2017	% Change
Population	276,156	289,125	5%
Households	114,107	118,780	4%
Median Income		\$65,702	

Table 5 - Housing Needs Assessment Demographics

Data Source:	2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)
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Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	16,245	12,615	20,400	12,390	57,155
Small Family Households	3,953	3,025	6,213	4,429	30,645
Large Family Households	388	548	965	607	3,418
Household contains at least one person 62-74 years of age	3,484	3,226	4,907	2,684	12,650
Household contains at least one person age 75 or older	3,088	2,631	2,844	1,547	3,912
Households with one or more children 6 years old or younger	1,633	1,167	2,088	1,445	5,920

Table 6 - Total Households Table

Data Source:	2013-2017 CHAS
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Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	500	150	70	45	765	61	40	25	43	169
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	35	85	135	10	265	15	4	24	0	43
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	185	175	55	59	474	34	79	158	0	271
Housing cost burden greater than 50% of income (and none of the above problems)	5,933	1,373	350	40	7,696	3,494	2,027	1,740	319	7,580
Housing cost burden greater than 30% of income (and none of the above problems)	1,174	2,832	3,157	498	7,661	753	2,078	3,741	2,048	8,620

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	740	0	0	0	740	437	0	0	0	437

Table 7 – Housing Problems Table

Data Source:	2013-2017 CHAS
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2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	6,658	1,783	610	154	9,205	3,609	2,147	1,954	362	8,072
Having none of four housing problems	3,456	4,212	7,650	3,792	19,110	1,350	4,454	10,175	8,070	24,049
Household has negative income, but none of the other housing problems	740	0	0	0	740	437	0	0	0	437

Table 8 – Housing Problems 2

Data Source:	2013-2017 CHAS
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3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	2,240	1,134	1,116	4,490	905	1,034	2,092	4,031
Large Related	180	229	85	494	93	184	210	487
Elderly	2,139	1,163	549	3,851	2,532	2,144	1,977	6,653
Other	3,000	2,021	1,799	6,820	805	847	1,224	2,876
Total need by income	7,559	4,547	3,549	15,655	4,335	4,209	5,503	14,047

Table 9 – Cost Burden > 30%

Data Source:	2013-2017 CHAS
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4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,945	317	54	2,316	836	631	574	2,041
Large Related	155	25	0	180	93	29	20	142
Elderly	1,544	344	109	1,997	1,901	955	680	3,536
Other	2,692	779	184	3,655	742	444	458	1,644
Total need by income	6,336	1,465	347	8,148	3,572	2,059	1,732	7,363

Table 10 – Cost Burden > 50%

Data Source:	2013-2017 CHAS
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5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	205	229	165	39	638	53	83	143	0	279
Multiple, unrelated family households	0	0	0	10	10	0	0	39	0	39
Other, non-family households	25	30	25	20	100	4	0	0	10	14
Total need by income	230	259	190	69	748	57	83	182	10	332

Table 11 – Crowding Information - 1/2

Data Source:	2013-2017 CHAS
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	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present								

Table 12 – Crowding Information – 2/2

Describe the number and type of single person households in need of housing assistance.

According to the 2019 5-year ACS estimates, there are 36,267 single person households in Cumberland County with a median income of \$35,018. Almost half (47.3%) of single-person households are renters. In the City of Portland alone, almost 70% of single-person households are renters. Fair Market Rents in 2019 the Portland, ME HUD Metro FMR Area were \$989 for an efficiency and \$1071 for a one bedroom. Through our outreach, we know that rents in the area have skyrocketed since 2019, further exacerbating an already tenuous issue.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

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Through These Doors, a domestic violence resource center serving Cumberland County, reports 500 annual requests for shelter, which includes folks who made multiple requests. Unfortunately, the organization is able to shelter only 100 adults and twenty children per year.

What are the most common housing problems?

Cost burden is the most significant housing problem in Cumberland County. Although the 2017 CHAS data indicates 91% of total households at 100% HAFMI or less are cost burdened, this problem has significantly worsened since that time. In 2020 in Cumberland County, 68.6% of renter households were unable to afford a median two-bedroom unit according to MaineHousing's affordability index database. This reflects an extreme supply shortage of rental units available which has increased the cost substantially for renters, particularly in the Portland area.

The limited supply of rental units may contribute to instances of housing problems within the jurisdiction by allowing landlords to delay housing maintenance without lowering profit margins in order to find tenants. This may more significantly affect households with an income of 0-30% of HAFMI, as 60% of households at that income level report one or more housing problems. Of those, 64% are renters.

During 2020, housing construction costs skyrocketed due to supply chain issues impacted by the Covid-19 pandemic. Because of this increase in costs, as well as inconsistent or restrictive zoning across towns within the County, creating more affordable housing has been challenging. At the same time, demand for housing in Portland and surrounding communities increased quickly as workers were more mobile due to remote work and chose to seek housing opportunities outside of larger cities and communities. From 2009 to 2017, the population in Cumberland County had increased by 4%; the explosion of interest in the jurisdiction due to the pandemic has further exacerbated the extreme shortage of available units for rent and purchase.

Both of the above points, in tandem with high-density of market-rate buyers in Portland, have led low-, moderate-, and middle-income residents to move to towns surrounding Portland. These towns have fewer affordable units available, intensifying competition of existing stock.

In addition to the difficulty of finding a unit, the administration of public and affordable housing processes is too complicated for many who don't have a high school education, are burdened with survival related responsibilities, or work hours that do not align with the hours during which they could get assistance with these processes.

Are any populations/household types more affected than others by these problems?

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Portland has long been a desirable and welcoming community for immigrants, refugees, and asylum seekers. Unfortunately, the shortage of affordable housing options can be particularly difficult for individuals who may have larger families, limited English, and few resources. Many of the immigrant, refugee, and asylum-seeker families have been forced to seek housing options outside of the greater Portland area. As immigrants/refugees get pushed further away from Portland, they move geographically further away from the only support services who are linguistically equipped and culturally competent enough to identify needs and issues and provide appropriate, sensitive treatment or assistance.

This is true also for individuals with disabilities, domestic violence victims, and other individuals who may have lower incomes who depend on services which may be more readily available, or only available, within the City of Portland. These individuals have difficulty competing for the small number of affordable housing opportunities available due to the lack of significant income as well as the time, energy, or capacity required to compete for limited housing opportunities. Additionally, there are fewer units available with accommodations, leaving disabled people on the aggregate more likely to find housing which doesn't meet their needs or may not have the ability for physical accommodations to be added due to age and deterioration.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

Homeless prevention: The Oxford Street Shelter through the Emergency Shelter Grant prevents individuals from becoming homeless. While the eviction moratorium was in place due to the Covid-19 pandemic, Oxford Street still worked with individuals and landlords to mitigate homelessness or returns to homelessness. In contrast to the Oxford Street Shelter, the Family Shelter saw a drastic reduction in evictions due to the moratorium and as such moved prevention funding to essential services to provide assistance with housing placements.

Essential Services: The Family Shelter's restructuring of funds from prevention to essential services allows staff to work with families residing at the shelter on life skills training. Families are educated on areas such as house cleaning, proper food storage, how to prevent pests in your home, how to report maintenance issues, how to manage cooking so as not to cause a fire alarm to be set off, as well as education on proper trash removal and recycling practices. These areas of focus are the most common areas of concern reported by landlords working with families. These skills afford families a strong understanding of life skills and greater opportunity for long term housing retention. Permanent Housing: The Family shelter placed 73 families into permanent housing without a subsidy, 6 families were reunified with other family, 8 families

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secured a Shelter+Care Subsidy, 4 families secured a Housing Choice Subsidy, and 7 families left the shelter of their own accord, due to noncompliance with the program, or due to DHHS involvement. Likewise the Oxford Street Shelter staff located permanent housing for 102 homeless individuals, 79 men and 23 women, (including 6 Veterans and 37 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 prevent individuals and families becoming homeless. By using ESG in the shelters and community it helps ensure individuals and families do not become Long Term Stayers. When a family or individual is enrolled, we work quickly to identify and address barriers to self-sufficiency. In PY2020, 190 individuals received a wide range of 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, and months of follow-up services after housing placement. Of 152 enrolled in the program, 30 were rapidly re-housed, 49 families received essential services and 8 individuals were prevented from becoming homeless. The Covid-19 pandemic has disproportionately affected families and individuals with mental illness by limiting access to services. According to Maine's Plan to End and Prevent Homelessness (2017), Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families. Poverty was overwhelmingly the first. Substance misuse, in particular opioid use, has skyrocketed in Maine. Since 2013, annual drug overdose deaths have tripled. In December 2021 alone, there were 51 overdose deaths in Maine; 22% of these were in Cumberland County.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Individuals at risk of homelessness may be experiencing several co-occurring factors including poverty, domestic violence, mental illness, or substance use disorder.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

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The housing characteristic linked most closely with instability and increased risk of homelessness is cost burden or loss of subsidy. Families who must choose whether to pay for utilities, food, rent or other necessities, will eventually not be able to make rent or utilities which will eventually lead to eviction. The loss of subsidy will also lead to eviction as the person or family will be unable to pay.

Discussion

Almost 30% of County households have at least one type of housing problem, as noted in the charts above. Of these households with housing problems, housing cost burden is the greatest need with 44% having a housing cost burden greater than 50%, 50.3%% of which are renters and 49.7% are owners. Including households facing a housing cost burden of over 30% of household income, the percentage of households increases to 91%, 54% of which are renters and 46% are owners.

Renters in the 0-30% income bracket are more likely to be severely cost burdened (50% or more of income to housing costs, while renters in the 50%-80% AMI income level are more likely to pay more than 30% of their income toward housing costs. This same trend is true for owner households. Affordable housing for low-income residents throughout Cumberland County is extremely limited.

NA-15 Disproportionately Greater Need: Housing Problems - 91.405, 91.205 (b)(2)

Introduction

Cumberland County and Portland have higher concentrations of racial and ethnic groups than Maine as a whole; however, these numbers are still small. According to the 2019 Five-Year American Community Survey, less than six percent (5.8%) of the County population, 3.4% of the state population, and 12.4% of the population in Portland identify as Black/African-American, American Indian/Alaska Native, Asian, Pacific Islander, or some other race. Individuals identifying as Hispanic comprise 2.1% of the population in Cumberland County. This translates to 578 American Indian/Alaska Native individuals, 6,350 Asian individuals, 8,863 Black/African-American individuals, and 6,061 Hispanic individuals out of a County population of 292,307. Because of the small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, it can be difficult to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	12,193	2,878	1,177
White	10,573	2,398	922
Black / African American	750	290	119
Asian	339	130	105
American Indian, Alaska Native	14	25	0
Pacific Islander	0	0	0
Hispanic	250	15	20

Table 13 - Disproportionately Greater Need 0 - 30% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

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1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	8,853	3,755	0
White	8,018	3,450	0
Black / African American	204	70	0
Asian	175	84	0
American Indian, Alaska Native	38	12	0
Pacific Islander	0	0	0
Hispanic	185	25	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	9,490	10,922	0
White	8,661	10,117	0
Black / African American	249	365	0
Asian	119	65	0

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Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	0	20	0
Pacific Islander	0	0	0
Hispanic	230	180	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,066	9,297	0
White	2,946	8,897	0
Black / African American	0	60	0
Asian	60	100	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	10	115	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source:	2013-2017 CHAS
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*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

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Households with low-incomes, and those who identify as Hispanic, Asian, or Black/African-American are disproportionately affected by one or more housing problems. Hispanic households whose incomes are below 80% of AMI are more likely to live in a unit with a housing problem than the jurisdiction has a whole. Asian households with incomes between 50%-100% of AMI are disproportionately affected by a housing problem. Three-quarters of households with incomes less than 30% of AMI have one or more housing problems, and 70% of households at 30%-50% of AMI are experiencing a housing problem. While Black/African-American households represent 3% of the total County population, 3.6% across income levels are experiencing one or more housing problems.

NA-25 Disproportionately Greater Need: Housing Cost Burdens - 91.405, 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Cumberland County and Portland have higher concentrations of minority racial and ethnic groups than Maine as a whole; however, these numbers are still small. According to the 2019 Five-Year American Community Survey, less than six percent (5.8%) of the County population, 3.4% of the state population, and 12.4% of the population in Portland identify as Black/African-American, American Indian/Alaska Native, Asian, Pacific Islander, or some other race. Individuals identifying as Hispanic comprise 2.1% of the population in Cumberland County. This translates to 578 American Indian/Alaska Native individuals, 6,350 Asian individuals, 8,863 Black/African-American individuals, and 6,061 Hispanic individuals out of a County population of 292, 307. Because of the small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, it can be difficult to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	81,306	20,040	16,148	1,262
White	77,085	18,352	14,686	972
Black / African American	1,194	404	590	134
Asian	1,012	459	234	105
American Indian, Alaska Native	137	28	24	0
Pacific Islander	0	0	0	0
Hispanic	882	360	275	30

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source:	2013-2017 CHAS
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Discussion

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Cost burden is one of the most significant housing problems in Cumberland County and Portland. Thirty percent of the jurisdiction pays more than 30% of their income for housing. When considering race alone, this increases to 43% for Black or African-American families, 41% for Hispanic families, and 38% for Asian families. Eleven percent (11%) of Black/African-American families and 10% of Asian families are have no or negative income compared to 2% of the jurisdiction as a whole. Although these households do not technically have a cost burden, they still require housing assistance and services.

It should be noted that this analysis was made using data from 2017. From 2017-2021, housing prices have skyrocketed, exacerbating an already significant issue. During that time, there have been two large groups of immigrant, refugee, and asylum-seeker individuals for whom finding housing has been a challenge due to lack of availability of safe, affordable housing. Due to the Covid-19 pandemic, there has been less turnover of units and more competition for units as remote workers move to the area.

NA-20 Disproportionately Greater Need: Severe Housing Problems - 91.405, 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

Cumberland County and Portland have higher concentrations of minority racial and ethnic groups than Maine as a whole; however, these numbers are still small. According to the 2019 Five-Year American Community Survey, less than six percent (5.8%) of the County population, 3.4% of the state population, and 12.4% of the population in Portland identify as Black/African-American, American Indian/Alaska Native, Asian, Pacific Islander, or some other race. Individuals identifying as Hispanic comprise 2.1% of the population in Cumberland County. This translates to 578 American Indian/Alaska Native individuals, 6,350 Asian individuals, 8,863 Black/African-American individuals, and 6,061 Hispanic individuals out of a County population of 292, 307. Because of the small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, it can be difficult to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	10,267	4,806	1,177
White	8,917	4,056	922
Black / African American	660	380	119
Asian	214	255	105
American Indian, Alaska Native	10	29	0
Pacific Islander	0	0	0
Hispanic	225	45	20

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

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1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,930	8,666	0
White	3,535	7,945	0
Black / African American	109	159	0
Asian	50	209	0
American Indian, Alaska Native	14	32	0
Pacific Islander	0	0	0
Hispanic	65	150	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,564	17,825	0
White	2,323	16,411	0
Black / African American	140	474	0
Asian	15	169	0

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Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
American Indian, Alaska Native	0	20	0
Pacific Islander	0	0	0
Hispanic	65	340	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	516	11,862	0
White	481	11,377	0
Black / African American	0	60	0
Asian	0	160	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	10	115	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source:	2013-2017 CHAS
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*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

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Discussion

White households make up 88% of all households with one or more severe housing problems but are almost 92% of the County's population. This demonstrates that racial and ethnic minorities are more likely to experience one or more severe housing problems. Black and African-American households with incomes between 30%-80% of AMI are more likely to experience a severe housing problem than the jurisdiction as a whole; 41% of households at 30%-50% AMI, and 23% of households at 50%-80% of AMI. Hispanic residents with incomes less than 30% of AMI are disproportionately affected by severe housing problems (2% of the total households), and all households (63%) with incomes of less than 30% of AMI are more likely to experience severe housing problems than any other income level. 10,267 households at 0-30% of AMI are experiencing severe housing problems; of those, 87% are White, 6% are Black/African-American, and 2% are Asian.

The small population numbers, coupled with documented underrepresentation of minorities on census and ACS results, can make it challenging to determine disproportionately greater need among minorities based solely on those data sources. Cumberland County and the City of Portland are committed to working with local partners who work with minority populations to identify additional opportunities to alleviate unsafe housing problems.

NA-30 Disproportionately Greater Need: Discussion - 91.205 (b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Although it can be difficult to identify disproportionate need across racial and ethnic groups due to small numbers and historic undercounting by the Census, there are racial or ethnic groups who have greater need than the jurisdiction as a whole. Black or African-American households and Hispanic households are more likely to experience cost burden than other households, with more Black or African-American households experiencing either severe cost burden or no income. Hispanic households whose incomes are below 80% of AMI are more likely to live in a unit with a housing problem than the jurisdiction as a whole. Asian households with incomes between 50%-100% of AMI are disproportionately affected by a housing problem. Three-quarters of households with incomes less than 30% of AMI have one or more housing problems, and 70% of households at 30%-50% of AMI are experiencing a housing problem. While Black/African-American households represent 3% of the total County population, 3.6% across income levels are experiencing one or more housing problems.

If they have needs not identified above, what are those needs?

A disproportionate number of homeless individuals and those on public housing waitlists are Black or African-American. For immigrants, asylum-seekers, and refugees, language barriers can make it difficult to complete the extensive paperwork and processes needed to obtain housing assistance, and there is a great need for housing navigation services to assist. Many of the services needed are located in Portland; however, limited housing options in Portland, especially for larger units that can accommodate extended family, have pushed immigrant and other low-income families to other towns and cities in Cumberland County where public transportation, culturally competent services, and basic need services are more sparse.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

According to the 2019 ACS 5-Year estimates, 94% of Maine's population is white. Cumberland County is only slightly less white than the state as a whole (91.7%). The two areas in the CCEJ where there are notable concentrations of poverty and minorities are the Redbank/Brick Hill neighborhood of South Portland and the Brown Street/Cumberland Mills/Frenchtown neighborhood of Westbrook. Redbank, located between the Maine Mall and the Portland International Jetport, has been the site of affordable housing since World War II, when units were built for returning veterans. Today, those units as well as affordable developments at Brickhill are the home to many of the immigrant and refugee families that have come to the

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region in recent years. According to the ACS 2019 5-Year estimates, ~10.5% of South Portland residents as a whole identify as non-white, compared with ~8.3% of residents County-wide (or 4.9% of county residents outside of Westbrook, South Portland, and Portland). Brown Street is located in the downtown of Westbrook, which has struggled in recent years due to the decline of manufacturing in the city. According to the ACS 2019 5-Year estimates, ~11% of Westbrook residents identify as non-white, compared with ~8.3% of residents County-wide (or 4.9% of county residents outside of Westbrook, South Portland, and Portland).

Within Portland, there are several neighborhoods which have a higher concentration of specific racial or ethnic groups. Many of these coincide with public housing locations and/or are in HCD eligible areas. The Bayside neighborhoods, bound by I-295, Washington Avenue, Congress Street, and Forest Avenue, has the cities highest concentration of Black or African American residents and Hispanic residents.

NA-35 Public Housing - 91.405, 91.205 (b)

Introduction

There are four public housing authorities in Cumberland County with a total of **1,579 units and 3,331 vouchers**: Portland Housing Authority, Westbrook Housing Authority, Brunswick Housing Authority, and South Portland Housing Authority. According to the PIH system, **43% are disabled, 22% are above the age of 62, and less than 1% were homeless at the time of admission. Eighty-five percent (85%) of voucher recipients are white, 12% Black/African-American, and less than 1% Asian, American Indian, Pacific Islander, and Hispanic.** The number of families and individuals in Cumberland County and especially the City of Portland seeking housing assistance far outweigh the availability of vouchers, and waiting lists are significant.

Totals in Use

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	102	1,579	3,331	334	2,878	28	0	33

Table 22 - Public Housing by Program Type

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*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source:	PIC (PIH Information Center)
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Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	0	1	6	0	6	0	0
# of Elderly Program Participants (>62)	0	37	655	724	183	528	2	0
# of Disabled Families	0	60	417	1,430	125	1,244	14	0
# of Families requesting accessibility features	0	102	1,579	3,331	334	2,878	28	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source:	PIC (PIH Information Center)
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Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	95	1,090	2,837	310	2,428	24	0	30
Black/African American	0	4	298	397	13	368	3	0	3
Asian	0	3	158	62	6	53	0	0	0
American Indian/Alaska Native	0	0	23	26	4	21	1	0	0
Pacific Islander	0	0	10	9	1	8	0	0	0
Other	0	0	0	0	0	0	0	0	0

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 25 – Race of Public Housing Residents by Program Type

Data Source:	PIC (PIH Information Center)
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Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	4	36	65	6	58	0	0	0
Not Hispanic	0	98	1,543	3,266	328	2,820	28	0	33

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 26 – Ethnicity of Public Housing Residents by Program Type

Data Source:	PIC (PIH Information Center)
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Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Limited mobility is a very common problem for many tenants and applicants. There is a need for apartments without interior stairs and ground floor apartments with less exterior stairs, as well as completely accessible units for disabled tenants and applicants. All housing authorities install modified bathroom fixtures including grab bars, raised toilets, and accessible showers in a limited number of units. Special modifications for families with disabled children and the hearing and vision impaired include strobe light doorbells and phones, special locks, and custom window screens. Additionally, some tenants require units that can accommodate physical and emotional support animals.

Brunswick Housing Authority (BHA):

BHA does not track specific disabilities on its waiting list but estimates 2-3 households may need accessible accommodations.

Portland Housing Authority (PHA):

Of the 1,550 applicants on the PHA waiting list, 492 have identified a needed accommodation; 17% of those requests an accommodation for a first floor apartment or other accessibility features due to mobility difficulties. Many requested assistance from case managers or family members with filling out paperwork and understanding the process due to language barriers, vision impairments, or information processing concerns. Although only 32% of applicants have requested accommodation, a total of 45% of waiting list applicants qualify as handicapped or disabled.

South Portland Housing Authority (SPHA):

SPHA currently has approximately 463 individuals or families on the waiting list for units. Of these, 145 are elderly disabled and 137 are non-elderly disabled; for most, accommodations are not identified. A total of forty individuals or families on the waiting list who have requested wheelchair accessible or 1st floor units.

Westbrook Housing Authority (WHA):

WHA is a Housing Choice Voucher only Housing Authority and does not currently have any public housing units.

What are the number and type of families on the waiting lists for public housing and section 8 tenant-based rental assistance? Based on the information above, and any other information

available to the jurisdiction, what are the most immediate needs of residents of public housing and Housing Choice voucher holders?

In 2019, all Public Housing Authorities and the Maine State Housing Authority created a statewide Combined Wait List (CWL) for the Housing Choice Voucher program. The CWL has an option individuals in some communities to choose a preference area based on where they live and work. In 2019, there were 18,223 families on the wait list, an increase of 30% from 2018. Almost 80% of the families qualified as Extremely Low Income, and over half were disabled. Additionally, 42% were families with minor children or dependents. At that time, twenty-six percent (26%) of the families on the waitlist were from Cumberland County.

In 2020, the number of families on the CWL increased by 4,575 to 22,798, with 24% of families in Cumberland County, an increase of 684 families. The largest increase was for families with two people or more, which nearly doubled from 7,991 to 14,204. This increase may be attributed to job losses and changing living situations related to the Covid-19 pandemic. Additionally, units are not turning over at the typical frequency, decreasing the number of available units for voucher holders. Service providers and housing navigators reported that although many families had vouchers, they could not find an appropriate unit for which to use it, further exacerbating financial hardship.

Brunswick Housing Authority (BHA):

Over two-thirds of applicants on the BHA waiting list for assistance are elderly and disabled. The remaining are households with dependent children who are currently either homeless or severely cost burdened. Most of the public housing applicants have an income below 30% of the area median income.

Portland Housing Authority (PHA):

White applicants make up the majority of public housing individuals and families on the waitlist for units in Portland at 67%. Almost 20% of the individuals on the waiting list for public are Black or African-American, 3.42% are American Indian, Alaska Native, Asian, Native Hawaiian, or Other Pacific Islander. Race was not assigned for the remaining 10%.

The greatest need in Portland is for one-bedroom units. Seventy-two percent (72%) of applicants are seeking a one-bedroom unit and have an average wait of 21 months. Those seeking 2-4 bedroom units (26% of applicants) have wait times of between thirteen and seventeen months.

Disabled applicants comprise 45% of those on the waitlist, with most seeking one-bedroom accommodations. A large majority (over 90%) of PHA’s applicants’ household income is in the extremely low (30% AMI or lower) income bracket. Affordable housing is a critical need to help provide health, safety and stability for these applicants.

South Portland Housing Authority (SPHA):

There are 833 applicants on the Housing Choice Voucher CWL who have a residency preference for South Portland due to living and working in the community. Black or African-American applicants comprise 15% of all applicants on the waitlist. Nineteen percent (19%) of applicants are elderly, and 36% of all applicants identify as disabled. Thirty-seven percent (37%) of applicants are families with children, with 132 applicants seeking units with four or more bedrooms. This may reflect the number of low income refugee and immigrant families in need of affordable housing, as well as a lack of large apartments available in the greater community.

Westbrook Housing Authority (WHA):

Since 2019, WHA has maintained a 99% or higher voucher utilization rate. Voucher recipients have required extensions beyond sixty days to secure affordable apartments. In 2018, Westbrook Housing expanded its “live or work” preference to municipalities within a 10-mile radius of the City of Westbrook, which includes the Cities of Portland and South Portland. The CWL saw minor increases from 2019-2020 in all categories except families with two or more people, which almost doubled. Westbrook Housing saw a significant increase in all categories, which can be attributed to the shift of population from the City of Portland to surrounding communities with more housing options (although still not enough to meet demand).

How do these needs compare to the housing needs of the population at large

Those on the waiting lists for units and vouchers at all four housing authorities are more likely to have a disability and/or be elderly than the population of Cumberland County. The percentage of Black or African-American applicants is disproportionately larger than the percentage of Black or African-American individuals residing in Cumberland County. This may reflect an increasing number of immigrants, refugees, and asylum seekers in the area.

Brunswick Housing Authority (BHA):

According to 2019 ACS data table DP05, only 22% of the population of Brunswick is above the age of 65; however, a significantly greater percentage of housing authority applicants (over 66%) are elderly (above the age of 62). Most, if not all, BHA applicants are extremely low-income.

Portland Housing Authority (PHA):

A large majority (over 90%) of PHA's applicants have a household income in the extremely low (30% AMI or lower) income bracket. Although only 12% of Portland residents have a disability, 45% of PHA applicants are disabled. While 10% of the population in Portland is Black or African-American, this population comprises 20% of PHA applicants.

South Portland Housing Authority (SPHA):

A greater percentage of applicants on the waiting lists are Black or African American (15%), as compared to the 2017 Census Data for demographics for this area (2.1% for South Portland, 2.4% for Cumberland County). There are also a greater number of large families seeking units in South Portland than in other housing authorities.

Westbrook Housing Authority (WHA):

Almost 40% of the Westbrook preference area voucher waitlist is disabled, compared to 12% statewide.

Discussion

Affordable public housing is a great need in Cumberland County. In Portland, one-bedroom apartments are scarce, while South Portland has a greater need for larger family units. All housing authorities have a need to increase the number of accessible apartments for those with ambulatory and mobility challenges. Families seeking units are looking outside Portland to surrounding communities where larger units may be available, although not enough to meet demand. This can be problematic for families in need of services available most readily in Portland.

The waitlist for a voucher is significant; however, even those individuals and families who have obtained a voucher have difficulty finding an appropriate unit in which to use it. There is a great need to increase the amount of affordable housing in the area, particularly for extremely low-income families. Affordable housing is a critical need to help provide health, safety and stability for these applicants.

NA-40 Homeless Needs Assessment - 91.405, 91.205 (c)

Introduction:

Portland homeless shelters, including the Family Shelter, Oxford Street Men's and Women's Shelters, Through These Doors, Milestone Foundation, Joe Kreisler Teen Shelter, and Florence House Women's Shelter sheltered an average of 345 individuals per night last year; this number is lower than previous plans completed because of shelter restrictions due to Covid-19 and the use of hotel rooms through General Assistance to adequately meet overwhelming demand for shelter beds throughout the pandemic. While not including hotels paid through General Assistance, this number still exceeds bed capacity among all shelters by over 35 individuals. The City of Portland's Health and Human Services Department, Social Services Division operates the Family Shelter and Oxford Street Shelter, both the largest shelters serving their respective populations throughout the State of Maine. The Family Shelter offers both preventative services for families at risk of experiencing homelessness and support services to assist families who are homeless to locate housing and achieve stability. Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency. The vast majority of people accessing the Family Shelter are seeking asylum, arriving directly from the Southern border, therefore many of the supports additionally include community collaboration with programming to embrace and assimilate to health care, schools, employment etc.

The Oxford Street Shelter is a low-barrier shelter which provides safe, temporary shelter for homeless adults, both men and women. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a housing stability plan. Support services at the Oxford Street Shelter include shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services. The Oxford Street Shelter served 848 men and 220 women for a total of 1068 individuals (unduplicated numbers) in 2021. The shelter provided 60,861 bed nights in 2021. A total of 515, or 47.86% of the individuals that stayed at the Oxford Street Shelter were identified as chronically homeless. Based on self-reporting, 23.14% of shelter clients experience mental illness, 90.89% struggle with substance use issues, and 11.9% experience a physical disability or illness. Unfortunately, many clients with significant mental health issues deny having any problems and refuse any form of medication or support.

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If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

	# of persons experiencing homelessness on a given night		# experiencing homelessness each year	# becoming homeless each year	# exiting homelessness each year	# of days persons experience homelessness
	Unsheltered	Sheltered				
Persons in Households with Adult(s) and Child(ren)		106		317	358	
Persons in Households with Only Children		14		180	66	
Persons in Households with Only Adults		225	1,076 (OSS only)	1,210	169	
Chronically Homeless Individuals			515 (OSS only)			
Chronically Homeless Families						
Veterans			44 (OSS only)			2,245(OSS only)
Unaccompanied Youth		14		180	66	

Persons with HIV						
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In 2021, based on data provided by the City-run Oxford Street and the Family Shelter, there were 970 intakes. This included 215 individuals and 69 families at the Family Shelter and 901 individuals at Oxford Street Shelter. On average, 225 individuals, 38 families (106 individuals), and 14 adolescents totaling 345 individuals each night. Overall there were 125,863 bed nights in the City of Portland, averaging 345 individuals a night. There were 1,707 new intakes across all shelters (individuals), and 593 people placed in housing. 621 persons were experiencing homelessness for the first time. The number of days individuals experience homelessness has increased at the family shelter due to the lack of affordable housing and the increased number of asylum seeking families arriving at the southern border who designate the Family Shelter as their destination. In the calendar year 2021, the Family Shelter welcomed 295 asylum seeking families totaling 974 individuals presenting for emergency shelter. Due to limited Covid capacity, families access hotel rooms as overflow for four to five months prior to entry to shelter where they receive housing navigation. Families spend an additional four to five months after entering the shelter: 10 months total average time in shelter. In PY2020, 1,514 unduplicated households were assisted through hotels with general assistance vouchers. Of these, 192 were families with children consisting of 660 individuals. The remaining 1,322 were adult-only households consisting of 1,466 individuals.

In addition, Preble Street manages the Joe Kreisler Teen Shelter and Florence House, a women's shelter. In 2021 there were 180 individuals entering homelessness at the Teen Shelter, which would be unaccompanied youth, and 72 at the Women's Shelter. Chronic homelessness as defined by the U.S. Department of Housing & Urban Development (HUD) and the McKinney-Vento Act: "an individual or family who has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years. 47.86% of the persons staying at the Oxford Street Shelter are Chronically Homeless.

At the Oxford Street Shelter, 44 are veterans (based on self-reporting), comprising of 4% of the total individuals served, and totaling 2,245 bed nights. The age of those who stayed are as follows: 4.46% aged 18-24, 10.13% aged 25-30, 24.81% aged 31-40, 18.86% aged 41-50, 14.03% aged 51 – 60, 5.6% aged 61 – 70, and 0.83 % older than 70. Based on self-reporting, 17.38% of shelter clients experience mental illness, 90.89% struggle with substance abuse and 13.02% experience a physical disability or illness. In 2021, 21.65% of the individuals staying at Oxford Street Shelter stayed 1 to 3 Nights, 46% stayed between 4 to 60 Nights, and 32.34% stayed longer than two months.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
Ethnicity:	Sheltered:	Unsheltered (optional)

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

There are 180 families totaling 607 individuals currently residing in GA funded hotels who are experiencing homelessness. Due to the large number of people presenting for shelter, individuals are immediately sheltered in hotels paid by General Assistance before moving into the Family Shelter as space becomes available. Forty-four individuals (4%) of the total individuals seeking shelter were veterans. Maine has a robust veterans' network which is successful in assisting veterans to obtain services including housing, employment, and counseling; however, many unhoused veterans have co-occurring challenges including substance abuse or mental health needs.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

In 2021, 92% of households staying at the Family Shelter self-reported as being black or African-American. This is largely due to the asylum seeker families who designate the Family Shelter as their destination. In the calendar year 2021, the Family Shelter welcomed 295 asylum seeking families totaling 974 individuals presenting for emergency shelter. Because the Family Shelter has limited capacity due to the Covid-19 pandemic, families access hotel rooms as overflow for four to five months prior to entry to shelter where they receive housing navigation. Families spend an additional four to five months after entering the shelter: 10 months total average time in shelter.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Portland homeless shelters, including the Family Shelter, Through These Doors, Oxford Street Men's and Women's Shelters, Joe Kreisler Teen Shelter, Milestone Foundation, and Florence House Women's Shelter sheltered an average of 345 individuals per night last year. This number exceeds bed capacity among all shelters by over 35 individuals and excludes hotels provided by General Assistance. In 2021, the Maine Continuum of Care requested and was granted a waiver regarding the unsheltered portion of the PIT Count for 2021 to avoid the risk

of possible exposure to COVID-19 for both volunteers and those they would have been surveying.

Discussion:

Trends from the annual Point in Time Survey of homeless individuals and anecdotal evidence indicate there is still an increasing homeless population in Portland, including a representation of homeless individuals remaining unsheltered during the harshest time of year in Maine. Throughout Cumberland County, town General Assistance programs don't have funding or staff capacity to find or obtain access to safe housing that clients can stay in until they are socioeconomically stabilized. CDBG funding to non-profit organizations reaching out to the city's most vulnerable populations, including the mentally ill and individuals with chronic substance abuse issues, will assist the city in providing programs and resources to serve the needs of the most vulnerable citizens in the community.

NA-45 Non-Homeless Special Needs Assessment - 91.405, 91.205 (b,d)

Introduction

Reviewing the non-homeless special needs populations in Portland, research focused on persons with disabilities both physical and cognitive, the elderly, persons suffering from addiction, victims of domestic violence, and persons with HIV/AIDS. Disabilities can limit the ability of an individual to earn income sufficient to compete in the housing market. Under the federal Fair Housing Act, a person with a disability is defined as any person or person associated with you who has a physical or mental disability that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment. Disabilities include hearing, mobility and visual impairments, chronic alcoholism, chronic mental illness, AIDS and AIDS Related Complex, and intellectual disabilities. The housing needs of victims of domestic violence are considered along with the special needs of the non-homeless. The housing needs of persons with disabilities are extremely difficult to determine and quantify.

Describe the characteristics of special needs populations in your community:

Drug and Alcohol Addictions:

Substance misuse, in particular opioid use, has skyrocketed in Maine. Since 2013, annual drug overdose deaths have tripled. In December 2021 alone, there were 51 overdose deaths in Maine; 22% of these were in Cumberland County. Nineteen percent (19%) of drug arrests in Maine in 2021 were in Cumberland County, the second highest county out of all sixteen counties. According to Maine's Plan to End and Prevent Homelessness (2017), Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families.

Mental Health:

Twelve percent (12%) of Cumberland County residents reported 14 or more poor mental health days per month according to the 2021 data at countyhealthrankings.org. The Covid-19 pandemic has disproportionately affected families and individuals with mental illness by limiting access to services. According to Maine's Plan to End and Prevent Homelessness (2017), Mental Illness and Substance Use were the 2nd and 3rd contributing factors in almost every unhoused population, including families.

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Disabilities:

Portland's population has a higher incidence of disability than people in Cumberland County as a whole (13.5% and 11% respectively). There is a much higher incidence of people with "cognitive difficulties" in Portland among adults, and a much higher incidence of disability in the population 65 years or over. 45.2% of the non-institutional population 65 years and over in Portland and 45.2% of the populations has a disability, including hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, and independent living difficulty.

Elderly:

Elderly: Portland's elderly population is projected to grow by 6,476 by 2030, to a total of 14,942. Of these, almost one out of five (19%) will be 85 or older. This will result primarily from aging in place, not from in-migration.

Currently, 16.8% of County residents over the age of 65 have an ambulatory difficulty, and 11.5% have an independent living difficulty. In Portland, these percentages are 17.6% and 15.2% respectively. Elderly individuals are more likely to live alone and have lower incomes than the rest of the population.

Domestic Violence:

Domestic violence is a growing concern within the jurisdiction, exacerbated by the Covid-19 pandemic. Through These Doors, a local domestic violence service organization, serves an average of 350 family members, including children, per year.

What are the housing and supportive service needs of these populations and how are these needs determined?

Disabilities:

Persons with disability, both physical and cognitive, face a variety of challenges in Portland, including landlords and building codes for physical disabilities. For persons with cognitive disabilities case management and community integration seem to be successful models. Landlords do not always understand the needs of a physically or mentally disabled tenant, and make their own decisions about what is or is not medically necessary. Landlords see reasonable accommodations as a financial burden, and often do not understand, for example, that service animals can be used by people with non-vision related disabilities. For formerly homeless tenants with mental disabilities, case management makes a bigger difference than financial

assistance in maintaining permanent housing, according to a local social service researcher. The formerly homeless usually need at least nine months of case management support to make a successful transition from homeless to housed. With the exception of HPRP, the need for assistance to help people maintain independent housing has been identified as a service gap. Individuals with intellectual and developmental disabilities (including those on the Autism spectrum) as well as individuals with other disabilities (Cerebral Palsy, traumatic brain injuries, etc.) can successfully live in a community setting, granting them greater independence, while still receiving necessary support and services. The range and acuteness of service needs vary greatly. A one-size fits all model does not work for these populations; each person should be met where they're at. Housing options range from scattered-site housing with intermittent outside services, to dedicated supportive housing consisting of four to six individual units, possibly with an office on site for service providers. All housing options should allow individuals to be included and participate in the community in which they reside.

Elderly:

The growing number of elderly households will need more units that are smaller and more accessible; many will require units that are subsidized as well. They also may need assistance with transportation to social service or medical appointments, and assistance with maintaining the condition of their homes and appliances.

Domestic Violence:

Victims of domestic violence require a number of supports, including: Transitional space to escape the abuse; child care; connection to mental health or substance use support; workforce training and support; and financial assistance to transition to permanent housing.

Drug Alcohol Addictions and Mental Illness: Many individuals with substance use disorders have co-occurring mental health disorders. Formerly homeless people with both substance abuse disorder and mental illness are the most difficult to house permanently because of poor rental histories and the need for lengthy cultural acclimation to non-shelter living. Over the past 12 years, there have been statewide cuts to mental health services, hampering efforts to help those with mental illnesses find and maintain housing. Many treatment centers have long waiting lists and require the individual to travel away from both home and employment, something many simply cannot afford to do.

Persons living with HIV/AIDS: With high rental costs in Portland, many clients are simply unable to cover their living costs and also cover costs of transportation to medical appointments,

nutritional care and medications. Access to HOPWA funding and supportive services helps to guide clients through the complex financial system of housing and medical care and to support them in accessing the appropriate resources and opportunities to achieve a decent standard of living.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

There are 254 individuals receiving treatment from the primary HIV care provider in Cumberland County. Forty-seven percent (47%) were born outside of the United States. Fifty percent (50%) of those receiving care are Black or African-American; 45% are White, and 3% identify as more than one race. Two-thirds of individuals receiving care are over the age of 46. Three percent are under the age of 25. Sixty-one percent (61%) are male, and 37% are female. Two percent (2%) identify as transgender females. Twenty-one percent (21%) of individuals receiving treatment for HIV report temporary or unstable housing status.

Discussion:

The City of Portland is the largest and most diverse community in Maine and is committed to providing fair housing choice to all of its residents. Meeting supportive housing needs for Portland residents and addressing impediments to fair housing choice and community accessibility in Portland will mean focusing on reducing geographic concentrations of race and poverty in specific neighborhoods, informing landlords of fair housing/accommodation regulations for persons with disabilities, and addressing the City's limited supply and high cost of rental and home ownership housing.

NA-50 Non-Housing Community Development Needs - 91.415, 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Within Cumberland County, there is a lack of gathering spaces for each community. Residents identified a need for community centers, green spaces, and community gardens. Spaces that do exist are often old and have barriers to accessibility; steps should be taken to make existing facilities accessible for individuals with disabilities.

Within the City of Portland, 98.3% of residents identified parks and recreation facilities as important, with a particular emphasis on hiking trails, community gardens, and additional parks. Additionally, accessibility for individuals with disabilities was identified as a need for public facilities, although funding to make non-profit centers accessible had the lowest rankings.

How were these needs determined?

Cumberland County surveyed planners and managers at each town in County as well as the general public in order to identify high, medium, and low priorities.

The City of Portland sent surveys to the general community with 352 participants, social service providers with 76 participants, and Economic Development professionals with 29 participants, and CDBG applicants with 20 participants. The general population survey contained a variety of questions, including need for Public Facilities and priority rankings.

Describe the jurisdiction's need for Public Improvements:

Cumberland County residents identified a desire and need for road and bridge refurbishment, physical connectivity infrastructure such as new sidewalks connecting downtowns to residential areas, and alternative modes of transportation such as foot or bike path construction. Over 90% of survey respondents said roads/bridges were in okay-poor physical condition. County officials and residents also identified broadband expansion as a need, particularly for the more rural areas of the County.

Business owners in the City of Portland specifically identified sidewalk repair and upgrades as the number one priority to support their businesses. Sidewalks and roads were the 2nd priority of the general public, while alternative modes of transportation was first. The economic development survey supports this, with bike racks the 2nd priority for businesses. Broadband infrastructure expansion was not identified as a public improvement need within the City.

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Many of the City of Portland’s natural areas, such as Portland Harbor, Nason’s Brook, and especially the Back Cove are designated Combined Sewer Overflow areas. Although the City has made great strides in separating the stormwater and sewer systems, much work remains.

How were these needs determined?

Cumberland County surveyed planners and managers at each town in County as well as the general public in order to identify high, medium, and low priorities.

The City of Portland sent surveys to the general community with 352 participants, social service providers with 76 participants, and Economic Development professionals with 29 participants, and CDBG applicants with 20 participants. The general population survey contained a variety of questions, including need for Public Improvements and priority rankings. The Economic Development survey contained questions about the type of public infrastructure improvements that would best support continued business growth and development within the City.

Describe the jurisdiction’s need for Public Services:

Many of the available social services are offered in the Portland area, making it difficult for County residents to access necessary support services. Cumberland County residents expressed a need to increase the availability of services in outer areas of the County, including the following social services; child care and after school programs; food banks; mental health services; substance abuse services; and social service navigators. Increasing public transportation options would also help people access services and also employment opportunities.

Within the City of Portland, Mental Health services were overwhelmingly the top priority of survey respondents, followed closely by substance abuse services and emergency services to prevent homelessness. Service providers ranked shelter services and housing services for long-term shelter stayers as top priorities. For public services related to economic development, the general population survey and social service provider priorities identified English language skills as a top priority as well as job training and education. The economic development survey respondents prioritized soft skills training, such as time management or conflict resolution. The economic development survey also noted that affordable housing was a larger issue than affordable child care for employee retention.

How were these needs determined?

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Cumberland County surveyed planners and managers at each town in County as well as the general public in order to identify high, medium, and low priorities. Additionally, they reached out to social services providers and General Assistance departments around the county.

The City of Portland sent surveys to the general community with 352 participants, social service providers with 76 participants, and Economic Development professionals with 29 participants, and CDBG applicants with 20 participants. The general population survey contained a variety of questions, including need for Public Improvements and priority rankings. The Social Provider survey contained questions about the type of social services that would best support the needs of the growing homeless population in Portland.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

In 2002, the City of Portland adopted a Housing Plan with a policy goal to ensure an adequate supply of housing to meet the needs, preferences and financial capabilities of all Portland households. The Plan established a target of maintaining Portland’s current proportion of subsidized units at 20% of the housing stock. In 2014, Portland contracted with the Greater Portland Council of Governments to complete a study entitled 2030 Workforce Housing Demand Study. The report, released in January 2015, found that housing production was not meeting the housing needs of Portland. Since the release of that report, the City of Portland has made significant strides in increasing the availability of housing. In 2021 alone, 535 units within ten new residential buildings were completed – more than double the production goal. Of those units, 132 are affordable to low-income households and 31 were created by the City’s Inclusionary Zoning ordinance. Another 925 housing units were approved by the Planning Board, over three times the annual goal. Approximately 250 of these new units will be on City-owned property, advancing the goal of disposition of city property for the purpose of creating housing.

Despite these achievements, challenges remain. Housing prices have risen significantly in the past five years for both renters and owners. As Portland becomes increasingly unaffordable, low- to moderate-income households are being forced to relocate to communities outside of greater Portland, which can make it difficult to access services and employment. The Covid-19 pandemic has significantly exacerbated housing issues within the City, tightening the turnover rate of units and expanding the length of time unhoused individuals must remain in temporary or shelter housing. Construction costs have skyrocketed, making it more difficult to produce affordable housing.

MA-10 Housing Market Analysis: Number of Housing Units - 91.410, 91.210(a)&(b)(2)

Introduction

Since the 2015 release of the Greater Portland Council of Governments study entitled 2030 Workforce Housing Demand Study, the rate of new housing development has increase. This is in large part due to an improved economy and deliberate focus by the City of Portland on decreasing barriers to housing production.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	92,650	65%
1-unit, attached structure	7,088	5%
2-4 units	18,679	13%
5-19 units	9,120	6%
20 or more units	8,514	6%
Mobile Home, boat, RV, van, etc	5,650	4%
Total	141,701	100%

Table 31 – Residential Properties by Unit Number

Data Source:	2013-2017 ACS
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Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	200	0%	2,552	7%
1 bedroom	2,578	3%	12,049	32%
2 bedrooms	19,285	24%	13,883	37%
3 or more bedrooms	59,468	73%	8,819	24%
Total	81,531	100%	37,303	100%

Table 32 – Unit Size by Tenure

Data Source:	2013-2017 ACS
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Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

There are 105 total housing developments in Cumberland County, the majority of which are located in Portland, currently accessing HUD funding, subsidies by HUD PBRA, insured by HUD, accessing the LIHTC, and utilizing the HOME program, including public housing developments. These housing developments account for 6,742 individual housing units in Cumberland County.

11 units (six in Portland and five additional units within Cumberland County) are affordable to low-income households through the assistance of HUD Project Based Rental Assistance (PBRA). Under Project-Based Housing Vouchers, tenants pay 30% of their monthly income for rent and utilities and HUD pays the owner the difference between the contract rent and the tenant's portion. New residents of Project-based Housing Vouchers can have incomes of no more than 80% of area median income, and 40% must have incomes below 30% of AMI.

17 units (six in Portland and eleven additional units within Cumberland County) are HUD-insured, which requires adherence to low-income use restrictions.

74 units (thirty-nine in Portland, and thirty-five additional units within Cumberland County) make use of the Low-Income Housing Tax Credit Program (LIHTC), which requires that at least 20% of the units are rent-restricted and occupied by households with incomes at or below 50% of AMI, or at least 40% of the units are occupied by households with incomes at or below 60% of AMI.

74 units (thirty-nine in Portland, and thirty-five additional units within Cumberland County) are supported by HOME rental assistance. At least 90% of the units must be occupied by households with incomes at or below 60% AMI, and the remaining 10% can be occupied by households with incomes at or below 80% AMI. In properties with five or more HOME-assisted units, 20% must be set aside for households with incomes at or below 50% AMI.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

All residential development projects of ten or more units within the City of Portland are required to provide either on-site or off-site affordable/workforce housing units, or make a payment into the Jill C. Duson Housing Trust Fund, which is used to create affordable housing. A citizen-initiated referendum question, known colloquially as the "Green New Deal", created a provision that greatly reduced the long-term affordability of rental units. The Green New Deal defined workforce units as dwelling units for which rent is affordable to households earning

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80% or less of AMI, and the unit is rented to households earning 80% or less of AMI (amended from 100% or less). Workforce home ownership units income requirements were reduced to 80% from 120% AMI. Previously, workforce units within Portland were required to remain affordable for a period of 99 years; the Green New Deal reduced that term to 30, reducing the length of affordability 69 years and affecting long-term affordability for projects that are approved under the new requirements. There are 380 units of Section 8, 711 LIHTC units, and 90 HOME-assisted units whose affordability period is expected to expire between 2022 and 2027.

Does the availability of housing units meet the needs of the population?

A market study completed in September 2019 by The Signal Group (TSG), an affiliate of the National Housing & Rehabilitation Association, found that there is a significant shortfall in the number of affordable units within the Portland Metro Area (PMA) with demand currently exceeding supply by 1,126 housing units. Predictions show that demand will continue to grow and will exceed supply by 1,168 by 2024. The TSG study surveyed 26 Tax Credit developments in the Portland Metro Area, consisting of 1,038 units, and found a 100% occupancy rate. Reported waitlists are up to 5 years for LIHTC properties. Portland Housing Authority's Public Housing waiting list currently has 1,201 households on it. This figure denotes very high demand for affordable rental apartments from low-income households in Portland. The new rental supply coming online in Portland in the foreseeable future is inadequate to meet the City's high demand for housing, especially rent restricted affordable units. In 2021, there is an estimated 14,623 rental units needed for the Portland Metro Area; this demand is projected to increase to 15,064 units by 2026.

There is pent-up demand for affordable rental units in the PMA, demonstrated by (1) the high average occupancy of 99% for LIHTC and subsidized properties; (2) the reported waitlists at affordable properties that exceeds 100 households or 2 years; and (3) 40% (or 13,892) of the current renter households in the Portland Metro Area are rent overburdened.

As part of a strategy for addressing housing issues in the city, *Portland's Plan* establishes a vision where **all who work in Portland also have the option of living in Portland**, and calls for the creation of **2,557 new dwelling units by 2027**. The plan strongly encourages that a substantial portion of new units be affordable to Portland's workforce, identifying a suite of new and existing regulatory tools to promote the creation of affordable housing. The City of Portland is well-positioned to meet its target housing production goal of 2,557 new dwelling units by 2027.

Describe the need for specific types of housing:

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A growing retiree population has increased the demand for housing. An estimated 13.7% of Portland households are headed by a person 65 or older during 2017 (per the US Census Bureau) compared to 12.8% during 2010. By 2026, the number of households age 55+ is projected to increase by 8.4% to 26,057.

During 2019, the Portland Housing Authority administered 1,870 vouchers. There were 3,400 applicants on the waitlist, of which 475 are elderly. There were 1,005 public housing units in Portland with 928 households on the waitlist, and 439 of those are restricted to the elderly and disabled.

In 2021 there was an estimated 14,623 rental units needed in the PMA which will increase to 15,064 projected demand by 2026.

Portland has the largest share of one-bedroom units, leaving families with a need for larger units to seek housing outside of the City. Ninety-seven percent (97%) of owner occupied-housing units contain two or more bedrooms, while 39% of renter units contain one bedroom or less.

Discussion

Since the release of the Greater Portland Council of Governments study entitled 2030 Workforce Housing Demand Study, the rate of new housing development has increased since 2015. The “Medium Growth” forecast is the average of the Low and High forecasts. Under this scenario, Cumberland County would grow by 44,176, people, an increase of 8% per decade. Over the last century, the county’s decennial growth rate has ranged from a high of 16% during the 1940’s to a low of 5% during the 1960’s. Therefore, the Low forecast, at 3% growth, represents a rate lower than in any decade of the last century, while the High forecast, at 14%, is only slightly higher than the pattern of the 1990’s. At 8%, the Medium forecast reflects the average growth rate per decade of the past century. Portland’s goal of maintaining a 25% share of the county’s population is paramount to its vitality and its influence over state and regional politics. As the largest city in one of the nation’s smallest states, Portland exerts an extraordinary influence over Maine’s economy out of proportion with its actual size. Indeed, the number of jobs in the city now outstrips population, making Portland the engine of the largest labor market in Northern New England. Over the last century, Portland’s share of the county’s population has declined from a peak of 56% in 1920 to 24% in 2010. While this share is on a definite downward trajectory, Portland did not yield any ground during the 2000’s. To claim a 25% share of the county’s population, Portland would need to grow by 15,268 people, or 764 people per year, a growth rate of 11.5% per decade. This would bring Portland’s

population to 81,462 people, just past its 1950 peak. In order to reach this 25% share, Portland would need to claim 35% of the county's future growth. In order to accommodate new residents, Portland would need to build 8,636 housing units, or 432 units per year over a 20-year period. This robust growth would be double that witnessed in the 2000's and five times the growth of the 1990's. Another method of calculating housing demand relies on the economic impact of job creation based on the demand from more families purchasing market-rate housing. The purchasing power of those families support more jobs and increase the need for workforce housing. The number of workforce households is multiplied by 62%, which is the percentage of Portland households earning less than the county's median income. The result, 53% is the percentage of workforce housing demand generated by these 100 market-rate units. If the market, in keeping with current production patterns, supplies 29 affordable units for every 100 built, there would still be an unmet gap for 24 affordable units.

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MA-15 Housing Market Analysis: Cost of Housing - 91.410, 91.210(a)

Introduction

Housing prices have risen significantly in the past five years for both renters and owners. As Portland becomes increasingly unaffordable, low- to moderate-income households are being forced to relocate to communities outside of greater Portland, which can make it difficult to access services and employment.

Cost of Housing

	Base Year: 2000	Most Recent Year: 2017	% Change
Median Home Value	\$131,200	\$259,400	49%
Median Contract Rent	\$554	\$1029	46%

Table 33 – Cost of Housing

Data Source:	2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)
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Rent Paid	Number	%
Less than \$500	7,266	19.5%
\$500-999	15,289	41.0%
\$1,000-1,499	11,387	30.5%
\$1,500-1,999	2,185	5.9%
\$2,000 or more	1,110	3.0%
Total	37,237	99.9%

Table 34 - Rent Paid

Data Source:	2013-2017 ACS
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Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	4,432	No Data
50% HAMFI	9,452	3,323

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% Units affordable to Households earning	Renter	Owner
80% HAMFI	23,821	14,552
100% HAMFI	No Data	25,446
Total	37,705	43,321

Table 35 – Housing Affordability

Data Source:	2013-2017 CHAS
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Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	989	1,071	1,387	1,829	2,198
High HOME Rent	989	1,071	1,339	1,538	1,696
Low HOME Rent	813	871	1,046	1,209	1,348

Table 36 – Monthly Rent

Data Source:	HUD FMR and HOME Rents
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Is there sufficient housing for households at all income levels?

There is insufficient housing supply for almost every income level, partially due to changes in the housing market due to the Covid-19 pandemic. The statewide public housing waitlist is over 24,000, and providers report that even those who are able to obtain a voucher are unable to find an available unit. Only 12% of rental units are affordable to households making 30% of HAFMI, and only 7.7% of home ownership units are available to households who make 50% of HAFMI.

How is affordability of housing likely to change considering changes to home values and/or rents?

Housing prices in Portland have increased substantially since 2017. Median rents have increased by 41%, while renter median incomes have increased by only 24%. Home prices increased by 37% from 2017 to 2021; they increased 20% in one year from 2020-2021. This means renters who may wish to purchase a home in Portland may be unable to save a down payment as their rent increases, and those who are able to purchase a home may not be able to find one they can afford.

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The increasing unaffordability in Portland has pushed renters and owners into more affordable surrounding communities. As a result, rents and housing prices are increasing in these communities. The median rent in Cumberland County in 2020, according to MaineHousing's affordability index, was \$1,888, a 42% increase from 2017. Median renter incomes have only increased 22% during the same period. The median home price in Cumberland County has increased by 34%, and homeowner median incomes have increased 20%. Out of 4,034 homes purchased in Cumberland County in 2021, only 19% were considered affordable or attainable.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The Fair Market Rent in Cumberland County for a two-bedroom unit is \$1,387, significantly less than the \$1,888 median two-bedroom rent reported by MaineHousing's Affordability Index and from individuals seeking housing. The gap between HOME rents and market rate rent is even greater. The City and County need to significantly increase the production of affordable units and make additional efforts to preserve existing affordable units.

Discussion

The City of Portland contracted with the Greater Portland Council of Governments (GPCOG) to produce a 2030 Workforce Housing Demand Study to examine trends in the Portland housing market in order to help policy makers determine what gaps may exist between what is currently being provided in the market and the City's housing needs. The study utilizes two approaches to an analysis used in other states: the Massachusetts Approach and the California Approach. The Massachusetts Approach is based on the goals articulated in a municipality's comprehensive plan, including the housing plan and individual neighborhood plans. This approach assumes that Portland will capture a certain percentage of the region's population growth, and that the demand from those new households can be projected by the current distribution of housing units by tenure and affordability. The California Approach assumes that the construction of market-rate units attract high income households, which support lesser income households through their support of low-paid service jobs with their purchases of goods and services. The two approaches were deployed to help policymakers determine what percentage of new construction should be made affordable by policy to increase diversity in the city's housing stock.

Portland's Housing Plan establishes as a goal to maintain the city's 25% share of the county's population. In order to create enough affordable housing for the future, this share should be applied to the county's future growth projections. To address this housing plan goal, utilizing

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the Massachusetts Approach one calculates the gap between current production trends and future demand, which finds: Approximately 62% of Portland households earn less than the county's median income and if recent construction trends hold, the market, without compulsion, will build affordable units to meet 29% of demand. This leaves a gap between supply and demand of 33%. Utilizing the California Approach if the market, in keeping with current production patterns, supplies 29 affordable units for every 100 built, there would still be an unmet gap for 24 affordable units, or 24% gap.

MA-20 Housing Market Analysis: Condition of Housing - 91.410, 91.210(a)

Introduction

Much of the County's housing stock is old. According to recent ACS data almost 40% percent of the County's housing stock was built before 1960. Overall, the county's housing stock is newer when compared with Portland, where over 60% of units were built prior to 1960. Only 8.2% of Portland's housing stock was built in the last 20 year compared to over 17% of County housing stock.

Describe the jurisdiction's definition for "substandard condition" and "substandard condition but suitable for rehabilitation":

The City of Portland defines substandard condition as "properties unfit for human habitation." Property unfit for human habitation shall include but not be limited to: (a) Properties which are either damaged, decayed, dilapidated, unsanitary, unsafe, or vermin-infested in such a manner as to create a serious hazard to the health, safety, and general welfare of the occupants or the public; (b) Properties which lack plumbing, ventilating, lighting or heating facilities or equipment adequate to protect the health, safety and general welfare of the occupants or the public; (c) Properties which, because of their general condition, state of the premises, number of occupants, or location, are so unsanitary, unsafe, overcrowded or otherwise dangerous or detrimental that they create a serious menace to the occupants or the public; (d) Properties which contain lead-based paint substances, as defined by the City.

The City would consider "substandard condition but suitable for rehabilitation" as a property defined as above which is structurally and economically feasible to rehabilitate.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	20,070	25%	16,388	44%
With two selected Conditions	322	0%	700	2%
With three selected Conditions	12	0%	250	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	61,135	75%	19,950	54%
Total	81,539	100%	37,288	101%

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Table 37 - Condition of Units

Data Source:	2013-2017 ACS
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Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	14,129	17%	3,915	11%
1980-1999	23,976	29%	7,846	21%
1950-1979	23,302	29%	10,491	28%
Before 1950	20,072	25%	15,016	40%
Total	81,479	100%	37,268	100%

Table 38 – Year Unit Built

Data Source:	2013-2017 CHAS
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Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	43,374	53%	25,507	68%

Housing Units build before 1980 with children present	6,236	8%	4,990	13%
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Table 39 – Risk of Lead-Based Paint

Data Source:	2013-2017 ACS (Total Units) 2013-2017 CHAS (Units with Children present)
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Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

Table 40 - Vacant Units

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Describe the need for owner and rental rehabilitation based on the condition of the jurisdiction's housing.

Housing in Cumberland County is old and potentially nearing the end of its useful life without intervention. The rental housing stock is older than the owner stock, with 68% of units built before 1980 as opposed to 54% for owner-occupied housing. The Habitat for Humanity Critical HOME Repair program stated that demand for repair services so far outstrips capacity that they are selective about size of projects so as not to spend a disproportionately large share of capacity on any one project. This indicates that not only are there several properties that are in need of repair, but that the repairs can be significant and potentially harmful to occupants. Structural needs, system improvements, energy efficiency, and accessibility for individuals with limited mobility are some of the more frequent repairs needed in older housing units.

Estimate the number of housing units within the jurisdiction that are occupied by low or moderate income families that contain lead-based paint hazards. 91.205(e), 91.405

Although the County has an aging housing stock, it is estimated that only 8% of owner-occupied and 13% of renter-occupied housing units built before 1980 have children present based on the ACS data provided by HUD. Lead based paint causes the most harm to children under the age of six because lead affects cognitive development and functioning; therefore, the Lead Safe Housing Program will focus its strategic planning for dealing with lead paint hazards on these units as a priority. There is however, a very large percentage of housing units in the County with potential lead paint hazards that could affect future populations if not considered early. 54% of owner-occupied housing units built before 1980 have a risk of lead paint hazards and 68% of renter-occupied housing units built before 1980 have the risk of lead paint hazards. Abatement of lead paint hazards is expensive, and there is a limited pool of licensed lead abatement contractors to complete the work. Units occupied by low- or moderate-income households are less likely to have the means or command the rent necessary to abate the lead paint hazards.

Discussion

Much of Portland and the County's housing stock is old and in need of rehabilitation. These units may have deferred maintenance and put families at a greater risk of injury or illness. The City and County are committed to adding safe, sanitary, affordable housing stock to the area.

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MA-25 Public And Assisted Housing - 91.410, 91.210(b)

Introduction

There are four public housing authorities in Cumberland County; Portland Housing Authority, Westbrook Housing Authority, Brunswick Housing Authority, and South Portland Housing Authority. Through the HOME Consortium, The City of Portland and Cumberland County work with all four housing authorities, to assure quality, affordable housing opportunities to LMI residents in Cumberland County.

Totals Number of Units

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Total	Project -based	Tenant -based	Vouchers		
							Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	102	1,626	3,306	267	2,650	205	0	1,004
# of accessible units									

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 41 – Total Number of Units by Program Type

Data Source:	PIC (PIH Information Center)
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Describe the supply of public housing developments:

All four public housing authorities within the jurisdiction are working to acquire, renovate, or convert public housing developments. The availability of public housing developments and units does not meet the need in the area. Income losses and other challenges during the Covid-19 pandemic has caused the need for subsidized housing to increase, and the public housing authorities are taking steps to meet that need.

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Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Brunswick Housing Authority (BHA): BHA manages 191 units at five properties, three which are specifically for senior housing. BHA currently has an application to convert its entire public housing portfolio through the Streamlined Voluntary Conversion (SVC) Program. The repositioned units would be retained by Brunswick Housing Authority with a ground lease executed with the Greater Brunswick Housing Corporation to manage the units.

Portland Housing Authority (PHA): PHA owns and manages 12 housing developments totaling 1,219 units, serving families, elderly, and persons with disabilities. Although most PHA properties are in relatively decent condition, the need for rehabilitation is significantly more than capacity available to address needs.

South Portland Housing Authority (SPHA): Based on HQS inspections, the majority of SPHA's 346 units are in good condition. Items that fail inspections are generally minor and promptly repaired.

Westbrook Housing Authority (WHA): WHA no longer owns or manages any public housing.

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Public Housing Condition

Public Housing Development	Average Inspection Score
St. Cyr Courts, South Portland	91
Broad Pines, South Portland	78
Washington Gardens, Portland	92
Sagamore Village, Portland	71
Woodlawn Tower, Portland	67
Bayside East, Portland	78
Franklin Towers, Portland	77

Table 42 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Brunswick Housing Authority (BHA): Most current units are old and in need of full renovation.

Portland Housing Authority (PHA): A capital needs assessment in 2015 showed that it would take \$90 million to restore and revitalize all PHA properties. PHA receives \$1.5 million to \$2 million each year, leaving the organization \$88 million short of CIP assessment.

South Portland Housing Authority (SPHA): Most units are in good condition.

Westbrook Housing Authority (WHA): During the recent RAD conversion, WHA conducted \$6 million worth of improvements on properties.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Brunswick Housing Authority (BHA): BHA recognizes that providing additional safe, affordable, sanitary housing is key to improving the living environments of LMI families currently residing in public housing. They have renovated over fifty units in the past two decades and continue to look for opportunities to purchase existing units to rehab and make available for low income households. Acquisition has been made difficult by skyrocketing housing prices.

Portland Housing Authority (PHA): PHA is proposing to convert its entire portfolio of public housing properties to Section 8 subsidized housing model of Project-Based vouchers under the guidelines of HUD's Rental Assistance Demonstration (RAD) program or the Section 18 Demolition/Disposition program. The primary benefit is that properties that convert are no longer restricted from securing private sources of capital funding to address deferred maintenance needs. This ensure long-term viability of assisted housing inventory. Residents

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continue to be fully subsidized and pay 30% of income towards rent, and they maintain the same basic rights as in the public housing program. Following renovation, residents will have a fully modernized, safe, and energy efficient home. PHA is also able to increase the number of accessible units at its sites which helps those who are aging in place. Resident service hours will increase, and PHA will, in partnership with the City of Portland, house many long-term stayers to provide formally homeless households a decent, safe, stable, and sanitary home.

South Portland Housing Authority (SPHA): SPHA continues to increase the number of units available for families and individuals over the age of 55. SPHA is working towards repositioning all public housing units to project-based vouchers or rental assistance, which will improve cash flow and allow for greater improvements. In-place residents will remain in their units.

Westbrook Housing Authority (WHA): The recent RAD conversion of the portfolio will allow WHA to acquire additional affordable units, providing additional housing.

Discussion:

While the overall condition of the public housing units for Portland Housing Authority, Westbrook Housing Authority, and South Portland Housing Authority are fair to good, the number of units available does not meet the demand.

The main barrier to the creation of new units as well as restoration of existing units is limited funding. The Rental Assistance Demonstration Program (RAD) allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock, while ensuring the units remain affordable for residents. Westbrook Housing Authority has converted all of its units with the RAD program, and South Portland and Portland Housing Authorities plan to do the same in the coming years.

MA-30 Homeless Facilities and Services - 91.410, 91.210(c)

Introduction

Portland homeless shelters, including the Joe Kreisler Teen Shelter, Portland Family Shelter, Safe Haven, Milestone, Oxford Street Shelter for Men and Women, and the Preble Street Florence House Women's Shelter, sheltered an average of 407 individuals per night last year. The City's Family Shelter has been experiencing an unprecedented volume of clients. Many of the clients are asylum seekers, particularly at the Family Shelter, which adds to the complex nature of moving clients out of the shelter and into permanent housing. All homeless shelter providers in Portland meet once per month at the Emergency Shelter Assessment Committee (ESAC) meetings to discuss the recent trends and ways to better serve Portland's growing homeless population.

Facilities Targeted to Homeless Persons

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	152				
Households with Only Adults	134	164			
Chronically Homeless Households					
Veterans					
Unaccompanied Youth	24				

Table 43 - Facilities Targeted to Homeless Persons

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Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Milestone operates a program called the Homeless Outreach & Mobile Engagement (HOME) Team who provides outreach and community supports to homeless individuals experiencing chronic health and substance abuse issues in Portland. The HOME Team provides daily street outreach, intervention, referrals and transportation of homeless individuals, highly intoxicated individuals, individuals with mental illness and individuals engaging in disruptive behavior. Staff works to engage these individuals in a compassionate manner, encouraging them to access appropriate treatment services.

Individuals in crisis or in need of resources can call, text, or email 211 Maine's hotline to connect to financial, housing, domestic violence, addiction treatment, health care, or mental health services. In 2021, 1,606 Cumberland County residents called for assistance, mostly for Covid-19 immunization, control, or diagnostic information. Other calls were related to housing search, fuel payments, homeless vouchers, rental assistance, mental health, and shelter services.

Preble Street offers an accessible barrier-free resource center for individuals experiencing problems with homelessness, housing, hunger, and poverty. Preble Street services 5,000 people living in poverty each year, including connecting individuals with emergency housing assistance, supporting survivors of human trafficking, and serving tenants at Logan Place, a Housing First program.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

Families with Children: There are two shelters that serve families with children. The City of Portland Family Shelter provides temporary housing to families with children in the form of apartments. While staying at the shelter families learn important life skills, have access to various household items, participate in house meetings to discuss issues and assistance, laundry and transportation services to appointments. Staff also assists with housing placement and follows up case management. . Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency.

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Through These Doors operates an Emergency Shelter for women and children who are experiencing domestic violence. They provide 16 beds, and families can access basic necessities like food, clothing and personal care items. Residents are offered in house education programs, individual advocacy, case management and safety planning.

Unaccompanied Youth: The Preble Street Joe Kreisler Teen Shelter provides 16-24 beds unaccompanied youth ages 12-20. The shelter provides safe, clean overnight accommodations in a secure building, showers, bathrooms, laundry facilities, towels, and personal hygiene products, community living areas, light breakfast and snacks. Additionally staff responds to the crisis that lead to homelessness, provides referrals, link youth to necessary services including substance abuse, counseling and medical facilities.

Chronically homeless- Chronically homeless men and women would stay at the Oxford Street Shelter. The Oxford Street Shelter is a low-barrier shelter which provides safe, temporary shelter for homeless adults, both men and women. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a housing stability plan. Support services at the Oxford Street Shelter include shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services.

Portland and Cumberland County are fortunate to have several community organizations which assist special needs populations. These include, but are not limited to, Frannie Peabody Center, Preble Street, Amistad, Immigrant Legal Advocacy Project, Maine Equal Justice Partners, Milestone, and The Opportunity Alliance. Together these organizations provide access to care through case management, behavioral health counseling, advocacy, utility assistance, and housing assistance programs.

MA-35 Special Needs Facilities and Services - 91.410, 91.210(d)

Introduction

Portland's population has a higher incidence of disability than people in Cumberland County as a whole (13.5% and 11% respectively). There is a much higher incidence of people with "cognitive difficulties" in Portland among adults, and a much higher incidence of disability in the population 65 years or over. 45.2% of the non-institutional population 65 years and over in Portland and 45.2% of the populations has a disability, including hearing difficulty, vision difficulty, cognitive difficulty, ambulatory difficulty, self-care difficulty, and independent living difficulty.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

16.8% of County residents over the age of 65 have an ambulatory difficulty, and 11.5% have an independent living difficulty. In Portland, these percentages are 17.6% and 15.2% respectively. Accessible units are a consistent request of public housing applicants; however, accessible units are scarce. There is a need for first-floor units and units with physical accommodations.

With high rental costs in Portland, many individuals who are elderly, disabled, victims of domestic violence, living with HIV, or experiencing mental illness or substance use disorder may be simply unable to cover their living costs and also cover costs of transportation to medical appointments, nutritional care, and medications. Access to HOPWA, ESG, and CDBG funding and supportive services helps to guide clients through the complex financial system of housing and medical care and to support them in accessing the appropriate resources and opportunities to achieve a decent standard of living.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

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.

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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 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.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City of Portland will support the local public housing authority as it continues to convert its portfolio under the RAD program, allowing for an infusion of capital to address accessibility and maintenance needs. Two of Maine's publicly-funded mental health hospitals have a discharge planning process that begins at admission and is pursued during the hospital stay to connect clients back to community supports and housing. A treatment team works with clients and community partners to identify community-based housing & services needed. Maine's Department of Health and Human Services views it as a priority to use BRAP (TH vouchers) to

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house those being discharged from psychiatric hospitals. Portland homeless providers have regular discharge meetings with hospitals for “difficult to discharge” patients.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

There are several activities that will address housing and supportive service needs for persons who are not homeless but have other special needs. The City of Portland and Cumberland County will use HOME funding to provide subsidized and affordable housing options. Many of the housing projects will partner with local housing authorities to obtain project-based vouchers for at-risk populations. The City of Portland will support several public service activities designed to meet the needs of non-homeless populations including food programs, substance use services, apartment furnishings, child care vouchers, community-based domestic violence services, and community policing. Cumberland County will support programs that assist low-income homeowners in rehabilitating aging homes with deferred maintenance.

MA-40 Barriers to Affordable Housing - 91.410, 91.210(e)

Describe any negative effects of public policies on affordable housing and residential investment

Zoning ordinances and requirements can be a significant barrier to affordable housing. Inconsistent zoning across municipalities can make it difficult for developers to easily navigate requirements across communities within the County. The Greater Portland Council of Governments conducted a multi-regional Multifamily Housing and land Use Regulation report which found that zoning laws currently in region create financial and political impediments to developing multi-family affordable housing on 90% of available land. The Transit Tomorrow plan identified the same trend among 50-65% of developable land along proposed regional development corridors.

The City of Portland has taken significant steps recently to reduce negative effects of public policies on affordable housing and residential development. On November 9, 2020 the Portland City Council voted unanimously to adopt a new land use code under Phase I of ReCode, the City's effort to streamline, modernize, and update its land use code to reflect the goals of the City's comprehensive plan (Portland's Plan 2030). The overarching goals of the ReCode process are to create a new code that is user-friendly and enables the City to effectively address issues related to housing, design, preservation, conservation, and transportation. Phase I has involved extensive reformatting, restructuring, and updating of the existing code, as well as a concerted look at streamlining and rationalizing particular areas of existing policy, including the city's Accessory Dwelling Unit, off-street parking, and sign provisions. The result is a well-organized new code, using tables and graphics that will increase predictability and clarity for users of the code. It will also pave the way for Phase II of the Recode process, which will involve better aligning the code with the vision of Portland's Plan for equitable, sustainable, and thriving neighborhoods. Within Phase II, regulatory concepts are classified based upon their relationship with six key themes: uses and use standards, dimensional and design standards; zones; general development standards; parking, loading, and access; landscape; nonconformities; and updates to code structure.

In October of 2021, the City began the process of reviewing its current Historic Preservation Ordinance to identify impact of historic district designations. Since 1990, the City of Portland has had a robust Historic Preservation program, created to recognize, preserve and enhance Portland's historic resources, including individual landmarks, historic commercial and residential districts and historic landscapes. When the City Council first adopted Portland's Historic Preservation Ordinance, they established six local historic districts and five historic landscape districts based on previously designated National Register districts. Since that time,

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the program has expanded significantly to 12 local districts. Approximately 2,000 properties throughout the city, in a diverse range of neighborhoods and contexts, are currently designated as historic properties. Despite the successes of the program, limited data has been collected to document the impact of the program on the economic, cultural and social well-being of the city. As such, the City is seeking to evaluate the impact of historic district designations on Portland's housing market in terms of affordability, supply, and accessibility, as well historic preservation's impact on employment, cultural heritage tourism, sustainability, downtown revitalization, and equity and inclusion.

The city's goal is for the study is to provide an analysis of and where applicable recommendations on the following: Job creation and income generated by historic rehabilitation activity or other preservation efforts in Portland's historic districts; the economic impact of cultural heritage tourism and its relative impact on relation to other forms of tourism in Portland; demonstrated effect of historic districts on property values and rent within those districts are compared to non-historic districts; the role of historic preservation in downtown commercial economic vitality; the contribution of historic preservation to Portland's sustainable development (smart growth principles, energy conservation, climate resilience, green infrastructure, etc.); the social and racial impacts of historic preservation including but not limited to, the opportunities in Portland's historic districts as it is related to the development of low and moderate income housing compared with other, non-historic district parts of the city.

MA-45 Non-Housing Community Development Assets - 91.410, 91.210(f)

Introduction

Greater Portland represents approximately half the State of Maine's economic output, and at the heart of the region Portland provides a welcoming environment for current and future employers and entrepreneurs both large and small. However, there are many challenges for Portland's economy, including a scarcity of office, industrial, and commercial space to meet current demand; an aging workforce; the need to cultivate and attract a workforce with the skills needed in today's economy; low population growth (although in-migration due to the Covid-19 pandemic has shifted this); low household income relative to the region and the country; rising housing costs; and insufficient housing supply. It is critical to address these challenges if Portland is to thrive in the years ahead.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	91	39	0	0	0
Arts, Entertainment, Accommodations	4,647	7,574	14	11	-3
Construction	1,126	2,284	3	3	0
Education and Health Care Services	7,618	18,903	23	28	5
Finance, Insurance, and Real Estate	2,982	8,088	9	12	3
Information	697	1,876	2	3	1
Manufacturing	2,077	2,910	6	4	-2
Other Services	1,224	2,624	4	4	0

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Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Professional, Scientific, Management Services	3,892	8,407	12	13	1
Public Administration	0	0	0	0	0
Retail Trade	3,576	5,400	11	8	-3
Transportation and Warehousing	967	1,604	3	2	-1
Wholesale Trade	1,272	2,638	4	4	0
Total	30,169	62,347	--	--	--

Table 45 - Business Activity

Data Source:	2013-2017 ACS (Workers), 2017 Longitudinal Employer-Household Dynamics (Jobs)
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Labor Force

Total Population in the Civilian Labor Force	40,175
Civilian Employed Population 16 years and over	38,265
Unemployment Rate	4.76
Unemployment Rate for Ages 16-24	24.08
Unemployment Rate for Ages 25-65	3.17

Table 46 - Labor Force

Data Source:	2013-2017 ACS
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Occupations by Sector	Number of People
Management, business and financial	10,960
Farming, fisheries and forestry occupations	1,660
Service	4,465
Sales and office	8,825
Construction, extraction, maintenance and repair	1,800
Production, transportation and material moving	1,195

Table 47 – Occupations by Sector

Data Source:	2013-2017 ACS
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Travel Time

Travel Time	Number	Percentage
< 30 Minutes	29,670	83%
30-59 Minutes	4,685	13%
60 or More Minutes	1,220	3%
Total	35,575	100%

Table 48 - Travel Time

Data Source:	2013-2017 ACS
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Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,160	120	1,205
High school graduate (includes equivalency)	3,960	355	2,455
Some college or Associate's degree	8,105	345	2,000
Bachelor's degree or higher	17,275	415	1,605

Table 49 - Educational Attainment by Employment Status

Data Source:	2013-2017 ACS
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Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	10	250	255	535	525
9th to 12th grade, no diploma	730	285	470	690	590
High school graduate, GED, or alternative	1,565	1,625	1,725	3,415	2,410
Some college, no degree	3,210	2,955	1,445	2,840	1,415
Associate's degree	230	1,045	585	1,645	580
Bachelor's degree	1,585	5,515	2,385	4,310	1,505
Graduate or professional degree	110	2,180	1,600	3,365	2,110

Table 50 - Educational Attainment by Age

Data Source:	2013-2017 ACS
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Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	18,340

Educational Attainment	Median Earnings in the Past 12 Months
High school graduate (includes equivalency)	24,445
Some college or Associate's degree	31,460
Bachelor's degree	40,700
Graduate or professional degree	56,935

Table 51 – Median Earnings in the Past 12 Months

Data Source:	2013-2017 ACS
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Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The following major employment sectors make up 72% of the share of jobs and 69% of the workers: Education and Health Care Services; Arts, Entertainment, and Accommodations; Professional, Scientific, and Management Services; Retail Trade; and Finance, Insurance, and Real Estate. Education and Health Care Services, the largest sector, make up 28% of jobs and 23% of workers, followed by Arts, Entertainment, and Accommodations with 14% of jobs and 11% of workers. Professional, Scientific, and Management Services have 12% of workers and 13% of jobs, while Retail Trade has 11% of workers but only 8% of jobs. A few sectors have worker shortages when compared to available jobs. Education and Health Care Services shows a worker shortage of 5%, and Finance, Insurance, and Real Estate has a 3% shortage.

Describe the workforce and infrastructure needs of the business community:

Although broadband was not identified in our business outreach as a significant need, it has become a much greater need as more workers began to work remotely and businesses moved online due to the Covid-19 pandemic. Access to broadband would also allow students of all ages, including adult learners, more flexible access classes and professional development opportunities.

The Covid-19 pandemic also highlighted gaps in childcare availability. As schools and daycares closed, working parents had to scramble to provide or find childcare; for parents who could not work from home, many were forced to choose between income and childcare. Affordable childcare was identified as a significant need during survey outreach, with 52.8% of respondents choosing to rank this as very important.

Sixteen percent (16%) of workers travel more than 30 minutes to a job. Improvements to the public transportation system would put the majority of commuters' needs within reach and will

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become more vital as rising housing costs continue to push lower-income workers away from Portland. Transportation ranked highly among business owners and residents as a barrier to employment.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

The Covid-19 pandemic has impacted every sector of the economy. Businesses that experienced growth during the pandemic had a difficult time finding workers as childcare and public transportation became less available, and businesses that offered public-facing services lost significant revenue as they closed or pivoted their business model.

As the pandemic begins to wane and businesses begin to open, workers are looking to change their situations, in some cases seeking additional professional development through classes, workshops, and services. Additionally, more individuals have and are starting their own businesses, making it imperative that they have reliable internet and access to services that can help them grow. Because many workers are choosing remote work, they are seeking smaller cities such as Portland to live, exacerbating an already difficult housing availability situation.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Overwhelmingly, businesses are reporting difficulty in attracting and retaining qualified workers, especially in sectors such as restaurant and retail, technology, healthcare, and the trades. Additionally, available workers are lacking in some of the soft skills needed to be successful across sectors including but not limited to time management and conflict resolution. Workers and businesses alike have identified a need for additional English Language Learner classes to assist non-English speakers with job-specific language skills.

Management/business/financial and sales/office jobs make up 68% of available jobs. Assuming that these positions require a bachelor's degree, there is a 12.7% discrepancy between employees with bachelor degrees and individuals to fill positions.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Coastal Counties partnered with several local entities including Adult Education, Adult, Dislocated Worker, and Youth Programs, Community College, the Maine DOL's Vocational

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Rehab and Employment Services to create an integrated workforce training development plan for the south and mid coast regions of Maine. Coastal Counties Workforce, Inc. (CCWI), is a non-profit 501(c)(3) entity founded to administer and oversee the delivery of the workforce system's services for the 6 Coastal Counties in Maine (York, Cumberland, Sagadahoc, Lincoln, Waldo and Knox). CCWI is the entity (mechanism) working on behalf of the Region's Local Board and CEO to ensure their responsibilities under federal workforce development law and federal funding are met. CCWI's region is geographically large and diverse and also the most populous, with approximately half of Maine's residents and business community located within the service area.

The initiative gives several benefits to the region, including:

1. The opportunity for regional workforce providers align and integrate services and resources such that potential trainees can be efficiently directed to desired program type no matter point of entry into the system.
2. Constant communication between employers and teaching organizations so training programs can stay aligned with workforce needs.
3. An accessible regional program for local professionals that will help them achieve their skill needs in any area they choose.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

In 2011, the Greater Portland Council of Governments (GPCOG) was designated by the US Department of Commerce's Economic Development Administration as the Economic Development District for our region. In that capacity, GPCOG is responsible for developing and implementing a five-year Comprehensive Economic Development Strategy (CEDS), the most recent of which was released in 2018. One goal of the plan is to reduce regional deficits, which includes reducing poverty and expanding equality through collective impact in education, public health, and affordable housing, and sustaining and expanding affordable housing and infrastructure investments in the region.

There are several other regional and state efforts that may impact Portland. The Maine Jobs and Recovery Plan offers financial support for businesses to survive the pandemic, attract new workers to the state, fund educational opportunities for existing workers, and expand transportation, technological, and sustainability infrastructures. Thrive 207 seeks to facilitate

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wrap-around health and educational services for children, universalize access to education programs that lead to post-secondary completion, and expand behavioral and physical health care access to meet family needs. Transit Tomorrow seeks to make public transportation in greater Portland faster and more affordable than using a vehicle; these efforts are supported by Maine Won't Wait and One Climate Future, which seek to reduce climate hazards through accessible public transportation, clean and efficient development, and directing funding towards addressing climate-related infrastructure needs.

Discussion

Greater Portland represents approximately half the State of Maine's economic output, and at the heart of the region Portland provides a welcoming environment for current and future employers and entrepreneurs both large and small. The city's historic industries, such as manufacturing, fishing, shipping, and tourism, are still relevant and evolving, even as Portland's 21st century economy is increasingly diverse. Portland simultaneously hosts a financial and services center, a growing biotech presence, a thriving local food cluster, a port of international trade, a regional healthcare hub, and a flourishing center of arts and culture. The impact of Portland's economy is felt beyond its physical limits: it has a food culture that serves as a catalyst for renewed agricultural growth in rural Maine; it is home to one of the state's three key ports and its largest airport; and its creative class has begun to spill beyond its borders, helping to revitalize other cities and towns across the state. Portland is increasingly a center for global industry and an international travel destination. Portland's entrepreneurial environment has received national and global recognition. Our food and maker economies continue to thrive as we explore ways to grow our value-added industries such as brewing and distilling, seafood processing, farm-to-table restaurants, and other food producers who build on the high-quality raw materials of local agricultural and natural resources. Remote workers also represent a growing sector of the city's economy, drawn here for Portland's distinct quality of place, and enabled by sound transit and communications systems. Creative and collaborative workspaces are flourishing in the city, providing opportunities to meet the changing needs of the 21st century workforce. There are many challenges for Portland's economy, including a scarcity of office, industrial, and commercial space to meet current demand; an aging workforce; the need to cultivate and attract a workforce with the skills needed in today's economy; low population growth; low household income relative to the region and the country; rising housing costs; and insufficient housing supply. It is critical to address these challenges if Portland is to thrive in the years ahead (Portland's Plan 2030, 2017).

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

A concentration means that the percentage of properties exhibiting a specific characteristic is markedly larger than the percentage of properties exhibiting that characteristic within the jurisdiction. Households on the Peninsula are more likely to be renters and cost burdened than other areas of the City of Portland, particularly in the areas of Bayside, Parkside, and the St John Valley neighborhoods.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

Due to the high percentage of rental and public housing, certain neighborhoods exhibit high concentrations of racial or ethnic minorities and low-income families, particularly Parkside and Bayside. Bayside neighborhood is also showing a higher concentration of Hispanic population (16%). A concentration means that the percentage of a specific characteristic is markedly larger than the percentage of individuals with that characteristic within the jurisdiction. This has not occurred because of a deliberate effort to segregate these populations. Areas of higher concentrations of race and poverty occur in the sections of the city where many social service agencies are located as well as affordable housing, including public housing, and public transportation. Many in the refugee and immigrant community choose to live in proximity to their social and cultural network and in areas with better access to schools, public transportation, employment within the city, health care, and affordable housing.

A major challenge in the area is poverty. The HCD area on the Portland peninsula has a concentration of families below the poverty level that is more significant than any other area of the city. However, as noted previously, Portland also offers greater access to affordable housing, social services, public transportation and jobs. Most Black/African American families living below the poverty level in Cumberland County live in Portland. On the other hand, most white families under poverty live in the rest of the county.

What are the characteristics of the market in these areas/neighborhoods?

The Covid-19 pandemic drastically affected the availability of vacant units within Portland. Both individuals seeking units and case managers report difficulty in finding affordable, safe units, and vouchers are often expiring before a suitable unit can be located. Subsidized housing is concentrated on the peninsula, where there is also higher concentrations of populations living

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below poverty and racial minorities. The peninsula also has more accessible resources than other areas of the City.

Are there any community assets in these areas/neighborhoods?

Nearly all of the neighborhoods on the peninsula have active neighborhood associations: Parkside, Bayside, East Bayside, West End, Munjoy Hill, and St. John Valley. Each of the neighborhood associations work to foster a sense of community and neighborhood among its members and fellow citizens, to work for the safety, cleanliness, and livability of its streets and homes, and to work for the preservation, restoration, promotion and appreciation of their neighborhoods and parks. They hold neighborhood meetings, clean ups, and work to inform their neighborhoods about projects at the City that will impact them.

Neighborhoods on the peninsula have a higher concentration of parks, playgrounds, churches, stores, restaurants, shelters, schools, and community resources than other areas of the City. Plus because neighborhoods are dense, amenities are more accessible because residents can access them by walking, biking or taking the bus.

Are there other strategic opportunities in any of these areas?

The areas of with higher concentration of poverty and racial diversity are also the target areas for CDBG funding. Neighborhood improvements and area wide benefit projects are focused on these areas of the City. As a result more neighborhood scale infrastructure projects, playgrounds, parks, trees, and other amenities will be constructed in these neighborhoods, many with accessible features such as ramps.

Additionally the City of Portland is considering creating a Neighborhood Revitalization Strategy Area for certain areas of the peninsula including Bayside, East Bayside and possibly Parkside. This will bring additional resources and focused development in these neighborhoods.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

In 2018, the Maine Department of Economic and Community Development (DECD) created a “Statewide Broadband Action Plan” which outlines a public/private partnership to increase broadband accessibility in Maine. The Plan includes identifying underserved broadband areas whose available services is less than 25Mbps/3Mbps, the standard at which the FCC considers an address served. It sets the broadband target speed as 100/10.

As part of the State plan, a map was created at <https://maps.sewall.com/connectme/public/> which allows individuals to enter an address and see the speed and providers who can provide service. Portland generally meets the FCC definition of served, with exception of the several Island communities such as Great Diamond Island, Long Island, and Peaks Island.

Within Portland, 86.2% of households have an internet connection, most of which are broadband according to the 2019 ACS 5-year estimates. Almost 7% of households have only a cellular data plan, while 13.8% of households have no internet subscription. Broadband wiring is readily available in mainland Portland; however, for some low- to moderate-income households, the cost of connecting is cost-prohibitive. The islands of Portland, with the exception of Peaks Island, do not have access to broadband speeds greater than 10Mbps/1Mbps.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

There are several recent regional and state studies and plans outlining the opportunities for expanding broadband access in the area. As part of the “ConnectME” project, a map was created at <https://maps.sewall.com/connectme/public/> which allows individuals to enter an address and see the speed and providers who can provide service. For Portland, Maine’s zip code at 04101, four providers are listed: GWI, Consolidated Communications, Spectrum, and Redzone Wireless. GWI, however, is no longer accepting customers in this market. FirstLight also provides service within the area.

A study from the consumer group Free Press found that adjusted for inflation, the average U.S. consumer broadband bill increased 19 percent from 2017 through 2019. The study also found that providers have consistently either eliminated or hiked the price of slower, entry-level tiers to drive subscribers to more expensive service offerings, pushing affordable broadband even

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further out of reach for those already struggling to afford even basic tiers of service. The cause of this behavior is a direct result of limited competition, heavy consolidation in the sector, regional monopolization, and government policies that for years have failed to fully acknowledge these realities. Although Portland already has several providers, increasing the number of providers will give choice and voice to consumers and result in more competitive pricing as providers vie for a finite number of customers.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

In 2019, the cities of Portland and South Portland created a climate change vulnerability assessment titled "One Climate Future". This report analyzed the potential risks associated with increasingly warming air and water temperatures, more severe and frequent storms, and changes in sea level.

Much of the water, sewer, natural resource, and transportation infrastructure in the two cities is vulnerable to climate change due to its proximity to tidal waters. Over half of the petroleum in Maine enters through the Port of Portland, with storage and terminals located at the mouth of the Fore River.

Increased temperatures may cause algae and bacteria in Sebago Lake, the drinking water source for Portland and South Portland, to bloom and flourish. It also may cause the electrical grid to function less efficiently, potentially impacting the ability of basic sanitation systems to function. This is particularly concerning when considering the impacts of severe storms to these systems.

Severe storms may also impact transportation systems, particularly in Portland, due to flooding. Portland has several high-value arterials with significant traffic; many of these are in areas that could be affected by a sea level rise up to 3.9 feet about the highest astronomical tide. Several areas vulnerable to flooding are in CDBG priority locations, including the Bayside neighborhood.

In addition to more severe storms, sea level rise could also cause significant flooding and damage. Portland utilizes a ferry system whose terminals are located in areas projected to see impacts from sea level rise. Additionally, there are many contaminated sites and hazardous waste storage facilities located in impacted areas, which could be environmentally devastating to the Casco Bay Watershed and surrounding communities if compromised by rising sea levels.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

A large number of Portland's public and subsidized housing units are located in the Bayside neighborhood, which will likely see increasing flooding due to climate change. Both renters and homeowners will likely see increased household costs due to ballooning flood insurance costs and the need to supply more cooling in buildings ill-equipped for that infrastructure.

With a sea level rise of two feet, there would be 43 inaccessible households in Portland, mostly in the Bayside neighborhood; this increases to 697 with a 6-foot rise. These households would be unable to access basic services and/or emergency medical service. The costs to alleviate this concern by upgrading

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roads range from \$2.85 million to \$23.72 million. Flooding may disrupt access to three major grocery stores in the area, making it difficult for residents without a car to access fresh food.

The “One Climate Future” assessment identifies several populations in Portland and South Portland who are socially vulnerable and may be significantly impacted by climate change. The Social Vulnerability Index (SVI) aggregates seventeen measures of social vulnerability by Census block and was specifically developed for Maine communities by the Maine Coastal Risk Explorer Project. The groups identified include individuals over 65, individuals with a disability, individuals who speak English “less than well”, individuals of color, children, and those facing poverty or unemployment. Many of the individuals identified as socially vulnerable live in the Bayside neighborhood in Portland, which has one of the highest risks of impact due to climate change in the two cities. The factors that could disproportionately affect socially vulnerable populations include, but are not limited to: respiratory distress from dust and ground level ozone; increased heat related illness due to warming temperatures and significant impervious surfaces; lack of access to emergency warnings about climate-influenced events; and trauma.

In order to mitigate the effects of climate change on the area, and reduce vulnerability of housing occupied by low- and moderate-income households, the cities of South Portland and Portland have joined forces to create a plan called “One Climate Future” based on the assessment in 2019. Each of the 68 strategies in the plan is analyzed through the lens of creating a future that is equitable, regenerative, and resilient. Several of the strategies focus on areas and initiatives that will increase affordable housing resilient to climate change, decrease impervious surfaces while increasing greenspace, create additional cooling centers, and reduce energy costs, especially for low- and moderate-income households.

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Strategic Plan

SP-05 Overview

Strategic Plan Overview

The priorities and goals addressed in the strategic plan are based off of the needs assessment and market analysis from the previous sections. Additionally, the priorities and goals in the strategic plan align with the City Council’s 2020 Goals and Priorities. These goals will be used to guide the City’s investment of resources and allocation of funding for the next five years. The needs, goals and priorities of the City were placed into four categories:

- 1. Neighborhood Investment & Infrastructure
- 2. Housing Availability
- 3. Economic Development
- 4. Addressing the Needs of the Growing Homeless Population

SP-10 Geographic Priorities - 91.415, 91.215(a)(1)

Geographic Area

Table 52 - Geographic Priority Areas

Bayside Neighborhoods

- The Bayside Neighborhoods consist of the Bayside and East Bayside neighborhoods. It is bound by I-295, Washington Ave, Congress Street, and Forest Ave.
- The Bayside neighborhoods have the highest concentration of homeless shelters and LMI housing in the City. There is a diverse mix of commercial properties within the neighborhood boundaries; including grocery stores and food services, industrial buildings, health care centers.
- In 2015 the City decided to create a 'targeted neighborhood investment' strategy; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments.
- The Bayside neighborhoods have the highest percentage of LMI residents in the City. Many of the roads and sidewalks in this neighborhood are in great need of repair and redesign in order to make the neighborhood safe and sustainable.
- Housing, public infrastructure, neighborhood development, public services

CDBG Target Neighborhoods

- Districts 1, 2 and portions of district 3 on the Portland Peninsula. This consists of eligible census tracts, 1.1, 1.2, 2.1, 3, 5, 6, 10, 11, 12, 13.2, 13.3, 15.1, 15.2, and 20.2.1
- The CDBG target neighborhoods include the oldest housing stock in the City, the downtown district, and the highest concentration of public services.
- Members of neighborhood organizations, residents, service providers, and business owners all participated in the creation of this target area.
- Housing, public infrastructure, safety, and public services.

Eligible Census Tracts

- Any census tract where more than 51% of the residents are below 80% of the AMI

This includes: census tracts 1.1, 1.2, 2, 3, 5, 6, 10, 11, 12, 13.2, 13.3, 15.1, 15.2, 17.2, 17.3, 18.3,

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19.2, 19.4, 20.1.2, 20.2.1, 21.1.3, 21.2.2, 22.2, 23.1, 24.2, and 24.3.

-This area consists of census tracts in the highest and lowest density neighborhoods of the city. The housing type is very diverse, including single family and multi-unit buildings as well as a wide array of businesses and services.

Members of neighborhood organizations, residents, service providers, and business owners all participated in the creation of this target area.

Boundaries of the City of Portland

-Portland consist of high and low density neighborhoods. The housing type is very diverse, including single family and multi-unit buildings as well as a wide array of businesses and services.

-Members of neighborhood organizations, residents, service providers, and business owners all participated in the creation of this target area.

-Housing, public infrastructure, safety, and public services.

General Allocation Priorities

Describe the basis for allocating investments geographically within the state

The City of Portland's priority to allocating resources is to focus them on the areas of the jurisdiction that are in the most need. To determine this the City considered which areas of the City have the highest combination of poverty, minorities, single parents, oldest housing stock, and housing problems. These are located in Census Tracts 5, 6 and 10, which represent East Bayside, Bayside and Parkside neighborhoods respectively. Over the next five years the City of Portland will consider creating a Neighborhood Revitalization Strategy Area to help increase investment in these neighborhoods

In 2015 the City decided to create a 'targeted neighborhood investment' strategy; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments.

On a larger scale, the city will focus federal resources into areas of the City with the highest percentage of LMI residents. Street, sidewalk, infrastructure, parks, playgrounds, and other area benefit projects will be located in the target neighborhoods to benefit the low and moderate income individuals and families that live there. Due to the amenities and proximity to services, many HOME funded affordable housing

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projects are also located in the target neighborhoods.

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

SP-25 Priority Needs - 91.415, 91.215(a)(2)

Priority Needs

Table 53 – Priority Needs Summary

Neighborhood Investment and Infrastructure

Priority: High

Description:

Public safety and mobility are key components to improving the livelihood of Portland neighborhoods. There is a significant need to build neighborhood sidewalks where none exist, improve ADA compliance, and increase access to alternative modes of transportation. Additionally, there is a need to increase resident's ability to remain or become active and engaged members of their neighborhoods through community based services and programs.

Basis for Relative Priority

In 2019 & 2020, the Portland City Council identified four goals that identified this need: 1) 15 buses for 15 minutes: Add 15 buses to our fleet allowing us to reduce peak hour wait times to an hour to 15 minutes. 2) Light Hybrid rail to the eastern waterfront: install hybrid electric rail cars to come into Portland's eastern waterfront to reduce traffic. 3) Implement a plan for installation of solar arrays. 4) Increase public transit infrastructure and capacity in the City. The 2030 Comprehensive plan lists the following strategy: Full Service City: 2. Provide services to all residents. Operate City facilities and services in an efficient and effective manner that is responsive to all segments of the community.

Associated Goals: Create strong, safe, accessible and vibrant neighborhoods:

Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors.

Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.

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Housing Availability

Description: In the 2019 Housing report it was reported that Portland has an affordability gap of \$255,796. In addition, there is a lack of affordable rental housing within Portland's housing supply. The City Council continues to make housing availability and affordability their goal.

Basis for Relative priority: In 2019 & 2020, the Portland City Council identified the following goal to address this need: Increase access to rental and home ownership that is safe, affordable, and accessible.

Associated Goals: Increase housing availability & affordability:

Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.

Economic Opportunity

Description: Portland has a well-developed employment support system with many established providers. However, the system is fragmented, providers work in silos, there is insufficient funding to cover needs of potential workers, and career planning and financial stability are often prioritized less than job placement. Employment retention support is scarce and turnover results in economic uncertainty for employees and higher costs for employers.

Basis for Relative priority: In 2019 & 2020, the Portland City Council identified the following goal: Promote Economic Development in the City in a manner that provides for increased property values, diversification across industry sectors and high paying jobs. Specifically, as it relates to HUD programming and objectives, the Council further identified the need to advance work on the "Minority and Women-owned Business Development Initiative" and secure City Council approval to invest CDBG funds in workforce development.

Associated Goals: Create economic opportunities to transition people out of poverty:

Description: Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

Address the Needs for Growing Homeless Population

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Description: The shelter system in Portland is beyond capacity. Staff and local organizations struggle to deal with overflow strategies to meet increasing need. Data from 2019 showed that 79% of the shelter consumers were new consumers, the average length of stay at the shelter is under 60 days. Homeless Prevention and Rapid Rehousing are key components to help reduce shelter usage and homelessness. Additionally increased case management is needed for those who have mental illness and substance abuse issues to help them navigate the service delivery system.

Basis for Relative priority: In 2019 & 2020, the Portland City Council identified the goal: Continue the effort to reduce homelessness, assist people experiencing homelessness through City, Regional, and State efforts.

Associated Goals: Prevent and Reduce Homelessness:

Description: Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

Narrative (Optional)

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SP-30 Influence of Market Conditions - 91.415, 91.215(b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	A significant number of individuals in City's shelters have been identified as chronically homeless. The City has prioritized efforts to house long-term stayers while providing follow-up services.
TBRA for Non-Homeless Special Needs	Mental illness and substance use disorder are two of the three most common factors in homelessness in Maine.
New Unit Production	Affordable housing is difficult to find, with vouchers often expiring before recipients have found a unit.
Rehabilitation	Much of the City's housing stock is old and nearing the end of its useful life.
Acquisition, including preservation	Preservation of building stock is a focus of the affordable housing development program. The creation of affordable housing that includes the conversion of non-residential property into affordable housing is encouraged as a means of meeting the supply/demand needs mentioned above.

Table 54 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.420(b), 91.215(a)(4), 91.220(c)(1,2)

Introduction

For the Five Year Consolidated Plan, the anticipated resources include federal CDBG, HOME, ESG, and Continuum of Care. The amount of each of these resources is dependent on federal allocation, which can be unpredictable. Estimates assume level funding for the next four years. Lead Safe Housing is program income from past grants. Payments are typically made when owners sell or refinance their homes and are therefore unpredictable; estimates are based on past years income. The local Jill C. Dusen Housing Trust Fund is funded by the City's Inclusionary Zoning ordinance. CDBG-CV, ESG-CV, and HOME-ARP are one-time allocations in response to the Covid-19 pandemic. Once funds are expended no more are expected.

Anticipated Resources

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,948,754	\$44,111	\$146,522	\$2,139,387	\$7,971,460	Up to 33% of funds will be used for public services, 20% for planning and administration, and the remainder to economic development, housing, and public improvement activities.
HOME	public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$991,679	\$247,875	\$0	\$1,239,554	\$4,958,216	Program income is generated by repayment of HOME program loans.
ESG	public-federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$164,857	\$0	\$0	\$164,857	\$659,428	The Emergency Solutions Grant goes to fund both serving those in need of emergency shelter and assistance, and also to prevent homelessness and rapidly rehouse those who are homeless.

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Jill C Duson Housing Trust Fund	public-local	Acquisition Multifamily rental new construction New construction for ownership	\$2,172,194	\$0	\$0	\$2,172,194	\$3,742,621	Local Housing Trust Funds allocated under an annual plan that is approved by the City Council. Amount available for remainder of plan is based on the average of the previous 3 years.
CDBG-CV		Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$0	\$0	\$124,669	\$124,669	\$0	CDBG-CV had three allocations. The City received allocations in the first and third allocations.
ESG-CV		Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$0	\$0	\$126,121	\$126,121	\$0	ESG-CV was received by the City of Portland in the first and second allocation rounds.
HOME-ARP		Supportive Services, Tenant-Based Rental Assistance, Non-Congregate Shelter, Rental Housing	\$0	\$0	\$3,594,143	\$3,594,143	\$0	HOME-ARP funds were received as part of the American Rescue Plan and will be used by Cumberland County and City of Portland for eligible activities as outlined in HOME-ARP Plan, currently in production.

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Section 108		Economic Development	\$0	\$0	\$8,171,058	\$8,171,058	\$0	Section 108 loan funds to support development within the Bayside neighborhood.
Other	Public - federal	Housing multifamily rental rehab	\$45,397	\$0	\$0	\$45,397	\$0	Program Income from prior HUD Healthy Home/Lead Safe Housing Grants. Wherever possible, the City will utilize rehab program funds in combination with lead program income funds to complete additional lead-safe units.
Other	Public-local	TIF - Development Activities and Planning/Admin	\$120,000	\$0	\$0	\$120,000	\$480,000	Funding from TIF to support CDBG-eligible activities.
Other	Public-local	Cotton St - Public Services activities	\$20,000	\$0	\$0	\$20,000	\$80,000	Funding from sale of property to support CDBG eligible activities.

Table 55 - Anticipated Resources

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

CDBG funds are leveraged considerably for their investment. Year 1 of the Consolidated Plan is expecting to leverage \$4,742,053 from the CDBG investment of \$1,948,754. The CDBG Program Application process discourages applicants from using CDBG funds as the sole source of project funding. Applicants must include other resources as leveraged funding. The City will continue to make this a requirement of the program.

The HOME Program leverages considerable funds, primarily through the Affordable Housing Development Program. This program leverages funding from several sources including Low Income Housing Tax Credits, state and federal Historic Tax Credits, state funds from the Maine State Housing Authority and local Housing Trust Funds. The City of Portland meets its match requirement through

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the expenditure of local General Assistance funds providing tenant based rental assistance to low and very low income households. The City expends General Assistance funds for this purpose, well in excess of the required HOME program match and will continue this assistance.

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

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

In 2012, the City Council adopted a Housing Investment Policy that requires the Housing & Community Development Committee (HCDC) to complete 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 included as a development resource. In 2021, the City identified 7 available properties to be used for co-ops, condos, rental units, and a single family unit; combined, this would yield approximately 250 units after development.

Discussion

The City Council adopted ordinance changes in October 2015, called “Inclusionary Zoning”, that required all new housing developments of 10 units or more meet a 10% workforce housing requirement. The introduction of Inclusionary Zoning ensures critically needed workforce housing is built or, through a fee-in-lieu option, funded for development at a later date. In 2019, Portland amended Chapter 14 of the Land Use Code to require new hotel projects with 10 or more hotel guest rooms within any five-year period, to provide low-income housing for rent on-site, or pay a fee-in-lieu to support affordable housing in the City. The fee-in-lieu is added to funds in the Jill C Duson Housing Trust Fund, a local fund used for the production of affordable housing.

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SP-40 Institutional Delivery Structure - 91.415, 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Portland	Government	Economic Development Homelessness Non-homeless special needs Ownership Planning Rental Neighborhood improvements Public facilities Public services	Jurisdiction
Portland Housing Authority	PHA	Public Housing	Jurisdiction
Preble St	Non-profit organizations	Homelessness	Jurisdiction
Town of Brunswick	Government	Ownership Rental	Jurisdiction
Cumberland County	Government	Ownership Rental	Jurisdiction
Avesta Housing	CHDO	Ownership rental	Region
Community Housing of Maine	CHDO	Non-homeless special needs rental	State
South Portland Housing Authority	PHA	Public Housing	Jurisdiction
Westbrook Housing Authority	PHA	Public Housing	Jurisdiction
Brunswick Housing Authority	PHA	Public Housing	Jurisdiction
Frannie Peabody	Nonprofit	Non-homeless special needs	State
Catherine Morrill Day Nursery	Nonprofit	Economic Development	Jurisdiction
Amistad, Inc	Nonprofit	Homelessness	Jurisdiction
Milestone Foundation	Nonprofit	Homelessness	Jurisdiction

Table 56 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City will continue to carry out its Housing and Community Development Plan in partnership with the other management and delivery entities for housing and community development activities. These organizations include the consortium partners, Cumberland County and Brunswick, the Housing and Community Development Division and the Planning Division, the

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City's Health and Human Services Department, the Economic Development Department, the Portland Housing Authority, and a network of individual non-profit housing and social service providers.

The City of Portland Housing and Community Development Division is responsible for overseeing the budget and distribution of the City's CDBG and HOME entitlement funds and development of the Five-Year Consolidated Plan and Annual Action Plan and Consolidated Annual Performance Evaluation Report, as well as ensuring that all programs comply with HUD's federal regulations. The Health and Human Services Department oversees the budget and distribution of the ESG entitlement funds. Additionally the HCD Division administers the City's housing rehabilitation, new construction and homebuyer programs.

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

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

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	Yes	Yes	Yes
Legal Assistance	Yes	Yes	Yes
Mortgage Assistance	Yes	No	No
Rental Assistance	Yes	Yes	Yes
Utilities Assistance	Yes	Yes	Yes

Street Outreach Services			
Law Enforcement	Yes	Yes	No
Mobile Clinics	Yes	Yes	No
Other Street Outreach Services	Yes	Yes	Yes

Supportive Services			
Alcohol & Drug Abuse	Yes	Yes	Yes
Child Care	Yes	No	No
Education	Yes	Yes	No
Employment and Employment Training	Yes	Yes	No
Healthcare	Yes	Yes	Yes
HIV/AIDS	Yes	Yes	Yes
Life Skills	Yes	Yes	No
Mental Health Counseling	Yes	Yes	Yes
Transportation	Yes	No	No

Other			
Other			

Table 57 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

There are several services available to the homeless and persons with HIV/AIDS in the Community.

The Portland Community Health Center offers an Integrated behavioral Health program that is designed to bring adults into treatment who are experiencing homelessness and are suffering from co-occurring mental health and substance abuse disorders. The goal of the program is to help stabilize individuals in need of health and mental health services and provide housing stabilization, housing placements, residential treatment use, and detox and follow-up treatment.

Milestone operates a program called the Homeless Outreach & Mobile Engagement (HOME) Team who provides outreach and community supports to homeless individuals experiencing chronic health and substance abuse issues in Portland. The HOME Team provides daily street outreach, intervention, referrals and transportation of homeless individuals, highly intoxicated individuals, individuals with mental illness and individuals engaging in disruptive behavior. Staff

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works to engage these individuals in a compassionate manner, encouraging them to access appropriate treatment services.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Working collaboratively, these entities implement the City's Housing and Community Development Plan. The system's strengths include the collaborative manner in which these diverse groups work together to maximize available resources. The Covid-19 pandemic strengthened these collaborative ties. Portland is a large enough City to have many institutional resources, yet small enough to be able to effectively communicate and collaborate. Currently there are no gaps in types of housing and services, but there is a lack of funding resources. The City and its partners will continue to seek additional resources to improve the system's ability to meet community needs.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City of Portland will continue to work in collaboration with partner organizations and governments to meet the goals and objectives of this 5 Year Consolidated Plan.

SP-45 Goals - 91.415, 91.215(a)(4)

Goals Summary Information

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Investment and Infrastructure	2022	2026	Non-Housing Community Development	Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland	Neighborhood Investment and Infrastructure		Public Facility or Infrastructure Activities other than low/moderate Income Housing Benefit – 8,000 Public Service Activities other than LM Housing - 20,000 Façade treatment/business-building rehabilitation - 5 Buildings Demolished - 1

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2	Housing Availability	202 2	202 6	Affordable Housing Public Housing	Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland, Cumberland County	Housing Availability		Tenant-Based Rental Assistance/Rapid Rehousing - 480 Rental Units Constructed - 75 Public Facility or Infrastructure for LM Housing Benefit - 60 Public Services Activities for LM Housing Benefit - 100 Brownfield Acres Remediated - 1 Rental Units Rehabilitated - 75 Homeowner Housing Added - 10 Homeowner housing rehabilitated - 10 Direct financial assistance to homebuyers - 5 Buildings Demolished - 1 Housing Code Enforcement/Foreclosed Property Care - 1
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3	Economic Opportunity	2022	2026	Economic Development	Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland	Economic Opportunity	Jobs Created/Retained - 50 Businesses Assisted - 35 Public Services Activities other than LM Housing Benefit - 1186
4	Address the Needs of the Growing Homeless Population	2022	2026	Homeless	Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland	Address the Needs of the Growing Homeless Population	Housing for Homeless Added - 10 Homeless Person Overnight Shelter - 1750 Homelessness Prevention - 500 Overnight/Emergency Shelter/Transitional Housing Beds Added - 15 Public Service Activities other than LM Housing benefit – 39,125 Tenant-Based Rental Assistance/Rapid Rehousing - 480

Table 58 – Goals Summary

Goal Descriptions

Neighborhood Investment and Infrastructure

Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity,

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increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors.

Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.

Housing Availability

Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.

Economic Opportunity

Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

Address the Needs for Growing Homeless Population

Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

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Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

An estimated 235 extremely low income families, 4 low income families, and 45 moderate-income families will receive affordable housing each year of the 5 year consolidated plan.

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SP-50 Public Housing Accessibility and Involvement - 91.415, 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Limited mobility is a very common problem for many tenants and applicants. There is a need for apartments without interior stairs and ground floor apartments with less exterior stairs, as well as completely accessible units for disabled tenants and applicants. All housing authorities install modified bathroom fixtures including grab bars, raised toilets, and accessible showers in a limited number of units. Special modifications for families with disabled children and the hearing and vision impaired include strobe light doorbells and phones, special locks, and custom window screens. Additionally, some tenants require units that can accommodate physical and emotional support animals.

Activities to Increase Resident Involvements

Portland Housing Authority continues to encourage residents to be involved in resident groups and have input directly with management. Efforts to formalize and energize resident organizations are planned in the coming year. The South Portland Housing Authority has a resident advisory board, which represents residents and meets regularly to discuss operations, management, and property improvements. Residents are also informed whenever changes in policies or procedures are proposed and are invited to comment prior to implementation. Each of the Westbrook Housing Authority properties has Resident Councils, which meet monthly to address operations management and maintenance. Residents are informed of any changes via monthly meetings and newsletters. Additionally, two residents serve on the Westbrook Housing Authority's Board of Commissioners.

Is the public housing agency designated as troubled under 24 CFR part 902?

No public housing agencies in the jurisdiction are designated as troubled.

Plan to remove the 'troubled' designation

N/A

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SP-55 Strategic Plan Barriers to Affordable Housing - 91.415, 91.215(h)

Barriers to Affordable Housing

Zoning ordinances and requirements can be a significant barrier to affordable housing. Inconsistent zoning across municipalities can make it difficult for developers to easily navigate requirements across communities within the County. The Greater Portland Council of Governments conducted a multi-regional Multifamily Housing and land Use Regulation report which found that zoning laws currently in region create financial and political impediments to developing multi-family affordable housing on 90% of available land. The Transit Tomorrow plan identified the same trend among 50-65% of developable land along proposed regional development corridors.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City of Portland has taken significant steps recently to reduce negative effects of public policies on affordable housing and residential development. On November 9, 2020 the Portland City Council voted unanimously to adopt a new land use code under Phase I of ReCode, the City's effort to streamline, modernize, and update its land use code to reflect the goals of the City's comprehensive plan (Portland's Plan 2030). The overarching goals of the ReCode process are to create a new code that is user-friendly and enables the City to effectively address issues related to housing, design, preservation, conservation, and transportation. Phase I has involved extensive reformatting, restructuring, and updating of the existing code, as well as a concerted look at streamlining and rationalizing particular areas of existing policy, including the city's Accessory Dwelling Unit, off-street parking, and sign provisions. The result is a well-organized new code, using tables and graphics that will increase predictability and clarity for users of the code. It will also pave the way for Phase II of the Recode process, which will involve better aligning the code with the vision of Portland's Plan for equitable, sustainable, and thriving neighborhoods. Within Phase II, regulatory concepts are classified based upon their relationship with six key themes: uses and use standards, dimensional and design standards; zones; general development standards; parking, loading, and access; landscape; nonconformities; and updates to code structure. In October of 2021, the City began the process of reviewing its current Historic Preservation Ordinance to identify impact of historic district designations. Since 1990, the City of Portland has had a robust Historic Preservation program, created to recognize, preserve and enhance Portland's historic resources, including individual landmarks, historic commercial and residential districts and historic landscapes. When the City Council first adopted Portland's Historic Preservation Ordinance, they established six local historic districts and five historic landscape districts based on previously designated National Register districts. Since that time, the program has expanded significantly to 12 local districts. Approximately 2,000 properties throughout the city, in a diverse range of neighborhoods and contexts, are currently designated as historic properties. Despite the successes of the program, limited data has been collected to document the impact of the program on the economic, cultural and social well-being of the city. As such, the City is seeking to evaluate the impact of historic district designations on Portland's housing

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market in terms of affordability, supply, and accessibility, as well historic preservation's impact on employment, cultural heritage tourism, sustainability, downtown revitalization, and equity and inclusion. The city's goal is for the study is to provide an analysis of and where applicable recommendations on the following: Job creation and income generated by historic rehabilitation activity or other preservation efforts in Portland's historic districts; the economic impact of cultural heritage tourism and its relative impact on relation to other forms of tourism in Portland; demonstrated effect of historic districts on property values and rent within those districts are compared to non-historic districts; the role of historic preservation in downtown commercial economic vitality; the contribution of historic preservation to Portland's sustainable development (smart growth principles, energy conservation, climate resilience, green infrastructure, etc.); the social and racial impacts of historic preservation including but not limited to, the opportunities in Portland's historic districts as it is related to the development of low and moderate income housing compared with other, non-historic district parts of the city.

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SP-60 Homelessness Strategy - 91.415, 91.215(d)

Describe how the jurisdiction's strategic plan goals contribute to:

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

The Maine State Housing Authority coordinates the efforts of homeless shelters, outreach groups, and volunteers who participate in an annual Point in Time Survey of sheltered and unsheltered homeless populations in the State of Maine and City of Portland. The annual census is required of all states on one night in January by the U.S. Department of Housing and Urban Development, and the count provides a snapshot of the number of individuals and families in shelters and on the streets on a given night. For Maine, a count performed in January will represent chronic and truly desperate homelessness because of extreme weather conditions including typical temperatures well below freezing, regular snow accumulation, and minimal daylight hours.

The Emergency Shelter Assessment Committee meets monthly to review homeless data and identify trends, issues, and areas that need improvement.

The Emergency Shelter Client Support & Services Plan Policy guides needs assessments. The policy requires clients to work with their navigator on a plan to secure permanent housing and clients who chose not to participate are asked to leave the shelter, unless circumstances warrant an exception. Also, the Oxford Street Shelter housing placement team now focuses on housing long-term stayers. The City has also added a full-time case manager to work with families experiencing homelessness, resulting in locating permanent housing placements with follow up case management and tenant education services. Preble Street Support Services receives funding from the Veterans Administration to prevent and end homelessness among veterans.

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

Amistad, a Portland-based nonprofit organization, and Portland Downtown (a 501c4) have created a Peer Outreach Worker program. This program will allow a peer outreach worker to connect with clients that live with mental illness, often times co-occurring substance-use disorders, and often times experiencing homelessness. The outreach worker will then

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collaborate with the Milestone Foundation, the City's shelters, local hospitals, and Portland Downtown businesses to get the client the services they need.

Addressing the emergency 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, and moved to head to toe sleeping, assigning every other bed and following the recommendation to reduce capacity to 75 beds. Additionally, City staff opened a second 24 hour facility in the Portland Exposition Building that was able to shelter an additional 75 individuals. This facility was run from March of 2020 to October of 2020, at which time the City began to partner with Maine Housing and a local hotel to provide and staff non-congregate overflow shelter. This hotel has a capacity of 149 rooms for our clients.

This helped the shelter housing staff to house many vulnerable, medically compromised clients and to retain the housing of those at risk of homelessness.

The Oxford Street Shelter served 612 men, 200 women and 6 transgender individuals for a total of 818 individuals (unduplicated numbers) in PY2020. This represents a decrease of around 30% compared to last year. The shelter provided 44,633 bed nights in PY2020, which represents a decrease of about 20% in bed usage compared to last year. We attribute this decrease in bed usage to the pandemic and following CDC guidelines. The shelter continues to follow social distancing recommendations from the CDC for a reduced capacity from 154 to 75 shelter beds and was for a period of time 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. These motel placements likely account for the 30% decrease noted above.

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

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146 beds in an apartment style living environment. The Family Shelter provided shelter for 98 families consisting of 327 individuals for a total of 30,028 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. 1,514 unduplicated households were assisted through hotels with general assistance vouchers. Of these, 192 were families with children consisting of 660 individuals. The remaining 1,322 were adult-only households consisting of 1,466 individuals. In addition to operating the City of Portland's Oxford Street Shelter, The Portland Exposition Building for temporary emergency shelter, a non-congregate hotel for overflow emergency shelter, 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 Greater Portland Shelters. This was located at 56 Chestnut Street and was for Person 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. Staff began running this quarantine shelter in March 2020 and ran this facility until September 2020 at which point the State provided non-congregate shelter for individuals.

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 Oxford Street Shelter through the Emergency Shelter Grant prevented 8 individuals from becoming homeless. While the eviction moratorium was in place Oxford Street still worked with individuals and landlords to mitigate homelessness or returns to homelessness. In contrast to the Oxford Street Shelter, the Family Shelter saw a drastic reduction in evictions due to the moratorium and as such moved prevention funding to essential services to provide assistance with housing placements.

Essential Services: The Family Shelter's restructuring of funds from prevention to essential services allowed staff to work with families residing at the shelter on life skills training. Families are educated on areas such as house cleaning, proper food storage, how to prevent pests in

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your home, how to report maintenance issues, how to manage cooking so as not to cause a fire alarm to be set off, as well as education on proper trash removal and recycling practices. These areas of focus are the most common areas of concern reported by landlords working with families. These skills afford families a strong understanding of life skills and greater opportunity for long term housing retention.

Permanent Housing: The Family shelter placed 73 families into permanent housing without a subsidy, 6 families were reunified with other family, 8 families secured a Shelter+Care Subsidy, 4 families secured a Housing Choice Subsidy, and 7 families left the shelter of their own accord, due to noncompliance with the program, or due to DHHS involvement. Likewise the Oxford Street Shelter staff located permanent housing for 102 homeless individuals, 79 men and 23 women, (including 6 Veterans and 37 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 PY2020, 190 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 152 enrolled in the program this year: 30 individuals were rapidly re-housed, 49 families or 152 individuals received essential services and 8 individuals were prevented from becoming homeless.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving

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assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Families with Children: There are two shelters that serve families with children. The City of Portland Family Shelter provides temporary housing to families with children in the form of apartments. While staying at the shelter families learn important life skills, have access to various household items, participate in house meetings to discuss issues and assistance, laundry and transportation services to appointments. Staff also assists with housing placement and follows up case management. . Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency.

Through These Doors operates an Emergency Shelter for women and children who are experiencing domestic violence. They provide 16 beds, and families can access basic necessities like food, clothing and personal care items. Residents are offered in house education programs, individual advocacy, case management and safety planning.

Unaccompanied Youth: The Preble Street Joe Kreisler Teen Shelter provides 16-24 beds unaccompanied youth ages 12-20. The shelter provides safe, clean overnight accommodations in a secure building, showers, bathrooms, laundry facilities, towels, and personal hygiene products, community living areas, light breakfast and snacks. Additionally staff responds to the crisis that lead to homelessness, provides referrals, link youth to necessary services including substance abuse, counseling and medical facilities.

Chronically homeless- Chronically homeless men and women would stay at the Oxford Street Shelter. The Oxford Street Shelter is a low-barrier shelter which provides safe, temporary shelter for homeless adults, both men and women. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a housing stability plan. Support services at the Oxford Street Shelter include shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services.

Portland and Cumberland County are fortunate to have several community organizations which assist special needs populations. These include, but are not limited to, Frannie Peabody Center, Preble Street, Amistad, Immigrant Legal Advocacy Project, Maine Equal Justice Partners, Milestone, and The Opportunity Alliance. Together these organizations provide access to care

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through case management, behavioral health counseling, advocacy, utility assistance, and housing assistance programs.

SP-65 Lead-based Paint Hazards - 91.415, 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Hazard Control Grant. The control and reduction of lead-based paint remains a critical focus of the City of Portland and over the years, nearly 500 units have been made lead-safe in the Greater Portland area. In past years, Portland received and administered federal Lead Hazard Reduction funds and has effectively and successfully addressed the lead hazards prevalent in the City's older housing stock. The effort to create lead safe dwelling units and reduce childhood lead poisoning will continue through the City's Lead Safe Housing Program.

Portland works closely with state and federal partners such as the Maine CDC, Maine DEP and US EPA in order to effectively administer the program, facilitate lead education activities and provide funding for lead abatement to qualifying applicants. The City is at times able to leverage state lead funds from Maine Housing in order to accomplish more work when the federal funding falls short. These partnerships allow all parties to reach a much wider audience with their lead outreach and education efforts, as well as produce a number of lead-safe units in other communities across Cumberland County. This joint effort results from a desire to provide cost-effective, efficient programs to benefit all communities of the region.

The Lead Safe Housing Program is geared to benefit low- and moderate-income families and households. An owner-occupied applicant 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. In order to qualify a rental unit, the building must contain at least 50% of individuals who earn 50% of the area median income. Preference is given to rental units where children reside. Projects outside of the City of Portland will meet HUD income eligibility limits established for Cumberland County.

How are the actions listed above related to the extent of lead poisoning and hazards?

Portland has had a referral process for those children identified with elevated blood lead levels (EBLL) since 1990 when legislation was passed requiring all lead blood tests to be reported to the State of Maine laboratory. The laboratory then reports all EBLL's to the Maine Childhood Lead Poisoning Prevention Program (MCLPPP) and they do an environmental investigation and case management referral to the local public health nurse and community action agency, for lead hazard reduction funding. The City of Portland receives referrals for cases in Portland and a remediation plan is implemented for all income eligible property owners.

Primary prevention measures are a critical focus of Portland's lead hazard reduction efforts. Through education and outreach, we continue to reduce the risk of childhood lead poisoning. Lead notification is given to all property owners, as well as referrals for blood lead testing for children at risk.

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How are the actions listed above integrated into housing policies and procedures?

Integration of lead hazard control policies and procedures are standard practice in all of Portland's housing programs.

SP-70 Anti-Poverty Strategy - 91.415, 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

Poverty is the number one cause of non-chronic homelessness in Maine. It is the policy of the City of Portland to consider all resources, regardless of their source, when making strategic decisions regarding the City's service priorities. Portland will continue to allocate federal resources towards activities designed to improve the lives of families and individuals and facilitate their transition out of poverty. Programs will be designed to help families move out of poverty as opposed to simply serving those in poverty.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Need: Neighborhood Investment and Infrastructure

Description:

Public safety and mobility are key components to improving the livelihood of Portland neighborhoods. There is a significant need to build neighborhood sidewalks where none exist, improve ADA compliance, and increase access to alternative modes of transportation. Additionally, there is a need to increase resident's ability to remain or become active and engaged members of their neighborhoods through community based services and programs.

Associated Goals: Create strong, safe, accessible and vibrant neighborhoods:

Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors.

Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.

NEED: Housing Availability

Description: In the 2019 Housing report it was reported that Portland has an affordability gap of \$255,796. In addition, there is a lack of affordable rental housing within Portland's housing supply. The City Council continues to make housing availability and affordability their goal. In 2019 & 2020, the

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Portland City Council identified the following goal to address this need: Increase access to rental and home ownership that is safe, affordable, and accessible.

Associated Goals: Increase housing availability & affordability

Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.

NEED: Economic Opportunity

Description: Portland has a well-developed employment support system with many established providers. However, the system is fragmented, providers work in silos, there is insufficient funding to cover needs of potential workers, and career planning and financial stability are often prioritized less than job placement. Employment retention support is scarce and turnover results in economic uncertainty for employees and higher costs for employers. In 2019 & 2020, the Portland City Council identified the following goal: Promote Economic Development in the City in a manner that provides for increased property values, diversification across industry sectors and high paying jobs. Specifically, as it relates to HUD programming and objectives, the Council further identified the need to advance work on the “Minority and Women-owned Business Development Initiative” and secure City Council approval to invest CDBG funds in workforce development.

Associated Goals: Create economic opportunities to transition people out of poverty:

Description: Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

NEED: Address the Needs for Growing Homeless Population

Description: The shelter system in Portland is beyond capacity. Staff and local organizations struggle to deal with overflow strategies to meet increasing need. Data from 2019 showed that 79% of the shelter consumers were new consumers, the average length of stay at the shelter is under 60 days. Homeless Prevention and Rapid Rehousing are key components to help reduce shelter usage and homelessness. Additionally increased case management is needed for those who have mental illness and substance abuse issues to help them navigate the service delivery system. In 2019 & 2020, the Portland City

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Council identified the goal: Continue the effort to reduce homelessness, assist people experiencing homelessness through City, Regional, and State efforts.

Associated Goals: Prevent and Reduce Homelessness:

Description: Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

SP-80 Monitoring - 91.230

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

For CDBG social service programs, our staff ensures compliance on a monthly or quarterly basis through Performance Reporting & Fund Requisitions from each Agency. Staff tracks the units of service, number of clients served, and income level and demographic information of the clients served. Staff also tracks the disbursements & revenues of each agency, ensuring that each agency is using the grant award for the proposed use in the signed contract. In addition, staff conducts on site monitoring roughly half way through the program year to monitor financial, employee, & reporting policies & procedures. On site, monitoring allows staff and sub recipients the opportunity to address any performance measure issues, and create a remediation plan if necessary. On site monitoring is conducted for new grantees annually, and returning grantees bi-annually.

For CDBG development activity projects, federal requirements are included in all 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 Certified Payroll forms with verified Davis Bacon wage rates. Due to the COVID-19 pandemic, on-site inspections and interviews were suspended for the 2020 program year.

CDBG & HOME housing projects are monitored regularly to ensure that rent levels, income guidelines & occupancy are being met. The City recently established a new Multi-Family Policies & 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 & 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 has a standing Memorandum of Agreement with Maine Housing, who will be completing on-site inspections (including inspection of all HOME assisted units as well as common areas & exterior of each property) on behalf of the City of Portland & the Cumberland County Home Consortium. In addition, the City has a Monitoring policy, which includes conducting a yearly desk-monitoring package for all HOME development projects. The program will allow HCD staff to evaluate risk more effectively & schedule on-

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site visits as needed.

Due to the COVID-19 pandemic, the City of Portland and the Cumberland County HOME Consortium, applied for and received several waivers and suspensions of HOME program requirements. These waivers and suspensions were available through September 30, 2021 and included the waiver of the requirement to perform ongoing on-site inspections of HOME-assisted rental housing. Therefore, no on-site property inspections were conducted in program year 2020.

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Expected Resources

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

Introduction

For the Five Year Consolidated Plan, the anticipated resources include federal CDBG, HOME, ESG, and Continuum of Care. The amount of each of these resources is dependent on federal allocation, which can be unpredictable. Estimates assume level funding for the next four years. Lead Safe Housing is program income from past grants. Payments are typically made when owners sell or refinance their homes and are therefore unpredictable; estimates are based on past years income. The local Jill C. Duson Housing Trust Fund is funded by the City's Inclusionary Zoning ordinance. CDBG-CV, ESG-CV, and HOME-ARP are one-time allocations in response to the Covid-19 pandemic. Once funds are expended no more are expected.

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Anticipated Resources

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Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,948,754	\$44,111	\$146,522	\$2,139,387	\$7,971,460	Up to 33% of funds will be used for public services, 20% for planning and administration, and the remainder to economic development, housing, and public improvement activities.
HOME	public-federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$991,679	\$247,875	\$0	\$1,239,554	\$4,958,216	Program income is generated by repayment of HOME program loans.
ESG	public-federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$164,857	\$0	\$0	\$164,857	\$659,428	The Emergency Solutions Grant goes to fund both serving those in need of emergency shelter and assistance, and also to prevent homelessness and rapidly rehouse those who are homeless.

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Jill C Duson Housing Trust Fund	public-local	Acquisition Multifamily rental new construction New construction for ownership	\$2,172,194	\$0	\$0	\$2,172,194	\$3,742,621	Local Housing Trust Funds allocated under an annual plan that is approved by the City Council. Amount available for remainder of plan is based on the average of the previous 3 years.
CDBG-CV		Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$0	\$0	\$124,669	\$124,669	\$0	CDBG-CV had three allocations. The City received allocations in the first and third allocations.
ESG-CV		Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	\$0	\$0	\$126,121	\$126,121	\$0	ESG-CV was received by the City of Portland in the first and second allocation rounds.
HOME-ARP		Supportive Services, Tenant-Based Rental Assistance, Non-Congregate Shelter, Rental Housing	\$0	\$0	\$3,594,143	\$3,594,143	\$0	HOME-ARP funds were received as part of the American Rescue Plan and will be used by Cumberland County and City of Portland for eligible activities as outlined in HOME-ARP Plan, currently in production.

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Section 108		Economic Development	\$0	\$0	\$8,171,058	\$8,171,058	\$0	Section 108 loan funds to support development within the Bayside neighborhood.
Other	Public - federal	Housing multifamily rental rehab	\$45,397	\$0	\$0	\$45,397	\$0	Program Income from prior HUD Healthy Home/Lead Safe Housing Grants. Wherever possible, the City will utilize rehab program funds in combination with lead program income funds to complete additional lead-safe units.
Other	Public-local	TIF - Development Activities and Planning/Admin	\$120,000	\$0	\$0	\$120,000	\$480,000	Funding from TIF to support CDBG-eligible activities.
Other	Public-local	Cotton St - Public Services activities	\$20,000	\$0	\$0	\$20,000	\$80,000	Funding from sale of property to support CDBG eligible activities.

Table 59 - Expected Resources – Priority Table

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

CDBG funds are leveraged considerably for their investment. Year 1 of the Consolidated Plan is expecting to leverage \$4,742,053 from the CDBG investment of \$1,948,754. The CDBG Program Application process discourages applicants from using CDBG funds as the sole source of project funding. Applicants must include other resources as leveraged funding. The City will continue to make this a requirement of the program.

The HOME Program leverages considerable funds, primarily through the Affordable Housing Development Program. This program leverages funding from several sources including Low Income Housing Tax Credits, state and federal Historic Tax Credits, state funds

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from the Maine State Housing Authority and local Housing Trust Funds. The City of Portland meets its match requirement through the expenditure of local General Assistance funds providing tenant based rental assistance to low and very low income households. The City expends General Assistance funds for this purpose, well in excess of the required HOME program match and will continue this assistance.

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

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

In 2012, the City Council adopted a Housing Investment Policy that requires the Housing & Community Development Committee (HCDC) to complete 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 included as a development resource. In 2021, the City identified 7 available properties to be used for co-ops, condos, rental units, and a single family unit; combined, this would yield approximately 250 units after development. The City will continue to identify properties that would be appropriate the address the needs in the Plan.

Discussion

In 2007, the City of Portland applied for 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan. 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.

As part of the revitalization efforts in Bayside, in 2012, the City underwent negotiations with Federated Companies for the purchase and sale of seven parcels of land. The Section 108 funds were slated for the construction of an 840 parking space garage with 43,000 sq ft of retail/commercial space on the ground level. The construction of the parking garage will leverage the creation of three new buildings consisting of approximately 715,000 square feet, including 90,000 square feet of direct street access retail space at the ground level, and 445 new apartments (from 400 sq. ft studios to 1050 sq. ft. two-bedroom units). Unfortunately, the city is engaged

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in a lawsuit with the Federated Companies, the Parking Garage Developer, due to a lack of contractual performance. The City is evaluating all options to support continued revitalization of Bayside.

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Annual Goals and Objectives

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

Goals Summary Information

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Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Neighborhood Investment and Infrastructure	2022	2026		Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland	Neighborhood Investment and Infrastructure	CDBG \$897,500 TIF \$90,000	Public Facility or Infrastructure Activities other than low/moderate Income Housing Benefit Persons Assisted Public Service Activities other than LM Housing Façade treatment/business-building rehabilitation Buildings Demolished

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2	Housing Availability	2022	2026		Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland, Cumberland County	Housing Availability	CDBG \$47,000 HOME \$594,662 Lead-Safe Housing Program Income \$45,397 Jill C Duson Housing Trust Fund \$1,911,107 ESG \$55,064	Tenant-Based Rental Assistance/Rapid Rehousing Rental Units Constructed Public Facility or Infrastructure for LM Housing Benefit Public Services Activities for LM Housing Benefit Brownfield Acres Remediated Rental Units Rehabilitated Homeowner Housing Added Homeowner housing rehabilitated Direct financial assistance to homebuyers Buildings Demolished Housing Code Enforcement/Foreclosed Property Care
3	Economic Opportunity	2022	2026		Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland	Economic Opportunity	CDBG \$146,075 CDBG-CV \$29,790 Cotton St \$20,000	Jobs Created/Retained Businesses Assisted

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4	Address the Needs of the Growing Homeless Population	2022	2026		Bayside, Eligible Census Tracts CDBG Target Neighborhoods, Portland	Address the Needs of the Growing Homeless Population	CDBG \$467,798 CDBG-CV \$94,909 ESG-CV \$126,091 ESG \$98,570	Housing for Homeless Added Homeless Person Overnight Shelter Homelessness Prevention Overnight/Emergency Shelter/Transitional Housing Beds Added Public Service Activities other than LM Housing benefit
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Table 60 – Goals Summary

Goal Descriptions

Neighborhood Investment and Infrastructure

Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors.

Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.

Housing Availability

Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce and age-friendly housing in significant development projects.

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Economic Opportunity

Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

Address the Needs for Growing Homeless Population

Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless shelters.

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AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Portland's Housing and Community Development Program will enter into the PY 2022-2023 budget cycle with the following estimated funding allocations: \$2,139,387 in CDBG which includes \$1,948,754 in direct allocation, \$44,111 in Program Income, and \$146,522 in prior year resources; \$164,857 in Emergency Solutions Grant funding; and \$1,239,554 in HOME funding as part of the Cumberland County HOME Consortium which includes \$991,679 in direct allocation and \$247,875 in Program Income. An additional amount in CDBG-CV, ESG-CV, and local Jill C Duson Housing Trust Fund income is available.

#	Project Name
1	CDBG Admin and Planning
	CEI – Portland Microenterprise Assistance
	Port Resources – Group Residence Radiant Baseboard Heating
	Habitat for Humanity – Critical Home Repair
	COP PW – East Oxford St Landscape and Accessibility Improvement Project
	Catherine Morrill Day Nursery – Electric Improvement Plan
	Maine Irish Heritage Center – Bell Tower Restoration
	Trustees of First Parish Church – Window Restoration
	COP PD – Community Policing
	Through These Doors – Community Based Violence Services for Bayside
	Wayside Food – Direct Service Program
	Furniture Friends – Basic Needs Expansion
	Preble Street – Joe Kreisler Teen Shelter
	Preble Street – Florence House Women's Shelter
	Preble Street – Emergency Food Program
	Hope Acts – Support for Homeless and Low-Income Asylum Seekers
	Milestone Recovery – HOME Team
	Greater Portland Family Promise – Homelessness Prevention and Housing Services
	Amistad – Mobile Day Space Housing Project
	Catherine Morrill Day Nursery – Childcare Voucher Collaborative
	HOME Administration
	Tenant-Based Rental Assistance
	City Affordable Housing Development
	County Affordable Housing Development
	City HOME Housing Rehabilitation
	County HOME Housing Rehabilitation
	Section 108 Loan
	Housing Development Fund Project Staff Costs
	Homeless Programs

Table 61 – Project Information

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

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needs

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

Community Development Block Grant: CDBG funds are allocated through a competitive application process. To apply, organizations must attend a mandatory application meeting. Applications are available through the Housing and Community Development Office in City Hall and on the City's webpage. Applications are reviewed by a volunteer citizen allocation committee appointed by the City Council. The Allocation Committee sends its recommendations to the City Manager, who makes additional recommendations then forwards the funding recommendations to the City Council. The City Council conducts two public hearings before deciding on the final funding recommendations. The funds no serving low to moderate income persons are for administration and planning.

HOME: The HOME Program budget is formulated by staff and endorsed by the City Council's Housing and Community Development Committee and Cumberland County's Municipal Oversight Committee. The City Council conducts two public hearings before deciding on the final HOME Program budget. Program guidelines and applications are available through the Housing and Community Development Office in City Hall and on the City's webpage.

Emergency Solutions Grant: The Emergency Solutions Grant funding is drafted by staff and presented to the Continuum of Care and the City's Emergency Solutions Grant. The funding supports shelter operations, homeless prevention, rapid rehousing, and HMIS. The funds that do not go to support low income individuals is for HMIS.

AP-38 Project Summary
Project Summary Information

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

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

The City of Portland's priority to allocating resources is to focus them on the areas of the jurisdiction that are in the most need. To determine this, the City considered which areas of the City have the highest combination of poverty, minorities, single parents, oldest housing stock, and housing problems. These are located in Census Tracts 5, 6 and 10, which represents East Bayside, Bayside and Parkside neighborhoods respectively. Over the next five years, the City of Portland will consider creating a Neighborhood Revitalization Strategy Area to help increase investment in these neighborhoods.

In 2015 the City decided to create a 'targeted neighborhood investment' strategy; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments.

On a larger scale, the City will focus federal resources into areas of the City with the highest percentage of LMI residents, which are located primarily on the peninsula in districts 1, 2 and portions of district 3. Street, sidewalk, infrastructure, parks, playgrounds, and other area benefit projects will be located in the target neighborhoods to benefit the low and moderate income individuals and families that live there. Due to the amenities and proximity to services, many HOME funded affordable housing projects are also located in the target neighborhoods.

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

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

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County.

Geographic Distribution

Target Area	Percentage of Funds
Portland ME	
Eligible Census Tracts	
Cumberland County	
CDBG Target Neighborhoods	
Bayside	

Table 62 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Several of the CDBG social service programs target LMI residents living in CDBG Target Neighborhoods, this is done to increase the efficiency of these particular programs. In addition to the social service programs, 100% CDBG public infrastructure projects will take place in target areas of Bayside Neighborhood, CDBG Target Neighborhoods, and Eligible Census Tracts target.

Discussion

Despite significant gains in target areas over the previous plan, challenges remain in the target areas including high concentrations of poverty, old housing stock, and housing problems. Additionally, these areas contain high concentrations of minorities and individuals with special needs such as disabilities, victims of domestic violence, or homelessness. Additional investment in these areas will build on the gains made over the previous plan and continue to improve the lives of residents.

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Affordable Housing

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

Introduction

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

As part of the City's 10 year plan to end homelessness, the City has opted to use a portion of its HOME allocation to serve homeless families via the tenant-based rental assistance (TBRA) program. The City's affordable housing providers work with social service providers to move individuals out of homeless and into affordable housing. Providers report that even with vouchers and assistance, units are difficult to obtain; therefore, increasing the number of units is critical.

One Year Goals for the Number of Households to be Supported	
Homeless	100
Non-Homeless	100
Special-Needs	0
Total	200

Table 64 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	100
The Production of New Units	95
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	200

Table 65 - One Year Goals for Affordable Housing by Support Type

Discussion

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. The Covid-19 pandemic caused an increase in construction costs and decrease in available labor, which is delaying projects as they seek additional funding to cover cost gaps.

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

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Portland shelter.

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

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

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

Introduction

The Portland Housing Authority (PHA) provides quality, affordable housing opportunities to Portland's LMI residents. PHA partners with the City of Portland, clients, and community organizations to enhance the quality of life in the community. PHA plans to expand its current inventory of affordable housing and be part of the ongoing solution to the City's critical shortage of affordable housing. Additionally, the agency continues to take steps to help address the housing needs identified in its 2020-2025 5-Year Plan and 2022 Annual Plan. In addition to creating new housing, PHA maintains an aging housing stock that will require substantial renovation and redevelopment over the next 10 years to maintain the quality of its housing opportunities for its residents.

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

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

Brunswick Housing Authority will continue to seek opportunities for increasing public housing units. Portland Housing Authority and South Portland Housing Authority will continue the process of converting units to allow for increased capital to address maintenance needs, and both will continue to add significant units.

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

Portland Housing Authority continues to encourage residents to be involved in resident groups and have input directly with management. Efforts to formalize and energize resident organizations are planned in the coming year. The South Portland Housing Authority has a resident advisory board, which represents residents and meets regularly to discuss operations, management, and property improvements. Residents are also informed whenever changes in policies or procedures are proposed and are invited to comment prior to implementation. Each of the Westbrook Housing Authority properties has Resident Councils, which meet monthly to address operations management and maintenance. Residents are informed of any changes via monthly meetings and newsletters. Additionally, two residents serve on the Westbrook Housing Authority's Board of Commissioners.

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

No PHA in the jurisdiction is designated as troubled.

Discussion

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

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

Introduction

Portland and Cumberland County work closely with Maine Continuum of Care to identify reasons for homelessness within the jurisdiction and seek resources for mitigating this pervasive issue.

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

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

The Maine State Housing Authority coordinates the efforts of homeless shelters, outreach groups, and volunteers who participate in an annual Point in Time Survey of sheltered and unsheltered homeless populations in the State of Maine and City of Portland. The annual census is required of all states on one night in January by the U.S. Department of Housing and Urban Development, and the count provides a snapshot of the number of individuals and families in shelters and on the streets on a given night. For Maine, a count performed in January will represent chronic and truly desperate homelessness because of extreme weather conditions including typical temperatures well below freezing, regular snow accumulation, and minimal daylight hours.

The Emergency Shelter Assessment Committee meets monthly to review homeless data and identify trends, issues, and areas that need improvement.

The Emergency Shelter Client Support & Services Plan Policy guides needs assessments. The policy requires clients to work with their navigator on a plan to secure permanent housing and clients who chose not to participate are asked to leave the shelter, unless circumstances warrant an exception. Also, the Oxford Street Shelter housing placement team now focuses on housing long-term stayers. The City has also added a full-time case manager to work with families experiencing homelessness, resulting in locating permanent housing placements with follow up case management and tenant education services. Preble Street Support Services receives funding from the Veterans Administration to prevent and end homelessness among veterans.

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

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Amistad, a Portland-based nonprofit organization, and Portland Downtown (a 501c4) have created a Peer Outreach Worker program. This program will allow a peer outreach worker to connect with clients that live with mental illness, often times co-occurring substance-use disorders, and often times experiencing homelessness. The outreach worker will then collaborate with the Milestone Foundation, the City's shelters, local hospitals, and Portland Downtown businesses to get the client the services they need.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Shelter: As mentioned above, the City of Portland has a connected network of homeless shelters, yet the number of individuals seeking shelter often out numbers the available beds. The City-run shelters have a policy of not turning away an individual due to the shelter reaching capacity. Due to the pandemic, the City partnered with various organizations to ensure that all individuals had an opportunity for shelter.

This year with the COVID 19 pandemic the City ran the respite and quarantine facility for all homeless individuals in the Greater Portland area. We were able to facilitate this need by placing families into local hotels thus creating capacity.

Transitional Housing:

While we are often trying to connect individuals with housing plans, we recognize that there is also a need for short-term transitional housing. We often make referrals to our rapid rehousing programs, Tenant Based Rental Assistance Program, and General Assistance.

Regional Approach: Maine Housing Authority continues to provide Housing Choice Vouchers and Stability Through Employment Program vouchers for those experiencing homelessness. The City has partnered with Cumberland County to provide funding for a Resettlement Coordinator position to assist with the influx of asylum seeking families.

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

recently homeless from becoming homeless again

The ESAC Long Term Stayer's Committee Initiative is focused on housing the longest stayers in homelessness in Portland. Since the initiative began in April of 2015 a total of 311 Housing First placements have been made. The CDBG funded Housing Follow up Services for Long Term Stayers program helps individuals who have been placed into housing from returning to homelessness.

Additionally, the goal of the City of Portland's Emergency Solutions Grant program is to provide rapid rehousing services to individuals staying at the shelter and to provide prevention services to individuals facing homelessness in the community. In PY 20/21 is \$55,064 for rapid rehousing and \$16,363 in homeless prevention for the Oxford Street Shelter. The projected annual goal for Oxford Street Shelter is to serve 96 people who are literally homeless and 6 people who are at risk of homelessness. While circumstances related to COVID, such as eviction moratoriums has reduced the need for individuals seeking services through the City's homeless prevention program, we anticipate those numbers will rise to pre-COVID levels as the moratorium is lifted and vaccinations are implemented. The Family Shelter has \$30,412 for homeless prevention and \$52,065 for Essential Services. The goal for the Family Shelter is to serve 25 families who are literally homeless and 10 families who are at risk of homelessness. Due to circumstances related to Covid-19 and the eviction moratorium we've seen a sharp reduction in number of folks who qualify for services under prevention and therefore will be reallocation our ESG funding to Essential Services. These essential services will focus on Life Skills such as cooking, food storage, cleaning etc with a goal to serve 75% of our shelter populations. Additionally, the shelters have a goal of no more than 10% recidivism. The goal is to ensure the 102 clients at Oxford Street and 25 families totaling 88 individuals at the Family Shelter will have success in housing.

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

The ESHAP Program is modeled after a rapid re-housing approach that provides housing stability services to persons who are experiencing homelessness. This project is funded by

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Maine Housing and covers both city-operated shelters; the Oxford Street Shelter and the Family Shelter. The ESHAP

Program assists homeless clients seeking permanent housing with education, services and support to meet their health, housing, and employment needs in order to overcome barriers to obtaining and maintaining housing. The goal is to help participants achieve permanent stable housing. Participants are assigned a Navigator who has experience in working with people who are experiencing homelessness. Navigators conduct assessments to determine the best course of action and customize a plan that best suits each individual's housing needs.

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

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

The City's After Hours Program assures access of emergency services to low-income 'at-risk' individuals and families, including help with placement in appropriate shelters/warming centers and assists with basic needs such as medication, food, baby formula, diapers, and heating. The program offers a hotline service 365 days a year, 24 hours a day.

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

City of Portland Shelter Staff are working on a more formalized shelter diversion program modeled after Pine Street Inn Front Door Triage Program. Staff would have the ability to connect with individuals before they enter emergency shelter and homelessness. Staff would have the ability to seek alternate resources, connect with landlords to mediate evictions, and enroll individuals in prevention case management services.

Families with Children: There are two shelters that serve families with children. The City of Portland Family Shelter provides temporary housing to families with children in the form of apartments. While staying at the shelter families learn important life skills, have access to various household items, participate in house meetings to discuss issues and assistance, laundry and transportation services to appointments. Staff also assists with housing placement and follows up case management. . Support services on site include assistance with housing placement; training sessions on tenant education (Rent Smart Curriculum); crisis intervention and management, including follow-up services after housing is located; and assistance with public transportation for appointments and self-sufficiency.

Through These Doors operates an Emergency Shelter for women and children who are experiencing domestic violence. They provide 16 beds, and families can access basic necessities like food, clothing and personal care items. Residents are offered in house education programs, individual advocacy, case management and safety planning.

Unaccompanied Youth: The Preble Street Joe Kreisler Teen Shelter provides 16-24 beds unaccompanied youth ages 12-20. The shelter provides safe, clean overnight accommodations in a secure building, showers, bathrooms, laundry facilities, towels, and personal hygiene products, community living areas, light breakfast and snacks. Additionally staff responds to the crisis that lead to homelessness, provides referrals, link youth to necessary services including substance abuse, counseling and medical facilities.

Chronically homeless- Chronically homeless men and women would stay at the Oxford Street Shelter. The Oxford Street Shelter is a low-barrier shelter which provides safe, temporary shelter for homeless adults, both men and women. The Shelter offers a variety of support services to assist homeless individuals enhance their self-esteem, secure housing, and work towards a housing stability plan. Support services at the Oxford Street Shelter include shower facilities and training on hygiene skills; housing placement assistance; health assistance to Veterans; clinical and outreach services for individuals with mental health concerns; and interpreting services.

Portland and Cumberland County are fortunate to have several community organizations which assist special needs populations. These include, but are not limited to, Frannie Peabody Center, Preble Street, Amistad, Immigrant Legal Advocacy Project, Maine Equal Justice Partners, Milestone, and The Opportunity Alliance. Together these organizations provide access to care through case management, behavioral health counseling, advocacy, utility assistance, and housing assistance programs.

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Discussion

The Covid-19 pandemic and the national opioid crisis have impacted and increased greatly the need for homelessness and substance use services in Portland. The City's one and five year goals are to create a safety net of programs through a combination of CBDG, HOME, ESG, other federal and local resources.

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

Introduction

The City of Portland has taken significant steps recently to reduce negative effects of public policies on affordable housing and residential development. Two initiatives, ReCode and a review of the Historic Preservation Ordinance, will continue to identify zoning and other policies which may impede affordable housing development. The City is currently undertaking an Analysis of Impediments to Fair Housing with consultant Root Policy to identify additional barriers to creating and accessing affordable housing.

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

On November 9, 2020 the Portland City Council voted unanimously to adopt a new land use code under Phase I of ReCode, the City's effort to streamline, modernize, and update its land use code to reflect the goals of the City's comprehensive plan (Portland's Plan 2030). The overarching goals of the ReCode process are to create a new code that is user-friendly and enables the City to effectively address issues related to housing, design, preservation, conservation, and transportation. Phase I has involved extensive reformatting, restructuring, and updating of the existing code, as well as a concerted look at streamlining and rationalizing particular areas of existing policy, including the city's Accessory Dwelling Unit, off-street parking, and sign provisions. The result is a well-organized new code, using tables and graphics that will increase predictability and clarity for users of the code. It will also pave the way for Phase II of the Recode process, which will involve better aligning the code with the vision of Portland's Plan for equitable, sustainable, and thriving neighborhoods. Within Phase II, regulatory concepts are classified based upon their relationship with six key themes: uses and use standards, dimensional and design standards; zones; general development standards; parking, loading, and access; landscape; nonconformities; and updates to code structure.

In October of 2021, the City began the process of reviewing its current Historic Preservation Ordinance to identify impact of historic district designations. Since 1990, the City of Portland has had a robust Historic Preservation program, created to recognize, preserve and enhance Portland's historic resources, including individual landmarks, historic commercial and residential districts and historic landscapes. When the City Council first adopted Portland's Historic Preservation Ordinance, they established six local historic districts and five historic landscape districts based on previously designated National Register districts. Since that time, the program has expanded significantly to 12 local districts. Approximately 2,000 properties

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throughout the city, in a diverse range of neighborhoods and contexts, are currently designated as historic properties. Despite the successes of the program, limited data has been collected to document the impact of the program on the economic, cultural and social well-being of the city. As such, the City is seeking to evaluate the impact of historic district designations on Portland’s housing market in terms of affordability, supply, and accessibility, as well historic preservation’s impact on employment, cultural heritage tourism, sustainability, downtown revitalization, and equity and inclusion.

Discussion

The ReCode and Historic evaluation processes, along with the Analysis of Impediments to Fair Housing process currently underway, will assist the jurisdiction in continuing to identify and reduce barriers to affordable housing.

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

Introduction

Actions planned to address obstacles to meeting underserved needs

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

Actions planned to foster and maintain affordable housing

The City is committed to fostering and maintaining affordable housing. The City Council, along with its Housing and Economic Development Subcommittee, is examining the adoption of policies that further the goals of fair housing, encourage the development of additional housing, and provide and preserve additional affordable housing stock for the City.

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

Actions planned to reduce lead-based paint hazards

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Hazard Control Grant. The control and elimination of lead-based paint remains a critical focus of the City of Portland in the Lead Safe Housing Program and over the years, nearly 500 units have been made lead-safe in the Greater Portland region. Within the Lead Hazard Reduction grant program, Portland has effectively and successfully addressed lead hazards prevalent in the City's older housing stock.

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

In 2019, the City was awarded another HUD funded Lead Hazard Reduction Grant for a period of 3.5 years, with the goal of making an additional 100 units lead safe. This funding allows Portland to continue the critical work of protecting Cumberland County's most vulnerable citizens from the dangers of lead paint and the dust that is largely responsible for the poisoning of children under the age of 6. A Healthy Homes assessment is also performed on all qualifying units. Healthy Homes is a component of the lead grant that provides funding to address code violations and additional health and safety hazards that may be present in the building.

Actions planned to reduce the number of poverty-level families

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

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

Microenterprise assistance and business creation

Job creation for local businesses

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

Community takeaway meals and mobile food pantries

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

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services.

Legal support and services for asylum seekers

Case management and community integration services for recently homelessness individuals

Creation of stable affordable housing units

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

Homeless prevention services to individuals facing homelessness.

Rapid rehousing

Services for victims of domestic violence

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

Actions planned to develop institutional structure

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

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

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HomePort program. Since the fall of 2019, the HCD Division has staffed a new Compliance Officer position, ensuring that all programs comply with local and federal regulations.

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

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

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

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

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

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

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reports.

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

Additionally, HCD staff participates in the Maine Affordable Housing Coalition (MAHC). As part of the Tenant Housing Rights Ordinance enacted in 2016, the City established a Rental Housing Advisory Committee (RHAC). As per the local ordinance, RHAC membership includes a legal representative for both landlords and tenants, 3 landlords, 3 tenants and a member that is neither a tenant nor a landlord. The RHAC is tasked with providing the City Council's Housing and Economic Development Committee with recommendations or proposals for improvements, modifications, or changes regarding landlord and tenant policy issues; and identifying educational opportunities , seminars, and materials that would be useful to landlords and tenants.

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

Discussion

The City of Portland is committed to continuing its robust collaboration with nonprofit social service agencies, developers, and community organizations to improve the lives of residents of Portland, especially those who are low-income.

Program Specific Requirements

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

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities	
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HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:
2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Emergency Solutions Grant (ESG)

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Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.
3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).
4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.
5. Describe performance standards for evaluating ESG.

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Appendix - Alternate/Local Data Sources

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Eastern Promenade: Food Truck Pilot

Overview

This proposal addresses the main concerns that have developed over the last two years related to the increased presence of food trucks on the Eastern Promenade. The presence of the food trucks at this location activates the park and provides a great service to the public, and our Department goal is to develop guidelines that help facilitate their continued success at this site, while mitigating negative impacts to the park. This proposal was designed in collaboration with the Department of Public Works and all feedback has been incorporated.



This increased presence of food trucks on Eastern Prom has brought forward four major issues, which are: pedestrian safety, carbon emissions, root zone compaction, and excessive litter/trash removal needs.

Each of these concerns has a significant impact on how the food trucks integrate with the park, their customers, park visitors and residents. Proposed solutions to each of these issues are discussed and expanded below.

Pedestrian Safety

Current: The block between Congress Street and Turner Street is a gentle curve with parking on both sides of the street. Food trucks and pedestrian vehicles pack tightly into this block making travel very constricted and the fear of impacting a pedestrian darting out between vehicles ever present. Fortunately, the Traffic Division has recorded no accidents at this location, but concern is high among residents and staff that the tight traffic here could lead to accidents. This block is adjacent to the playground which makes the fear of children entering the roadway that much more probable.



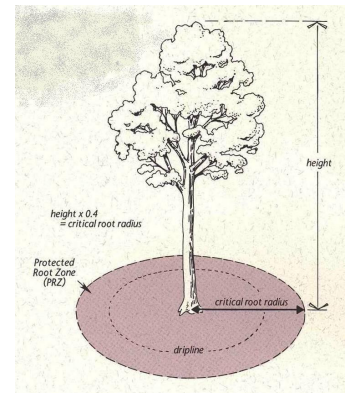
Increased Trash

Current: Existing trash receptacles have a capacity of 20-30 gallons each.(seen right) 5 additional receptacles were provided to this space in 2021 for a total of 7, which was roughly 175 gallons of trash serviced 1-2x per day.



Tree Root Zone Compaction

Current: The current trees in this block range in size and maturity. As seen down the entire frontage of the park there is no infrastructure to prevent foot traffic from compacting the root zones of esplanade trees. With increased pedestrian traffic between Congress St and Turner St due to the presence of food trucks, there is no longer any grass growing in the esplanade and the trees are negatively impacted. Heavily compacted soils around trees decreases water infiltration and minimizes efficient root growth as roots try to penetrate the dense soils. Tree health decline will soon be evident if compaction persists.



Carbon Emissions and Fumes

Current: Food Trucks are operating, at times, up to 10+ hours a day with a generator running the entire duration. Some weekends there are upwards of 10 food trucks humming next to the playground and in earshot of a number of residences which not only makes for an unpleasant experience visiting or living near the park but also releases a good deal of carbon into the atmosphere.



Option 1

Pedestrian Safety: As seen in the diagram below, there will be a shift in the roadway travel lanes. The house side of the Eastern Promenade Road will be stripped of parking and the two travel lanes will shift towards that same curb line. Eliminating parking along this side will alleviate any concerns of individuals/children from darting out into traffic to get to their vehicle across the street. This removal will also open up better sightlines as you drive around this gentle curve in the roadway. Shifting the travel lanes will now allow us to pull the Food Trucks off the park side curb line, creating a 6' pedestrian pathway/plaza on the roadway for ordering, gathering or traveling from truck to truck. Pulling folks down to this hardscaped space will also alleviate pressures on the esplanade and park walkway where passage was regularly a challenge to navigate with the steep slope into the playground. This option will eliminate, roughly, 30 street parking spaces seasonally.



Legend

- | | | | |
|---------------------------------|---|---|---------------------------------------|
| A). Existing walkway: +/- 6' w. | D). Traffic Lane Markers: 10.5' per lane | G). Seating | J). Concrete Barrier Planter |
| B). Tree protection area / lawn | E). Food Truck Parking Area: +/- 10' Wide | H). Eating Area (seating / tables / planters) | K). Existing Tree |
| C). Food truck queueing plaza | F). Food Truck Pedestrian zone: 6' wide | I). High Capacity Trash Receptical | L). Pedestrian Zone Temporary Bollard |



Trash: Install 4 in-ground trash receptacles with a capacity of 300 gallons each for a total of 1,200 gallons. These receptacles will only need servicing 1-2x per week. Food Trucks will also be required to provide a trash barrel at their vehicle that is a minimum of 30 gallons. It will be encouraged that Food Truck Operators maintain their spaces like they are their own by doing regular sweeps for trash and keeping their area tidy.

Note: These in-ground units would be new to the City of Portland but not new to many cities around the country. The first year would be a test of this new trash collection approach and would require a modification of an existing parks truck to include a small crane to service these units. Additionally, the Parks Dept. would assume the weekly servicing until sufficient staffing levels for the Solid Waste Division are achieved. ARPA funds exist for implementation of this pilot.

Tree Protection: A TBD root zone delineator (seen left) will be installed equally around each tree to mitigate foot traffic within those delicate root zones. Small signage on the impacts of foot traffic within those zones will be installed. Additionally, each food truck will be centrally aligned between two trees and will have a hardened surface path installed from the Eastern Prom Walkway down to the curb line. Strategic placement of stone dust pathways and plazas will allow for heavy foot traffic, while protected root zones around the trees will prevent soil compaction and facilitate stormwater absorption. Permeable pavers could be explored for future phases of improvements here.



Emissions: There currently exists an electrical power source below the Cleaves Monument and also near the playground that are used for park related events. We plan to bury conduit from these utility boxes down the back of the curbline and along the entire stretch of the Food Truck Block (as seen in the above image). 2 30amp outlets will be added to a tree delineator post along the curb and between two trucks for a total of 4 outleted posts. Food Trucks will also be granted the opportunity to leave their truck in place at all times. This improvement may be accomplished in year 2 if funding and re-evaluation of the program allows.

Additional Notes and Benefits

Seasonality: The Food Truck Court will be operational from April 15th - October 15th. During this time no other Food Trucks will be allowed within the bounds of the Eastern Promenade until future Food Truck spaces are provided. Once the Food Truck Court season has concluded on October 15th, the street will be deconstructed to its original orientation for winter operations and the original Food Truck rules and on-street parking will be in effect. Food Trucks will still be required to align their ordering windows with the stone dust pathways directly between two trees year round.

License Fees: An adjustment to the Food Truck allowable spaces will be restricted to this one block at the Eastern Promenade. There will be 7 dedicated Food Truck spaces created within this zone. With the infrastructure investments, dedicated parking space, utility service and impact to the park, there will be a license fee introduced of \$5,000 for the yearly operational season between April and October. This rate would be increased if electricity were to be included in each space. This license fee will also offset the taxpayer expense of the infrastructure improvements. A Solicitation of Interest or lottery will be advertised/drawn for these 7 spaces which will determine the businesses who will hold the upcoming years licenses.

Parklets: Food Trucks could have the ability to create mini parklets between trucks with seating. Each truck will now be well over the required 10' away from the next truck, allowing for the ability to creatively use that open space.



Option 2

Pedestrian Safety: As seen in the image below, this option will take place between Turner and Quebec Streets. The North side of the Eastern Promenade Road will be stripped of some street parking between these two streets and potentially as far down at Melbourne Street. Creating designated parking within this section will allow the Food Trucks to license a space for the season of April 15 - October 15. Keeping the Food Trucks against the curbline will maintain current pressures on the walkway within the park and could force folks off the back edge of the pathway during busy times. This setup will also not address the safety concerns of individuals crossing the street to get to their vehicle. This section of roadway is, however, straight and therefore feels more comfortable navigating under constricted circumstances. This portion of option 2 will eliminate roughly 8-12 street parking spaces seasonally.

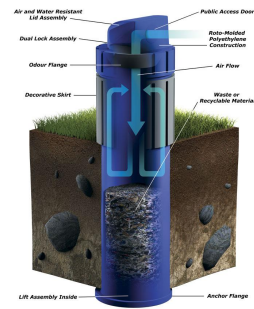
The second piece of this option is to modify the Mid-Lot on Cutter Street to also accommodate Food Trucks. As seen in the below diagram, we would be eliminating parking along the base of the sledding hill or up against the water side of the lot and marking out 7 Food Truck spaces. This change in allowance on Cutter Street will require an internal change to the Food Trucks rules for which they can be seasonally adjusted or modified year round. This portion of option 2 will eliminate roughly 16 parking spaces seasonally.

Additional note: Pedestrian safety may not be affected atop the playground where current concerns exist due to parking still remaining on both sides of the street.



Trash: The same 300 gallon in-ground trash receptacles will be extended down this stretch of the Eastern Promenade Road as well as the Mid-Lot on Cutter Street for a total of 4-6 barrels between both spaces. Previously, there were no trash receptacles in this space.

Additional Note: We will maintain 2-4 units along the Playground stretch of the roadway to accommodate the heavy traffic in that area.



Tree Protection: A TBD root zone delineator(seen left) will be installed equally around each tree to mitigate foot traffic within those delicate root zones as seen in option 1.

No tree protections will be necessary within the Mid-Lot Parking area.

Additional Note: Tree protections will still be installed between Congress and Turner as we look to rehab that space and keep the heavy pedestrian traffic off root zones.

Emissions: There are no known power sources in close proximity to this space. One option would be to install a new service and utility box. A second, less desirable option, would be to require Food Truck operations to use low emission/quiet generators.

Eastern Promenade

Seasonal Food Truck Pilot Program



Legend

A). Existing walkway: +/- 6' w.	D.) Traffic Lane Markers: 10.5' per lane	G.) Seating	J.) Concrete Barrier Planter
B). Tree protection area / lawn	E.) Food Truck Parking Area: +/- 10' Wide	H.) Eating Area (seating / tables / planters)	K.) Existing Tree
C.) Food truck queueing plaza	F.) Food Truck Pedestrian zone: 6' wide	I). High Capacity Trash Receptical	L). Pedestrian Zone Temporary Bollard

Eastern Promenade

Seasonal Food Truck Pilot Program

Quebec Street and Turner Street Parking



Legend

- A). Existing walkway: +/- 6' w.
- B). Tree protection area / lawn
- C). Food Truck Parking Area
- D). Trees

Eastern Promenade

Seasonal Food Truck Pilot Program

Middle Cutter Street Parking Lot

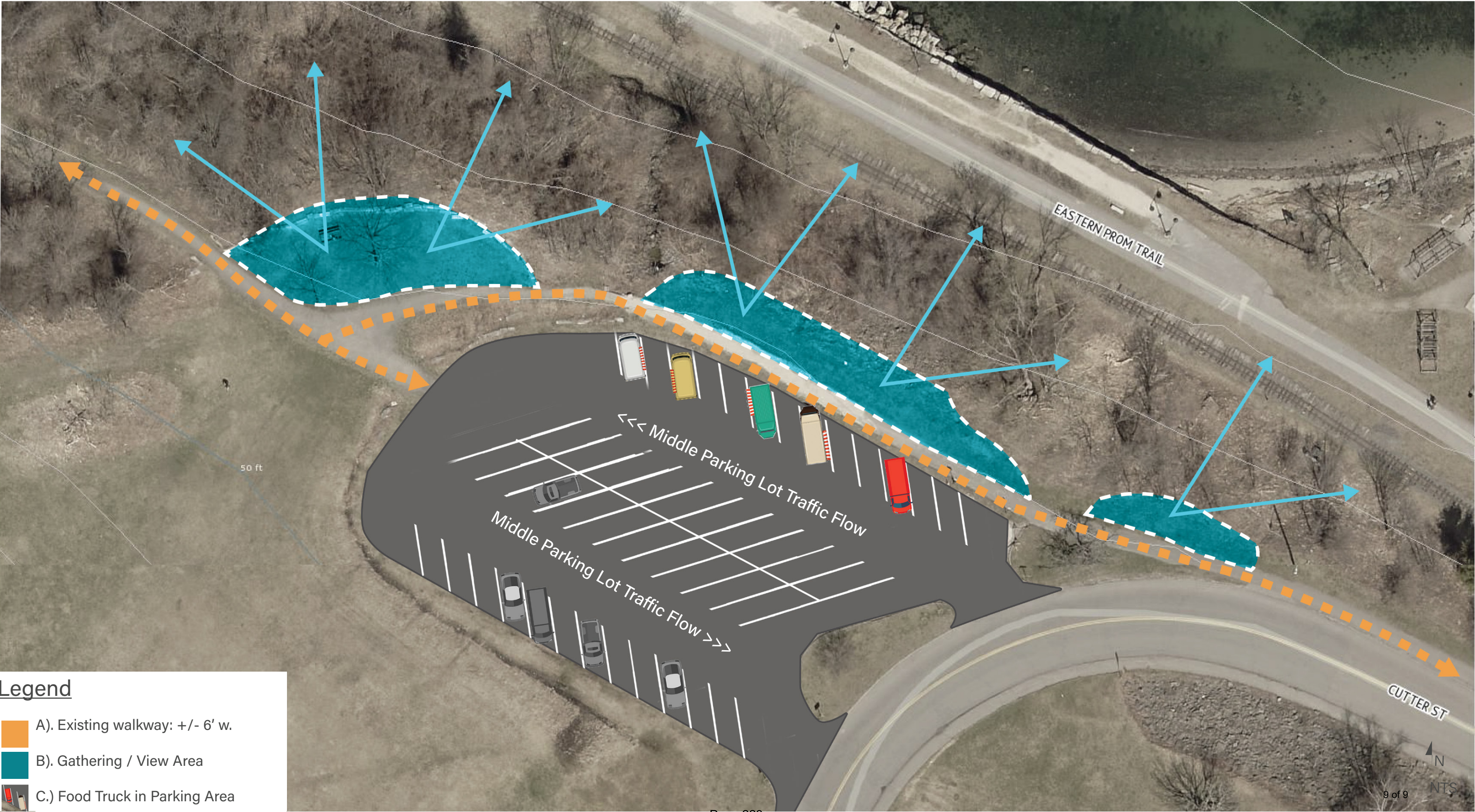


- Legend**
- A). Existing walkway: +/- 6' w.
 - B). Tree protection area / lawn
 - C.) Food Truck in Parking Area

Eastern Promenade

Seasonal Food Truck Pilot Program

Middle Cutter Street Parking Lot - Alt A



TO: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

FROM: Mary Davis, Interim Director
Housing and Economic Development Department

DATE: March 18, 2022

SUBJECT: Update, Review and Committee Direction to Staff re: Tourism Improvement District

During the July 20, 2021 Housing and Economic Development Committee meeting, Committee Members heard a presentation on a proposal to establish a Tourism Improvement District in the City of Portland. On March 22, 2022, the Committee will receive an update on this proposal from city staff, Lynn Tillotson of Visit Portland and Tiffany Gallagher of Civitas.

A powerpoint presentation by Tiffany Gallagher is included with this memo. Additional backup for this discussion will be posted on Monday.

Attachments:
Powerpoint Presentation by Tiffany Gallagher of Civitas

Portland, ME: Funding Your Future

— ..

Tiffany Gallagher, Vice President of Operations
Civitas

Funding Sufficiency **vs.** Funding Stability



Sufficiency

Do you have enough to adequately market your destination?



Stability

How reliable are your funding streams? Can they be diverted?

Self-Help Tourism Recovery District

We are proposing a recovery plan that does *not* require public funds, rather private assessment.

- ✓ Expedited recovery
- ✓ Additional room demand
- ✓ Industry jobs



Tourism Districts



Stable funding sources for marketing efforts designed to increase occupancy and room rates for lodging businesses. TIDs are established with approval of payors, not electorates, and excess revenues can be used for promotions. Services include marketing, sales, promotions, website and Internet presence, group sales, and other projects designed to make the destination more appealing to visitors.



**Hotel guest pays an
assessment**



**Collected by the
local government**



**And managed by
the DMO**



- Nation's leading firm in developing long term funding solutions for Destination Marketing Organizations and downtown improvements
- Completed over 125 BID & TMD formation projects throughout the world and drafted legislation in 17 states.

HEDC Presentation at 3/22/2022 Meeting, Page 5 of 40

Characteristics of Self-Help Tourism Recovery Districts



Limited Non-Financial Ask of the Government



Scalability



Engage the Community



Assessments may be tied to a Specified Date



Formation costs are reimbursable from District revenues.

Global TID Statistics

193 TIDs

56%

Gross
Revenue %



44%

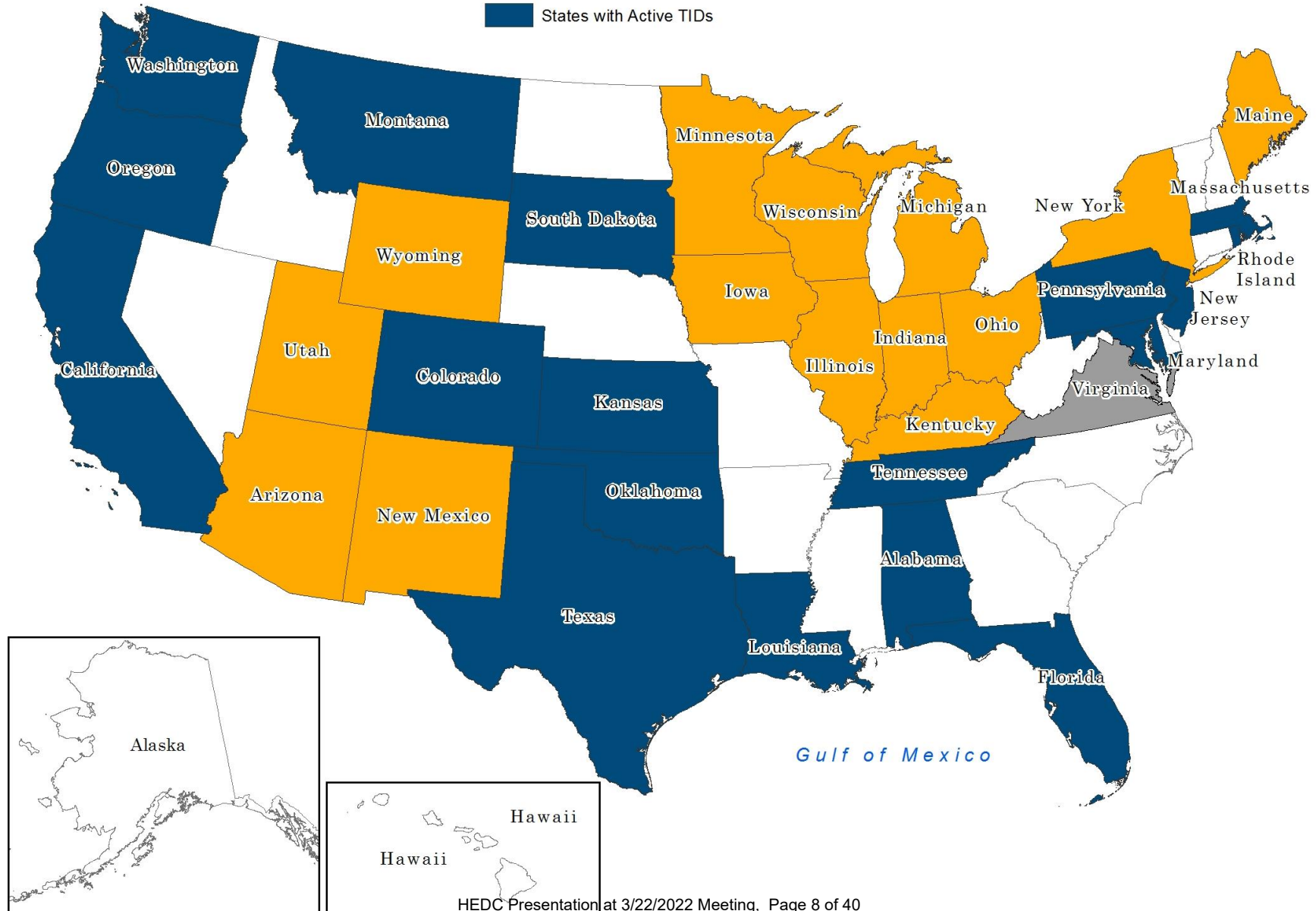
Fixed \$
Amount

AMOUNT RAISED

Low	\$10,000
Median	\$787,000
High	\$120,000,000
Total	\$579,726,513

18 STATES

- Enabling Legislation But No Active TID
- TID Legislation Introduced / Considering Introduction
- States with Active TIDs



States on the Move

TID/TRD Legislation Update

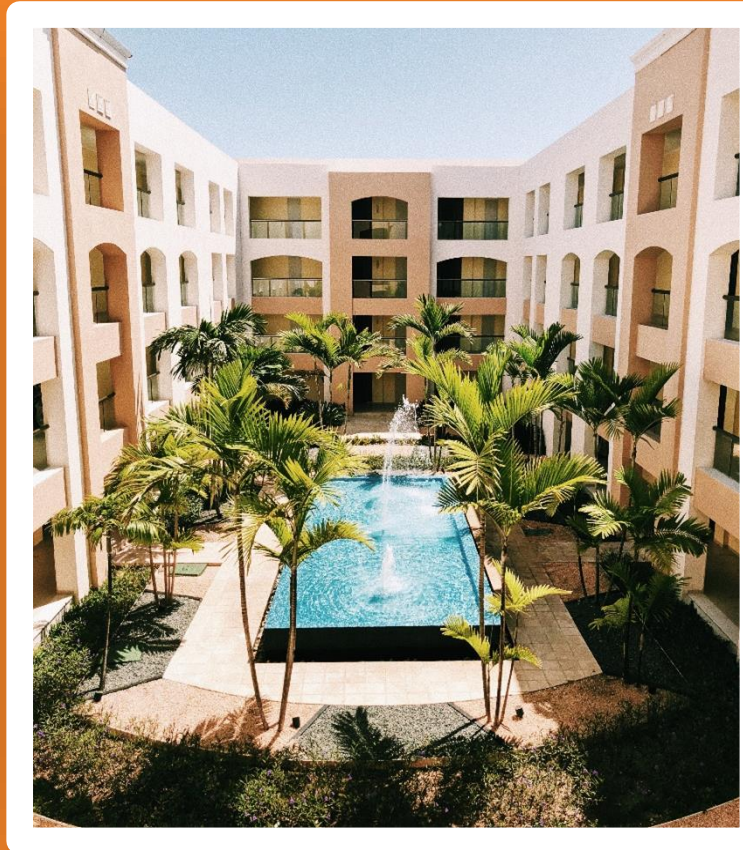
- ✓ Mass (Jan '21)
- ✓ Virginia (Mar '21)
- ✓ Louisiana (Jun '21)
- Michigan
- Minnesota
- Wyoming
- Pennsylvania
- Alabama (2022)
- Illinois (2022)
- Indiana (2022)
- Iowa (2022)
- New York (2022)
- Utah (2022)
- Arizona (2022)

Evolution of Tourism Industry Funding



Membership Models

- No defined term
- Creates competitive inequality
- Allows for non-participating businesses to free-ride
- Membership is the primary source of funding requiring an annual effort and resources to retain funding.
- Inability for long-term planning.
- Resources are not proportionate to the economic impact expected and produced.
- Difficult model to sustain over time.



TID/TRDs

- Specific term and plan
- Managed and approved by those paying the assessment
- Approved by those paying the assessment through notice and hearing process.
- Legal accountability to the district plan
- Based on benefit to tourism businesses
- TID funds cannot be diverted
- Funding stable and protected for investment long term.
- Legal protection and political protection
- Procedure to dissolve the District mid-term

”

All our forecasts and scenarios are moored to the non-negotiable assumption that travel will fully recover. The pandemic will end. The drivers of travel – income growth, demographic shifts, the importance of meetings and the intrinsic value of a vacation – will still be intact on the other side.

History supports the premise; ***recovery is inevitable.***

-Adam Sacks

President, Tourism Economics

Economic Case for TIDs

Earlier this year, Tourism Economics, with the help of STR & Civitas, conducted an innovative study to demonstrate the impact of the TID on destinations.

Tourism Economics selected 100 US cities - 29 cities with TIDs and 71 cities without a TID – and analyzed their data over the span of 30 years (1990-2019).

The report selected measures such as lodging performance & local economic characteristics, and examined the TID impacts on room demand, revenue, and visitor spending.



So, what happened when 29 cities with TIDs were compared to 71 cities *without* TIDs?

TID sample		State	Year established
City			
1 Mobile		AL	2020
2 Sacramento		CA	2019
3 Los Angeles		CA	2011
4 Anaheim		CA	2010
5 Napa		CA	2010
6 Palm Springs		CA	2008
7 San Francisco		CA	2008
8 San Diego		CA	2007
9 Monterey		CA	2006
10 San Jose		CA	2006
11 Denver		CO	2017
12 Tampa		FL	2020
13 Wichita		KS	2014
14 New Orleans		LA	2014
15 Baltimore		MD	2019
16 Billings		MT	2007
17 Newark		NJ	2013
18 Tulsa		OK	2019
19 Portland		OR	2012
20 Philadelphia		PA	2017
21 Newport		RI	2017
22 Sioux Falls		SD	2011
23 Memphis		TN	2015
24 San Antonio		TX	2018
25 Fort Worth		TX	2017
26 Arlington		TX	2016
27 Dallas		TX	2012
28 Seattle		WA	2012
29 Spokane		WA	2003



KEY INSIGHTS



Destinations with TIDs outperform others.

- ▶ On average, TIDs produce a **2.1% lift in hotel room demand.**
- ▶ On average, TIDs produce a **4.5% lift in hotel room revenue.**
- ▶ TIDs drive **economic impact.**

Session: The Economic Case for Tourism Improvement Districts to Drive the Recovery, presented by STR
Speaker: Adam Sacks, Tourism Economics



Greater Boston CVB

- ✓ Assess guests a 1.5% assessment
- ✓ Among the many priorities identified in the district plan, funds will drive recovery of the tourism and hospitality sector and ultimately allow Greater Boston to be more competitive in luring visitors, meetings and events

Outcome

- ✓ DMO Budget:
 - ✓ 8 million pre-COVID
 - ✓ 10 million first year TID
 - ✓ Post recovery 28 million TID

”



“ ...this is that combination of having good neighbors coming together to want to make sure our neighborhoods thrive as well as our tourism industry. Making sure workers have good jobs, making sure that we all share in that wonderful recovery and all of the benefits that come from it..”

- Lydia Edwards

- Massachusetts State Senate, former Boston City Council

***Boston City Council Hearing on the formation of the
Boston-Cambridge TDMD
August 18, 2021***

Case Study: Newport, Rhode Island

— ..



Investments Year in Review
LEISURE



3.1K ROOM NIGHTS BOOKED **\$830K** REVENUE GENERATED
SEPT - DEC 2019 \$45,000 INVESTMENT

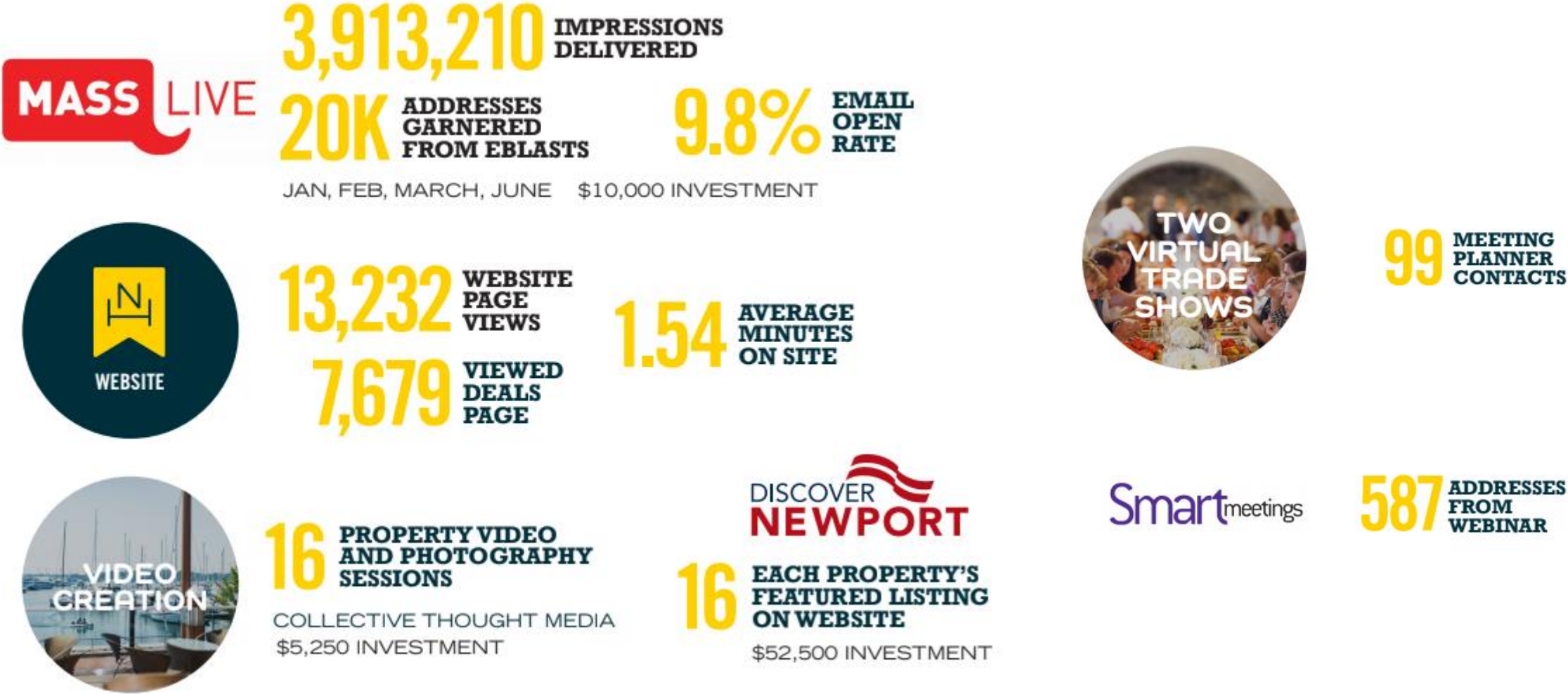
2.5K ROOM NIGHTS BOOKED **\$947K** REVENUE GENERATED
FEB - APRIL, JUNE - AUGUST 2020 \$50,000 INVESTMENT



1,200 HOURS AUDIENCE VIEWED **96%** VIEWED DIGITAL VIDEO IN FULL
DEC - APRIL, JUNE - AUG \$75,000 INVESTMENT

Case Study: Newport, Rhode Island

— . .



Next Steps For Implementing TDD



- ✓ Secure legal authority
- ✓ Hotel & local government outreach
- ✓ Stakeholders determine parameters and service plan
- ✓ Plan prepared, stakeholders approve
- 4) City Committees and Public Hearing
- 5) Local government approval process
- 6) Levy imposed, District Development Plan execution



Thank You and Stay Safe!

—..

Tiffany Gallagher, Vice President of Operations

tgallagher@civitasadvisors.com

Connect with us on **Linked** !



PORTLAND'S TOURISM IMPROVEMENT DISTRICT (PTDD)

PRESENTED BY VISIT PORTLAND

Why We Need To Move Forward

VISIT PORTLAND: WHO WE ARE



Formed in 1982 (*40 years old October, 2022*) as the "Greater Portland Convention & Visitors Bureau" (CVB)

In 2017, joined over 250+ CVBs who have made the switch, now dba / "**Visit Portland**" - it's a clear call to action and easily identifies what we do.

Visit Portland is the official **Destination Marketing Organization (DMO)** for the Greater Portland Region.

Our **ONLY** focus is to generate economic vitality through **visitation** for our community.

WE DO WHAT MOST PEOPLE THINK JUST HAPPENS



AND WE’VE HAD SUCCESS!

.....

- 22 Best Places to Retire in the U.S. in 2022, *Retire Better Now*
- 2022’s Best Cities for Jobs, *Wallet Hub*
- The Best Cities for Singles, *Insurify*
- Happiest Cities in America, *Men’s Health*
- 12 Best Places to Travel in June, *Conde Nast*
- Best Places to Live in the United States, *24/7 Wall Street*

DESTINATION MARKETING HELPS BUILD OUR COMMUNITY

Every **community** must compete with every other **community** for their share of the world's visitors, but not just that; their share of the world's...

- Visibility
- Attention
- Respect
- Customers
- Talent | Residents
- Business
- and, Capital Investments

Every community needs infrastructure, capacity and residents but it's not enough...**people need to be made aware of it.**

- Need to **hear about it**
- Need to **find it** when searching online
- Shown that it's a **great** destination
- Have a clear & **positive image** in their brain
- Have a **strong impression** of the brand
- Need to **want to visit**, experience the place and the people, and want to share it with others!

*These items above are “**destination promotion**” and is for the benefit and well-being of every person in a community. It is an **essential investment** to develop opportunities and build quality of life to benefit all the residents of a community.*



BUILDING COMMUNITY

OUR COMMUNITY IS DEVELOPING

ALL OF THESE INVESTMENTS HAVE HOTEL PROJECTS INCLUDED BECAUSE THEY UNDERSTAND THAT A STRONG TOURISM ECONOMY SUPPORTS THEIR BUSINESSES

ROUX INSTITUTE



58 FORE



HOBSON LANDING

THOMPSON'S POINT

ECONOMIC DEVELOPMENT GENERATOR & WORKFORCE ATTRACTOR

“We made the decision to move WEX’s global headquarters... to downtown Portland to be near the working waterfront that **has a lively and vibrant cultural, retail, and restaurant scene.**

This plays an important role in helping us to attract and retain the talented employees from around the world who are key to the success of our business.

Tourism plays a critical role in allowing these “scenes” to thrive, and has fueled the size and scale of our offerings. It should go without saying that **tourism is an enormously important part** of the Greater Portland economy.”

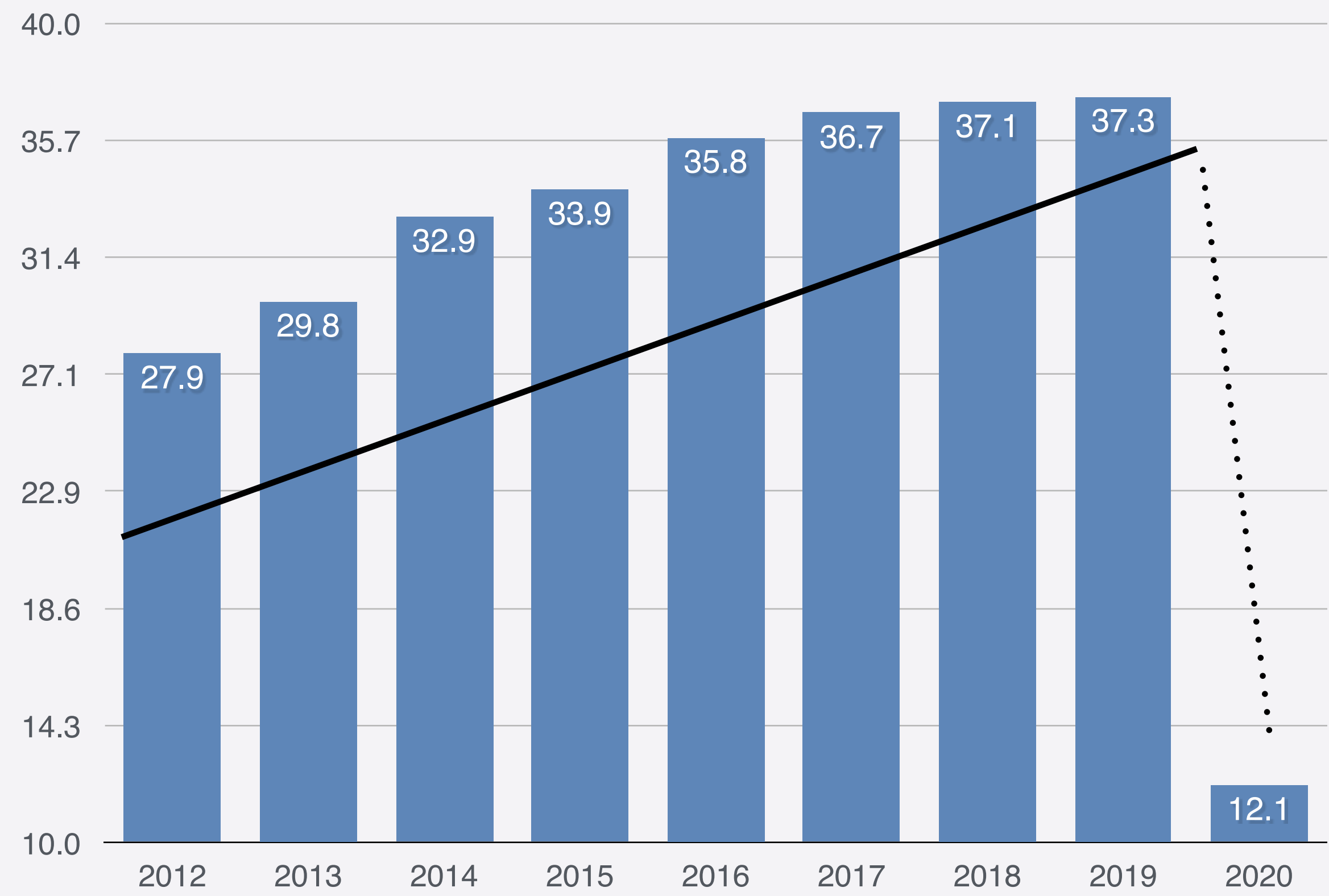
MELISSA SMITH
CEO & CHAIR, WEX

DESTINATION MANAGEMENT CYCLE



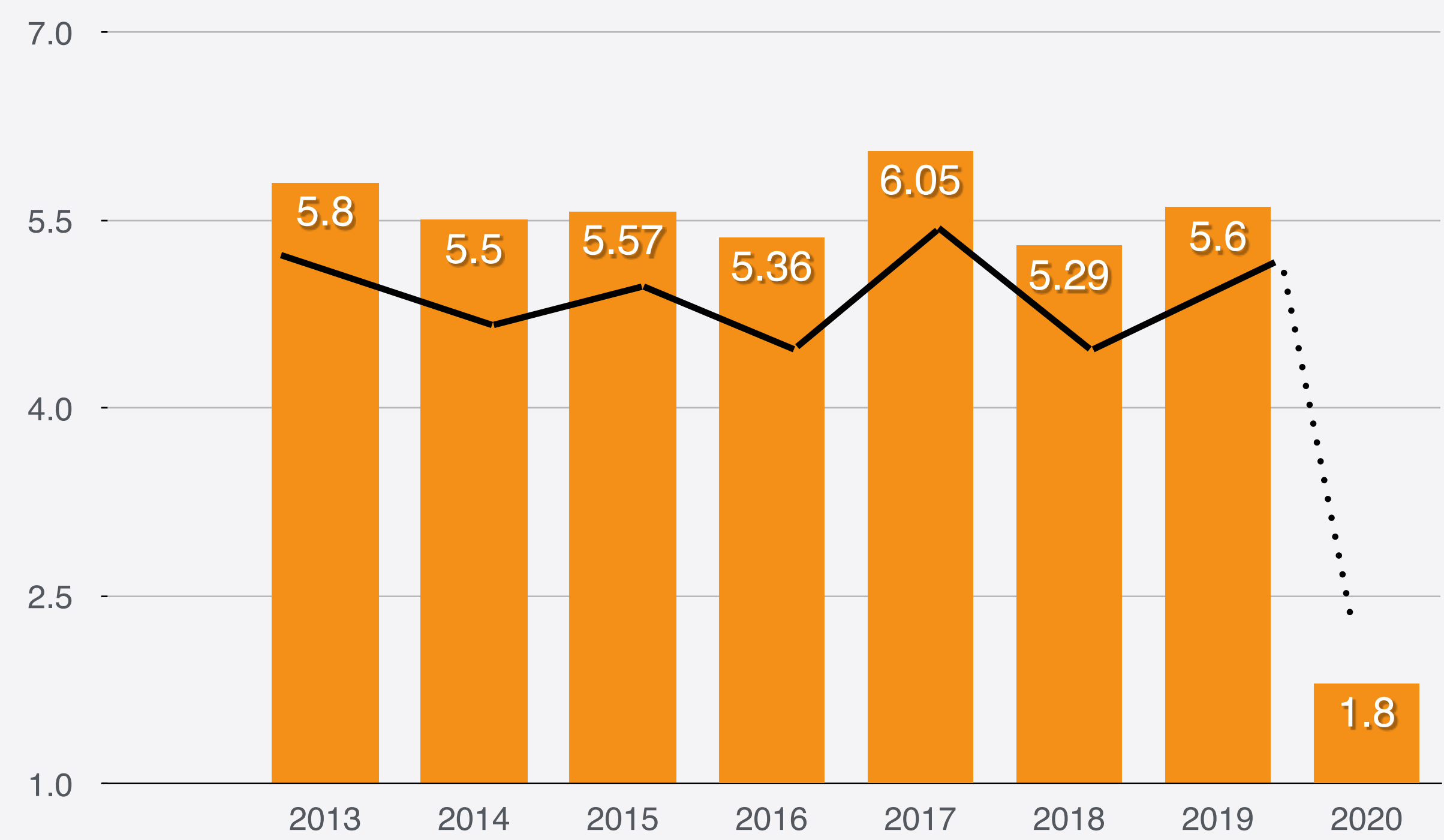
STATE VISITATION IS INCREASING

\$17 MILLION BUDGET



GREATER PORTLAND VISITATION IS INCONSISTENT

LESS THAN \$1 MILLION BUDGET

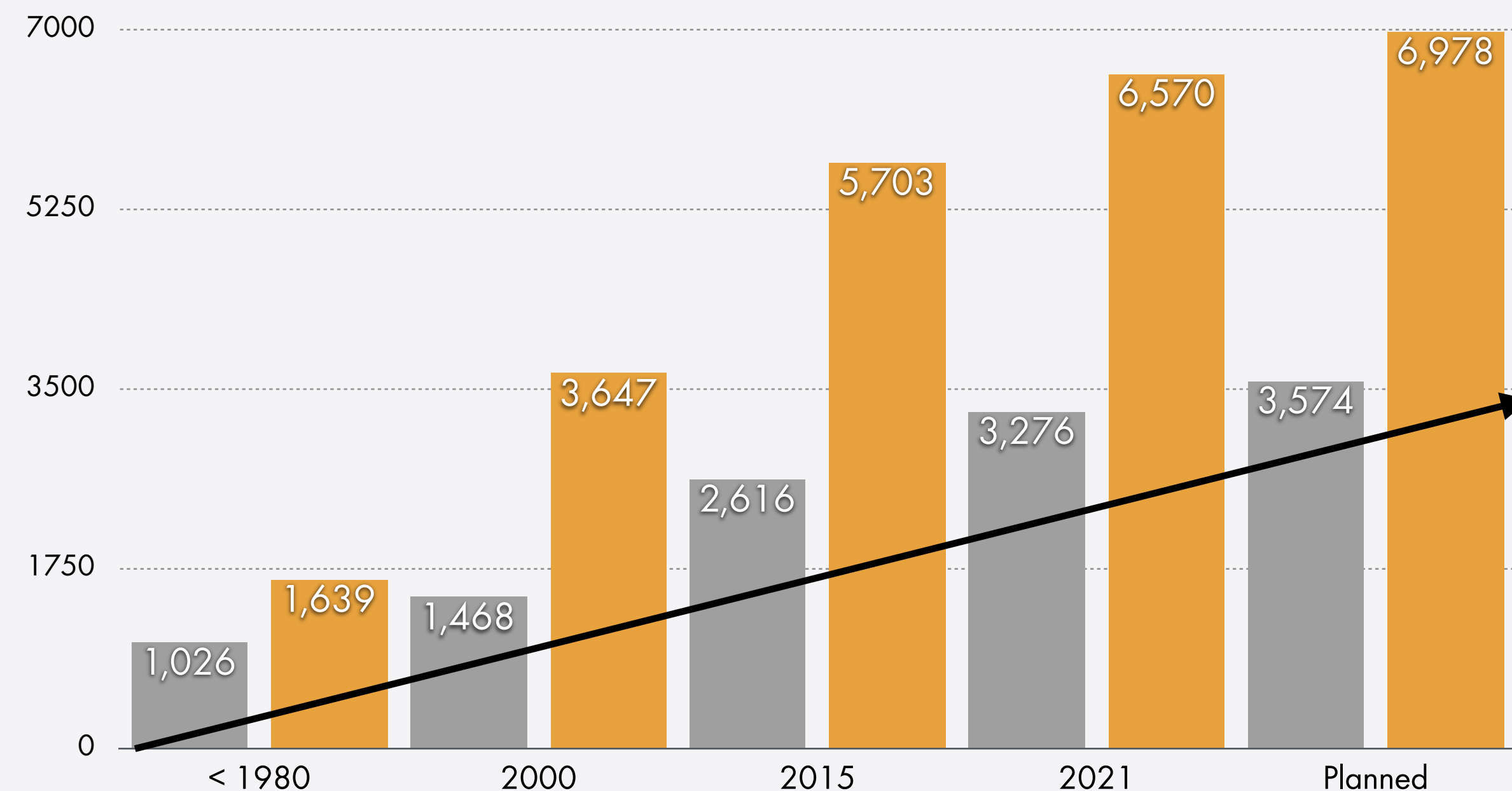


Numbers Shown = Million | Statistics provided by DPA and Downs & St. Germain



NEED TO MEET HOTEL GROWTH AND EXPAND YEAR-ROUND VISITATION

319% INCREASE IN THE CITY OF PORTLAND
426% INCREASE IN GREATER PORTLAND



314 Additional Rooms from Properties Under 20
(Not shown in Graph)

YOUR DMO IS SIGNIFICANTLY UNDERFUNDED

DESTINATION	DMO BUDGET	HOTEL ROOM COUNT	\$S PER AVAIL. ROOM	TID
COMPARABLE TO CITY OF PORTLAND ROOM COUNT (3,574)				
Visit Portland	\$996,000	3,574	N/A	
Bradenton, FL	\$14.2 million	4,000	\$3,550	
Napa Valley, CA	\$13.9 million	4,900	\$2,837	☑
Sioux Falls, SD	\$4.4 million	4,000	\$1,100	
Newport, RI	\$4.1 million	4,100	\$1,000	☑
Billings, MT	\$3.1 million	4,500	\$689	☑
Newark, NJ	\$2.3 million	4,000	\$575	☑
COMPARABLE TO GREATER PORTLAND REGION ROOM COUNT (6,978)				
Visit Portland	\$996,000	6,978	\$164	
Asheville, NC	\$20 million	7,965	\$2,511	
Charleston, SC	\$17.4 million	6,408	\$2,715	
Mammoth Lakes, CA	\$13 million	5,000	\$2,600	☑
Santa Barbara, CA	\$9.1 million	5,340	\$1,704	☑
Galveston, TX	\$7 million	5,100	\$1,373	
Spokane, WA	\$6.5 million	6,607	\$984	☑
Providence, RI	\$4.2 million	5,500	\$764	
Boise, ID	\$2.2 million	6,000	\$367	

Budgets shown are pre-covid

Visit Portland's Current budget:

\$400,000

WE MUST EVOLVE TO COMPETE



HOTEL DRIVEN DECISION

Based on increased hotel inventory there is a need to not only market the traditional tourism season but also focus attention on the shoulder season; leveling out visitation throughout the year. This will provide us the ability to maintain staff hours and keep relationships strong with our local purveyors year-round.

JOHN SCHULTZEL, VP
OLYMPIA COMPANIES

TOP REASONS TO FORM A TID



1. Need to market Portland as Maine's urban destination
2. Stable source of funding to withstand economic challenges and crisis mgmt.
3. Expand our shoulder-season marketing
4. Create a collaboration between Visit Portland, hospitality industry, and the City
5. Highlight the diversity of our people Ex: All Inclusive Boston
6. Workforce development
7. Expand marketing outreach

BUT THERE IS MORE...WE NEED TO PROTECT AND INVEST IN OUR COMMUNITY

VISIT PORTLAND'S CUSTOMERS ARE THE RESIDENTS

Visitors, Meeting Planners, Tour Operators, Influencers, etc., they are the SUPPLIERS helping us take care of our community and the people who live in it.

WE WANT TO WORK TOGETHER

VISITOR SPENDING WITH OUR COMMUNITY BUSINESSES

Airport, Train, Bus, Uber, Taxi
Hotels, Inns, B&Bs, Campgrounds
Restaurants, Coffee Shops, Bakeries
Tour boats, Trolleys, Sightseeing
Museums + Cultural Institutions
Artists + Galleries
Retail shopping
Recreation & Sports
Bars, Breweries, Distilleries
Drug Stores , Grocery Stores
Gas, Parking, + Tolls



.....

In general, people do not come to Portland for their hotel room. They come for the unique experience of this great city and state. Higher **year-round** hotel occupancy levels increases consumer spend at other area business providing them with more stability.

BUSINESSES SUPPORTED BY HOTELS ALONE

MAINTENANCE	MISC.	OPERATIONS	MARKETING & CLIENT SUPPORT	STAFFING / HR
◆ Lawn Care Companies ◆ Snow Plowing ◆ Elevator Maintenance ◆ Pest Control ◆ HVAC suppliers ◆ Pool Supply Companies ◆ Auto Mechanics ◆ Hardware Stores ◆ Plumbing / Refrigeration ◆ Electricians	◆ Architects ◆ Construction Companies ◆ Lawyers ◆ IT companies ◆ Security ◆ Parking Operations ◆ First Aid & Safety Suppliers ◆ Local artists ◆ Local Furniture Makers ◆ Local Crafters	◆ Food Purveyors ◆ Beverage Suppliers ◆ Paper Good Supply Co. ◆ Local Fisherman ◆ Local Lobsterman ◆ Chocolate Makers ◆ Laundry Service ◆ Dry Cleaners ◆ Uniform Companies ◆ Electricity / Oil companies ◆ Ice Vendors	◆ Audio Visual Companies ◆ Florists ◆ Photographers ◆ Event Planners ◆ Graphic Designers ◆ Website Companies ◆ Public Relations ◆ Printers ◆ Local fitness gyms	◆ Temp Staffing Agencies ◆ MEMIC ◆ Insurance Agencies ◆ Temp Staffing Agencies ◆ Payroll Company

As a year-round lobsterman, I value and count on the visiting public and a strong tourism economy to get us through the quieter times of the year. Keeping Portland's waterfront viable helps all the local lobsterman & fisherman and keeps Portland authentic.

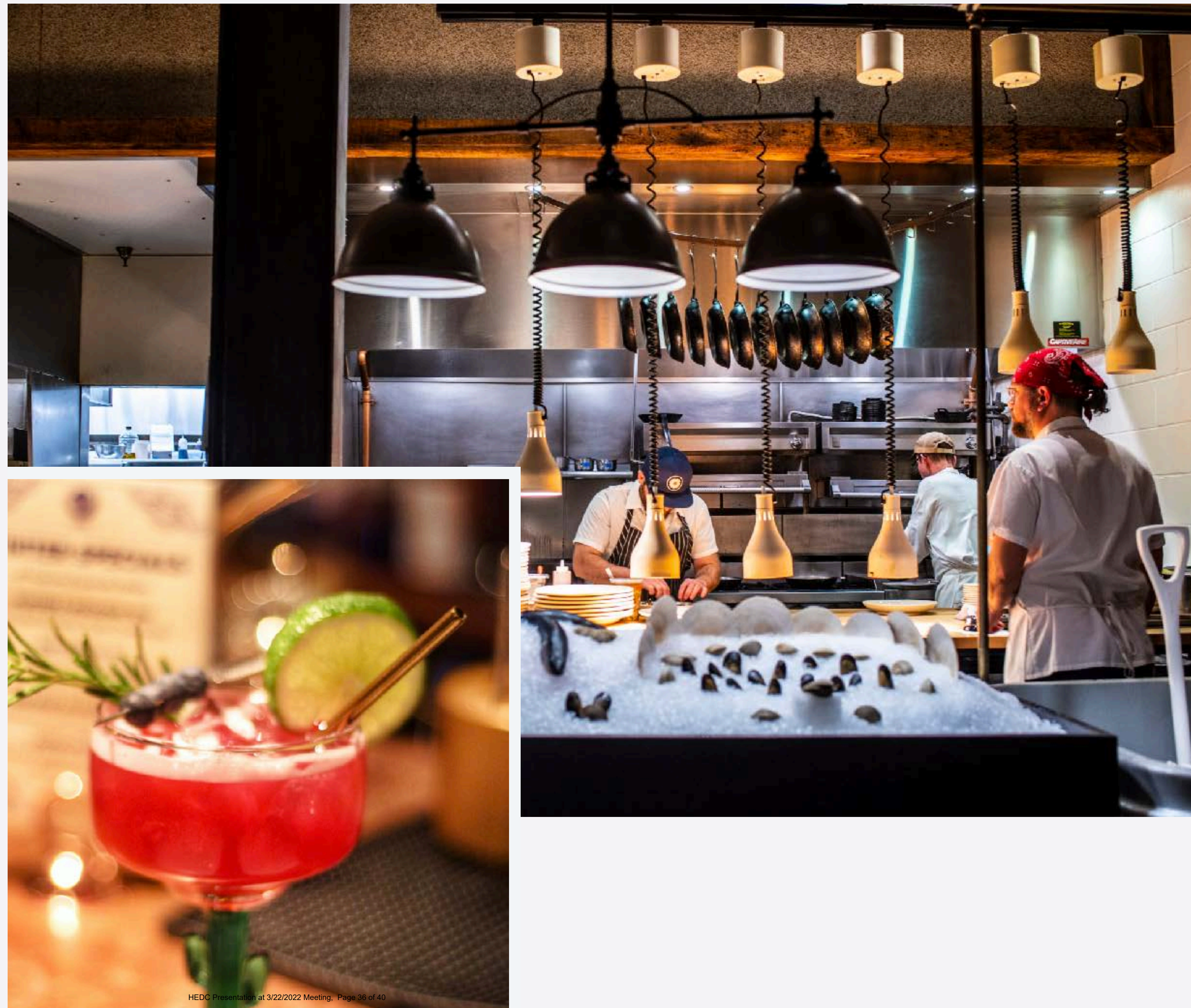
Tom Martin. Portland-based Lobsterman

PORTLAND FOOD + BEVERAGE

According to the Portland Food Map there are:
539 eating & drinking establishments in Portland

- 99** are restaurants with ethnic cuisine
- 98** American, Seafood, Pubs, BBQ, Steakhouses
- 61** Pizza, Diners, and sandwich shops
- 66** coffee shops, bakeries, ice cream
- 17** Variety stores and fish markets
- 31** International markets
- 100** Bars, Breweries, and Distilleries
- 67** Food trucks and food carts

66,000 residents



KEEPING IT LOCAL

24 HOTELS WITH 3,276 ROOMS
50% OF HOTEL ROOMS ARE LOCALLY OWNED

Our owner, Tim Soley, is a local Maine native. His love for this community drives him to invest hotel’s profits into other community initiatives of beautification and additional development in order to continue to ensure that Portland and its’ residents are thriving.

*Alen Saric, General Manager
Hyatt Place Hotel*

LOCAL OWNED HOTELS

- Canopy Hotel (135) - Jim Brady, Fathom Companies
- Cambria Hotel (102) - David Bateman, Bateman Partners
- Clarion Hotel (149) - Kevin Mahaney, The Olympia Companies
- Courtyard by Marriott (131) - Marc Dugas/Kevin Pagnano, Maine Course Hospitality
- Fireside Inn & Suites (196) - Lafayette Family, Lafayette Hotels
- Hilton Garden Inn Airport (124) - Ryan Amin, Giri Hotels
- Hilton Garden Inn Waterfront (120) - Kevin Mahaney, The Olympia Companies
- Holiday Inn by the Bay (239) - Lafayette Family, Lafayette Hotels
- Hyatt Place (130) - Tim Soley, East Brown Cow
- Inn at Diamond Cove (44) - David Bateman, Bateman Partners
- Portland Harbor Hotel (100) - David Bateman, Bateman Partners
- Portland Regency Hotel (95) - Cianchette Family

12 hotels with 1565 rooms

REGIONAL OR NATIONAL OWNED

- * **Aloft (157)**
- * **AC Hotel (180)**
- Embassy Suites (119)
- Hampton Inn Downtown (122)
- La Quinta (100)
- Press Hotel (110)
- Ramada Inn (119)
- * **Residence Inn by Marriott Waterfront (179)**
- Westin Portland Harborview (289)

9 hotels with 1375 rooms

UNKNOWN

- Hampton Inn Brighton Ave (86)
- Inn at Portland (122)
- Motel 6 (128)

3 hotels with 336 rooms

*** Success of the Residence Inn drove their owner to invest \$120 million in additional assets**



WORKFORCE

TOURISM IS AN ESSENTIAL EMPLOYER

- Full-time career employees
- Part-time while working on their degree
- Part-time to supplement income
- High School students
- Interns

OUR WORKFORCE IS DIVERSE

Surveyed 10 hotels:

- Languages spoken on staff: ranged from 3 to 10 languages, each representing different countries!
- Percentage of staff identifying as non-caucasian: ranged from 10% - 60%, with the overall average 30%

STAFF OPPORTUNITIES

- Leveling out occupancy year-round would sustain more year-round jobs minimizing the need for J1 & H2B visas
- Hotels need to increase staff for busy season by an average of 40%
- Staring pay for support staff: housekeepers, bellman, front desk, etc. \$17 - \$20 / hour
- On-the job training. The General Manager shown in this photo came to Maine from Bosnia, attended Portland High School, and started his hospitality career as a bellman.

THIS CAN BRING THE COMMUNITY TOGETHER

Tourism & Economic Development Directors

USM English as a second language

Immigrant Welcome Center

Inclusion Maine, Humza Khan

Live + Work in Maine

Portland Public High Schools



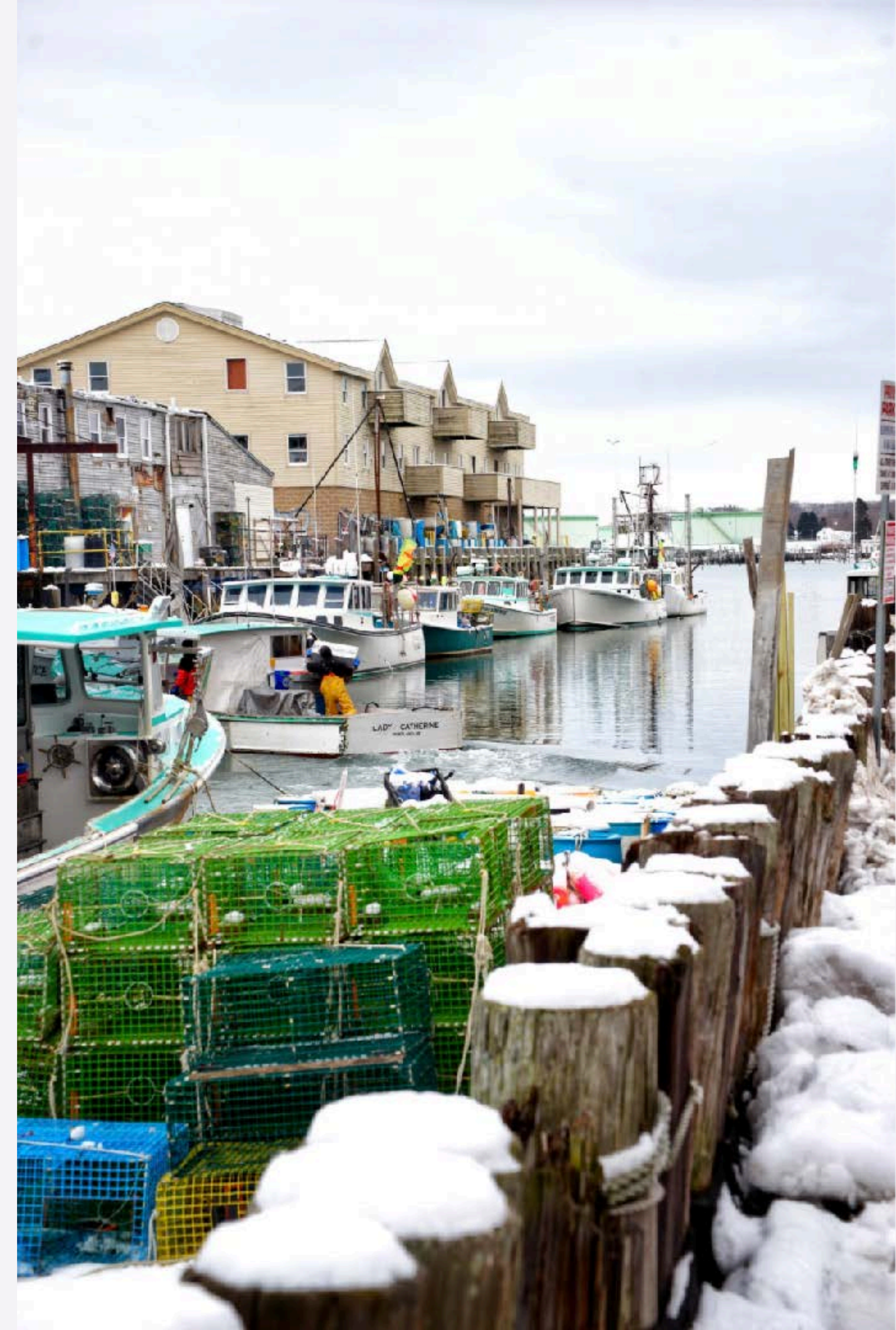
A STRONG COMMUNITY MAKES FOR STRONG VISITATION, AND STRONG VISITATION MAKES A STRONG COMMUNITY.



Lynn Tillotson
President & CEO
Visit Portland
ltillotson@visitportland.com
(207) 772-4994 x 233



Tiffany Gallagher
Vice President of Operations
Civitas Advisors
tgallagher@civitasadvisors.com
(800) 999-7781 or (916) 437-4300



TO: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

FROM: Mary Davis, Interim Director
Housing and Economic Development Department

DATE: March 18, 2022

SUBJECT: Review and Approval of a Purchase and Sale Agreement for City-Owned Property at
622 Auburn Street and 0 Gray Road, Falmouth

Staff is requesting that the members of the Economic Development Committee vote to recommend to the City Council a Purchase and Sale Agreement, for the sale of city-owned property located at 622 Auburn Street and 0 Gray Road, Falmouth.

On July 20, 2021, the Housing and Economic Development Committee voted 4-0 to direct staff to negotiate a Purchase and Sale Agreement related to affordable housing development at 622 Auburn Street and 0 Gray Road, Falmouth with Maine Cooperative Development Partners.

Maine Cooperative Development Partners is proposing to create a limited equity housing cooperative which is designed to create permanently affordable housing. All of the homes will be permanently affordable to households earning at or up to 100% AMI. The project would be structured as a limited-equity housing co-operative (“Co-op”) under the Maine Cooperative Affordable Housing Act (13 M.R.S. §§ 1741, et seq.).

The developer has acknowledged and confirmed their understanding that the project must comply with all applicable sections of the recently passed citizen referendum initiatives, specifically related to Inclusionary Zoning and the Green Building Ordinance.

Terms of the Purchase and Sale Agreement

Purchase Price: \$1.00

Due Diligence Period: Twenty-five (25) months from the date of the Purchase and Sale Agreement. During the due diligence period the buyer is responsible for obtaining a survey of the property, conducting any inspections, studies, etc to identify objections to title, environmental, or survey matters, obtaining rezoning approval, obtaining construction and permanent financing,

Closing Date: On or before twenty-seven (27) months after the date of the Purchase and Sale Agreement.

Buyer's Post Closing Obligations

Construction must commence within twelve (12) months after the closing date.

For at least 99 years after the project has been transferred to the Co-op, 75% of the units will be affordable to households earning less than or equal to 100% of the area median income (AMI), adjusted for family size. The remaining 25% of the units will be affordable to households earning less than or equal to 80% of the area median income. The formula to calculate maximum allowable rent is similar to the formula used in the Inclusionary Zoning Ordinance.

At the initial sale of cooperative membership interests, up to 20% of the cooperative membership interests may be sold to households earning up to 120% AMI; all other sales and all subsequent sales of cooperative membership interests must be sold to households earning no more than 100% AMI.

The project will create no less than forty-four (44) dwelling units, not less than 25% of which shall be three-bedroom units or larger.

Attachments:

Proposed Purchase and Sale Agreement and its Exhibits:

Exhibit A RFP for Disposition of City-Owned Property Located at 622 Auburn Street and 0 Gray Road, Falmouth

Exhibit B Maine Cooperative Development Partners Response to RFP

Exhibit C Minimum Household Size and Maximum Allowable Monthly Rent Calculation

Washington North Development Summary

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT IS made this _____ day of _____, 2022 by and between the City OF PORTLAND, a body politic and corporate located in Cumberland County, Maine, (hereinafter referred to as “Seller” or “City”), and MAINE COOPERATIVE DEVELOPMENT PARTNERS LLC, a Maine limited liability company, having a mailing address of 6 City Center, Fl. 3, Portland, Maine 04101 (hereinafter referred to as “Buyer”).

RECITALS

WHEREAS, the City is the owner of approximately 4.85 acres of land at or near 622 Auburn Street, Portland, Maine (the “Portland Premises”) and 13.3 acres of land at or near 0 Gray Road, Falmouth, Maine (the “Falmouth Premises”) (the Portland Premises and the Falmouth Premises are referred to herein collectively as the “Premises”) and did advertise RFP #21042 dated February 24, 2021, entitled Request for Proposals for Disposition and Development of City-Owned Property Located at 622 Auburn Street, Portland and 0 Gray Road, Falmouth, a copy of which is attached hereto as Exhibit A and made a part of this Agreement (the “Request for Proposals”) (the Portland Premises is identified in the City of Portland’s tax records as CBL 385 D008001, including 386-B-12 and 386-B-15, and the Falmouth Premises is identified in the Town of Falmouth’s tax records as Lot U48-027 and is generally depicted on Attachments B,C, D and E to the Request for Proposals); and

WHEREAS, Buyer submitted a proposal dated May 2, 2021 in response to the Request for Proposals, a copy of which is attached hereto as Exhibit B and incorporated herein (the “Proposal”); and

WHEREAS, Buyer desires to purchase and develop the Premises, and the City desires to convey the Premises to Buyer, subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

1. **SALE.** City agrees to sell the Premises to Buyer, and Buyer agrees to purchase the Premises in accordance with the terms and conditions set forth in this Agreement. This Agreement is for the sale of land only.
2. **CONSIDERATION.** The purchase price for the Premises shall be One Dollar (\$1.00) (the “Purchase Price”).
3. **TITLE AND DUE DILIGENCE.**
 - a. **Due Diligence Period.** Buyer will have from the date of this Agreement until 4:00 PM Eastern Daylight Savings Time on the day that is twenty-five (25) months after the date of this Agreement (the “Due Diligence Period”) to complete any surveys, environmental review, inspections, and title examinations, and to obtain any zone change, site plan approval, and any other permits and regulatory approvals required for the Project.

- b. Property Description. The legal description of the Premises contained in the deed to the Premises will be a survey description based upon a survey plan that will more specifically describe the Premises. The survey and description of the Premises will be prepared by the Buyer at its sole expense and provided to the City for review two months prior to the expiration of the Due Diligence Period. City shall notify Buyer of any objections to the survey and description prior to the expiration of the Due Diligence Period.
- c. Rezoning Contingency. Buyer proposes to obtain the Portland City Council's approval to rezone the Premises (the "Rezoning Approval") to maximize residential density for its development of the Premises as described in the Proposal (the "Project"). The Buyer will be responsible for obtaining, at its sole expense, the Rezoning Approval and any other regulatory approvals required for the Project prior to Closing.
- d. Financing Contingency. The Buyer's obligation to close is contingent on obtaining construction and permanent financing for the Project that the Buyer, in its discretion, determines is sufficient to put the Project on a sound financial footing. That financing is anticipated to include, but not be limited to, the following: (i) permanent financing for the Coop in the form of a HUD Section 213 loan; and (ii) affordable housing tax increment financing from the City.
- e. Title and Survey Objections. Buyer will have until the end of the Due Diligence Period to deliver to City any written objections to title, environmental, or survey matters (other than the permitted exceptions identified herein) that materially affect insurability or use. Objections not made prior to the end of the Due Diligence Period will be deemed waived; provided, however, that objections pertaining to matters of record first appearing after the end of the Due Diligence Period may be made at any time prior to the closing.
- f. Option to Cure. In the event of a title or survey objection, City will have the option, but not the obligation, to cure the objection and will notify Buyer of its election within ten (10) business days after receipt of the objection. In the event that the City elects to cure the objection, it will have sixty (60) days from the date of the notice of election, or such other reasonable time as the parties may agree, to cure the objection. In the event that the City does not elect to cure the objection, or, having elected to cure the objection fails to timely do so to Buyer's reasonable satisfaction, Buyer will have the option to (1) terminate this Agreement (after which neither party will have any further obligation or liability to the other under this Agreement), (2) waive the objection and close, or (3) undertake the cure of such objection at its own expense (in which case it shall have 60 days to do so).

- g. Deed. City shall convey the Premises to Buyer at the closing in fee simple by a municipal quitclaim deed without covenant. Title shall be good and insurable title, free and clear of all encumbrances except (i) easements of record and the Development Restrictions described in this Agreement and its attachments;; (ii) easements for utilities servicing or located on the property, (iii) zoning ordinances, and (iv) real estate taxes not yet due and payable. Further, Buyer acknowledges that the deed shall contain a restriction stating that in the event that the Portland Premises or any portion thereof shall be exempt from real and personal property taxes, by transfer, conversion, or otherwise, then the then-owner of the exempt portion shall make annual payments to the City in lieu of taxes in the amount equal to the amount of property taxes that would have been assessed on the exempt portion of the real and personal property situated on the Premises had such property remained taxable. Such restriction shall also confirm that Buyer and its successors and assigns shall possess and be vested with all rights and privileges as to abatement and appeal of valuations, rates, and the like as are accorded owners of real and personal property in Maine.
- h. Development Restrictions on the Portland Premises. The Portland Premises shall be conveyed subject to an easement in form and substance reasonably satisfactory to the City preventing the development for purposes other than passive recreation within the wetland areas located on the Portland Premises; provided however, that the City shall release its easement rights to permit minor wetland alterations affecting less than 10,000 square feet of the wetland areas if the Buyer determines such alterations to be reasonably necessary for the development of the Portland Premises as required by this Agreement.
- i. Development Restrictions on the Falmouth Premises. The Falmouth Premises shall be conveyed subject to an easement in form and substance reasonably satisfactory to the City preventing the development of the Falmouth Premises for any purposes other than passive recreation thereon. The easement shall be held by the City or another entity reasonably acceptable to the City and Buyer; provided, however, that the City shall release such easement rights to the extent necessary to permit the development of affordable housing on the Falmouth Premises, subject to the rent and income restrictions set forth in sections 11(b) and (c) below.
- j. Buyer's Right to Assign. The Buyer may assign its rights under this Agreement to an affiliated limited partnership or other affiliated entity for purposes of securing financing and/or tax credits for the project with the City's prior written consent, which shall not be unreasonably withheld, delayed or conditioned, provided any such assignee agrees to be bound to the terms of this Agreement.
- k. Buyer's Right to Terminate. The Buyer may terminate this Agreement at any time during the due diligence period if, in the exercise of its sole discretion, it decides to not proceed with the Project by giving written

notice of termination to the City in which case neither party shall have any further obligations to the other.

1. Zoning. The parties agree that the Falmouth Premises shall not be included in any lot coverage or other calculations with respect to the development of the Portland Premises.

4. INSPECTIONS.

- a. During the Due Diligence Period, Buyer and its employees, consultants, contractors and agents shall have the right, at Buyer's expense, to enter on the Premises at reasonable times in order to (i) inspect the same, (ii) conduct engineering studies, percolation tests, geotechnical exams, environmental assessments, and other such studies, tests, exams, and assessments, and (iii) do such other things as Buyer determines, it is sole discretion, to be required to determine the suitability of the Premises for Buyer's intended use (collectively, the "Inspections"). The City acknowledges that such Inspections may include the digging of test pits, which the City hereby approves.
- b. Buyer agrees to defend, indemnify and hold harmless the City against any mechanics liens that may arise from the activities of Buyer and its employees, consultants, contractors and agents on the Premises.
- c. Buyer shall exercise the access and inspection rights granted hereunder at its sole risk and expense, and Buyer hereby releases the City from, and agrees to indemnify, defend, and hold the City harmless against, any and all losses, costs, claims, expenses and liabilities (including without limitation reasonable attorney fees and costs) (collectively, "Damages") suffered by the City on account of any injury to person or damage to property arising out of the exercise by Buyer of its rights hereunder, except to the extent that such Damages result from the act or omission of the City.
- d. Buyer shall cause any contractors, consultants or any other party conducting the Inspections to procure automobile insurance, if applicable, and commercial general liability insurance coverage in amounts of not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for bodily injury, death and property damage, listing the City as an additional insured thereon, and also Workers' Compensation Insurance coverage to the extent required by law; the forms of all such insurance to be subject to City's Corporation Counsel's reasonable satisfaction.
- e. In the event that Buyer does not purchase the Premises, Buyer agrees to either return the Premises as nearly as possible to its original condition after conducting the Inspections; provided, however, the City hereby acknowledges and agrees Buyer shall have no obligation to clean-up, remove or take any other action with respect to any disturbance of any pre-existing environmental contamination on the Premises caused by such

inspections, studies, tests, exams, and assessments, and that Buyer shall have no obligation to clean-up, remove or take any other action with respect to any pre-existing environmental contamination disturbed thereby.

- f. The parties hereto acknowledge and agree that it is a condition to Buyer's obligations under this Agreement that the results of the Inspections be acceptable to Buyer in its sole discretion. If the results of such due diligence are not acceptable to Buyer in its sole discretion, and if Buyer exercises its right to terminate this Agreement, and neither party shall have any further obligations or liabilities under this Agreement except as expressly set forth in this Agreement.

5. **REAL ESTATE TAXES, PRORATIONS AND TRANSFER TAX.** Buyer shall be liable for all real estate taxes beginning as of the start of fiscal year following the closing and continuing thereafter. Because the Property is currently owned by the City of Portland, which is exempt from real estate taxes, no taxes were assessed or will be due for any portion of the current fiscal year, and no taxes will be prorated at the closing. Any utilities for the Property shall be prorated as of the closing. The Maine real estate transfer tax shall be paid for by Buyer in accordance with 36 M.R.S.A. § 4641-A. City is exempt from paying the transfer tax pursuant to 36 M.R.S.A. § 4641-C. The recording fee for the deed of conveyance and any expenses relating to Buyer's financing or closing shall be paid for by Buyer.
6. **DEFAULT AND REMEDIES.** In the event that Buyer defaults hereunder for a reason other than the default of the City, City may terminate this Agreement, and neither party shall have any further obligation to the other. In the event City defaults under this Agreement, and if Buyer is not then in default hereunder, Buyer shall have the right to pursue specific performance or terminate this Agreement, in which case neither party shall have any further obligation to the other.
7. **RISK OF LOSS.** The risk of loss or damage to the Premises by fire, eminent domain, condemnation, or otherwise, until transfer of title hereunder, is assumed by the City. The Premises is to be delivered in substantially the same condition as of the date of this Agreement unless otherwise stated. In the event City is not able to deliver the Premises as stated, Buyer may terminate this Agreement, and neither party shall have any further obligations or liabilities under this Agreement except as expressly set forth in this Agreement.
8. **PROPERTY SOLD "AS IS, WHERE IS."** Buyer acknowledges that Buyer has had an opportunity to inspect the Premises, and to hire professionals to do so, and that Premises will be sold "as is, where is" and "with all faults." City, and its agents, make no representations or warranties with respect to the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the Premises, or as to the fitness of the Premises for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the Premises. Acceptance by Buyer of the Deed at closing and payment of the purchase price shall be deemed to be full

performance and discharge by the City of every agreement and obligation contained herein.

9. **ENVIRONMENTAL INDEMNIFICATION.** Buyer covenants and agrees to indemnify, defend, and hold the City harmless from and against any and all claims, damages, losses, liabilities, obligations, settlement payments, penalties, assessments, citations, directives, claims, litigation, demands, defenses, judgments, costs, or expenses of any kind, including, without limitation, reasonable attorneys', consultants', and experts' fees incurred in investigating, defending, settling, or prosecuting any claim, litigation or proceeding, that may at any time be imposed upon, incurred by or asserted or awarded against Buyer or the City and relating directly or indirectly to the violation of or compliance with any federal, state, or local environmental laws, rules, or regulations governing the release, handling or storage of hazardous wastes or hazardous materials and affecting all or any portion of the Premises, except to the extent that such a claim results directly from the City's release, handling or storage of hazardous wastes or hazardous materials on the Premises. This duty to indemnify, defend, and hold harmless shall be included in a covenant in the deed and shall run with the land conveyed and be binding upon Buyer's successors, assigns, and transferees.
10. **CLOSING.** Time is of the essence in the performance of this agreement. The closing shall be held at the offices of Buyer's counsel at a time agreeable to the parties on or before the day that is twenty-seven (27) months after the date of this Agreement (the "Closing Date"). At the Closing:
- a. the City shall execute, acknowledge and deliver to Buyer a municipal quitclaim deed conveying to Buyer good and insurable title to the Premises, free and clear of all encumbrances except as otherwise set forth herein.
 - b. Buyer shall deliver the Purchase Price to the City.
 - c. Each party shall deliver to the other such other documents, certificates and the like as may be required herein or as may be necessary to carry out the obligations under this Agreement.
 - d. Buyer shall deliver evidence, reasonably satisfactory to City's Corporation Counsel, that the entity receiving title to the Premises is in good standing under Maine law, and that the individuals acting at Closing and executing documents on behalf of Buyer are authorized to do so.
11. **BUYER'S POST CLOSING OBLIGATIONS; RIGHTS OF CITY TO REPURCHASE PROPERTY.**
- a. Within twelve (12) months after the Closing Date, Buyer shall commence construction of the Project, as the Project is generally described in the Proposal. The Project shall include no less than forty-four (44) dwelling units, no less than 25% of which shall be three-bedroom units or larger.
 - b. Upon the issuance of a certificate of occupancy for all or a portion of the first phase of the Project or at such earlier time as the Buyer, in its

discretion, may determine, the Buyer shall convey the Project or provide a master lease of the Project with a right to purchase to a Cooperative Affordable Housing Corporation (the “Coop”) organized in accordance with the Maine Cooperative Affordable Housing Ownership Act, 13 M.R.S.A. §1741-1762, as may be amended (the “Act”).

- c. Rent Restrictions. For a period of 99 years after the Project has been transferred to the Coop, all units and cooperative interests in the Project shall be affordable to low- and moderate-income households earning less than or equal to 100% of the area median income (AMI), adjusted for family size, in accordance with federal standards generally accepted at the time of incorporation under the Act. For purposes of this Agreement, “affordable” means that the percentage of income a household is charged in connection with its cooperative interest and other housing expenses, including utilities, shall not exceed 30% of the household’s gross monthly income. Minimum household size allowed per unit and the formula for calculating maximum allowable monthly rent is detailed on Exhibit C, which is attached hereto and made a part hereof.
- d. Income Restrictions. In order to purchase a cooperative membership interest in, and reside in a unit owned by the limited equity cooperative, a household must not earn more than 100% of the AMI, adjusted for family size, as published by the U.S. Department of Housing and Urban Development (“HUD”). Household income is defined as adjusted gross income used by the IRS. This income test will be used only at the time of the household’s purchase, and excludes transfers to family members or an estate beneficiary. At the time of initial sale of cooperative membership interests in the Coop, up to 20% of the cooperative membership interests may be sold to households earning up to 120% of AMI. All other sales and all subsequent sales of cooperative membership interests must be to households earning no more than 100% of AMI.
- e. Option to Repurchase. Unless the Project has been transferred to the Coop as set forth above, if Buyer, its successors, assigns, or transferees fails to commence construction of the Project on the Premises within 12 months after the closing, and construct the buildings which are part of the first phase of the Project within thirty (30) months after closing, the City shall have the right, but not the obligation, to repurchase the Premises and the Project at the Purchase Price plus all documented, design, development, construction, and approval expenses incurred by Buyer, or successors, to that juncture. If the City exercises this right to repurchase, Buyer shall convey the Premises to the City and assign to the City all contracts, plans, and other documents related to the design, construction, and regulatory approvals for the Project. This right to repurchase shall be assignable by the City.
- f. The articles of organization for the Coop shall provide that in the event the Coop shall be dissolved, its assets will be distributed in accordance with § 1754(6) of the Act to the City or, at the City’s option, to another organization permitted under § 1754(6) of the Act reasonably acceptable to the City.

- g. The provisions of this Section 11 will survive closing and will be included in greater detail in the City's deed to Buyer or in a Declaration of Covenants, Conditions and Restrictions executed before or at the time of Closing, which shall be recorded in the Cumberland County Registry of Deeds.

- 12. ENTIRE AGREEMENT.** This Agreement represents the entire and complete Agreement and understanding between the parties and supersedes any prior agreement or understanding, written or oral, between the parties with respect to the acquisition or exchange of the Property hereunder. This Agreement cannot be amended except by written instrument executed by City and Buyer.
- 13. NON-WAIVER.** No waiver of any breach of any one or more of the conditions of this Agreement by either party shall be deemed to imply or constitute a waiver of any succeeding or other breach hereunder.
- 14. HEADINGS AND CAPTIONS.** The headings and captions appearing herein are for the convenience of reference only and shall not in any way affect the substantive provisions hereof.
- 15. BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.
- 16. TIME.** The City and Buyer each confirm and agree that each of the time periods set forth herein are essential provisions of the terms of this Agreement.
- 17. GOVERNING LAW.** This Agreement shall be construed in all respects in accordance with, and governed by, the laws of the State of Maine. All parties hereto hereby consent to the exclusive jurisdiction of the Superior Court for the County of Cumberland in the State of Maine, for all actions, proceedings and litigation arising from or relating directly or indirectly to this Agreement or any of the obligations hereunder, and any dispute not otherwise resolved as provided herein shall be litigated solely in said Court. If any provision of this Agreement is determined to be invalid or unenforceable, it shall not affect the validity or enforcement of the remaining provisions hereof.
- 18. NOTICE.** All notices, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the first business day after the notice is delivered to an overnight delivery service with delivery confirmation, addressed to the recipients at the addresses set forth below. Either party may change addresses for purposes of this paragraph by giving the other party notice of the new address in the manner described herein.

FOR THE City:

City of Portland
ATTN: City MANAGER
389 Congress Street
Portland, ME 04101

With a copy to: The Office of the Corporation Counsel at the same address.

FOR Buyer: Maine Cooperative Development Partners,
6 City Center, Fl. 3
Portland, ME 04101

With a copy to: David C. Pierson, Esq.
Eaton Peabody
P.O. Box 15235
Portland, ME 04112-5235

19. SIGNATURES; MULTIPLE COUNTERPARTS. This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.

20. BROKERS. The CITY and Buyer each represent and warrant that they have not dealt with a real estate broker in connection with this transaction. Buyer agrees to indemnify and hold harmless City from any claims made by any broker should Buyer's representation in this paragraph be false. Subject to the limitations of liability set forth in the Maine Tort Claims Act, City agrees to indemnify and hold harmless Buyer from any claims made by any broker should City's representation in this paragraph be false. The foregoing indemnities shall include all legal fees and costs incurred in defense against any such claim, and shall survive closing.

21. RECITALS INCORPORATED BY REFERENCE. The recitals set forth above are incorporated herein by reference and made a part of this Agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed on their behalf by their duly authorized offices or representatives, on the day and year first written above.

City OF PORTLAND

WITNESS

Danielle West
Its Interim City Manager

**BUYER: MAINE COOPERATIVE
DEVELOPMENT PARTNERS, LLC**

WITNESS

Printed Name: Brian Eng
Its Principal

Approved as to Form:

Corporation Counsel's Office

DRAFT

CITY OF PORTLAND, MAINE

**Request for Proposals for Disposition and Development of City-Owned Property
Located at 622 Auburn Street, Portland and 0 Gray Road, Falmouth
RFP #21042**

I. NOTICE AND SPECIFICATIONS

The City of Portland, Maine seeks proposals from qualified developers for the creation of residential housing on property owned by the City of Portland at 622 Auburn Street, Portland and 0 Gray Road, Falmouth. The 622 Auburn Street site is designated on the City of Portland Tax Assessor's Map as lot CBL 385 D008001 (which includes 386-B-12 and 386-B-15). The Gray Road, Falmouth site is designated on the Town of Falmouth Tax Assessor's Map as U48-027.

Sealed proposals for the above RFP, addressed to Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, shall be submitted electronically to bidsubmit@portlandmaine.gov with the name of the Proposer, Contract Name and RFP number in the subject line will be received until **3:00 p.m., Tuesday, May, 4, 2021**, at which time they will be opened and read. Proposals can also be submitted via USPS, UPS or FedEx to the address listed above. Proposals shall remain open to acceptance for ninety days from their opening.

Copies of the above documents will be available by contacting the City of Portland Purchasing Office by e-mail purchasing@portlandmaine.gov or phone (207) 874-8654. Each prospective proposer will be required to obtain from the City each copy of the proposal form and each set of plans.

Proposals that are late, unsigned or submitted via fax will not be accepted. Proposals from individuals not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a person receive this Request from a source other than the City, please contact 207-874-8654 to ensure that you are listed as a recipient for this proposal.

All questions must be submitted in writing to the Purchasing Office. These may be mailed, faxed to (207) 874-8652 or e-mailed to ccleveland@portlandmaine.gov and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City and proposers should not rely on. Proposers should not have contact with any City staff with regard to this proposal unless to obtain general public information as specified in the document.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any and all proposals. *All proposers are advised that the property will be sold "as-is" and "where is", in its existing condition, with no warranties either expressed or implied.* The City makes no representations or warranties about any of the information about the property set forth herein, which is provided to proposers for their convenience only. The City, and its agents, make no representations or warranties with respect to the title of the property, the accuracy of any statements as to boundaries or acreage, or as to any other matters contained in any description of the property, or as to the fitness of the property for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitations, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the property. The City disclaims

any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time. The City will not be responsible for any broker's commission.

Any and all improvements made to said property must be done in accordance with existing City Codes and Ordinances.

II. GENERAL INFORMATION

Summary of Request:

The City of Portland is committed to providing housing opportunities and has set a goal to evaluate the use of City-owned property to construct housing. As one-step in accomplishing this goal, the City of Portland will accept proposals for the development of housing on the lots located at 622 Auburn Street, Portland and 0 Gray Road, Falmouth.

This request for proposals results from the November 17, 2020 approval by the Economic Development Committee to market the City-owned lots located at 622 Auburn Street, Portland and 0 Gray Road, Falmouth.

The City of Portland uses the RFP process to ensure that public resources are utilized for maximum public benefit while accomplishing specific objectives and providing fair access to all applicants.

Site Information:

- a. Location:** 622 Auburn Street, Portland is identified in the City of Portland Assessor's records as lot CBL 385 D008001 (and includes 386-B-12 and 386-B-15). (See Attachments B and C). 0 Gray Road, Falmouth is identified in the Town of Falmouth Tax Assessor's records as lot U48-027. (See Attachments D and E).
- b. Existing Conditions:** 622 Auburn Street abuts the Falmouth town 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 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. Access would be from Auburn Street through Eugene Street and/or from Lambert Street through Ray Street (see Attachment F).

- c. Current use:** Both sites are undeveloped lots.
- d. General Dimensions:** The 622 Auburn Street site is approximately 4.85 acres. The Gray Road, Falmouth site is approximately 13.3 acres.

Current Zoning: 622 Auburn: R-2. The purpose of the R-2 zone is to provide for low-density residential development characterized by single-family homes on individual lots. For residential uses, the land area per dwelling unit is 10,000 square feet. At 10,000 square feet, this parcel would allow for 21 dwelling units. For complete zoning requirements, please refer to Chapter 14, Land Use, of the City Code.

0 Gray Road, Falmouth 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 square feet. If the site was deemed 100% developable, it could yield 28 units.

- e. **Rezoning:** Higher density zoning that furthers exceptional projects and other city goals as outlined in Section III may be considered for the 622 Auburn Street site. It should be noted that changes in zoning would require Planning Board and City Council approval. Any changes in zoning for the 0 Gray Road, Falmouth site would require the appropriate approvals from the Town of Falmouth.
- f. **Condition of the property at the time of disposition:** Both sites are undeveloped lots. 622 Auburn Street: A storm water discharge points onto the property (See Attachment G). 0 Gray Road: The Town of Falmouth has confirmed the paper streets for this property (Ray and Eugene Streets) have been continued and are possibilities for accessing this parcel. There appears to be a stream in the area of Eugene Street, which could be crossed with a permit from MDEP and ACOE.
- g. **Environmental Conditions:** 622 Auburn Street: Boyle Associates conducted a wetland delineation in July of 2009 and prepared a wetland sketch plan for the City of Portland. 4.17 acres are considered dry upland with potential for development; access would be from Auburn Street through the right of way. During a site visit in October of 2019, Jones Associates confirmed there had been no changes to the wetlands and the wetland delineations done by Boyle Associates were still appropriate to use. Further observations in the spring of 2020 indicate that no vernal pools are located on the lot (See Attachment H). Standing water on the property is the result of road ditching and culverts. The City of Portland reserves the right to establish a conservation easement on the non-developable portions of the parcel.

0 Gray Road, Falmouth: A wetland report prepared by Jones Associates for the City of Portland in Mid-March of 2020 identified wetlands, one stream, two riverine intermittent streambeds, and two potential vernal pools. The potential vernal pools were further assessed in May, 2020. During the site visits no egg masses were observed for either pool; thus, the potential vernal pools are not by definition vernal pools at all (See Attachment I). The Jones Associates Wetland Report is available in Attachment J. The City of Portland reserves the right to establish a conservation easement on the non-developable portions of the parcel.
- h. Proposers are urged to investigate water sources and utility connection requirements with the Department of Public Works.

III. CITY GOALS

The City’s primary goals for the use of the property are:

1. Developments shall provide mixed income units. All units must be affordable to households earning 60% to 120% of the area median income (AMI). Currently, 60% AMI for a family of four is \$55,800 and 120% AMI for a family of four is \$111,600.

Affordable means that the percentage of income a household is charged in rent and other housing

expenses including utilities, or must pay in monthly mortgage payments (including real estate taxes, mortgage insurance, condominium/HOA fees, insurance and utilities), does not exceed 30% of a household's gross income, or other amount established in city regulations that does not vary significantly from this amount.

Restrictions on the affordability of units must be in place for a minimum of 30 years for homeownership units, and the longest period allowed by law, which the City of Portland considers to be 99 years, for rental units.

The final calculation of the maximum allowable rent or sale price of non-market rate units will be determined by the City. The maximum sale price will be calculated in a manner similar to the maximum sale price calculation as outlined in the Inclusionary Zoning Implementation Guidelines for Developers of Homeownership Housing. The maximum rent will be calculated in a manner similar to the maximum sale price calculation as outlined in the Inclusionary Zoning Implementation Guidelines for Developers of Rental Housing.

2. Developments shall provide for mixed income homeownership or rental housing of excellent building and site design. Design principles should promote efficient use of land to create a development that is compatible with the existing pattern, streetscape, scale, massing, and materials of the surrounding neighborhood.
3. The development's building shall be designed to meet the City's Green Building Code, as well as all applicable sections of the recently passed citizen initiative referendum question, entitled "*A Green New Deal for Portland*".
4. Rezoning may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.
5. Developments shall create housing options that are age inclusive.

The general terms for this real estate transaction include:

- Units must be used as the principal residence of the owner/tenant and owner/tenant shall not use the unit for the conduct of business (except for a home occupation allowed under the City of Portland zoning ordinance) or as an investment property. *Units shall not be rented for short term periods of one up to thirty days.*
- The sale or long term lease of the property below fair market value may be considered to support housing development that meets the City's stated goals.
- Alternative Ownership Models. Alternative ownership models that would encourage a mixed income community with long term affordability for the maximum number of units, such as limited equity units, co-housing, cooperative, or a community land trust, may be considered in order to ensure the units affordability over time.
- Proposals must outline how they would maintain affordability for the applicable time period, as noted above in Section III.1.
- Other City Incentives. Other city financial incentives may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.

IV. PROPOSED SCORING

An internal staff Committee will review proposals received, and will apply the following selection criteria in reviewing and scoring the applications.

Proposed use to achieve the City of Portland's goals

40 points

1. Market Demand - 20 points
 - a. 20 points - all units meet the City's Goals and Terms noted in Section III
 - b. 15 points - at least 75% of the units meet the City's Goals and Terms noted in Section III
 - c. 10 points - at least 50% of the units meet the City's Goals and Terms noted in Section III
 - d. 0 points - project does not meet the City's Goals and Terms noted in Section III
2. Economic diversity - 10 points
 - a. 10 points - project creates housing options which provide economic diversity within the development (i.e. mixed-income) and within the neighborhood in which the development is located
 - b. 5 points - project does not provide economic diversity within the development (mixed-income) but does provide economic diversity within the neighborhood in which the development is located
 - c. 0 points – project does not provide economic diversity within the development (mixed-income) and it does not provide economic diversity within the neighborhood in which the development is located
3. Age Inclusive – 10 points
 - a. 10 points - creates housing which is age inclusive
 - b. 0 points - does not create housing which is age inclusive

Impact on surrounding neighborhood, including design.

25 points

1. Project Design - 15 points
 - a. 15 points - the proposal is consistent with design characteristics
 - b. 10 points - the proposal is an adequate fit with the neighborhood design
 - c. 0 points - the design is a significant outlier
2. Amenities and unit design - 10 points
 - a. 10 points - amenities & unit design are well thought out and appropriate for residents
 - b. 5 points - amenities & unit design are adequate
 - c. 0 points - amenities and unit design raise significant concerns that resident needs will not be adequately addressed

Applicant's ability to complete project, including financial feasibility, development team experience, capacity, and timeframe for completion.

35 points

1. Readiness to proceed - 15 points
 - a. 15 points - all projected sources of funding include letters of commitment or interest are projected at terms and conditions consistent with the City's prior experience with the funder

- b. 10 points - most projected sources of funding include letters of commitment, letters of interest, or, if no letter is included, are projected at terms and conditions consistent with the City's prior experience with this funder
 - c. 0 points - one or more sources are projected on terms that are not consistent with the City's prior experience with the funder and are not documented by letter(s) from funder(s).
- 2. Track record of development team - 10 points
 - a. 10 points - every development team member has a successful track record with this type of project and at this scale
 - b. 8 points - all but one development team members have a successful track record with this type of project and at this scale; one development team member has relevant experience but at a smaller scale or not of this project type
 - c. 5 points - two development team members, while having relevant experience, are new to this type of project or this scale of development
 - d. 0 points - the development team does not meet the criteria above
- 3. Current Capacity of development team - 10 points
 - a. 10 points - development team members have exceptional depth of human and financial resources to complete this project
 - b. 8 points - development team members have the human and financial resources to complete this project
 - c. 5 points - development team has a staffing gap in a significant role and a plan to address that gap, OR there are some concerns about the financial resources of the team to move the development forward
 - d. 0 points - the development team does not meet the criteria described above

SUBMISSION REQUIREMENTS

All Proposals submitted in response to this Request for Proposals **must** include:

- a) **Developer:** Name, address, telephone, email, fax number of the proposed owner/developer and the name(s) of an alternative contact person(s).
- b) **Proposal:** Each proposal submitted must specifically outline the proposed use of the property and any proposed rezoning requests. Interested parties are asked to submit a concept development (including preliminary drawings, detailed architectural drawings are not required) and a brief description of the project including the number and type of units, bedroom count with corresponding affordability level, occupants (owners/renters) to be served, special features, the impact on the neighborhood and other ways the proposal meets the primary goals of the City.
- c) **Affordability Matrix:** Each proposal must detail the proposed bedroom count by unit size with its corresponding affordability level.
- d) **Financial Feasibility:** Provide a business plan, which shall include a general project budget with projected funding sources (prospective and committed sources of funding), development and operating budgets (a detailed development pro forma is not required); a letter from a lending institution indicating the applicant's ability to finance the projected costs; and provide examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

- e) **Subsidy Financing:** Provide a plan indicating all proposed federal, state and local subsidy requests including the source and amount of each funding request.
- f) **Timetable:** Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.
- g) **Developer Capacity:** Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion.
- h) **Occupancy and Management Plan:** Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process to ensure mixed income and long-term affordability.
- i) **Purchase Price or Lease Terms:** Proposed purchase price or lease terms for this property.

V. DISPOSITION INFORMATION

After proposals are opened, city staff will make a recommendation to the City Council's Economic Development and Housing Committee (EDHC). The EDHC will make a recommendation to the City Council.

VI. OTHER INFORMATION

Confidentiality: Proposals received by the City shall become a matter of public record, subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may, to the extent permitted by law, be held from public inspection, as provided in applicable Maine law, including without limitations, 5 MRS Sections 13119-A and 13119-B.

VII. LEGAL REQUIREMENTS

The contract for the disposition of the property will be executed only after review and final approval by the City Council.

VIII. RESERVATION OF RIGHTS

The City of Portland reserves the right, at its sole discretion, to award as well as reject any and all proposals for the city-owned property, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City reserves the right to substantiate any proposer's qualifications, capability to perform,

availability, past performance records, and to verify that the proposer is current in its financial obligations to the City.

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, as well as negotiate with the successful proposer(s) should it be in the best in the best interest of the City to do so for a final purchase and sale agreement and ultimate sale or lease of the property.

Pursuant to City procurement policy and ordinance, the City is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees.

Proposers who are delinquent in their financial obligations to the City must do one of the following: bring the obligation current, negotiate a payment plan with the City's Treasury office, or agree to an offset, which shall be established by the contract which shall be issued to the successful proposer

February 24, 2021

Karen Marston
Assistant Purchasing Manager

Attachments:

- A. Proposal Signature Page
- B. 622 Auburn Street Assessor's Record
- C. 622 Auburn Street GIS Sketch
- D. 0 Gray Road, Falmouth Assessor's Record
- E. 0 Gray Road GIS Sketch
- F. 622 Auburn and 0 Gray Road Survey
- G. 622 Auburn Street storm water discharge points
- H. 622 Auburn Street, Jones Associates Rpt of 5-13-2020 – No Vernal Pools
- I. 0 Gray Road, Jones Associates Rpt of 5-13-2020 – No Vernal Pools
- J. Jones Associates Wetland Report

PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: _____
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

FEDERAL TAX ID #: _____ DUNS #: _____

STATE OF INCORPORATION _____

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☐ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

This page contains a detailed description of the Parcel ID you selected.

[New Search!](#)

Current Owner Information:

CBL	385 D008001
Land Use Type	GOVERNMENTAL
Verify legal use with Inspections Division	
Property Location	622 AUBURN ST
Owner Information	CITY OF PORTLAND 389 CONGRESS ST PORTLAND ME 04101
Book and Page	
Legal Description	385-D-8 386-B-12-15 AUBURN ST 622-626 & 648 -656 WASHINGTON AVE 2120-2218 211038 SF
Rental Registration	Check Here
Acres	4.84

Current Assessed Valuation:

TAX ACCT NO.	10005	OWNER OF RECORD AS OF APRIL 2020
LAND VALUE	\$89,700.00	CITY OF PORTLAND
BUILDING VALUE	\$0.00	389 CONGRESS ST
PORTLAND, CITY OF	(\$89,700.00)	PORTLAND ME 04101
NET TAXABLE - REAL ESTATE	\$0.00	
TAX AMOUNT	\$0.00	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).

Building Information:

	Building 1
Year Built	
Style/Structure Type	

ATTACHMENT C

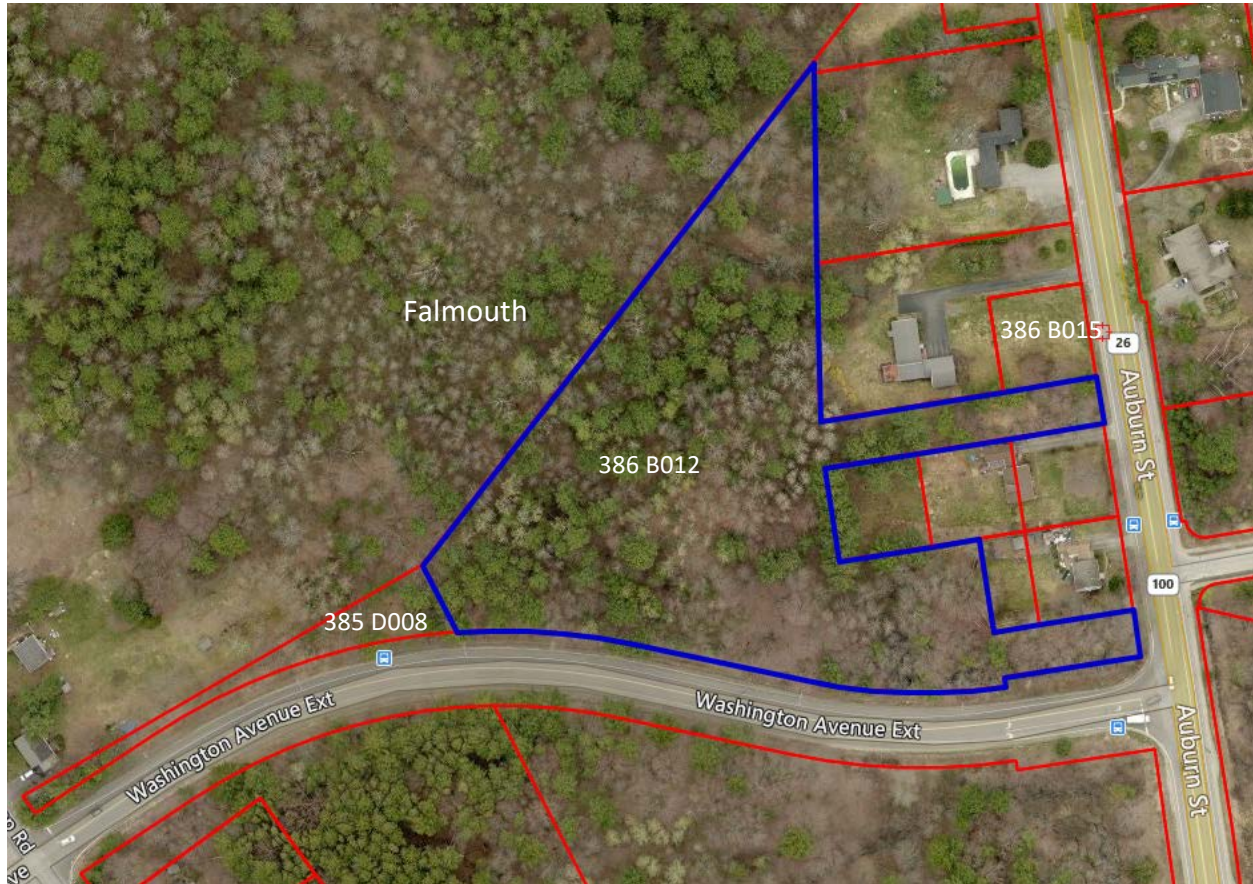
622 Auburn Street:

Comprised of three parcels

385 D008 (red),

386 B012 (blue),

386 B015 (red)



GRAY RD

Location GRAY RD

Mblu U48/ 27/ / /

Acct#

Owner PORTLAND CITY OF

Assessment \$52,600

Appraisal \$52,600

PID 3847

Building Count 1

Tax Sheet 454

Current Value

Appraisal			
Valuation Year	Improvements	Land	Total
2018	\$0	\$52,600	\$52,600
Assessment			
Valuation Year	Improvements	Land	Total
2018	\$0	\$52,600	\$52,600

Owner of Record

Owner PORTLAND CITY OF

Sale Price \$0

Co-Owner ATT: FINANCE DEPT

Certificate

Address 389 CONGRESS ST ROOM 103
PORTLAND, ME 04101

Book & Page 3798/ 6

Sale Date 01/23/1976

Ownership History

Ownership History				
Owner	Sale Price	Certificate	Book & Page	Sale Date
PORTLAND CITY OF	\$0		3798/ 6	01/23/1976

Building Information

Building 1 : Section 1

Year Built:

Living Area: 0

Replacement Cost: \$0

Building Percent Good:

Replacement Cost
Less Depreciation: \$0

Building Attributes	
Field	Description
Style	Vacant Land
Model	
Grade:	
Stories:	
Occupancy	
Exterior Wall 1	
Exterior Wall 2	
Roof Structure:	
Roof Cover	
Interior Wall 1	
Interior Wall 2	
Interior Flr 1	
Interior Flr 2	
Heat Fuel	
Heat Type:	
AC Type:	
Total Bedrooms:	
Total Bthrms:	
Total Half Baths:	
Total Xtra Fixtrs:	
Total Rooms:	
Bath Style:	
Kitchen Style:	

Building Photo



(<http://images.vgsi.com/photos/FalmouthMEPhotos//default.jpg>)

Building Layout

(http://images.vgsi.com/photos/FalmouthMEPhotos//Sketches/3847_3943.j)

Building Sub-Areas (sq ft)	Legend
No Data for Building Sub-Areas	

Extra Features

Extra Features	Legend
No Data for Extra Features	

Land

Land Use		Land Line Valuation	
Use Code	1320	Size (Acres)	13
Description	RES ACLNUD	Frontage	0
Neighborhood		Depth	0
Alt Land Appr	No	Assessed Value	\$52,600
Category		Appraised Value	\$52,600

Outbuildings

Outbuildings	Legend
No Data for Outbuildings	

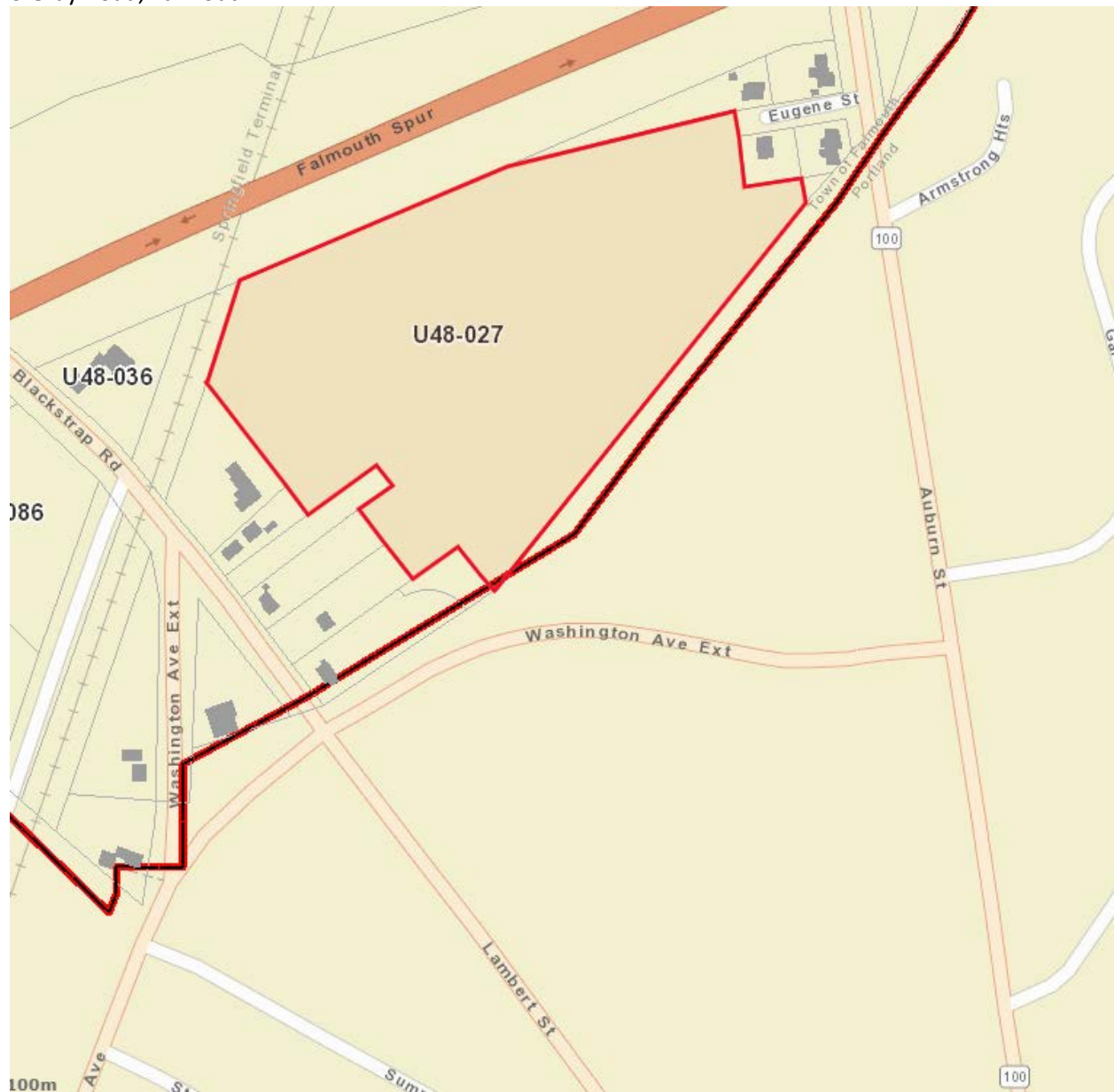
Valuation History

Appraisal			
Valuation Year	Improvements	Land	Total
2018	\$0	\$52,600	\$52,600
2017	\$0	\$52,600	\$52,600
2016	\$0	\$52,600	\$52,600

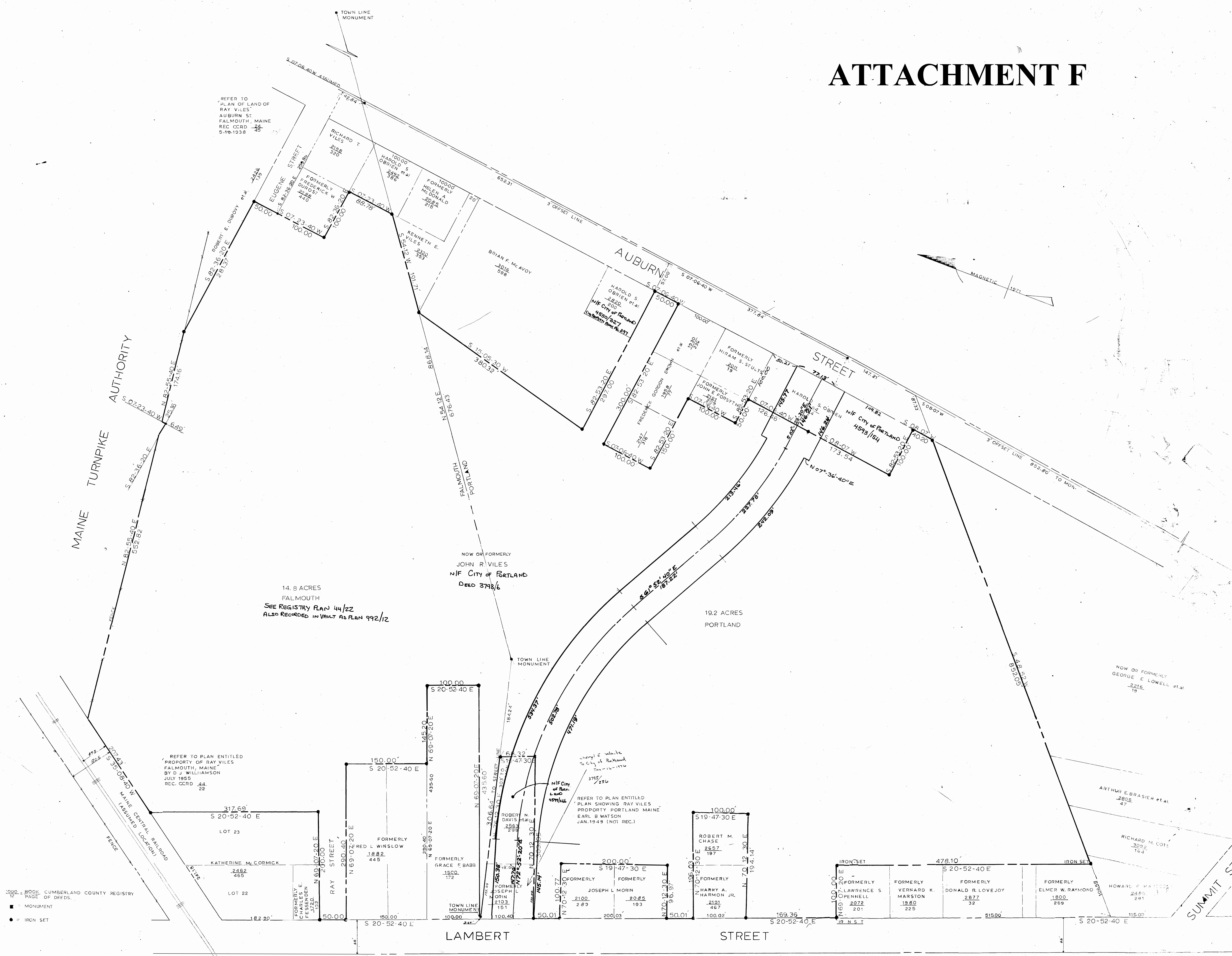
Assessment			
Valuation Year	Improvements	Land	Total
2018	\$0	\$52,600	\$52,600
2017	\$0	\$52,600	\$52,600
2016	\$0	\$52,600	\$52,600

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0 Gray Road, Falmouth

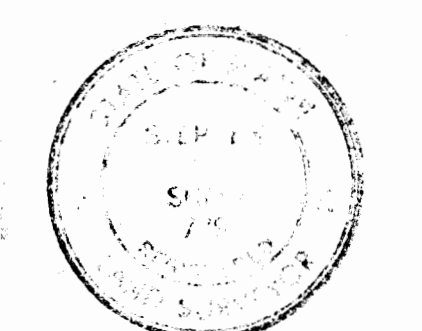


ATTACHMENT F



1000 = BOOK CUMBERLAND COUNTY REGISTRY
12 = PAGE OF DEEDS.
■ = MONUMENT
● = IRON SET

NOTE:
FALMOUTH PORTION OF LAMBERT ST.
AS SHOWN HEREON IS ASSUMED.



PLAN OF LAND IN FALMOUTH AND PORTLAND MAINE FOR CITY OF PORTLAND			
Owen Haskell, Inc. Civil Engineer Portland, Maine Land Surveyor			
Drawn By: SSS	Date: 7-27-9	Job No: 7574-P	676 4-R
Trace By: RAR	Scale: 1" = 40'	Drawn No: 1	
Check By: [blank]	Sheet: 1 of 2		

TWO STREET LINE MONUMENTS WERE FOUND ON THE NORTHEAST SIDE OF WASHINGTON AV. NORTHWESTERLY OF THE TURNPIKE BRIDGE.

TWO STREET LINE MONUMENTS WERE FOUND ON THE NORTHEAST SIDE OF WASHINGTON AV. NORTHWESTERLY OF THE TURNPIKE BRIDGE.

N/F
CITY OF PORTLAND
FALMOUTH TAX MAP
U48-27
3798/6
SEE PLAN NOTES 10.a., b.
c., AND 11. a. AND b.

N/F
CITY OF PORTLAND
385-A-1
3702/236, 3795/236, 3798/6, 4550/327
4593/154, 4599/266 (SEE NOTE 5)
SEE PLAN NOTES 10 a., b. c. AND 12 a.

Please note that these are only two of the storm water discharge points onto the City property. There are others but to depict them would require field work. Please note that the City SW discharge points onto City property do not have easements related to them, and easements would need to be drawn up at the time of conveyance of the land. Also as this plan is from 2011 there may be information that has been changed.

DECLARED A CITY STREET
BY ORDER OF CITY COUNCIL
PASSED MARCH 21, 2011
ORDER 154-10/11

GRAPHIC SCALE

(IN FEET)
1 inch = 60

LEGEND

- OFF IRON PIPE FOUND
 OFF R/R REBAR FOUND
 (C) OFF BERNSTEIN MONUMENT FOUND
 B H/W MOOT HIGHWAY MONUMENT FOUND
 OFF MONUMENT FOUND
 OFF WS MONUMENT FOUND WITH NEW DRILL HOLE SET
 (C) DRAIN MANHOLE
 233-A-33 ASSESSORS LEADING TAX MAP-BLOCK-Lot NUMBER
 2458/678 DEED BOOK AND PAGE (CUMBERLAND COUNTY REGISTRY OF DEEDS)
 COMMON OWNERSHIP
 (98.76) RECORD DISTANCE FROM RECORDED PLAN, BLUE SHEET,
 DEED, DISTRICT ACCORDANCE OR JOINING DEED

- | | |
|--------------|--|
| ANG PT | REFERENCE TO ANGLE POINT |
| BS | REFERENCE TO CITY BLUE SHEET |
| R | REFERENCE TO CITY STREET RECORD OF DEEDS |
| R/W | RIGHT OF WAY (ABBREVIATION) |
| SL | REFERENCE TO STREET LINE |
| TL | REFERENCE TO TOWN LINE |
| SL = PL | STREET LINE AND PROPERTY LINE ARE ONE IN THE SAME |
| SL = TL | STREET LINE AND TOWN LINE ARE ONE IN THE SAME |
| PLAN 942/4 | REFERENCE TO CITY ENGINEERING ARCHIVES VAULT PLAN |
| PB 2 P 12 | REFERENCE TO RECORDED PLAN BOOK AND PAGE |
| | (NUMBER AND COUNTY OF DEEDS) |
| 23'± | DIMENSION AS CALCULATED FROM SURVEY OBSERVATIONS |
| 0.10' ON/OFF | DISTANCE (IN/OUT) (ON/OUTSIDE) STREET RIGHT-OF-WAY |

- CITY STREET LINE PROPOSED FOR ACCEPTANCE
- CITY STREET LINE
- PROPERTY LINE
- INTERIOR LOT LINE
- EXISTING EASEMENT LINE
- BUILDING (AERIAL MAPPING)
- EDGE OF PAVEMENT (AERIAL MAPPING)
- RADIAL LINE
- DRAINAGE
- EASEMENT
- LAND DECEDED

CITY OF PORTLAND, MAINE
PUBLIC SERVICES DEPARTMENT
ENGINEERING DIVISION

STREET ACCEPTANCE PLAN
OF
SHINGTON AVENUE EXTENSION
PORTLAND, MAINE

REFERENCES:

LDD PROJECT: Washington Ave Extension 2006
DRAWING: Washington Ave Extension R-W 2009.dwg
TRANSIT BOOKS: T150 PP 7-43, 46-51, 60-61 & T15

REVISIONS:
04/24/2012 ADDED CITY COUNCIL ORDER REFERENCE

1011/25 of 144

DRAWN BY:
L.K. SCENZA

SURVEY CREW:
CCA/wqs/lks

DATE OF PLAN:	02/15/2011
---------------	------------

SCALE:
1" = 60'

SHEET #
1 OF 3



Lori Paulette
City of Portland
389 Congress Street
Portland, ME 04101

May 13, 2020

Dear Lori Paulette,

This letter to address the results of Jones Associates (JAI) site visits in regards to my search for vernal pools on three lots (Tax Map 372 Lot A-11, Tax Map 385, Lot A-1 and Tax Map 385, Lot D-8.) A preliminary visit to each of these sites was conducted on April 1st 2020 when hydrology was at its peak due to snowmelt. Any evidence of potential vernal pools would have been evident at this time.

An area located on Lot D-8 located off 622 Auburn Street, was hydrologically influenced by road ditching and culverts and did have some standing water. This area was draining and are confident that the area would not have an adequate hydro-period to support successful development of the vernal pool indicator species. This area was checked again on 4/20/20, 4/29/20, 5/4/20. There was not enough hydrology to support vernal pool species and no egg masses were found.

Further investigation of the three lots was not necessary as no pools were found during the initial visit on April 1st 2020. Observations indicated that no vernal pools were located on any of these three lots.

Attached to this letter is a vernal pool datasheet that describes findings for lot D-8. Jones Associates has not submitted the data sheets at this time. We recommend that these forms be filed with MIF&W in order to identify this site as containing no vernal pools. Once you have reviewed the attached information let us know if you would like us to file the forms with ME IF&W. If I can provide more information please do not hesitate to ask or call the office.

Much appreciated,

Jason Tome



Maine State Vernal Pool Assessment Form



INSTRUCTIONS:

- Complete all 3 pages of form thoroughly. Most fields are required for pool registration.
- Clear photographs of a) the pool AND b) the indicators (one example of each species egg mass) are required for all observers.

Observer's Pool ID: PVP1 Map 385 Lot D-8

MDIFW Pool ID: _____

1. PRIMARY OBSERVER INFORMATION

- a. Observer name: Jason Tome
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes

2. PROJECT CONTACT INFORMATION

- a. Contact name: ☒ same as observer ☐ other _____
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes
- c. Project Name: City of Portland - Map 385 Lot D-8

3. LANDOWNER CONTACT INFORMATION

- a. Are you the landowner? ☐ Yes ☒ No If no, was landowner permission obtained for survey? ☒ Yes ☐ No
- b. Landowner's contact information (required)
- Name: City of Portland Phone: 207-874-8683
- Street Address: 389 Congress Street City: Portland State: ME Zip: 0410
- c. ☐ Large Projects: check if separate project landowner data file submitted

4. VERNAL POOL LOCATION INFORMATION

- a. Location Township: Portland

Brief site directions to the pool (using mapped landmarks):

Located north and adjacent to Washington Avenue between Lambert Street and Auburn Street in Portland, Maine. East of Communication Technologies Inc.

b. Mapping Requirements

- i. USGS topographic map OR aerial photograph with pool clearly marked.

ii. GPS location of vernal pool (use Datum NAD83 / WGS84)

Longitude/Easting: 70°17'41.0025" Latitude/Northing: 43°43'17.3336"

Coordinate system: NAD 83 ME WEST

- Check one: ☐ GIS shapefile
- send to Jason.Czapiga@maine.gov; observer has reviewed shape accuracy (Best)
 - ☒ The pool perimeter is delineated by multiple GPS points. (Excellent)
 - Include map or spreadsheet with coordinates.
 - ☐ The above GPS point is at the center of the pool. (Good)
 - ☐ The center of the pool is approximately _____ m ☐ ft ☐ in the compass direction of _____ degrees from the above GPS point. (Acceptable)



Maine State Vernal Pool Assessment Form



5. VERNAL POOL HABITAT INFORMATION

a. Habitat survey date (only if different from indicator survey dates on page 3): _____

b. Wetland habitat characterization

■ Choose the best descriptor for the landscape setting:

- ☐ Isolated depression ☐ Pool associated with larger wetland complex
☐ Floodplain depression ☒ Other: Associated with Road Construction and Culvert Influence

■ Check all wetland types that best apply to this pool:

- ☒ Forested swamp ☐ Wet meadow ☐ Slow stream ☐ Dug pond or borrow pit
☒ Shrub swamp ☐ Lake or pond cove ☐ Floodplain
☐ Peatland (fen or bog) ☐ Abandoned beaver flowage ☐ Mostly unvegetated pool ☒ Roadside ditch
☐ Emergent marsh ☐ Active beaver flowage ☐ ATV or skidder rut ☐ Other: _____

c. Vernal pool status under the Natural Resources Protection Act (NRPA)

i. Pool Origin: ☐ Natural ☐ Natural-Modified ☒ Unnatural ☐ Unknown

If modified, unnatural or unknown, describe any modern or historic human impacts to the pool (**required**):

Hydrology is almost entirely influenced by culverts and road construction.

ii. Pool Hydrology

■ Select the pool's estimated hydroperiod AND provide rationale in box (**required**):

- ☐ Permanent ☐ Semi-permanent (drying partially in all years and completely in drought years) ☒ Ephemeral (drying out completely in most years) ☐ Unknown

Explain:

The pool only has a few inches of water in it by the end of April. Likely will be completely dry soon, but is storm dependent with drainages.

■ Maximum depth at survey: ☒ 0-12" (0-1 ft.) ☐ 12-36" (1-3 ft.) ☐ 36-60" (3-5 ft.) ☐ >60" (>5 ft.)

■ Approximate size of pool (at spring highwater): Width: 30 ☐ m ☒ ft Length: 100 ☐ m ☒ ft

■ Predominate substrate in order of increasing hydroperiod:

- ☒ Mineral soil (bare, leaf-litter bottom, or upland mosses present) ☐ Organic matter (peat/muck) shallow or restricted to deepest portion
☐ Mineral soil (sphagnum moss present) ☐ Organic matter (peat/muck) deep and widespread

■ Pool vegetation indicators in order of increasing hydroperiod (check all that apply):

- ☐ Terrestrial nonvascular spp. (e.g. haircap moss, lycopodium spp.) ☐ Wet site ferns (e.g. royal fern, marsh fern)
☐ Dry site ferns (e.g. spinulose wood fern, lady fern, bracken fern) ☒ Wet site shrubs (e.g. highbush blueberry, maleberry, winterberry, mountain holly)
☐ Moist site ferns (e.g. sensitive fern, cinnamon fern, interrupted fern, New York fern) ☐ Wet site graminoids (e.g. blue-joint grass, tussock sedge, cattail, bulrushes)
☐ Moist site vasculars (e.g. skunk cabbage, jewelweed, blue flag iris, swamp candle) ☐ Aquatic vascular spp. (e.g. pickerelweed, arrowhead)
☐ Sphagnum moss (anchored or suspended) ☐ Floating or submerged aquatics (e.g. water lily, water shield, pond weed, bladderwort)
☐ No vegetation in pool

■ Faunal indicators (check all that apply):

- ☐ Fish ☐ Bullfrog or Green Frog tadpoles ☐ Other: _____

iii. Inlet/Outlet Flow Permanency

Type of inlet or outlet (a seasonal or permanent channel providing water flowing into or out of the pool):

- ☐ No inlet or outlet ☒ Permanent inlet or outlet (channel with well-defined banks and permanent flow)
☐ Intermittent inlet or outlet ☐ Other or Unknown (explain): _____



Maine State Vernal Pool Assessment Form



6. VERNAL POOL INDICATOR INFORMATION

a. Indicator survey dates: 4/20/20, 4/29/20, 5/4/20

b. Indicator abundance criteria and pool survey effort

- Is pool depression bisected by 2 ownerships (straddler pool)? ☐ Yes ☒ No
- Was the entire pool surveyed for egg masses? ☒ Yes ☐ No; what % of entire pool surveyed? _____
- For each indicator species, indicate the exact number of egg masses, confidence level for species determination, and egg mass maturity. Separate cells are provided for separate survey dates.

INDICATOR SPECIES	Egg Masses (or adult Fairy Shrimp)						Tadpoles/Larvae ⁴					
	Visit #1	Visit #2	Visit #3	Confidence Level ¹			Egg Mass Maturity ²			Observed		
Wood Frog	0	0	0	3	3	3						
Spotted Salamander	0	0	0	3	3	3						
Blue-spotted Salamander	0	0	0	3	3	3						
Fairy Shrimp ³	0	0	0	3	3	3						

1-Confidence level: 1 = <60%, 2 = 60-95%, 3 = >95%

2-Egg mass maturity: F= Fresh (<24 hrs), M= Mature (round embryos), A= Advanced (loose matrix, curved embryos), H= Hatched or Hatching

3-Fairy shrimp: X = present

4-Tadpoles/larvae: X = present

c. Rarity criteria

- Note any rare species associated with vernal pools. Observations should be accompanied by photographs.

SPECIES	Method of Verification*			CL**	SPECIES	Method of Verification*			CL**
	P	H	S			P	H	S	
Blanding's Turtle	☐	☐	☐		Wood Turtle	☐	☐	☐	
Spotted Turtle	☐	☐	☐		Ribbon Snake	☐	☐	☐	
Ringed Boghaunter	☐	☐	☐		Other:	☐	☐	☐	

*Method of verification: P = Photographed, H = Handled, S = Seen

**CL - Confidence level in species determination: 1= <60%, 2= 60-95%, 3= >95%

d. Optional observer recommendation:

☐ SVP ☐ Potential SVP ☐ Non Significant VP ☐ Indicator Breeding Area

e. General vernal pool comments and/or observations of other wildlife:

This pool does not meet the requirements of a vernal pool.

Send completed form and supporting documentation to: Maine Dept. of Inland Fisheries and Wildlife
Attn: Vernal Pools
650 State Street, Bangor, ME 04401

NOTE: Digital submission (to Jason.Czapiga@maine.gov) of vernal pool field forms and photographs is only acceptable for projects with 3 or fewer assessed pools; larger projects must be mailed as hard copies.

For MDIFW use only

Reviewed by MDIFW Date: _____ Initials: _____

This pool is: ☐ Significant ☐ Potentially Significant but lacking critical data ☐ Not Significant due to: ☐ does not meet biological criteria. ☐ does not meet MDEP vernal pool criteria.

Comments:

PHOTOS OF POOL AREA



Drainage/Pooling Along Road – May 12, 2020



Drainage/Pooling Along Road – May 12, 2020

POTENTIAL VERNAL POOL AREA

Jones Associates Inc. - *Photographer: Jason Tome*



Drainage/Pooling Along Road – May 12, 2020

POTENTIAL VERNAL POOL AREA
Jones Associates Inc. - *Photographer: Jason Tome*



Lori Paulette
City of Portland
389 Congress Street
Portland, ME 04101

May 12, 2020

Dear Lori Paulette,

I am writing this letter to address the results of my site visits in regards to the two potential vernal pools that were observed during the wetland delineation in March 2020 located off Gray Road in Falmouth, Maine (Tax Map U48-027).

Three visits to the site have occurred during the amphibian breeding season in April and May of 2020. The dates of the site visits were as follows: 4/20/20, 4/29/20, 5/4/20. During these site visits no egg masses were observed for either pool; thus, the potential vernal pools are not by definition vernal pools at all.

There was enough hydrology and attachment points to be suitable for egg masses in the larger, centrally located potential vernal pool. However, the pool's water quality appeared to be poor. During each visit the water was cloudy due to the bare-soil substrate. This did not affect the mosquito larvae which was found to be hatching in abundance in the pool. The smaller potential vernal pool to the south had hydrology in the beginning, but started to lose it gradually through the study period. This combined with the limited attachment points likely made it unattractive to vernal pool species. This smaller pool was also observed to be man-created after further observation.

Attached to this letter are vernal pool datasheets that describe my findings. If I can provide more information about the pools in question please do not hesitate to ask or call the office.

Jones Associates has not submitted the data sheets at this time. We recommend that these forms be filed with MIF&W in order to identify this site as containing no vernal pools. Once you have reviewed the attached information let us know if you would like us to file the forms with MIF&W.

Much appreciated,

Jason Tome



Maine State Vernal Pool Assessment Form



INSTRUCTIONS:

- Complete all 3 pages of form thoroughly. Most fields are required for pool registration.
- Clear photographs of a) the pool AND b) the indicators (one example of each species egg mass) are required for all observers.

Observer's Pool ID: PVP1 (Larger Northern-most Pool)

MDIFW Pool ID: _____

1. PRIMARY OBSERVER INFORMATION

- a. Observer name: Jason Tome
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes

2. PROJECT CONTACT INFORMATION

- a. Contact name: ☒ same as observer ☐ other _____
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes
- c. Project Name: Gray Road, Falmouth - Tax Map U48-027

3. LANDOWNER CONTACT INFORMATION

- a. Are you the landowner? ☐ Yes ☒ No If no, was landowner permission obtained for survey? ☒ Yes ☐ No
- b. Landowner's contact information (required)
- Name: City of Portland Phone: 207-874-8683
- Street Address: 389 Congress Street City: Portland State: ME Zip: 0410
- c. ☐ Large Projects: check if separate project landowner data file submitted

4. VERNAL POOL LOCATION INFORMATION

- a. Location Township: Falmouth

Brief site directions to the pool (using mapped landmarks):

Located on the undeveloped property bound by the Falmouth Spur to the north, Blackstrap Road to the west, Washington Ave to the south, Auburn Street to the east. Located to the east of Communication Technologies Inc.

b. Mapping Requirements

- i. USGS topographic map OR aerial photograph with pool clearly marked.

ii. GPS location of vernal pool (use Datum NAD83 / WGS84)

Longitude/Easting: 70°17'50.1934" Latitude/Northing: 43°43'22.4686"

Coordinate system: NAD 83 ME WEST

- Check one: ☐ GIS shapefile
- send to Jason.Czapiga@maine.gov; observer has reviewed shape accuracy (Best)
 - ☐ The pool perimeter is delineated by multiple GPS points. (Excellent)
 - Include map or spreadsheet with coordinates.
 - ☒ The above GPS point is at the center of the pool. (Good)
 - ☐ The center of the pool is approximately _____ m ☐ ft ☐ in the compass direction of _____ degrees from the above GPS point. (Acceptable)



Maine State Vernal Pool Assessment Form



5. VERNAL POOL HABITAT INFORMATION

a. Habitat survey date (only if different from indicator survey dates on page 3): _____

b. Wetland habitat characterization

■ Choose the best descriptor for the landscape setting:

- ☒ Isolated depression ☐ Pool associated with larger wetland complex
☐ Floodplain depression ☐ Other: _____

■ Check all wetland types that best apply to this pool:

- | | | | |
|--|---|--|---|
| ☒ Forested swamp | ☐ Wet meadow | ☐ Slow stream | ☐ Dug pond or borrow pit |
| ☐ Shrub swamp | ☐ Lake or pond cove | ☐ Floodplain | |
| ☐ Peatland (fen or bog) | ☐ Abandoned beaver flowage | ☐ Mostly unvegetated pool | ☐ Roadside ditch |
| ☐ Emergent marsh | ☐ Active beaver flowage | ☐ ATV or skidder rut | ☐ Other: _____ |

c. Vernal pool status under the Natural Resources Protection Act (NRPA)

i. Pool Origin: ☒ Natural ☐ Natural-Modified ☐ Unnatural ☐ Unknown

If modified, unnatural or unknown, describe any modern or historic human impacts to the pool (**required**):

ii. Pool Hydrology

■ Select the pool's estimated hydroperiod AND provide rationale in box (**required**):

- ☐ Permanent ☐ Semi-permanent (drying partially in all years and completely in drought years) ☒ Ephemeral (drying out completely in most years) ☐ Unknown

Explain:

The pool did not have standing water during the wetland delineation in March 2020.

■ Maximum depth at survey: ☐ 0-12" (0-1 ft.) ☒ 12-36" (1-3 ft.) ☐ 36-60" (3-5 ft.) ☐ >60" (>5 ft.)

■ Approximate size of pool (at spring highwater): Width: 45 ☐ m ☒ ft Length: 21 ☐ m ☒ ft

■ Predominate substrate in order of increasing hydroperiod:

- ☒ Mineral soil (bare, leaf-litter bottom, or upland mosses present) ☐ Organic matter (peat/muck) shallow or restricted to deepest portion
☐ Mineral soil (sphagnum moss present) ☐ Organic matter (peat/muck) deep and widespread

■ Pool vegetation indicators in order of increasing hydroperiod (check all that apply):

- | | |
|---|---|
| ☐ Terrestrial nonvascular spp. (e.g. haircap moss, lycopodium spp.) | ☐ Wet site ferns (e.g. royal fern, marsh fern) |
| ☐ Dry site ferns (e.g. spinulose wood fern, lady fern, bracken fern) | ☒ Wet site shrubs (e.g. highbush blueberry, maleberry, winterberry, mountain holly) |
| ☐ Moist site ferns (e.g. sensitive fern, cinnamon fern, interrupted fern, New York fern) | ☐ Wet site graminoids (e.g. blue-joint grass, tussock sedge, cattail, bulrushes) |
| ☐ Moist site vasculars (e.g. skunk cabbage, jewelweed, blue flag iris, swamp candle) | ☐ Aquatic vascular spp. (e.g. pickerelweed, arrowhead) |
| ☐ Sphagnum moss (anchored or suspended) | ☐ Floating or submerged aquatics (e.g. water lily, water shield, pond weed, bladderwort) |
| | ☐ No vegetation in pool |

■ Faunal indicators (check all that apply):

- ☐ Fish ☐ Bullfrog or Green Frog tadpoles ☐ Other: _____

iii. Inlet/Outlet Flow Permanency

Type of inlet or outlet (a seasonal or permanent channel providing water flowing into or out of the pool):

- ☒ No inlet or outlet ☐ Permanent inlet or outlet (channel with well-defined banks and permanent flow)
☐ Intermittent inlet or outlet ☐ Other or Unknown (explain): _____



Maine State Vernal Pool Assessment Form



6. VERNAL POOL INDICATOR INFORMATION

a. Indicator survey dates: 4/20/20, 4/29/20, 5/4/20

b. Indicator abundance criteria and pool survey effort

- Is pool depression bisected by 2 ownerships (straddler pool)? ☐ Yes ☒ No
- Was the entire pool surveyed for egg masses? ☒ Yes ☐ No; what % of entire pool surveyed? _____
- For each indicator species, indicate the exact number of egg masses, confidence level for species determination, and egg mass maturity. Separate cells are provided for separate survey dates.

INDICATOR SPECIES	Egg Masses (or adult Fairy Shrimp)									Tadpoles/Larvae ⁴					
	Visit #1	Visit #2	Visit #3	Confidence Level ¹			Egg Mass Maturity ²			Observed			Confidence Level ¹		
Wood Frog	0	0	0	3	3	3									
Spotted Salamander	0	0	0	3	3	3									
Blue-spotted Salamander	0	0	0	3	3	3									
Fairy Shrimp ³	0	0	0	3	3	3									

1-Confidence level: 1 = <60%, 2 = 60-95%, 3 = >95%

2-Egg mass maturity: F= Fresh (<24 hrs), M= Mature (round embryos), A= Advanced (loose matrix, curved embryos), H= Hatched or Hatching

3-Fairy shrimp: X = present

4-Tadpoles/larvae: X = present

c. Rarity criteria

- Note any rare species associated with vernal pools. Observations should be accompanied by photographs.

SPECIES	Method of Verification*			CL**	SPECIES	Method of Verification*			CL**
	P	H	S			P	H	S	
Blanding's Turtle	☐	☐	☐		Wood Turtle	☐	☐	☐	
Spotted Turtle	☐	☐	☐		Ribbon Snake	☐	☐	☐	
Ringed Boghaunter	☐	☐	☐		Other:	☐	☐	☐	

*Method of verification: P = Photographed, H = Handled, S = Seen

**CL - Confidence level in species determination: 1= <60%, 2= 60-95%, 3= >95%

d. Optional observer recommendation:

☐ SVP ☐ Potential SVP ☐ Non Significant VP ☐ Indicator Breeding Area

e. General vernal pool comments and/or observations of other wildlife:

This pool does not meet the requirements of a vernal pool.

Send completed form and supporting documentation to: Maine Dept. of Inland Fisheries and Wildlife
Attn: Vernal Pools
650 State Street, Bangor, ME 04401

NOTE: Digital submission (to Jason.Czapiga@maine.gov) of vernal pool field forms and photographs is only acceptable for projects with 3 or fewer assessed pools; larger projects must be mailed as hard copies.

For MDIFW use only

Reviewed by MDIFW Date: _____ Initials: _____

This pool is: ☐ Significant ☐ Potentially Significant but lacking critical data ☐ Not Significant due to: ☐ does not meet biological criteria. ☐ does not meet MDEP vernal pool criteria.

Comments:



Maine State Vernal Pool Assessment Form



INSTRUCTIONS:

- Complete all 3 pages of form thoroughly. Most fields are required for pool registration.
- Clear photographs of a) the pool AND b) the indicators (one example of each species egg mass) are required for all observers.

Observer's Pool ID: PVP2 - (Smaller/Southern-most)

MDIFW Pool ID: _____

1. PRIMARY OBSERVER INFORMATION

- a. Observer name: Jason Tome
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes

2. PROJECT CONTACT INFORMATION

- a. Contact name: ☒ same as observer ☐ other _____
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes
- c. Project Name: Gray Road, Falmouth - Tax Map U48-027

3. LANDOWNER CONTACT INFORMATION

- a. Are you the landowner? ☐ Yes ☒ No If no, was landowner permission obtained for survey? ☒ Yes ☐ No
- b. Landowner's contact information (required)
- Name: City of Portland Phone: 207-874-8683
- Street Address: 389 Congress Street City: Portland State: ME Zip: 0410
- c. ☐ Large Projects: check if separate project landowner data file submitted

4. VERNAL POOL LOCATION INFORMATION

- a. Location Township: Falmouth

Brief site directions to the pool (using mapped landmarks):

Located on the undeveloped property bound by the Falmouth Spur to the north, Blackstrap Road to the west, Washington Ave to the south, Auburn Street to the east. Located to the east of Communication Technologies Inc.

b. Mapping Requirements

- i. USGS topographic map OR aerial photograph with pool clearly marked.

ii. GPS location of vernal pool (use Datum NAD83 / WGS84)

Longitude/Easting: 70°17'53.5694" Latitude/Northing: 43°43'20.5091"

Coordinate system: NAD 83 ME WEST

- Check one: ☐ GIS shapefile
- send to Jason.Czapiga@maine.gov; observer has reviewed shape accuracy (Best)
 - ☐ The pool perimeter is delineated by multiple GPS points. (Excellent)
 - Include map or spreadsheet with coordinates.
 - ☒ The above GPS point is at the center of the pool. (Good)
 - ☐ The center of the pool is approximately _____ m ☐ ft ☐ in the compass direction of _____ degrees from the above GPS point. (Acceptable)



Maine State Vernal Pool Assessment Form



5. VERNAL POOL HABITAT INFORMATION

a. Habitat survey date (only if different from indicator survey dates on page 3): _____

b. Wetland habitat characterization

■ Choose the best descriptor for the landscape setting:

- ☒ Isolated depression ☐ Pool associated with larger wetland complex
☐ Floodplain depression ☐ Other: _____

■ Check all wetland types that best apply to this pool:

- | | | | |
|--|---|--|---|
| ☒ Forested swamp | ☐ Wet meadow | ☐ Slow stream | ☐ Dug pond or borrow pit |
| ☐ Shrub swamp | ☐ Lake or pond cove | ☐ Floodplain | |
| ☐ Peatland (fen or bog) | ☐ Abandoned beaver flowage | ☐ Mostly unvegetated pool | ☐ Roadside ditch |
| ☐ Emergent marsh | ☐ Active beaver flowage | ☐ ATV or skidder rut | ☐ Other: _____ |

c. Vernal pool status under the Natural Resources Protection Act (NRPA)

i. Pool Origin: ☐ Natural ☐ Natural-Modified ☒ Unnatural ☐ Unknown

If modified, unnatural or unknown, describe any modern or historic human impacts to the pool (**required**):

After further investigation (after full snowmelt) it appears to be man-made. Small area dug, with tarp placed underneath.

ii. Pool Hydrology

■ Select the pool's estimated hydroperiod AND provide rationale in box (**required**):

- ☐ Permanent ☐ Semi-permanent (drying partially in all years and completely in drought years) ☒ Ephemeral (drying out completely in most years) ☐ Unknown

Explain:

The pool did not have standing water during the wetland delineation in March 2020.

■ Maximum depth at survey: ☐ 0-12" (0-1 ft.) ☒ 12-36" (1-3 ft.) ☐ 36-60" (3-5 ft.) ☐ >60" (>5 ft.)

■ Approximate size of pool (at spring highwater): Width: 4 ☐ m ☒ ft Length: 3 ☐ m ☒ ft

■ Predominate substrate in order of increasing hydroperiod:

- ☒ Mineral soil (bare, leaf-litter bottom, or upland mosses present) ☐ Organic matter (peat/muck) shallow or restricted to deepest portion
☐ Mineral soil (sphagnum moss present) ☐ Organic matter (peat/muck) deep and widespread

■ Pool vegetation indicators in order of increasing hydroperiod (check all that apply):

- | | |
|---|---|
| ☐ Terrestrial nonvascular spp. (e.g. haircap moss, lycopodium spp.) | ☐ Wet site ferns (e.g. royal fern, marsh fern) |
| ☐ Dry site ferns (e.g. spinulose wood fern, lady fern, bracken fern) | ☐ Wet site shrubs (e.g. highbush blueberry, maleberry, winterberry, mountain holly) |
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| | ☒ No vegetation in pool |

■ Faunal indicators (check all that apply):

- ☐ Fish ☐ Bullfrog or Green Frog tadpoles ☐ Other: _____

iii. Inlet/Outlet Flow Permanency

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☐ Intermittent inlet or outlet ☐ Other or Unknown (explain): _____



Maine State Vernal Pool Assessment Form



6. VERNAL POOL INDICATOR INFORMATION

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b. Indicator abundance criteria and pool survey effort

- Is pool depression bisected by 2 ownerships (straddler pool)? ☐ Yes ☒ No
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Fairy Shrimp ³	0	0	0	3	3	3									

1-Confidence level: 1 = <60%, 2 = 60-95%, 3 = >95%

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c. Rarity criteria

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SPECIES	Method of Verification*			CL**	SPECIES	Method of Verification*			CL**
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Spotted Turtle	☐	☐	☐		Ribbon Snake	☐	☐	☐	
Ringed Boghaunter	☐	☐	☐		Other:	☐	☐	☐	

*Method of verification: P = Photographed, H = Handled, S = Seen

**CL - Confidence level in species determination: 1= <60%, 2= 60-95%, 3= >95%

d. Optional observer recommendation:

☐ SVP ☐ Potential SVP ☐ Non Significant VP ☐ Indicator Breeding Area

e. General vernal pool comments and/or observations of other wildlife:

This pool does not meet the requirements of a vernal pool.

Send completed form and supporting documentation to: Maine Dept. of Inland Fisheries and Wildlife
Attn: Vernal Pools
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NOTE: Digital submission (to Jason.Czapiga@maine.gov) of vernal pool field forms and photographs is only acceptable for projects with 3 or fewer assessed pools; larger projects must be mailed as hard copies.

For MDIFW use only

Reviewed by MDIFW Date: _____ Initials: _____

This pool is: ☐ Significant ☐ Potentially Significant but lacking critical data ☐ Not Significant due to: ☐ does not meet biological criteria. ☐ does not meet MDEP vernal pool criteria.

Comments:

PHOTOS OF POOL AREA



Photo of Potential Vernal Pool on March 10th 2020.

POTENTIAL VERNAL POOL AREA

Jones Associates Inc. - *Photographer: Jason Tome*



The dirty water quality remained throughout the breeding season - April 1st 2020.

POTENTIAL VERNAL POOL AREA

Jones Associates Inc. - *Photographer: Jason Tome*



Lori J. Paulette
Economic Development Department
City of Portland
389 Congress Street
Portland, ME 04101

Dear Lori:

Enclosed is a sketch of mapped wetlands obtained from the National Wetland Inventory for a +/- 13 acre lot (Tax Map U48, Lot 27) off of Gray Road in Falmouth, Maine 04105) Lot position and size were based on the town tax map information and existing monumentation on the ground.

Based upon data obtained from the National Wetland Inventory (NWI), there is approximately 361,358.3 square feet (8.29 acres) of wetland mapped on the property. Two wetland sketch plans have been attached that show the NWI wetlands data, one with aerial imagery and one with two foot contour lines.

A site visit was conducted on November 13th, 2019. There are a number of areas that are marginally wet that are not included in the wetlands data obtained from NWI. Without a formal wetland delineation, we can only conclude that there is potentially developable land on either side of the drainage that runs through the middle of the property. We suspect that there is likely some upland acreage in the southeasterly corner of the parcel, which is currently mapped as a wetland based on NWI data. That being said, access to the southeasterly corner of the lot appears unlikely as there is no right-of-way or any apparent access points. There are also no apparent access points on the northerly or southerly boundaries of the lot. The northerly boundary is bound by I-495 and the road to the southerly side of the lot is Washington Avenue. It is our understanding that Washington Avenue has restricted access. There could be potential access from the eastern corner of the lot, where the property abuts Eugene Street. However, there appears to be a stream in that area which could be crossed with a permit from the Maine Department of Environmental Protection (MDEP) and the U.S. Army Corps of Engineers (ACOE).

280 Poland Spring Road
Auburn, Maine 04210
(207) 241-0235
Email: rjones@jonesai.com
Website: www.jonesai.com

The Maine Office of GIS was used to conduct a review of available information regarding wetlands of special significance and stormwater qualifications. There were no wetlands of special significance or significant wildlife habitats observed during the review. Further, when reviewing stormwater qualifications, it was observed that although the site is not in a lake watershed, the site is downstream of a watershed most at risk from new development, Highland Lake. More information about the type of data that was reviewed from the state can be found on the Wetland Delineation Checklist, which is attached.

Information was also acquired from the Maine Natural Areas Program (MNAP) concerning the presence of any rare and exemplary botanical features on the property. MNAP had no recorded documentation of any rare botanical features on the property. More information can be found on the attached letter from MNAP.

Jones Associates recommends that a formal wetland delineation be conducted in order to provide approximate upland acreage for developable areas. Many of the areas on the property appeared to be marginal and a formal wetland delineation would be able provide the exact extents of both the wetland and upland areas.

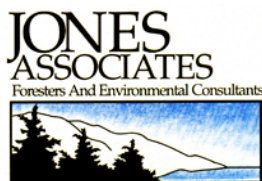
Please contact Jones Associates at (207) 241-0235 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Jones", written in a cursive style.

Rick Jones

280 Poland Spring Road
Auburn, Maine 04210
(207) 241-0235
Email: rjones@jonesai.com
Website: www.jonesai.com



WETLAND DELINEATION CHECKLIST

Job #:	19-079FA		
Client:	CITY OF PORTLAND		
Site Address:	Gray Road, Falmouth, ME 04105 (U48-027)		

Wetland Scientist:	JOSIE GRIFFIN
Date of Office Review:	10/24/2019
Date(s) of Field Delineation:	11/13/2019

Wetlands of Special Significance

Yes	No	
	X	Does the on-site or immediately adjacent wetland contain a mapped and numbered DWA?
	X	Does the on-site or immediately adjacent wetland contain an Inland Waterfowl Wading Bird Habitat?
	X	Does the on-site or immediately adjacent wetland contain a potential significant vernal pool?
	X	Does the recent aerial photos of the on-site or immediately adjacent wetland show? Or are there any open water or emergent wetlands with areas greater than 20,000 sq. ft.?
	X	Does the on-site or immediately adjacent wetland contain a 100 year flood plain?
	X	Does the on-site or immediately adjacent wetland contain a S1 or S2 community?
	X	Does the on-site or immediately adjacent wetland contain a significant wildlife habitat?
	X	Is the on-site wetland within 250' of a coastal wetland?
	X	Is the on-site wetland within 250' of a great pond?
	X	Does the site contain peatlands?

Stormwater Qualifications

	X	Is the site in the watershed of a Great Pond or Impaired stream?
	X	Is the site in a lake watershed?
	X	Is the site in a watershed most at risk?

Additional Comments:

FEMA flood zone FIRM:

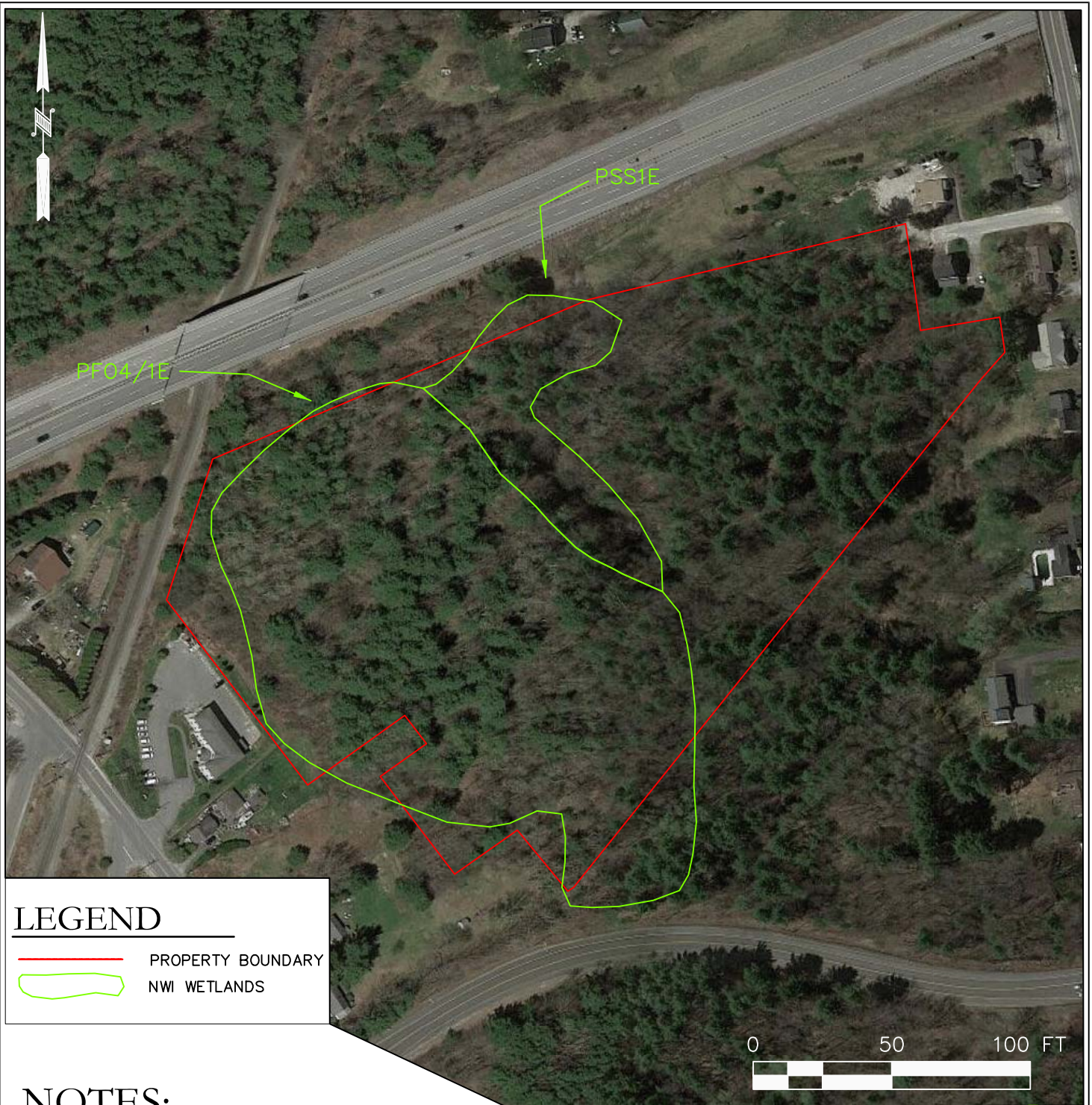
Falmouth 2300450007B, Effective October 16, 1984

Falmouth 2300450011B, Effective October 16, 1984

Portland 2300510002C, Effective December 8, 1998

Watershed:

HUC_8: 01060001	Presumpscot
HUC_10: 0106000103	Presumpscot River
HUC_12: 010600010605	Highland Lake-Lower Presumpscot River



LEGEND

- PROPERTY BOUNDARY
- NWI WETLANDS

NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLAND BOUNDARIES OBTAINED FROM NATIONAL WETLAND INVENTORY.
3. AERIAL IMAGERY OBTAINED FROM GOOGLE EARTH.

WETLAND SKETCH PLAN CITY OF PORTLAND GRAY ROAD (U48-27) FALMOUTH, MAINE

PREPARED BY:

JONES
ASSOCIATES INC.
Foresters, Surveyors And
Environmental Consultants



PLAN DATE:

OCTOBER 24, 2019

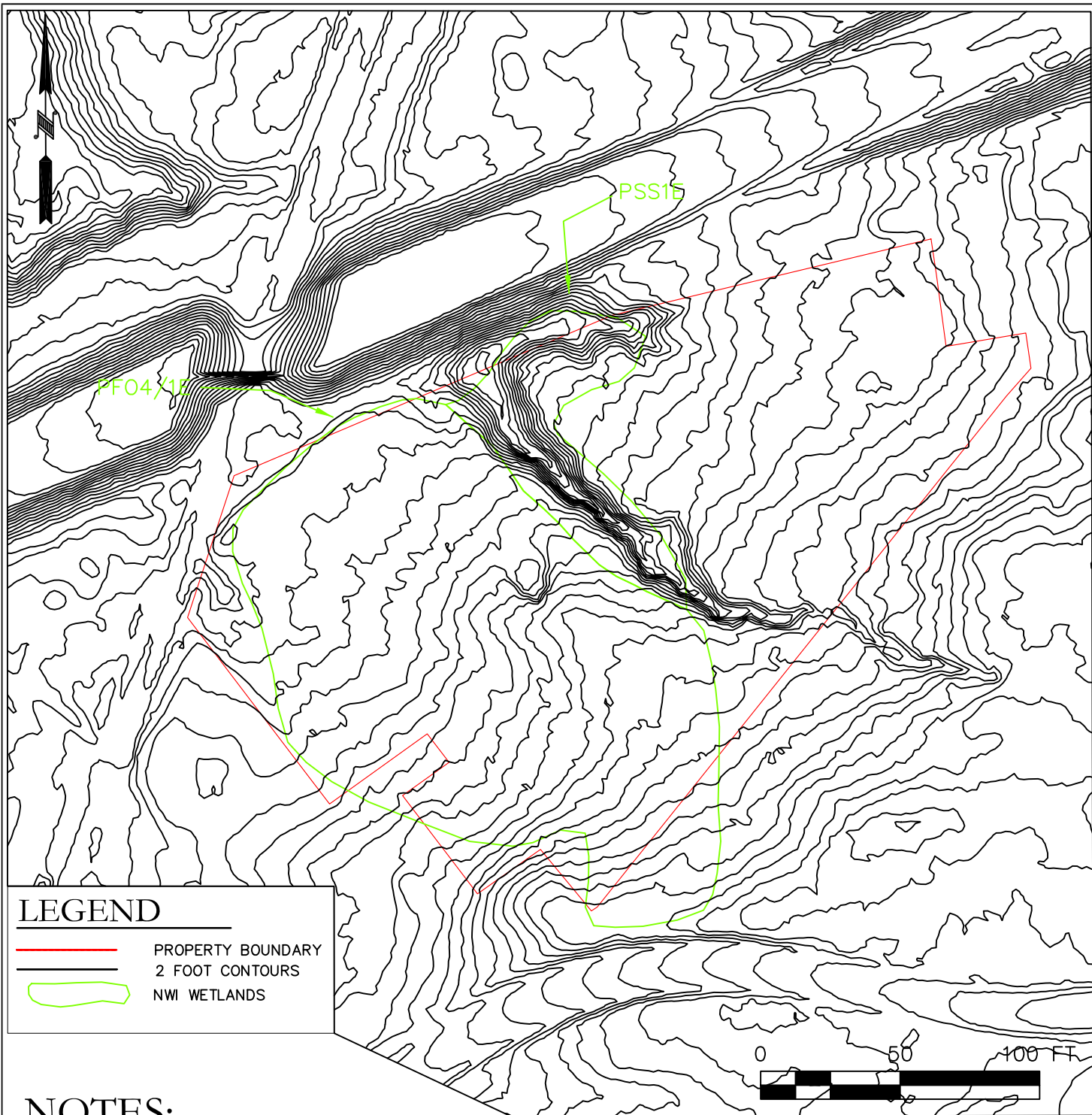
FIELD WORK DATE:

N/A

SCALE: 1"=100'

PROJ. #: 19-079FA

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NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLAND BOUNDARIES OBTAINED FROM NATIONAL WETLAND INVENTORY.
3. 2 FOOT CONTOURS OBTAINED FROM MAINE OFFICE OF GIS.

WETLAND SKETCH PLAN CITY OF PORTLAND GRAY ROAD (U48-27) FALMOUTH, MAINE

PREPARED BY:

JONES
ASSOCIATES INC.
Foresters, Surveyors And
Environmental Consultants



PLAN DATE:

OCTOBER 24, 2019

FIELD WORK DATE:

N/A

SCALE: 1"=100'

PROJ. #: 19-079FA

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STATE OF MAINE
DEPARTMENT OF AGRICULTURE, CONSERVATION & FORESTRY
177 STATE HOUSE STATION
AUGUSTA, MAINE 04333

JANET T. MILLS
GOVERNOR

AMANDA E. BEAL
COMMISSIONER

November 1, 2019

Rick Jones
Jones Associates
280 Poland Spring Road
Auburn, ME 04210

Via email: jgriffin@jonesai.com

Re: Rare and exemplary botanical features in proximity to: #Map U48 Lot 27, Falmouth, Maine

Dear Mr. Jones:

I have searched the Maine Natural Areas Program's Biological and Conservation Data System files in response to your request received November 1, 2019 for information on the presence of rare or unique botanical features documented from the vicinity of the project in Falmouth, Maine. Rare and unique botanical features include the habitat of rare, threatened, or endangered plant species and unique or exemplary natural communities. Our review involves examining maps, manual and computerized records, other sources of information such as scientific articles or published references, and the personal knowledge of staff or cooperating experts.

Our official response covers only botanical features. For authoritative information and official response for zoological features you must make a similar request to the Maine Department of Inland Fisheries and Wildlife, 284 State Street, Augusta, Maine 04333.

According to the information currently in our Biological and Conservation Data System files, there are no rare botanical features documented specifically within the project area. This lack of data may indicate minimal survey efforts rather than confirm the absence of rare botanical features. You may want to have the site inventoried by a qualified field biologist to ensure that no undocumented rare features are inadvertently harmed.

If a field survey of the project area is conducted, please refer to the enclosed supplemental information regarding rare and exemplary botanical features documented to occur in the vicinity of the project site. The list may include information on features that have been known to occur historically in the area as well as recently field-verified information. While historic records have not been documented in several years, they may persist in the area if suitable habitat exists. The enclosed list identifies features with potential to occur in the area, and it should be considered if you choose to conduct field surveys.

This finding is available and appropriate for preparation and review of environmental assessments, but it is not a substitute for on-site surveys. Comprehensive field surveys do not exist for all natural areas in Maine, and in the absence of a specific field investigation, the Maine Natural Areas Program cannot provide a definitive statement on the presence or absence of unusual natural features at this site.

MOLLY DOCHERTY, DIRECTOR
MAINE NATURAL AREAS PROGRAM
BLOSSOM LANE, DEERING BUILDING



PHONE: (207) 287-804490
WWW.MAINE.GOV/DACF/MNAP

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The Maine Natural Areas Program (MNAP) is continuously working to achieve a more comprehensive database of exemplary natural features in Maine. We would appreciate the contribution of any information obtained should you decide to do field work. MNAP welcomes coordination with individuals or organizations proposing environmental alteration, or conducting environmental assessments. If, however, data provided by MNAP are to be published in any form, the Program should be informed at the outset and credited as the source.

The Maine Natural Areas Program has instituted a fee structure of \$75.00 an hour to recover the actual cost of processing your request for information. You will receive an invoice for \$150.00 for two hours of our services.

Thank you for using MNAP in the environmental review process. Please do not hesitate to contact me if you have further questions about the Natural Areas Program or about rare or unique botanical features on this site.

Sincerely,

A handwritten signature in black ink, appearing to read "Krist Puryear".

Kristen Puryear | Ecologist | Maine Natural Areas Program
207-287-8043 | kristen.puryear@maine.gov

Rare and Exemplary Botanical Features within 4 miles of Project: Map U48 Lot 27, Falmouth, Maine

Common Name	State Status	State Rank	Global Rank	Date Last Observed	Occurrence Number	Habitat
Allegheny Vine						
	E	S1	G4	1860-10	9	Rocky summits and outcrops (non-forested, upland), Dry barrens (partly forested, upland)
American Sea-blite						
	T	S2	G5	1932-09-12	5	Tidal wetland (non-forested, wetland)
Bottlebrush Grass						
	SC	S3	G5	1905-09-13	10	Hardwood to mixed forest (forest, upland)
Broad Beech Fern						
	SC	S2	G5	1872-08	15	Hardwood to mixed forest (forest, upland)
	SC	S2	G5	2016-09-04	28	Hardwood to mixed forest (forest, upland)
Clothed Sedge						
	E	S1	G5	2000-06-06	5	Dry barrens (partly forested, upland)
Columbia Water-meal						
	SC	S2	G5	2002-08-04	2	Open water (non-forested, wetland)
Ebony Spleenwort						
	SC	S2	G5	1910-06-06	10	Rocky summits and outcrops (non-forested, upland), Hardwood to mixed forest (forest, upland)
Engelmann's Spikerush						
	PE	SH	G4G5	1916-08-31	2	Open wetland, not coastal nor rivershore (non-forested, wetland)
Enriched Northern Hardwoods Forest						
	<null>	S3	GNR	2001-08-28	34	Hardwood to mixed forest (forest, upland)
Fern-leaved False Foxglove						
	SC	S3	G5	1902-09-02	13	Dry barrens (partly forested, upland), Hardwood to mixed forest (forest, upland)
Great Blue Lobelia						

Rare and Exemplary Botanical Features within 4 miles of Project: Map U48 Lot 27, Falmouth, Maine

Common Name	State Status	State Rank	Global Rank	Date Last Observed	Occurrence Number	Habitat
Hollow Joe-pye Weed	PE	SX	G5	1905-09	3	Forested wetland,Non-tidal rivershore (non-forested, seasonally wet)
	SC	S2	G5?	2014-06-18	24	Open wetland, not coastal nor rivershore (non-forested, wetland),Old field/roadside (non-forested, wetland or upland)
	SC	S2	G5?	2011-08-04	19	Open wetland, not coastal nor rivershore (non-forested, wetland),Old field/roadside (non-forested, wetland or upland)
Horned Pondweed						
	SC	S2	G5	1913-09-13	9	Tidal wetland (non-forested, wetland)
MacGregor's Rye						
	SC	S2	G5	2016-09-11	13	<null>
Marsh Milkwort						
	PE	SH	G5T4	1903-08-18	1	Dry barrens (partly forested, upland),Open wetland, not coastal nor rivershore (non-forested, wetland)
Missouri Rockcress						
	T	S1	G5	1905-06-11	5	Rocky summits and outcrops (non-forested, upland),Hardwood to mixed forest (forest, upland)
Mountain-laurel						
	SC	S2	G5	1985-08-01	13	Conifer forest (forest, upland),Hardwood to mixed forest (forest, upland)
Mountain Honeysuckle						
	E	S2	G5	2018-06-02	14	Dry barrens (partly forested, upland),Hardwood to mixed forest (forest, upland)
	E	S2	G5	2007-10-05	11	Dry barrens (partly forested, upland),Hardwood to mixed forest (forest, upland)
Pitch Pine Woodland						
	<null>	S3	G2	2005-12-08	28	Rocky summits and outcrops (non-forested, upland)
Rattlesnake Hawkweed						
	E	S1	G5T4Q	1909-07	1	Dry barrens (partly forested, upland)

Rare and Exemplary Botanical Features within 4 miles of Project: Map U48 Lot 27, Falmouth, Maine

Common Name	State Status	State Rank	Global Rank	Date Last Observed	Occurrence Number	Habitat
Slender Knotweed						
	PE	SH	G5	1902-09-07	1	Dry barrens (partly forested, upland)
Small Reed Grass						
	SC	S3	G5	2011-08-28	18	Old field/roadside (non-forested, wetland or upland)
Spotted Pondweed						
	T	S1	G5	1995-10-01	3	Open water (non-forested, wetland)
Tidal Marsh Estuary Ecosystem						
	<null>	S3	GNR	2011-08-25	8	Tidal wetland (non-forested, wetland)
Upper Floodplain Hardwood Forest						
	<null>	S3	GNR	2012	20	Forested wetland
Upright Bindweed						
	T	S2	G4G5	2007-06-28	5	Dry barrens (partly forested, upland),Old field/roadside (non-forested, wetland or upland)
Variable Sedge						
	E	S1	G3	1911	8	Dry barrens (partly forested, upland),Hardwood to mixed forest (forest, upland)
	E	S1	G3	1911-06-29	9	Dry barrens (partly forested, upland),Hardwood to mixed forest (forest, upland)
	E	S1	G3	2018-08-29	6	Dry barrens (partly forested, upland),Hardwood to mixed forest (forest, upland)
	E	S1	G3	2017-08-22	4	Dry barrens (partly forested, upland),Hardwood to mixed forest (forest, upland)
Vasey's Pondweed						
	SC	S2	G4	1901-08-04	7	Open water (non-forested, wetland)
Water-plantain Spearwort						
	PE	SH	G4	1903-07-29	2	Open water (non-forested, wetland)

Rare and Exemplary Botanical Features within 4 miles of
Project: Map U48 Lot 27, Falmouth, Maine

Common Name	State Status	State Rank	Global Rank	Date Last Observed	Occurrence Number	Habitat
Wild Garlic						
	SC	S2	G5	1918-07-16	6	Forested wetland,Hardwood to mixed forest (forest, upland)
Wild Leek						
	SC	S3	G5	2018-05-02	55	Hardwood to mixed forest (forest, upland),Forested wetland

STATE RARITY RANKS

- S1** Critically imperiled in Maine because of extreme rarity (five or fewer occurrences or very few remaining individuals or acres) or because some aspect of its biology makes it especially vulnerable to extirpation from the State of Maine.
- S2** Imperiled in Maine because of rarity (6-20 occurrences or few remaining individuals or acres) or because of other factors making it vulnerable to further decline.
- S3** Rare in Maine (20-100 occurrences).
- S4** Apparently secure in Maine.
- S5** Demonstrably secure in Maine.
- SU** Under consideration for assigning rarity status; more information needed on threats or distribution.
- SNR** Not yet ranked.
- SNA** Rank not applicable.
- S#?** Current occurrence data suggests assigned rank, but lack of survey effort along with amount of potential habitat create uncertainty (e.g. S3?).

Note: **State Rarity Ranks** are determined by the Maine Natural Areas Program for rare plants and rare and exemplary natural communities and ecosystems. The Maine Department of Inland Fisheries and Wildlife determines State Rarity Ranks for animals.

GLOBAL RARITY RANKS

- G1** Critically imperiled globally because of extreme rarity (five or fewer occurrences or very few remaining individuals or acres) or because some aspect of its biology makes it especially vulnerable to extinction.
- G2** Globally imperiled because of rarity (6-20 occurrences or few remaining individuals or acres) or because of other factors making it vulnerable to further decline.
- G3** Globally rare (20-100 occurrences).
- G4** Apparently secure globally.
- G5** Demonstrably secure globally.
- GNR** Not yet ranked.

Note: **Global Ranks** are determined by NatureServe.

STATE LEGAL STATUS

Note: State legal status is according to 5 M.R.S.A. § 13076-13079, which mandates the Department of Conservation to produce and biennially update the official list of Maine's **Endangered** and **Threatened** plants. The list is derived by a technical advisory committee of botanists who use data in the Natural Areas Program's database to recommend status changes to the Department of Conservation.

- E** ENDANGERED; Rare and in danger of being lost from the state in the foreseeable future; or federally listed as Endangered.
- T** THREATENED; Rare and, with further decline, could become endangered; or federally listed as Threatened.

NON-LEGAL STATUS

- SC** SPECIAL CONCERN; Rare in Maine, based on available information, but not sufficiently rare to be considered Threatened or Endangered.
- PE** Potentially Extirpated; Species has not been documented in Maine in past 20 years or loss of last known occurrence has been documented.

Visit our website for more information on rare, threatened, and endangered species!
<http://www.maine.gov/dacf/mnap>

ELEMENT OCCURRENCE RANKS - EO RANKS

Element Occurrence ranks are used to describe the quality of a rare plant population or natural community based on three factors:

- **Size**: Size of community or population relative to other known examples in Maine. Community or population's viability, capability to maintain itself.
- **Condition**: For communities, condition includes presence of representative species, maturity of species, and evidence of human-caused disturbance. For plants, factors include species vigor and evidence of human-caused disturbance.
- **Landscape context**: Land uses and/or condition of natural communities surrounding the observed area. Ability of the observed community or population to be protected from effects of adjacent land uses.

These three factors are combined into an overall ranking of the feature of **A**, **B**, **C**, or **D**, where **A** indicates an **excellent** example of the community or population and **D** indicates a **poor** example of the community or population. A rank of **E** indicates that the community or population is **extant** but there is not enough data to assign a quality rank. The Maine Natural Areas Program tracks all occurrences of rare (S1-S3) plants and natural communities as well as A and B ranked common (S4-S5) natural communities.

Note: **Element Occurrence Ranks** are determined by the Maine Natural Areas Program for rare plants and rare and exemplary natural communities and ecosystems. The Maine Department of Inland Fisheries and Wildlife determines Element Occurrence ranks for animals.

Visit our website for more information on rare, threatened, and endangered species!
<http://www.maine.gov/dacf/mnap>

JONES ASSOCIATES

Foresters, Surveyors and
Environmental Consultants



WETLAND REPORT

GRAY ROAD

FALMOUTH, MAINE 04105

TAX MAP U48-027

Prepared for:
City of Portland
389 Congress Street
Portland, Maine 04101

Prepared by:
Jones Associates, Inc.
280 Poland Spring Road
Auburn, Maine 04210

JA Job #19-079FA
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INTRODUCTION

Jones Associates, Inc. was contracted to provide wetland delineation services for the City of Portland on a lot located in Falmouth, Maine 04105. The delineation encompassed the entire +/- 13.3 acres. The following report summarizes site conditions observed during site visits in mid-March of 2020.

Wetland/upland boundaries were identified and delineated according to *U.S. Army Corps of Engineers (ACOE) Wetlands Delineation Manual (Environmental Laboratory 1987)* and the *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region, January 2012*. Wetlands were identified based on the presence of hydric soil (inundated or saturated soil conditions resulting from permanent or periodic inundation by ground water or surface water), hydrology (movement and distribution of water), and predominance of hydrophytic species (Hydrophytes: vegetation typically adapted for life in saturated soil conditions).

Wetland delineations consist of transecting the property, examining periodic soil samples, observing any evidence of hydrology and assessing each stratum of vegetation for its percentage of hydrophytic species. If all three factors were evident, the study plot was considered wetland habitat. Transitions between upland and wetland were clearly marked with blue sub-zero flagging every 30-40 feet, and labeled with alphanumeric codes to identify individual systems (A1, A2, A3....).

EXISTING CONDITIONS

The majority of the property is bound by Highway I95 to the north, Falmouth/Portland City boundaries to the south, 6 parcels to the west, and a couple residential properties to the east. Currently, the site is undeveloped. A stream was observed and roughly divides the lot in half and runs northwest. Topography in general slopes from south to west-northwest and is the direction hydrology flows in most instances.

There are invasive species growing within the property. These consisted primarily of Morrow's honeysuckle, multiflora rose, and bittersweet nightshade. These invasives make up a large portion of the total vegetation found on-site. The physical characteristics of these species make traversing the property difficult in many areas. A few old woods roads were observed on-site and made accessing some portions of the property easier than others.

The National Wetlands Inventory (NWI) was used as a preliminary resource in order to identify potential wetlands onsite. This database showed two wetlands. The first was a palustrine (P) forested (FO) wetland with needle-leaved (4) and broad-leaved deciduous vegetation (1) that is seasonally flooded/saturated (E) or (PFO4/1E). The second was a palustrine (P) scrub-shrub (SS) wetland that is broad-leaved deciduous (1) and seasonally flooded/saturated (E). During site investigations, the location and size of wetlands on site varied from this database.

WETLAND CHARACTERISTICS

The term "wetlands" means those areas that are inundated or saturated by surface or ground water at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

--Corps of Engineers Wetlands Delineation Manual (U.S. Army Corps of Engineers 1987)

The area of investigation consists of six wetlands (A, B, C, D, E, and F) and two potential vernal pools. Wetlands on this property were very similar throughout. For this reason, two sets of datasheets were collected to describe wetlands on site; one north of the bisecting stream and one to the south. Please refer to the Wetland Sketch Plan (attached) to reference wetland and stream locations.

NORTH OF BISECTING STREAM

Wetland A is the northern-most wetland on the property and is the second largest wetland on the property. This wetland can be described as a palustrine (P) forested (FO) wetland that is both broad-leaved deciduous (1) and needle-leaved evergreen (4) and is also saturated (B) or (PFO1/4B). Because of similarities in wetland characteristics and proximity to each other, one set of datasheets was collected and describes wetland characteristics of all wetlands north of the stream that bisects the property (Wetlands B, C, and D). Hydrological indicators in these wetlands include the presence of saturation, water-stained leaves, drainage patterns, geomorphic position, and microtopographic relief. Vegetation in this wetland includes white pine (*Pinus strobus*), green ash (*Fraxinus pennsylvanica*), black ash (*Fraxinus nigra*), Morrow's honeysuckle (*Lonicera morrowii*), quaking aspen (*Populus tremuloides*), sphagnum moss (*Sphagnum* spp.) wetland grasses (*Poa* spp.), and sensitive fern (*Onoclea sensibilis*), indicating the presence of hydrophytic vegetation. Soil color consisted of 10YR 4/2 from 0-16 inches and had a mucky sand texture. These findings led this soil to be classified with hydric soil indicator of sandy mucky mineral.

SOUTH OF BISECTING STREAM

There was little variation in wetland characteristics from the north to the south of the bisecting stream (Wetlands E & F), however another datasheet was collected within Wetland F and can be used to describe wetland E. These wetlands can be described as a palustrine (P) forested (FO) wetland that is both broad-leaved deciduous (1) and needle-leaved evergreen (4) and is also saturated (B) or (PFO1/4B). Hydrological indicators in these wetlands include the presence of saturation, water-stained leaves, drainage patterns, geomorphic position, and microtopographic relief. Vegetation in this wetland includes green ash (*Fraxinus pennsylvanica*), speckled alder (*Alnus incana*), red maple (*Acer rubrum*), Morrow's honeysuckle (*Lonicera morrowii*), sensitive fern (*Onoclea sensibilis*), and sphagnum moss (*Sphagnum* spp.), indicating the presence of hydrophytic vegetation. Soil color consisted of 10YR 4/2 from 0-16 inches and had a loamy/clayey texture. These findings led this soil to be classified with hydric soil indicator of loamy mucky mineral.

STREAMS

There are three streams located within the property. Two streams on the property can be classified as riverine (R) intermittent (4) streambed (SB) with cobble-gravel bottom (3) or (R4SB3). These streams only occur on the property for a short distance before flowing off the property. The largest stream bisects the property north and south by its east to west flow. It can be classified as an riverine (R) upper perennial (3) with an unconsolidated bottom (UB) that consisted of cobble/sand (1/2) or (R3UB1/2). Streams locations can be found on the attached Wetland Sketch Plan.

VERNAL POOLS

Two potential vernal pools were observed within the property, one is much larger than the other. There is a high probability that the large potential vernal pool will be a vernal pool or even a significant vernal pool based on its characteristics. It's possible the smaller potential vernal pool could be a vernal pool but quite unlikely to be a significant vernal pool but does express some characteristics. These areas should be surveyed during the breeding season in spring to verify whether vernal pools are occurring. Vernal pools are shown in red on the attached Wetland Sketch Plan.

SOILS

According to U.S. Department of Agriculture, Natural Resources Conservation Service, the soil series typed within the property area are Nicholville very fine sandy loam, cut and fill land, hinckley loamy sand, and scantic silt loam. Characteristics of each series are described in the soil report according to: Soil Survey Staff, Natural Resources Conservation Service, United States Department of Agriculture, Official Soil Series Descriptions, <https://soilseries.sc.egov.usda.gov/osdname.aspx>.

NICHOLVILLE SERIES

The Nicholville series consists of very deep, moderately well drained soils formed in wind or water deposited material having a high content of silt and very fine sand. They are on lake plains and low benches on uplands. Estimated saturated hydraulic conductivity is moderately high or high. Slope ranges from 0 to 60 percent. Mean annual temperature is 6 degrees C, and mean annual precipitation is 965 mm.

TYPICAL PEDON: Nicholville silt loam, on a 4 percent north facing slope in a wooded area. (Colors are for moist soil unless otherwise noted.)

GEOGRAPHIC SETTING: Nicholville soils are on nearly level to sloping planar or concave landscapes. They are on lake plains and upland till plains that have a mantle of wind or water-deposited silt or very fine sand. Normally, slopes range from 0 to 15 percent, but may range up to 60 percent on strongly dissected lacustrine deposits. In some areas, slowly permeable deposits underlie the soil below 102 cm and restricts internal drainage. Mean annual air temperature ranges from 3 to 8 degrees C, mean annual precipitation ranges from 28 to 50 inches, and the frost-free period ranges from 90 to 160 days. Elevation ranges from 37 to 610 meters above sea level.

DRAINAGE AND SATURATED HYDRAULIC CONDUCTIVITY: Moderately well drained. The potential for surface runoff is low to very high. Estimated saturated hydraulic conductivity is moderately high or high.

USE AND VEGETATION: Most areas have been cleared and are used for growing hay, corn, small grain, and vegetable crops. Wooded areas support sugar maple, beech, Northern red oak, and some white pine.

HINCKLEY SERIES

The Hinckley series consists of very deep, excessively drained soils formed in glaciofluvial materials. They are nearly level through very steep soils on outwash terraces, outwash plains, outwash deltas, kames, kame terraces, and eskers. Saturated hydraulic conductivity is high or very high. Slope ranges from 0 to 60 percent. Mean annual temperature is about 7 degrees C, and mean annual precipitation is about 1143 mm.

TYPICAL PEDON: Hinckley loamy sand in woodland at an elevation of about 240 meters. (All colors are for moist soil.)

GEOGRAPHIC SETTING: Hinckley soils are nearly level through very steep soils on outwash terraces, outwash plains, outwash deltas, kames, kame terraces, and eskers. Slope is generally 0 through 8 percent on tops of the terraces, outwash plains and deltas. Slope of 8 through 60 percent or more are on the kames, eskers and margins of the outwash plains, deltas, and terraces. The soils formed in glaciofluvial sand and gravel derived principally from granite, gneiss, and schist. Mean annual temperature ranges from 7 to 13 degrees C, and mean annual precipitation ranges from 1016 to 1270 mm. Length of the growing season ranges from 140 through 240 days.

DRAINAGE AND SATURATED HYDRAULIC CONDUCTIVITY: Excessively drained. Surface runoff is negligible through low. Saturated hydraulic conductivity is high or very high.

USE AND VEGETATION: Cleared areas are used for hay, pasture, and silage corn. In the southern Connecticut River Valley, Hinckley soils are used for growing tobacco and truck crops and in eastern Massachusetts, truck crops. Most areas are forested, brush land or used as urban land. Northern red, black, white, scarlet and scrub oak, eastern white and pitch pine, eastern hemlock, and gray birch are the common trees. Unimproved pasture and idle land support hardhack, little bluestem, bracken fern, sweet fern, and low bush blueberry.

SCANTIC SERIES

The Scantic series consists of very deep, poorly drained soils formed in glaciomarine or glaciolacustrine deposits on coastal lowlands and river valleys. Slope ranges from 0 to 8 percent. Saturated hydraulic conductivity of the surface and subsurface horizons is moderately high or high and low or moderately slow in the subsoil and substratum. Mean annual temperature is about 7 degrees C, and mean annual precipitation is about 1168 mm inches at the type location.

TYPICAL PEDON: Scantic silt loam, on a 1 percent slope in an idle field. (Colors are for moist soil unless otherwise noted.)

GEOGRAPHIC SETTING: Scantic soils are on coastal lowlands and river valleys. Slope ranges from 0 to 8 percent. The soils formed in medium, moderately fine and fine textured glaciomarine or glaciolacustrine deposits. The climate is humid and cool temperate. Mean annual temperature ranges from about 6 to almost 8 degrees C , and mean annual precipitation ranges from 863 to 1219 mm. The frost-free season ranges from 90 to 160 days. Elevation ranges from about 2 to 275 m above mean sea level.

DRAINAGE AND SATURATED HYDRAULIC CONDUCTIVITY: Poorly drained. Surface runoff is slow. Saturated hydraulic conductivity of the surface and subsurface horizons is moderately high or high and low or moderately slow in the subsoil and substratum.

USE AND VEGETATION: Mostly idle or woodland, some areas are used for growing hay and pasture. Common tree species include red maple, elm, gray birch, white ash, balsam fir, red and white spruce, tamarack, and some eastern white pine.

RARE OR UNUSUAL FEATURES

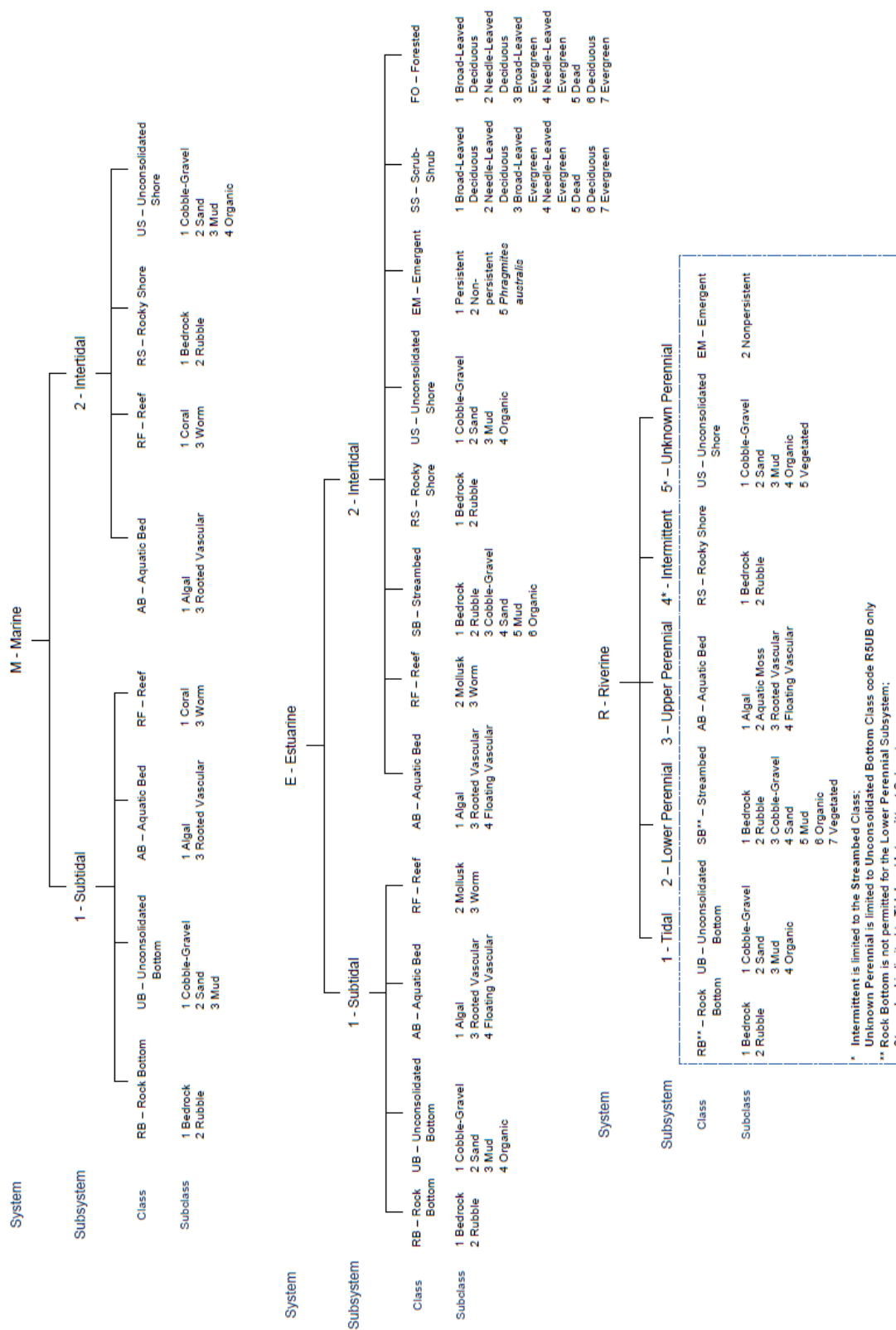
No unusual plant or animal species were observed within the area of interest. The wetlands on this property were dominated by plant communities typical of this region of Maine.

NORTHERN LONG-EARED BAT

The United States Fish and Wildlife Service listed the Northern Long-Eared Bat (NLEB) (*Myotis septentrionalis*) as threatened with Interim 4(d) Rule. This listing affects development occurring within the range of the NLEB (www.fws.gov/midwest/endangered/mammals/nleb/nlebRangeMap.html) and within the White Nose Syndrome Buffer Zone (<http://www.fws.gov/midwest/nleb/WNSBuffer.pdf>) that could cause purposeful or incidental take (harm, kill or otherwise harass). This includes the clearing of trees where NLEB could be living. If your project requires such action a permit may be necessary.

February, 2011

WETLANDS AND DEEPWATER HABITATS CLASSIFICATION



Classification of Wetlands and Deepwater Habitats of the United States, Cowardin et al. 1979

System	L - Lacustrine					
Subsystem	1 - Limnetic			2 - Littoral		
Class	RB – Rock Bottom	UB – Unconsolidated Bottom	AB – Aquatic Bed	RB – Rock Bottom	RS – Rocky Shore	US – Unconsolidated EM – Emergent Shore
Subclass	1 Bedrock 2 Rubble	1 Cobble-Gravel 2 Sand 3 Mud 4 Organic	1 Algal 2 Aquatic Moss 3 Rooted Vascular 4 Floating Vascular	1 Bedrock 2 Rubble	1 Bedrock 2 Rubble	1 Cobble-Gravel 2 Sand 3 Mud 4 Organic 5 Vegetated

Class	RB – Rock Bottom	UB – Unconsolidated Bottom	AB – Aquatic Bed	US – Unconsolidated Shore	ML – Moss-Lichen	EM – Emergent	SS – Scrub-Shrub	FO – Forested
Subclass	1 Bedrock 2 Rubble	1 Cobble-Gravel 2 Sand 3 Mud 4 Organic	1 Algal 2 Aquatic Moss 3 Rooted Vascular 4 Floating Vascular	1 Cobble-Gravel 2 Sand 3 Mud 4 Organic 5 Vegetated	1 Moss 2 Lichen	1 Persistent 2 Nonpersistent 3 <i>Phragmites australis</i> 4 <i>Phragmites australis</i> 5 Dead	1 Broad-Leaved Deciduous 2 Needle-Leaved Deciduous 3 Broad-Leaved Evergreen 4 Needle-Leaved Evergreen 5 Dead 6 Deciduous 7 Evergreen	1 Broad-Leaved Deciduous 2 Needle-Leaved Deciduous 3 Broad-Leaved Evergreen 4 Needle-Leaved Evergreen 5 Dead 6 Deciduous 7 Evergreen

MODIFIERS						
In order to more adequately describe the wetland and deepwater habitats, one or more of the water regime, water chemistry, soil, or special modifiers may be applied at the class or lower level in the hierarchy. The farmed modifier may also be applied to the ecological system.						
Water Regime		Special Modifiers		Water Chemistry		Soil
Nontidal	Saltwater Tidal	Freshwater Tidal		Coastal Halinity	Inland Salinity	pH Modifiers for all Fresh Water
A Temporarily Flooded	L Subtidal	S Temporarily Flooded-Tidal	b Beaver	1 Hyperhaline	7 Hypersaline	a Acid
B Saturated	M Irregularly Exposed	R Seasonally Flooded-Tidal	d Partly Drained/Ditched	2 Euthaline	8 Eusaline	t Circumneutral
C Seasonally Flooded	N Regularly Flooded	T Semipermanently Flooded-Tidal	f Farmed	3 Mixohaline (Brackish)	9 Mixosaline	i Alkaline
E Seasonally Flooded/ Saturated	P Irregularly Flooded	V Permanently Flooded-Tidal	h Diked/Impounded	4 Polyhaline	0 Fresh	
F Semipermanently Flooded			r Artificial	5 Mesohaline		
G Intermittently Exposed			s Spoil	8 Oligohaline		
H Permanently Flooded			x Excavated	0 Fresh		
J Intermittently Flooded						

WETLAND RULES AND INFORMATION

WETLANDS OF SPECIAL SIGNIFICANCE

All coastal wetlands and great ponds are considered wetlands of special significance. In addition, certain freshwater wetlands are considered wetlands of special significance.

- A. Freshwater Wetlands of Special Significance. A freshwater wetland of special significance has one or more of the following characteristics.
- (1) Critically imperiled or imperiled community. The freshwater wetland contains a natural community that is critically imperiled (S1) or imperiled (S2) as defined by the Natural Areas Program.
 - (2) Significant wildlife habitat. The freshwater wetland contains significant wildlife habitat as defined by 38 M.R.S.A. § 480-B (10).
 - (3) Location near coastal wetland. The freshwater wetland area is located within 250 feet of a coastal wetland.
 - (4) Location near GPA great pond. The freshwater wetland area is located within 250 feet of the normal high water line, and within the same watershed, of any lake or pond classified as GPA under 38 M.R.S.A. § 465-A.
 - (5) Aquatic vegetation, emergent marsh vegetation or open water. The freshwater wetland contains, under normal circumstances, at least 20,000 square feet of aquatic vegetation, emergent marsh vegetation or open water, unless the 20,000 or more square foot area is the result of an artificial pond or impoundment.
 - (6) Wetlands subject to flooding. The freshwater wetland area is inundated with floodwater during a 100-year flood event based on flood insurance maps produced by the Federal Emergency Management Agency or other site-specific information.
 - (7) Peatlands. The freshwater wetland is or contains peatlands, except that the department may determine that a previously mined peatland, or portion thereof, is not a wetland of special significance.
 - (8) River, stream or brook. The freshwater wetland area is located within 25 feet of a river, stream or brook.
- B. Permit Process. Alterations of wetlands of special significance usually require an individual permit. However, some alterations of freshwater wetlands of special significance may be eligible for Tier 1 or 2 review if the department determines, at the applicant's request, that the activity will not negatively affect the freshwater wetlands or other protected natural resources present. In making this determination, the department considers such factors as the size of the alteration, functions of the impacted area, existing development or character of the area in and around the alteration site, elevation differences and hydrological connection to surface water or other protected natural resources, among other things.

- C. Seasonal Factors. When determining the significance of a resource or impact from an activity, seasonal factors and events that temporarily reduce the numbers or visibility of plants or animals, or obscure the topography and characteristics of a wetland such as a period of high water, snow and ice cover, erosion event, or drought, are taken into account. Determinations may be deferred for an amount of time necessary to allow an assessment of the resource without such seasonal factors.

STREAM CHANNELS

According to Maine's Natural Resource Protection Act, Title 38, Article 5-A, Protection of Natural Resources, §480-B Definitions:

"River, stream or brook" means a channel between defined banks. A channel is created by the action of surface water and has two or more of the following characteristics:

- (1) It is depicted as a solid or broken blue line on the most recent edition of the U.S. Geological Survey 7.5-minute series topographic map or, if that is not available, a 15-minute series topographic map.
- (2) It contains or is known to contain flowing water continuously for a period of at least 6 months of the year in most years.
- (3) The channel bed is primarily composed of mineral material such as sand and gravel, parent material or bedrock that has been deposited or scoured by water.
- (4) The channel contains aquatic animals such as fish, aquatic insects or mollusks in the water or, if no surface water is present, within the stream bed.
- (5) The channel contains aquatic vegetation and is essentially devoid of upland vegetation.

"River, stream or brook" does not mean a ditch or other drainage way constructed, or constructed and maintained, solely for the purpose of draining storm water or a grassy swale.

VERNAL POOLS

As defined by Maine’s Department of Environmental Protection (MDEP): A vernal pool, also referred to as a seasonal forest pool, is a natural, temporary to semi-permanent body of water occurring in a shallow depression that typically fills during the spring or fall and may dry during the summer. Vernal pools have no permanent inlet and no viable populations of predatory fish. A vernal pool may provide the primary breeding habitat for wood frogs (*Rana sylvatica*), spotted salamanders (*Ambystoma maculatum*), blue-spotted salamanders (*Ambystoma laterale*), and fairy shrimp (*Eubrachipus spp.*), as well as valuable habitat for other plants and wildlife, including several rare, threatened, and endangered species. A vernal pool intentionally created for the purposes of compensatory mitigation is included in this definition.

As of September 1, 2007, “Significant Vernal Pools” are defined by MDEP as “Significant Wildlife Habitat.” As read in MDEP’s Chapter 335 -- Significant Wildlife Habitat Rules, “Whether a vernal pool is a significant vernal pool is determined by the number and type of pool-breeding amphibian egg masses in a pool, or the presence of fairy shrimp, or use by threatened or endangered species as specified in Section 9(B). Significant vernal pool habitat consists of a vernal pool depression and a portion of the critical terrestrial habitat within a 250 foot radius of the spring or fall high water mark of the depression. An activity that takes place in, on, over, or adjacent to a significant vernal pool habitat must meet the standards of this chapter.”

Species and abundance criteria required for Significant Vernal Pools.

Species	Abundance Criteria
Fairy shrimp	Presence in any life stage.
Blue spotted salamanders	Presence of 10 or more egg masses.
Spotted salamanders	Presence of 20 or more egg masses.
Wood frogs	Presence of 40 or more egg masses.

MDEP habitat management standards for significant vernal pools: To the greatest extent practicable, the following management practices must be followed within significant vernal pool habitat.

- (1) No disturbance within the vernal pool depression;
- (2) Maintain a minimum of 75% of the critical terrestrial habitat as unfragmented forest with at least a partly-closed canopy of overstory trees to provide shade, deep litter and woody debris.
- (3) Maintain or restore forest corridors connecting wetlands and significant vernal pools;
- (4) Minimize forest floor disturbance; and
- (5) Maintain native understory vegetation and downed woody debris.

If more than 25% of the critical terrestrial habitat has been previously developed, restoring a portion of that area through supplemental planting or regrowth of native forest species may be considered toward meeting these standards, or towards standards for avoidance, minimization, or compensation. For purposes of Chapter 355, developed area includes disturbed areas excluding

areas that are returned to a condition with the same drainage patterns and the same or improved cover type that existed prior to the disturbance;

Currently, Army Corps of Engineers (ACOE) regulate vernal pools but do not have specific characteristics that define a vernal pool, or a definition of which vernal pools require protection or buffering. They review each site on a case by case basis. ACOE's jurisdiction does not begin until the waters of the United States are impacted.

NATURAL RESOURCES PROTECTION ACT

Jones Associates, Inc. has many years of experience working with and interpreting Maine's environmental laws; however MDEP has several unwritten policies that may change without public notice, therefore, certain project specific questions may need review by MDEP staff.

The Natural Resources Protection Act (NRPA) became effective on August 4, 1988. The law is focused on "protected natural resources". A permit is required when an "activity" will be:

- (1) Located in, on or over any protected natural resource, or
- (2) Located adjacent to (A) a coastal wetland, great pond, river, stream or brook or significant wildlife habitat contained within a freshwater wetland, or (B) certain freshwater wetlands.

An "activity" is (A) dredging, bulldozing, removing or displacing soil, sand, vegetation or other materials; (B) draining or otherwise dewatering; (C) filling, including adding sand or other material to a sand dune; or (D) any construction, repair or alteration of any permanent structure.

The Maine Department of Environmental Protection (MDEP) does not have to be contacted for projects involving minor wetland impacts. Single, complete activities that impact less than 4,300 square feet of freshwater wetland and do NOT occur within: another type of protected natural resource; 25 feet of another protected natural resource and erosion controls are used; a municipal shoreland zone; a wetland normally containing at least 20,000 sq. ft. of open water, aquatic or emergent marsh vegetation; or a peatland are exempt under the Natural Resources Protection Act, 38 M.R.S.A. Section 480-Q(17).

NRPA - PERMIT BY RULE

A "permit by rule" or "PBR", when approved by MDEP, is an approval for an activity that requires a permit under the Natural Resources Protection Act (NRPA). Only those activities described in Chapter 305 may proceed under the PBR process. A PBR activity will not significantly affect the environment if carried out in accordance with this chapter, and generally has less of an impact on the environment than an activity requiring an individual permit. A PBR satisfies the NRPA permit requirement and Water Quality Certification requirement. The following projects may be eligible as PBR activities:

Section (2) Activity Adjacent to Protected Natural Resource

(An activity adjacent to (any land area within 75 feet, measured horizontally, of the normal high water line), but not in: a coastal wetland, great pond, river, stream or brook or significant wildlife habitat contained within a freshwater wetland; or freshwater wetlands consisting of or containing: under normal circumstances, at least 20,000 square feet of aquatic vegetation, emergent marsh vegetation or open water, except for artificial ponds or impoundments; or peatlands dominated by shrubs, sedges and sphagnum moss.

Section (3) Placement of permanent intake pipes and water monitoring devices (including drilled wells)

Section (4) Replacement of Structures

Section (6) Movement of Rocks or Vegetation

Section (7) Placement of outfall pipes (including ditches and drain tiles)

Section (8) Shoreline stabilization using vegetation or riprap

Section (9) Construction of crossings (utility lines, pipes and cables)

Section (10) Construction of stream crossings (bridges, culverts and fords)

Section (11) State Transportation Facilities

Section (12) Restoration of natural areas (i.e., "undoing" human alteration)

Section (13) Fisheries & wildlife habitat creation or enhancement and water quality improvement projects

Section (15) Public Boat Ramps

Section (16) Selected activities in coastal sand dunes

Section (17) Transfers and Permit Extensions

Section (18) One-time renewals of maintenance dredging permits

Section (19) Activities in/on/over significant vernal pool habitat

Section (20) Activities located in/on/over high or moderate value inland waterfowl & wading bird habitat or shorebird nesting, feeding & roosting areas

NRPA - TIER REVIEW PROCESS

NRPA's Tier Review process constitutes a joint application to both the Maine Department of Environmental Protection (MDEP) and the U.S. Army Corps of Engineers (USACOE) for a proposed alteration to a freshwater wetland that qualifies for Tier 1, 2 or 3 review. The square footage of impact is based on the alteration or impact of the whole activity in the wetland. If any part of the overall activity requires a higher tier review, then the whole activity will be reviewed under that higher tier.

The Tier Review process is required for impacts larger than 4,300 square feet, and for requesting a permit for activities in, on, or over a protected natural resource. It is also used for activities adjacent to certain protected natural resources (38 MRSA 480-C(1)). The Tier Review process is required when the activity is not eligible for a PBR.

According to 38 M.R.S.A. Section 480-X(2), an application for a permit to undertake activities altering freshwater wetlands must be reviewed in accordance with the following:

- (1) A Tier 1 review process applies to any activity that involves a freshwater wetland alteration up to 15,000 square feet and does not involve the alteration of freshwater wetlands listed in 38 M.R.S.A. Section 480-X(4);
- (2) A Tier 2 review process applies to any activity that involves a freshwater wetland alteration of 15,000 square feet up to one acre and does not involve the alteration of freshwater wetlands listed in 38 M.R.S.A. Section 480-X (4 or 5);
- (3) A Tier 3 review process applies to any activity that does involve a freshwater wetland alteration greater than one acre, or an alteration of a freshwater wetland listed in 38 M.R.S.A. Section 480-X (4 or 5).

According to 38 M.R.S.A. Section 480-X(4), the following activities are not eligible for Tier 1 or Tier 2 review unless MDEP determines that the activity will not negatively affect the freshwater wetlands and other protected natural resources present.

- (1) Activities located within 250 feet of a coastal wetland;
- (2) Activities located within 250 feet of the normal high-water line, and within the same watershed, of any lake or pond classified as GPA under section 465-A;
- (3) Activities occurring in freshwater wetlands, other than artificial ponds or impoundments, containing under normal circumstances at least 20,000 square feet of aquatic vegetation, emergent marsh vegetation or open water;
- (4) Activities occurring in freshwater wetlands that are inundated with floodwater during a 100-year flood event based on flood insurance maps produced by the Federal Emergency Management Agency or other site-specific information;
- (5) Activities occurring in freshwater wetlands containing significant wildlife habitat that has been mapped, identified or defined, as required pursuant to section 480-B(10), at the time of the filing by the applicant;

- (6) Activities occurring in peatlands dominated by shrubs, sedges and sphagnum moss, except that applications proposing work in previously mined peatlands may be considered by the department for Tier 1 or Tier 2 review, as applicable;
- (7) Activities occurring within 25 feet of a river, stream or brook.

According to 38 M.R.S.A. Section 480-X(5), an activity in freshwater wetlands containing a natural community that is imperiled (S2) or critically imperiled (S1), as defined by the Natural Areas Program pursuant to Title 12, Section 544 is not eligible for Tier 2 review unless the department determines that the activity will not negatively affect the freshwater wetlands and other protected natural resources present.

NRPA General Requirements for both the Tier 1 and Tier 2 review process require that the proposed freshwater wetland alteration must be avoided, if feasible, after considering cost, logistics, technology and the overall purpose of the project. However, if unavoidable, the alteration must be limited to the minimum amount necessary to complete the project. The project must utilize both temporary and permanent erosion control measures to prevent sedimentation of any protected natural resource. In addition, the alteration site must maintain an undisturbed 25 foot buffer strip between the activity and any river, stream or brook and must not violate any state water quality law, including those governing the classification of the State's waters.

WETLAND DELINEATION CHECKLIST

Job #:	19-079FA		
Client:	CITY OF PORTLAND		
Site Address:	Gray Road, Falmouth, ME 04105 (U48-027)		

Wetland Scientist:	Jason Tome
Date of Office Review:	10/24/2019
Date(s) of Field Delineation:	11/13/2019

Wetlands of Special Significance

Yes	No	
	X	Does the on-site or immediately adjacent wetland contain a mapped and numbered DWA?
	X	Does the on-site or immediately adjacent wetland contain an Inland Waterfowl Wading Bird Habitat?
	X	Does the on-site or immediately adjacent wetland contain a potential significant vernal pool?
	X	Does the recent aerial photos of the on-site or immediately adjacent wetland show? Or are there any open water or emergent wetlands with areas greater than 20,000 sq. ft.?
	X	Does the on-site or immediately adjacent wetland contain a 100-year flood plain?
	X	Does the on-site or immediately adjacent wetland contain a S1 or S2 community?
	X	Does the on-site or immediately adjacent wetland contain a significant wildlife habitat?
	X	Is the on-site wetland within 250' of a coastal wetland?
	X	Is the on-site wetland within 250' of a great pond?
	X	Does the site contain peatlands?

Stormwater Qualifications

	X	Is the site in the watershed of a Great Pond or Impaired stream?
	X	Is the site in a lake watershed?
	X	Is the site in a watershed most at risk?

Additional Comments:

FEMA flood zone FIRM:

Falmouth 2300450007B, Effective October 16, 1984

Falmouth 2300450011B, Effective October 16, 1984

Portland 2300510002C, Effective December 8, 1998

Watershed:

HUC_8: 01060001

Presumpscot

HUC_10: 0106000103

Presumpscot River

HUC_12: 010600010605

Highland Lake-Lower Presumpscot River

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Websites:

- Maine Department of Environmental Protection: www.maine.gov/dep/land/nrpa/index.html
- United States Fish and Wildlife Service, National Wetlands inventory: www.fws.gov/wetlands/
- United States Army Corps of Engineers, New England District:
www.nae.usace.army.mil/Missions/Regulatory.aspx
- United States Natural Resources Conservation Service, United States Department of Agriculture, Official Soil Series Descriptions: soils.usda.gov/technical/classification/osd/index.html.

ATTACHMENTS:

- **NRCS CUSTOM SOIL RESOURCE REPORT**
- **WETLAND DATA SHEETS**
- **WETLAND SKETCH PLAN**



United States
Department of
Agriculture

NRCS

Natural
Resources
Conservation
Service

A product of the National
Cooperative Soil Survey,
a joint effort of the United
States Department of
Agriculture and other
Federal agencies, State
agencies including the
Agricultural Experiment
Stations, and local
participants

Custom Soil Resource Report for Cumberland County and Part of Oxford County, Maine



March 16, 2020

Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (<http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/>) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (<https://offices.sc.egov.usda.gov/locator/app?agency=nrcs>) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

Custom Soil Resource Report

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report Soil Map



MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

 Blowout

 Borrow Pit

 Clay Spot

 Closed Depression

 Gravel Pit

 Gravelly Spot

 Landfill

 Lava Flow

 Marsh or swamp

 Mine or Quarry

 Miscellaneous Water

 Perennial Water

 Rock Outcrop

 Saline Spot

 Sandy Spot

 Severely Eroded Spot

 Sinkhole

 Slide or Slip

 Sodic Spot

 Spoil Area

 Stony Spot

 Very Stony Spot

 Wet Spot

 Other

 Special Line Features

Water Features

 Streams and Canals

Transportation

 Rails

 Interstate Highways

 US Routes

 Major Roads

 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Cumberland County and Part of Oxford County, Maine
Survey Area Data: Version 16, Sep 16, 2019

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 4, 2018—Jul 2, 2019

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background

MAP LEGEND

MAP INFORMATION

imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
BgB	Nicholville very fine sandy loam, 0 to 8 percent slopes	0.7	5.1%
Cu	Cut and fill land	8.3	62.0%
HIB	Hinckley loamy sand, 3 to 8 percent slopes	0.0	0.3%
Sn	Scantic silt loam, 0 to 3 percent slopes	4.4	32.6%
Totals for Area of Interest		13.4	100.0%

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate

pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Cumberland County and Part of Oxford County, Maine

BgB—Nicholville very fine sandy loam, 0 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2yJg5

Elevation: 20 to 2,300 feet

Mean annual precipitation: 34 to 50 inches

Mean annual air temperature: 37 to 45 degrees F

Frost-free period: 90 to 160 days

Farmland classification: Farmland of statewide importance

Map Unit Composition

Nicholville and similar soils: 85 percent

Minor components: 15 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Nicholville

Setting

Landform: Lakebeds (relict)

Landform position (two-dimensional): Backslope

Landform position (three-dimensional): Side slope

Down-slope shape: Linear

Across-slope shape: Linear

Parent material: Coarse-silty glaciomarine deposits

Typical profile

Ap - 0 to 7 inches: very fine sandy loam

Bs - 7 to 19 inches: very fine sandy loam

BC - 19 to 30 inches: very fine sandy loam

C - 30 to 65 inches: loamy very fine sand

Properties and qualities

Slope: 0 to 8 percent

Depth to restrictive feature: More than 80 inches

Natural drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately low to moderately high (0.14 to 1.42 in/hr)

Depth to water table: About 18 to 30 inches

Frequency of flooding: None

Frequency of ponding: None

Salinity, maximum in profile: Nonsaline (0.0 to 1.9 mmhos/cm)

Available water storage in profile: High (about 10.3 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 2e

Hydrologic Soil Group: C

Hydric soil rating: No

Minor Components

Croghan

Percent of map unit: 5 percent

Landform: Lakebeds (relict)

Landform position (two-dimensional): Backslope
Landform position (three-dimensional): Side slope
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Roundabout, somewhat poorly drained

Percent of map unit: 5 percent
Landform: Lakebeds (relict)
Landform position (two-dimensional): Footslope, toeslope
Landform position (three-dimensional): Base slope
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Salmon

Percent of map unit: 3 percent
Landform: Lakebeds (relict)
Landform position (two-dimensional): Backslope, summit
Landform position (three-dimensional): Side slope, crest
Down-slope shape: Linear
Across-slope shape: Convex
Hydric soil rating: No

Roundabout

Percent of map unit: 2 percent
Landform: Lakebeds (relict)
Landform position (two-dimensional): Footslope, toeslope
Landform position (three-dimensional): Base slope
Down-slope shape: Linear
Across-slope shape: Concave
Hydric soil rating: Yes

Cu—Cut and fill land

Map Unit Setting

National map unit symbol: blh4
Elevation: 10 to 2,200 feet
Mean annual precipitation: 30 to 55 inches
Mean annual air temperature: 37 to 46 degrees F
Frost-free period: 70 to 195 days
Farmland classification: Not prime farmland

Map Unit Composition

Cut and fill land: 90 percent
Minor components: 10 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Cut And Fill Land

Typical profile

H1 - 0 to 65 inches: very gravelly sandy loam

Properties and qualities

Slope: 0 to 35 percent

Natural drainage class: Moderately well drained

Capacity of the most limiting layer to transmit water (Ksat): Moderately low to very high (0.06 to 20.00 in/hr)

Depth to water table: About 24 to 42 inches

Available water storage in profile: Moderate (about 6.6 inches)

Minor Components

Windsor

Percent of map unit: 2 percent

Landform: Outwash terraces, kames

Landform position (two-dimensional): Backslope

Landform position (three-dimensional): Riser

Down-slope shape: Linear

Across-slope shape: Linear

Hydric soil rating: No

Elmwood

Percent of map unit: 2 percent

Landform: Stream terraces

Landform position (two-dimensional): Toeslope

Landform position (three-dimensional): Tread

Down-slope shape: Linear

Across-slope shape: Linear

Hydric soil rating: No

Hollis

Percent of map unit: 2 percent

Landform: Hills

Landform position (two-dimensional): Footslope

Landform position (three-dimensional): Base slope

Down-slope shape: Convex

Across-slope shape: Convex

Hydric soil rating: No

Tidal marsh

Percent of map unit: 2 percent

Landform: Tidal flats

Landform position (two-dimensional): Toeslope

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Concave

Hydric soil rating: Yes

Buxton

Percent of map unit: 2 percent

Landform: Coastal plains

Landform position (two-dimensional): Toeslope

Landform position (three-dimensional): Tread

Down-slope shape: Linear

Across-slope shape: Linear
Hydric soil rating: No

HIB—Hinckley loamy sand, 3 to 8 percent slopes

Map Unit Setting

National map unit symbol: 2svm8
Elevation: 0 to 1,430 feet
Mean annual precipitation: 36 to 53 inches
Mean annual air temperature: 39 to 55 degrees F
Frost-free period: 140 to 250 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Hinckley and similar soils: 85 percent
Minor components: 15 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Hinckley

Setting

Landform: Outwash plains, eskers, moraines, kame terraces, kames, outwash terraces, outwash deltas
Landform position (two-dimensional): Summit, shoulder, backslope, footslope
Landform position (three-dimensional): Nose slope, side slope, base slope, crest, tread, riser
Down-slope shape: Linear, convex, concave
Across-slope shape: Convex, linear, concave
Parent material: Sandy and gravelly glaciofluvial deposits derived from gneiss and/or granite and/or schist

Typical profile

Oe - 0 to 1 inches: moderately decomposed plant material
A - 1 to 8 inches: loamy sand
Bw1 - 8 to 11 inches: gravelly loamy sand
Bw2 - 11 to 16 inches: gravelly loamy sand
BC - 16 to 19 inches: very gravelly loamy sand
C - 19 to 65 inches: very gravelly sand

Properties and qualities

Slope: 3 to 8 percent
Depth to restrictive feature: More than 80 inches
Natural drainage class: Excessively drained
Runoff class: Very low
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to very high (1.42 to 99.90 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Salinity, maximum in profile: Nonsaline (0.0 to 1.9 mmhos/cm)

Available water storage in profile: Very low (about 3.0 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 3s

Hydrologic Soil Group: A

Hydric soil rating: No

Minor Components

Windsor

Percent of map unit: 8 percent

Landform: Kame terraces, outwash plains, kames, eskers, moraines, outwash terraces, outwash deltas

Landform position (two-dimensional): Summit, shoulder, backslope, footslope

Landform position (three-dimensional): Nose slope, side slope, base slope, crest, tread, riser

Down-slope shape: Linear, convex, concave

Across-slope shape: Convex, linear, concave

Hydric soil rating: No

Sudbury

Percent of map unit: 5 percent

Landform: Kame terraces, outwash plains, moraines, outwash terraces, outwash deltas

Landform position (two-dimensional): Backslope, footslope

Landform position (three-dimensional): Side slope, base slope, head slope, tread

Down-slope shape: Concave, linear

Across-slope shape: Linear, concave

Hydric soil rating: No

Agawam

Percent of map unit: 2 percent

Landform: Kame terraces, outwash plains, kames, eskers, moraines, outwash terraces, outwash deltas

Landform position (two-dimensional): Summit, shoulder, backslope, footslope

Landform position (three-dimensional): Nose slope, side slope, base slope, crest, tread, riser

Down-slope shape: Convex, concave, linear

Across-slope shape: Concave, linear, convex

Hydric soil rating: No

Sn—Scantic silt loam, 0 to 3 percent slopes

Map Unit Setting

National map unit symbol: 2slv3

Elevation: 10 to 900 feet

Mean annual precipitation: 33 to 60 inches

Mean annual air temperature: 39 to 45 degrees F

Frost-free period: 90 to 160 days

Farmland classification: Not prime farmland

Map Unit Composition

Scantic and similar soils: 85 percent

Minor components: 15 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Scantic

Setting

Landform: Marine terraces, river valleys

Landform position (three-dimensional): Talf

Down-slope shape: Linear

Across-slope shape: Linear

Parent material: Glaciomarine deposits

Typical profile

Ap - 0 to 9 inches: silt loam

Bg1 - 9 to 16 inches: silty clay loam

Bg2 - 16 to 29 inches: silty clay

Cg - 29 to 65 inches: silty clay

Properties and qualities

Slope: 0 to 3 percent

Depth to restrictive feature: More than 80 inches

Natural drainage class: Poorly drained

Capacity of the most limiting layer to transmit water (Ksat): Very low to moderately low (0.00 to 0.06 in/hr)

Depth to water table: About 0 to 12 inches

Frequency of flooding: None

Frequency of ponding: None

Available water storage in profile: Moderate (about 6.3 inches)

Interpretive groups

Land capability classification (irrigated): None specified

Land capability classification (nonirrigated): 4w

Hydrologic Soil Group: D

Hydric soil rating: Yes

Minor Components

Lamoine

Percent of map unit: 8 percent

Landform: River valleys, marine terraces

Landform position (three-dimensional): Riser, rise

Down-slope shape: Convex

Across-slope shape: Linear

Hydric soil rating: No

Biddeford

Percent of map unit: 3 percent

Landform: Marine terraces, river valleys

Landform position (two-dimensional): Toeslope

Landform position (three-dimensional): Dip

Down-slope shape: Concave

Across-slope shape: Concave, linear

Ecological site: Marine Terrace Depression (F144BY002ME)

Hydric soil rating: Yes

Roundabout

Percent of map unit: 2 percent
Landform: River valleys, marine terraces
Landform position (three-dimensional): Tread, talf
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: Yes

Buxton

Percent of map unit: 2 percent
Landform: Marine terraces, river valleys
Landform position (three-dimensional): Riser, rise
Down-slope shape: Convex
Across-slope shape: Linear
Hydric soil rating: No

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WETLAND DETERMINATION DATA FORM – Northcentral and Northeast Region

Project/Site: GRAY ROAD (TAX MAP U48-27) City/County: Falmouth/Cumberland Sampling Date: 03/2020
 Applicant/Owner: CITY OF PORTLAND State: ME Sampling Point: 2
 Investigator(s): JT Section, Township, Range: _____
 Landform (hillside, terrace, etc.): SLOPING Local relief (concave, convex, none): CONCAVE Slope (%): 4
 Subregion (LRR or MLRA): LRR R, MLRA 144B Lat: 43°43'24.8867" Long: 70°17'45.4670" Datum: NAD83
 Soil Map Unit Name: CUMBERLAND COUNTY SOILS MAP NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No _____ (If no, explain in Remarks.)
 Are Vegetation NO, Soil NO, or Hydrology NO significantly disturbed? Are "Normal Circumstances" present? Yes X No _____
 Are Vegetation YES, Soil NO, or Hydrology NO naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes <u>X</u> No _____	Is the Sampled Area within a Wetland? Yes <u>X</u> No _____ If yes, optional Wetland Site ID: _____
Hydric Soil Present?	Yes <u>X</u> No _____	
Wetland Hydrology Present?	Yes <u>X</u> No _____	
Remarks: (Explain alternative procedures here or in a separate report.) MUCH OF THE UNDERSTORY VEGETATION IS INVASIVE.		

HYDROLOGY

Wetland Hydrology Indicators: <u>Primary Indicators (minimum of one is required; check all that apply)</u> _____ Surface Water (A1) <u>X</u> Water-Stained Leaves (B9) <u>X</u> High Water Table (A2) _____ Aquatic Fauna (B13) <u>X</u> Saturation (A3) _____ Marl Deposits (B15) _____ Water Marks (B1) _____ Hydrogen Sulfide Odor (C1) _____ Sediment Deposits (B2) _____ Oxidized Rhizospheres on Living Roots (C3) _____ Drift Deposits (B3) _____ Presence of Reduced Iron (C4) _____ Algal Mat or Crust (B4) _____ Recent Iron Reduction in Tilled Soils (C6) _____ Iron Deposits (B5) _____ Thin Muck Surface (C7) _____ Inundation Visible on Aerial Imagery (B7) _____ Other (Explain in Remarks) _____ Sparsely Vegetated Concave Surface (B8)		<u>Secondary Indicators (minimum of two required)</u> _____ Surface Soil Cracks (B6) <u>X</u> Drainage Patterns (B10) _____ Moss Trim Lines (B16) _____ Dry-Season Water Table (C2) _____ Crayfish Burrows (C8) _____ Saturation Visible on Aerial Imagery (C9) _____ Stunted or Stressed Plants (D1) <u>X</u> Geomorphic Position (D2) _____ Shallow Aquitard (D3) <u>X</u> Microtopographic Relief (D4) _____ FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes _____ No <u>X</u> Depth (inches): _____ Water Table Present? Yes _____ No <u>X</u> Depth (inches): _____ Saturation Present? Yes <u>X</u> No _____ Depth (inches): <u>>16"</u> (includes capillary fringe)		Wetland Hydrology Present? Yes <u>X</u> No _____
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

VEGETATION – Use scientific names of plants.

 Sampling Point: 2

Tree Stratum (Plot size: <u>30'</u>)	Absolute % Cover	Dominant Species?	Indicator Status																	
1. <u><i>Pinus strobus</i></u>	50	Yes	FACU	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>5</u> (A) Total Number of Dominant Species Across All Strata: <u>8</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>62.5%</u> (A/B)																
2. <u><i>Fraxinus pennsylvanica</i></u>	20	Yes	FACW																	
3. <u><i>Fraxinus nigra</i></u>	5	No	FACW																	
4. _____	_____	_____	_____																	
5. _____	_____	_____	_____																	
6. _____	_____	_____	_____																	
7. _____	_____	_____	_____																	
75 =Total Cover																				
Sapling/Shrub Stratum (Plot size: <u>15'</u>)																				
1. <u><i>Lonicera morrowii</i></u>	30	Yes	FACU	Prevalence Index worksheet: <table style="width: 100%;"> <tr> <td style="width: 50%;">Total % Cover of:</td> <td style="width: 50%;">Multiply by:</td> </tr> <tr> <td>OBL species <u>0</u></td> <td>x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>70</u></td> <td>x 2 = <u>140</u></td> </tr> <tr> <td>FAC species <u>0</u></td> <td>x 3 = <u>0</u></td> </tr> <tr> <td>FACU species <u>90</u></td> <td>x 4 = <u>360</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td>x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>160</u> (A)</td> <td><u>500</u> (B)</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prevalence Index = B/A = <u>3.13</u></td> </tr> </table>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>70</u>	x 2 = <u>140</u>	FAC species <u>0</u>	x 3 = <u>0</u>	FACU species <u>90</u>	x 4 = <u>360</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>160</u> (A)	<u>500</u> (B)	Prevalence Index = B/A = <u>3.13</u>	
Total % Cover of:	Multiply by:																			
OBL species <u>0</u>	x 1 = <u>0</u>																			
FACW species <u>70</u>	x 2 = <u>140</u>																			
FAC species <u>0</u>	x 3 = <u>0</u>																			
FACU species <u>90</u>	x 4 = <u>360</u>																			
UPL species <u>0</u>	x 5 = <u>0</u>																			
Column Totals: <u>160</u> (A)	<u>500</u> (B)																			
Prevalence Index = B/A = <u>3.13</u>																				
2. <u><i>Cornus amomum</i></u>	10	Yes	FACW																	
3. <u><i>Populus tremuloides</i></u>	10	Yes	FACU																	
4. _____	_____	_____	_____																	
5. _____	_____	_____	_____																	
6. _____	_____	_____	_____																	
7. _____	_____	_____	_____																	
50 =Total Cover																				
Herb Stratum (Plot size: <u>5'</u>)																				
1. <u><i>Sphagnum spp.</i></u>	10	Yes	FACW	Hydrophytic Vegetation Indicators: <u> </u> 1 - Rapid Test for Hydrophytic Vegetation <u>X</u> 2 - Dominance Test is >50% <u> </u> 3 - Prevalence Index is ≤3.0 ¹ <u> </u> 4 - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) <u> </u> Problematic Hydrophytic Vegetation ¹ (Explain) ¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.																
2. <u><i>Poa spp.</i></u>	10	Yes	FACW																	
3. <u><i>Onoclea sensibilis</i></u>	15	Yes	FACW																	
4. _____	_____	_____	_____																	
5. _____	_____	_____	_____																	
6. _____	_____	_____	_____																	
7. _____	_____	_____	_____																	
8. _____	_____	_____	_____																	
9. _____	_____	_____	_____																	
10. _____	_____	_____	_____																	
11. _____	_____	_____	_____																	
12. _____	_____	_____	_____																	
35 =Total Cover																				
Woody Vine Stratum (Plot size: <u>30'</u>)																				
1. _____	_____	_____	_____	Definitions of Vegetation Strata: Tree – Woody plants 3 in. (7.6 cm) or more in diameter at breast height (DBH), regardless of height. Sapling/shrub – Woody plants less than 3 in. DBH and greater than or equal to 3.28 ft (1 m) tall. Herb – All herbaceous (non-woody) plants, regardless of size, and woody plants less than 3.28 ft tall. Woody vines – All woody vines greater than 3.28 ft in height.																
2. _____	_____	_____	_____																	
3. _____	_____	_____	_____																	
4. _____	_____	_____	_____																	
_____ =Total Cover																				

Remarks: (Include photo numbers here or on a separate sheet.)

Sampling Point: 2

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Northcentral and Northeast Region – Version 2.0

WETLAND DETERMINATION DATA FORM – Northcentral and Northeast Region

Project/Site: GRAY ROAD (TAX MAP U48-27) City/County: Falmouth/Cumberland Sampling Date: 03/2020
 Applicant/Owner: CITY OF PORTLAND State: ME Sampling Point: 2
 Investigator(s): JT Section, Township, Range: _____
 Landform (hillside, terrace, etc.): SLOPING Local relief (concave, convex, none): NONE Slope (%): 6
 Subregion (LRR or MLRA): LRR R, MLRA 144B Lat: 43°43'23.8547" Long: 70°17'45.1889" Datum: NAD83
 Soil Map Unit Name: CUMBERLAND COUNTY SOILS MAP NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No _____ (If no, explain in Remarks.)
 Are Vegetation NO, Soil NO, or Hydrology NO significantly disturbed? Are "Normal Circumstances" present? Yes X No _____
 Are Vegetation YES, Soil NO, or Hydrology NO naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present? Yes <u>X</u> No _____	Is the Sampled Area within a Wetland? Yes _____ No <u>X</u>
Hydric Soil Present? Yes _____ No <u>X</u>	If yes, optional Wetland Site ID: _____
Wetland Hydrology Present? Yes _____ No <u>X</u>	
Remarks: (Explain alternative procedures here or in a separate report.) MUCH OF THE UNDERSTORY VEGETATION IS INVASIVE.	

HYDROLOGY

Wetland Hydrology Indicators: <u>Primary Indicators (minimum of one is required; check all that apply)</u> _____ Surface Water (A1) _____ Water-Stained Leaves (B9) _____ High Water Table (A2) _____ Aquatic Fauna (B13) _____ Saturation (A3) _____ Marl Deposits (B15) _____ Water Marks (B1) _____ Hydrogen Sulfide Odor (C1) _____ Sediment Deposits (B2) _____ Oxidized Rhizospheres on Living Roots (C3) _____ Drift Deposits (B3) _____ Presence of Reduced Iron (C4) _____ Algal Mat or Crust (B4) _____ Recent Iron Reduction in Tilled Soils (C6) _____ Iron Deposits (B5) _____ Thin Muck Surface (C7) _____ Inundation Visible on Aerial Imagery (B7) _____ Other (Explain in Remarks) _____ Sparsely Vegetated Concave Surface (B8)		<u>Secondary Indicators (minimum of two required)</u> _____ Surface Soil Cracks (B6) _____ Drainage Patterns (B10) _____ Moss Trim Lines (B16) _____ Dry-Season Water Table (C2) _____ Crayfish Burrows (C8) _____ Saturation Visible on Aerial Imagery (C9) _____ Stunted or Stressed Plants (D1) _____ Geomorphic Position (D2) _____ Shallow Aquitard (D3) _____ Microtopographic Relief (D4) _____ FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes _____ No _____ Depth (inches): _____ Water Table Present? Yes _____ No _____ Depth (inches): _____ Saturation Present? Yes _____ No _____ Depth (inches): _____ (includes capillary fringe)	Wetland Hydrology Present? Yes _____ No <u>X</u>	
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

VEGETATION – Use scientific names of plants.

 Sampling Point: 2

Tree Stratum (Plot size: <u>30'</u>)	Absolute % Cover	Dominant Species?	Indicator Status																	
1. <u><i>Pinus strobus</i></u>	50	Yes	FACU	Dominance Test worksheet: Number of Dominant Species That Are OBL, FACW, or FAC: <u>1</u> (A) Total Number of Dominant Species Across All Strata: <u>5</u> (B) Percent of Dominant Species That Are OBL, FACW, or FAC: <u>20.0%</u> (A/B)																
2. <u><i>Populus tremuloides</i></u>	10	No	FACU																	
3. <u><i>Fraxinus pennsylvanica</i></u>	5	No	FACW																	
4. _____	_____	_____	_____																	
5. _____	_____	_____	_____																	
6. _____	_____	_____	_____																	
7. _____	_____	_____	_____																	
65 =Total Cover																				
Sapling/Shrub Stratum (Plot size: <u>15'</u>)																				
1. <u><i>Lonicera morrowii</i></u>	35	Yes	FACU	Prevalence Index worksheet: <table style="width: 100%;"> <tr> <th style="text-align: left;">Total % Cover of:</th> <th style="text-align: right;">Multiply by:</th> </tr> <tr> <td>OBL species <u>0</u></td> <td style="text-align: right;">x 1 = <u>0</u></td> </tr> <tr> <td>FACW species <u>5</u></td> <td style="text-align: right;">x 2 = <u>10</u></td> </tr> <tr> <td>FAC species <u>5</u></td> <td style="text-align: right;">x 3 = <u>15</u></td> </tr> <tr> <td>FACU species <u>110</u></td> <td style="text-align: right;">x 4 = <u>440</u></td> </tr> <tr> <td>UPL species <u>0</u></td> <td style="text-align: right;">x 5 = <u>0</u></td> </tr> <tr> <td>Column Totals: <u>120</u> (A)</td> <td style="text-align: right;"><u>465</u> (B)</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prevalence Index = B/A = <u>3.88</u></td> </tr> </table>	Total % Cover of:	Multiply by:	OBL species <u>0</u>	x 1 = <u>0</u>	FACW species <u>5</u>	x 2 = <u>10</u>	FAC species <u>5</u>	x 3 = <u>15</u>	FACU species <u>110</u>	x 4 = <u>440</u>	UPL species <u>0</u>	x 5 = <u>0</u>	Column Totals: <u>120</u> (A)	<u>465</u> (B)	Prevalence Index = B/A = <u>3.88</u>	
Total % Cover of:	Multiply by:																			
OBL species <u>0</u>	x 1 = <u>0</u>																			
FACW species <u>5</u>	x 2 = <u>10</u>																			
FAC species <u>5</u>	x 3 = <u>15</u>																			
FACU species <u>110</u>	x 4 = <u>440</u>																			
UPL species <u>0</u>	x 5 = <u>0</u>																			
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2. _____	_____	_____	_____																	
3. _____	_____	_____	_____																	
4. _____	_____	_____	_____																	
5. _____	_____	_____	_____																	
6. _____	_____	_____	_____																	
7. _____	_____	_____	_____																	
35 =Total Cover																				
Herb Stratum (Plot size: <u>5'</u>)																				
1. <u><i>Poa spp.</i></u>	10	Yes	FACU	Hydrophytic Vegetation Indicators: <u>1</u> - Rapid Test for Hydrophytic Vegetation <u>2</u> - Dominance Test is >50% <u>3</u> - Prevalence Index is ≤3.0 ¹ <u>4</u> - Morphological Adaptations ¹ (Provide supporting data in Remarks or on a separate sheet) <u> </u> Problematic Hydrophytic Vegetation ¹ (Explain) ¹ Indicators of hydric soil and wetland hydrology must be present, unless disturbed or problematic.																
2. <u><i>Rosa multiflora</i></u>	5	Yes	FACU																	
3. _____	_____	_____	_____																	
4. _____	_____	_____	_____																	
5. _____	_____	_____	_____																	
6. _____	_____	_____	_____																	
7. _____	_____	_____	_____																	
8. _____	_____	_____	_____																	
9. _____	_____	_____	_____																	
10. _____	_____	_____	_____																	
11. _____	_____	_____	_____																	
12. _____	_____	_____	_____																	
15 =Total Cover																				
Woody Vine Stratum (Plot size: <u>30'</u>)																				
1. <u><i>Solanum dulcamara</i></u>	5	Yes	FAC	Definitions of Vegetation Strata: Tree – Woody plants 3 in. (7.6 cm) or more in diameter at breast height (DBH), regardless of height. Sapling/shrub – Woody plants less than 3 in. DBH and greater than or equal to 3.28 ft (1 m) tall. Herb – All herbaceous (non-woody) plants, regardless of size, and woody plants less than 3.28 ft tall. Woody vines – All woody vines greater than 3.28 ft in height.																
2. _____	_____	_____	_____																	
3. _____	_____	_____	_____																	
4. _____	_____	_____	_____																	
5 =Total Cover																				

Remarks: (Include photo numbers here or on a separate sheet.)

MINIMAL HYDRIC VEGETATION DOES NOT PASS DOMINANCE OR PREVALENCE TESTS.

Sampling Point: 2

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Northcentral and Northeast Region – Version 2.0

WETLAND DETERMINATION DATA FORM – Northcentral and Northeast Region

Project/Site: GRAY ROAD (TAX MAP U48-27) City/County: Falmouth/Cumberland Sampling Date: 03/2020
 Applicant/Owner: CITY OF PORTLAND State: ME Sampling Point: 1
 Investigator(s): JT Section, Township, Range: _____
 Landform (hillside, terrace, etc.): SLOPING Local relief (concave, convex, none): CONCAVE Slope (%): 4
 Subregion (LRR or MLRA): LRR R, MLRA 144B Lat: 43°43'20.8371" Long: 70°17'50.9950" Datum: NAD83
 Soil Map Unit Name: CUMBERLAND COUNTY SOILS MAP NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No _____ (If no, explain in Remarks.)
 Are Vegetation NO, Soil NO, or Hydrology NO significantly disturbed? Are "Normal Circumstances" present? Yes X No _____
 Are Vegetation YES, Soil NO, or Hydrology NO naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes <u>X</u> No _____	Is the Sampled Area within a Wetland? Yes <u>X</u> No _____ If yes, optional Wetland Site ID: _____
Hydric Soil Present?	Yes <u>X</u> No _____	
Wetland Hydrology Present?	Yes <u>X</u> No _____	
Remarks: (Explain alternative procedures here or in a separate report.) MUCH OF THE UNDERSTORY VEGETATION IS INVASIVE.		

HYDROLOGY

Wetland Hydrology Indicators: <u>Primary Indicators (minimum of one is required; check all that apply)</u> _____ Surface Water (A1) <u>X</u> Water-Stained Leaves (B9) _____ High Water Table (A2) _____ Aquatic Fauna (B13) <u>X</u> Saturation (A3) _____ Marl Deposits (B15) _____ Water Marks (B1) _____ Hydrogen Sulfide Odor (C1) _____ Sediment Deposits (B2) _____ Oxidized Rhizospheres on Living Roots (C3) _____ Drift Deposits (B3) _____ Presence of Reduced Iron (C4) _____ Algal Mat or Crust (B4) _____ Recent Iron Reduction in Tilled Soils (C6) _____ Iron Deposits (B5) _____ Thin Muck Surface (C7) _____ Inundation Visible on Aerial Imagery (B7) _____ Other (Explain in Remarks) _____ Sparsely Vegetated Concave Surface (B8)		<u>Secondary Indicators (minimum of two required)</u> _____ Surface Soil Cracks (B6) <u>X</u> Drainage Patterns (B10) _____ Moss Trim Lines (B16) _____ Dry-Season Water Table (C2) _____ Crayfish Burrows (C8) _____ Saturation Visible on Aerial Imagery (C9) _____ Stunted or Stressed Plants (D1) <u>X</u> Geomorphic Position (D2) _____ Shallow Aquitard (D3) <u>X</u> Microtopographic Relief (D4) _____ FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes _____ No <u>X</u> Depth (inches): _____ Water Table Present? Yes _____ No <u>X</u> Depth (inches): _____ Saturation Present? Yes <u>X</u> No _____ Depth (inches): <u>>16"</u> (includes capillary fringe)	Wetland Hydrology Present? Yes <u>X</u> No _____	
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

Sampling Point: 1

Tree Stratum (Plot size: 30')	Absolute % Cover	Dominant Species?	Indicator Status
1. <i>Fraxinus pennsylvanica</i>	20	Yes	FACW
2. <i>Alnus incana</i>	20	Yes	FACW
3. <i>Acer rubrum</i>	10	Yes	FAC
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
	50	=Total Cover	

Sapling/Shrub Stratum (Plot size: 15')	Absolute % Cover	Dominant Species?	Indicator Status
1. <i>Lonicera morrowii</i>	40	Yes	FACU
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
	40	=Total Cover	

Herb Stratum (Plot size: 5')	Absolute % Cover	Dominant Species?	Indicator Status
1. <i>Onoclea sensibilis</i>	45	Yes	FACW
2. <i>Sphagnum spp.</i>	10	No	FACW
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
	55	=Total Cover	

Woody Vine Stratum (Plot size: 30')	Absolute % Cover	Dominant Species?	Indicator Status
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
		=Total Cover	

Remarks: (Include photo numbers here or on a separate sheet.)

Sampling Point: 1

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WETLAND DETERMINATION DATA FORM – Northcentral and Northeast Region

Project/Site: GRAY ROAD (TAX MAP U48-27) City/County: Falmouth/Cumberland Sampling Date: 03/2020
 Applicant/Owner: CITY OF PORTLAND State: ME Sampling Point: 1
 Investigator(s): JT Section, Township, Range: _____
 Landform (hillside, terrace, etc.): SLOPING Local relief (concave, convex, none): CONVEX Slope (%): 6
 Subregion (LRR or MLRA): LRR R, MLRA 144B Lat: :43°43'20.8051" Long: 70°17'51.9086" Datum: NAD83
 Soil Map Unit Name: CUMBERLAND COUNTY SOILS MAP NWI classification: N/A

Are climatic / hydrologic conditions on the site typical for this time of year? Yes X No _____ (If no, explain in Remarks.)
 Are Vegetation NO, Soil NO, or Hydrology NO significantly disturbed? Are "Normal Circumstances" present? Yes X No _____
 Are Vegetation NO, Soil NO, or Hydrology NO naturally problematic? (If needed, explain any answers in Remarks.)

SUMMARY OF FINDINGS – Attach site map showing sampling point locations, transects, important features, etc.

Hydrophytic Vegetation Present?	Yes <u>X</u>	No _____	Is the Sampled Area within a Wetland? Yes _____ No <u>X</u> If yes, optional Wetland Site ID: _____
Hydric Soil Present?	Yes _____	No <u>X</u>	
Wetland Hydrology Present?	Yes _____	No <u>X</u>	
Remarks: (Explain alternative procedures here or in a separate report.)			

HYDROLOGY

Wetland Hydrology Indicators: <u>Primary Indicators (minimum of one is required; check all that apply)</u> _____ Surface Water (A1) _____ Water-Stained Leaves (B9) _____ High Water Table (A2) _____ Aquatic Fauna (B13) _____ Saturation (A3) _____ Marl Deposits (B15) _____ Water Marks (B1) _____ Hydrogen Sulfide Odor (C1) _____ Sediment Deposits (B2) _____ Oxidized Rhizospheres on Living Roots (C3) _____ Drift Deposits (B3) _____ Presence of Reduced Iron (C4) _____ Algal Mat or Crust (B4) _____ Recent Iron Reduction in Tilled Soils (C6) _____ Iron Deposits (B5) _____ Thin Muck Surface (C7) _____ Inundation Visible on Aerial Imagery (B7) _____ Other (Explain in Remarks) _____ Sparsely Vegetated Concave Surface (B8)		<u>Secondary Indicators (minimum of two required)</u> _____ Surface Soil Cracks (B6) _____ Drainage Patterns (B10) _____ Moss Trim Lines (B16) _____ Dry-Season Water Table (C2) _____ Crayfish Burrows (C8) _____ Saturation Visible on Aerial Imagery (C9) _____ Stunted or Stressed Plants (D1) _____ Geomorphic Position (D2) _____ Shallow Aquitard (D3) _____ Microtopographic Relief (D4) _____ FAC-Neutral Test (D5)
Field Observations: Surface Water Present? Yes _____ No <u>X</u> Depth (inches): _____ Water Table Present? Yes _____ No <u>X</u> Depth (inches): _____ Saturation Present? Yes _____ No <u>X</u> Depth (inches): _____ (includes capillary fringe)		Wetland Hydrology Present? Yes _____ No <u>X</u>
Describe Recorded Data (stream gauge, monitoring well, aerial photos, previous inspections), if available:		
Remarks:		

Sampling Point: 1

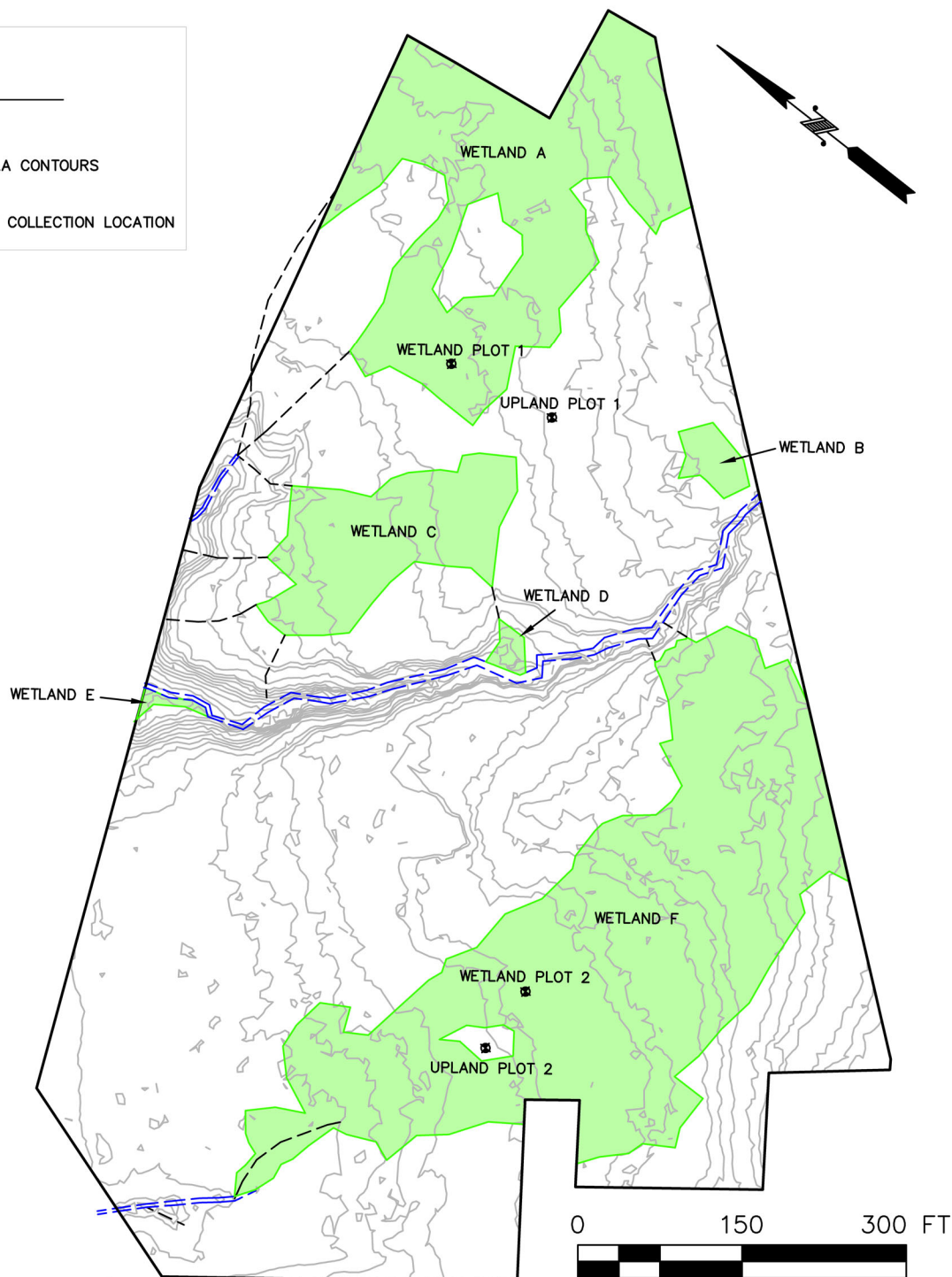
Remarks: (Include photo numbers here or on a separate sheet.)
FAC SPECIES PRESENT, BUT WETLAND PLANT SPECIES IS LOW AND DOES NOT PASS DOMINANCE OR PREVALANCE TESTS.

Sampling Point: 1

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LEGEND

- DRAINAGE
- STREAM
- 1.5 FT NOAA CONTOURS
- BOUNDARY
- WETLAND
- ⊙ DATASHEET COLLECTION LOCATION



NOTES:

1. BOUNDARY IS FROM TOWN OF FALMOUTH PARCEL INFORMATION. THIS IS NOT A BOUNDARY SURVEY, BOUNDARY IS APPROXIMATE ONLY.
2. WETLANDS WERE IDENTIFIED AND DELINEATED BY JONES ASSOCIATES INC. IN MARCH 2020 ACCORDING TO U.S. ARMY CORPS OF ENGINEERS WETLANDS DELINEATION MANUAL (1987) AND REGIONAL SUPPLEMENT TO THE CORPS OF ENGINEERS WETLAND DELINEATION MANUAL: NORTHCENTRAL AND NORTHEAST REGION.
3. WETLAND FLAGS WERE LOCATED USING TRIMBLE GLOBAL POSITIONING SYSTEM (GPS) TECHNOLOGY WITH EXPECTED AVERAGE ACCURACY OF SUB-METER. THIS METHOD IS RECOGNIZED BY BOTH STATE AND FEDERAL AGENCIES. HOWEVER, JONES ASSOCIATES INC RECOMMENDS THAT THE WETLAND BOUNDARY BE SURVEYED USING A MORE PRECISE METHOD IF ANY FILL OR REGULATED ACTIVITIES ARE TO BE PERFORMED WITHIN 20 FEET OF THE GPS LOCATED WETLAND.
1. DATUM: NAD83 STATE PLANE MAINE WEST (FEET)

WETLAND SKETCH PLAN CITY OF PORTLAND GRAY ROAD (U48-27) FALMOUTH, MAINE

PREPARED BY:

JONES ASSOCIATES INC.
Foresters, Surveyors And
Environmental Consultants

280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

MAY 14, 2020

FIELD WORK DATE:

MARCH 12, 2020

SCALE: 1"=150'

PROJ. #: 19-079FA

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PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered #21042 - #1 & #2

COMPANY NAME: Maine Cooperative Development Partners, LLC
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE:  DATE: 5/2/21
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Liz Trice, Partner

ADDRESS: MCDP, 6 City Center, Floor 3
Portland, ME 04101

TELEPHONE: 207-776-0921 E-MAIL: liztrice@gmail.com

FEDERAL TAX ID #: 85-3335652 DUNS #: 118064408

STATE OF INCORPORATION Maine

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**



Maine Cooperative Development Partners, LLC

Lambert Woods II

Proposal for the Disposition and Development of
City-owned Property Located at 622 Auburn Street,
Portland, Maine 0 Gray Street, Falmouth, Maine
RFP #: 21042

TABLE OF CONTENTS

DEVELOPER

PROPOSAL: Lambert Woods II

- *Affordable Resident Ownership through a Limited Equity Cooperative*
- *Buildings Designed for All Stages of Life and Family Sizes*
- *Green Design & Open Space Preservation Benefiting Residents and Neighbors*
- *Proposed Re-Zoning to Achieve City, Development and Neighborhood Goals*
- *Treatment of the 0 Gray Road Parcel*

FINANCIAL FEASIBILITY

- *Project Development Budget*
- *Prospective and Committed Sources of Funding*
- *Project Operating Budget*
- *Affordability Matrix and Rent (Carrying Charges) Roll*

OVERVIEW OF RFP SCORING

Proposed use to achieve the city of Portland's goals

1. *Market demand*
2. *Economic diversity*
3. *Age inclusivity*

Impact on surrounding neighborhood, including design

1. *Project design*
2. *Amenities and Unit Design*

Applicant's ability to complete project, including financial feasibility, development team experience, capacity, and timeframe for completion

1. *Readiness to proceed*
2. *Current capacity of development team*
3. *Track record of development team*

ATTACHMENTS

- A. Preliminary Site and Area Drawings**
- B. Maine Cooperative Development Partners - Portfolio**
- C. Letters of Support**
 - Centennial Mortgage - Sec. 213 Loan
 - Cooperative Development Institute
 - UHAB
 - Genesis Community Loan Fund

A. Developer

RFP 21042

Brian Eng
Maine Cooperative Development Partners, LLC
6 City Center, Floor 3
Portland, ME 04101
bri.d.eng@gmail.com
Phone: 413-262-2610 Fax: 207-899-4870

Alternative Contact:

Liz Trice
liztrice@gmail.com
Phone: 207-776-0921

Maine Cooperative Development Partners Proposal for 622 Auburn Street, Portland & 0 Gray Road, Falmouth.

B. Proposal: Lambert Woods II

Lambert Woods II will build upon the plan adopted by the city for the 165 Lambert Street parcel located across the Washington Avenue extension to create an affordable, green, transit-oriented, walkable, North Deering neighborhood center surrounded by conserved forest and wetlands. When completed, Lambert Woods will provide a neighborhood for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors.

Maine Cooperative Development Partners (MCDP) believes that members of our community deserve to live in places that support connections with family, neighbors and nature, and more time to develop purposeful lives. Grounding principles for this project and all of MCDP's work include:

- Walkable neighborhoods
- Transit-orientation
- Healthy buildings
- Celebration of beauty, art, and the natural environment.

Affordable Resident Ownership through a Limited Equity Cooperative

Lambert Woods II will provide a mix of up to 48 1, 2, and 3 bedroom affordable limited

equity cooperative ownership units that meet the needs of households at every stage of life. Limited equity housing cooperatives are non-profit corporations owned by the residents. Limited Equity Cooperatives:

- Provide stable, affordable housing costs for generations,
- are democratically owned and managed by residents like a condo association,
- do not require residents to obtain individual bank loans, and
- preserve affordability for decades by limiting the equity individuals can take when they leave.

Ownership will be priced to be **affordable to households between 80% and 100%** area median income (AMI). This housing will be affordable forever as required by the Maine affordable housing cooperative statute. Furthermore, **residential ownership in a cooperative is compatible with the Section 8 voucher program - opening a form of stable ownership to households below 80% AMI** who receive this form of rental assistance.

Buildings Designed for All Stages of Life and Family Sizes

To ensure uniform design and development along the Washington Avenue Extension, units and buildings will follow the design developed for across the street at 165 Lambert Street. The project will likely include three types of buildings (depending on final result of a proposed zoning amendment - discussed below - and final site plan review and approval). These building types and related amenities are:

- 1. Three-story Neighborhood Center Type:** A three story building with community space on the first floor managed by the cooperative and 1 and 2 bedroom units above.
- 2. Two-story Townhouse Type:** 2 floor, 2 and 3 bedroom units with some private outdoor space.
- 3. Three-story Apartment Style Walkup Type:** Smaller 1 bedroom units providing a less expensive unit option for smaller households of all ages to be a part of the cooperative.

All units will benefit from the indoor community space located within the neighborhood center buildings and shared outdoor spaces such as quiet neighborhood streets, gardens and sitting areas to enjoy as a household, or to come together with other residents and neighbors.

Green Design & Open Space Preservation Benefiting Residents and Neighbors

The development will be designed and built to be efficient consistent with the Green Building Code and the Green New Deal for Portland. Lambert Woods homes will follow **passive house or similar construction techniques** to keep energy costs low. Materials with low toxicity will be used. Parking and street design will minimize pavement use to reduce runoff and to preserve habitat. Rooflines will be aligned for solar panels. Open space around the site will be preserved and accessible to

residents and neighbors alike in partnership with Portland trails.

Treatment of the 0 Gray Road Parcel

The MCDP's review and evaluation of the wetland surveys completed by Jones & Associates show that the majority of the 0 Gray Road parcel is undevelopable wetland. The small portion of developable land is not accessible without considerable infrastructure costs and disruption to surrounding wetlands. Therefore, MCDP will not develop housing on the 0 Gray Road Parcel.

This gives us the opportunity to continue the MCDP's commitment to open space and forest preservation established at 165 Lambert Street. Lambert Woods II will preserve the 0 Gray Street parcel in its entirety. This decision also reflects the community feedback received by MCDP over the course of 4 neighborhood meetings in 2021 for the 165 Lambert Street Parcel that wooded natural space is of high value to the existing neighbors.

Proposed Re-zoning

To accomplish these project goals, MCDP will seek to extend the R-3 zoning amendment currently before the planning board for 165 Lambert Street to the 622 Auburn street parcel. To allow for greater density, MCDP would propose a zoning map amendment to change the 622 Auburn site from the R-2 to R-3 residential zone.

Additionally, we hope to benefit from the R-3 planned residential unit (PRUD) text amendment application submitted by MCDP and currently pending before the City of Portland Planning Board. This text amendment permits vertically stacked dwelling units and allows for forested space to count towards a development's open space requirements. If this text amendment is approved by the planning board, MCDP would only pursue a map amendment which would extend the R-3 zone at 165 Lambert Street across to 622 Auburn Street.

The zoning amendment would achieve the design goals for a neighborhood center, the city's goals for increased housing, and the neighborhood's goal for natural space preservation.

C. Financial Feasibility, Development and Operating Budgets

Lambert Woods II will be financed with a HUD Section 213 Loan issued through Centennial Mortgage (Letter Attached) and sale of cooperative equity shares to residents. To keep the property costs affordable for the long term, the cooperative will also plan to apply for a City of Portland Affordable Housing TIF. The TIF will help to make the units affordable to the 80% - 100% households.

Additionally, the long term financial feasibility of the cooperative itself will be ensured because Lambert I and Lambert II will likely be held by a single cooperative corporation. This provides resident owners an economy of scale for governance support,

maintenance, and capital costs for the lifetime of the cooperative.

Please Note: That development operating budget and rent roll (including the precise unit count and AMI breakdown) are estimates presuming approval of the proposed zoning amendment from an R-2 to an R-3 and final the site plan.

Project Development Budget

Uses	Line Item Cost
Acquisition	\$1
Construction	\$11,006,496
Construction Contingency	\$550,325
City Fees	\$241,000
Arch/E/Site	\$670,000
Other Soft Costs/Fees	\$1,251,600
Financing Fees/Interest	\$837,578
Operating Reserve	\$288,802
Lease Up Reserve	\$96,000
Taxes & Insurance	\$96,000
Total	\$15,040,801

Prospective and Committed Sources of Funding & Letter from Lending Institutions

- Centennial Mortgage HUD Section 213 Cooperative Loan - letter attached
- Share sales from prospective residents - equivalent of down payment on condo (Approximately \$10,000/unit, potentially variable by income level) - Not Available
- City of Portland Affordable Housing TIF (75% for 30 years) - letter not allowed

Sources	Source Total
HUD Section 213 Loan	\$12,510,00
HUD 213 TIF Loan	\$2,047,000
Resident Owner Share Equity (\$10,079/unit)	\$483,802
Total	\$15,040,802

Operating Budget

Income			Line Item Amount
Residential Gross Potential Rent (GPR)			\$1,040,509
Vacancy	5%		-\$52,025
Other Charges	12	250	\$36,000
Parking	26	50	\$15,600
Affordable Housing TIF			\$121,970
Total Income			\$1,162,054
Expenses	Factor	Per Unit	Total
Property Management	6%	\$1,281	\$61,469
Utilities		\$1,200	\$57,600
Maintenance		\$1,500	\$72,000
Insurance	.35%	\$730	\$35,023
Property Taxes		\$3,388	\$162,627
Replacement Reserve		\$400	\$19,200
Total Expenses		\$8,498	\$407,919
Net Operating Income			\$754,135
Debt Payment		HUD 213	\$625,336
	HUD 213 TIF		\$121,952
Cash Flow		\$1.01	\$6,847.00

Lambert Woods II - Affordability Matrix and Proposed Rent Roll (Carrying Charges)

Unit - AMI Limit	# of Units	Monthly Carrying Charges**	Annual Carrying Charges
1BR - 80%	4	\$1,399	\$67,136.00
1BR - 100%	12	\$1,600	\$230,400
2BR - 80%	4	\$1598	\$76,716
2BR - 100%	12	\$1,800	\$256,200
3BR - 80%	4	\$1,798	\$86,296
3BR - 100%	12	\$2,228	\$320,760
Total	48		\$1,040,509

****Carrying Charges:** Carrying Charges is the term used for all co-op housing expenses assessed to each household and will include: (1) rent equivalent payments; (2) utilities; (3) maintenance costs; and (4) any other community charges that serve a similar purpose as a condominium HOA fee.

D. Project Timetable**Month**

Month, Year	Milestone
July, 2021	RFP Awarded, Begin Negotiation of P&S with City of Portland
September 2021	P&S signed; Submit Zoning Amendment Application; Start HUD Sec. 213 Co-op Loan Concept Package.
September 2021 - January 2022	Planning Board Zoning Amendment Approval; Site Plan Design and Neighborhood Meetings
Winter 2022-Summer 2022	Planning Board Site Plan Workshops & Approvals
Summer 2022 - Spring 2023	Sec. 213 Co-op Loan Construction to Permanent Loan Closing; Construction Design and Planning.
Spring 2023 - Winter 2024	Construction Period

E. Developer Capacity

Maine Cooperative Development Partners has assembled an experienced and qualified team for 165 Lambert Street and will do the same for the 622 Auburn Street development. Every core member of this team has completed projects of this size and scale. Maine Cooperative Development Partners is composed of experienced housing and community development professionals (details of relevant projects outlined below). MCDP's project partners have tremendous breadth and depth of experience bringing similar scale developments online. This includes experience developing housing cooperatives and ensuring the long term financial and management wellbeing of resident owned entities.

Furthermore, Lambert Woods II will benefit from both economies of scale and MCDP's existing work in the neighborhood to develop the adjacent 165 Lambert Street Site. Design features and cooperative organizational documents will be adapted from 165 Lambert providing cost and time savings. Components of the zoning amendments under consideration by the planning board will also minimize the necessary zoning changes for 622 Auburn Street. MCDP's proactive work with neighbors, interested parties, and future residents has created relationships that will also benefit the subsequent development at 622 Auburn.

Finally, MCDP is confident that financing will proceed as HUD has completed preliminary review of the Section 213 loan application for 165 Lambert Street and issued approval to proceed with the loan closing process. HUD's familiarity with the area and the adjacent development will aid in the approval of 622 Auburn for Section 213 financing.

Project completion is projected for Winter 2024.

Team Member	Company/ Organization	Role	Similar Projects Completed
Brian Eng	Owner, Maine Cooperative Development Partners	Development Team	M North in Orlando, 288-units in Orlando, Florida. (https://www.mnorthorlando.com/); Master developer of city-owned land on the former Maine Energy Recovery Corp. in Biddeford
Liz Trice	Owner, Maine Cooperative Development Partners	Development Team	645 Congress Street (with Shinberg/Alfond), Danforth on High (Rando Orbit/Peter Bass), 58 Boyd (Portland Housing

			Authority), all Portland.
Matt Peters	Owner, Maine Cooperative Development Partners	Development Team	Young St Apartments, South Berwick; Ridgewood II, Gorham One Meeting Pl, Exeter, NH; Meadows, North Hampton, NH; Carleton St, Portland; Bayside Anchor, Portland; Bartlett Woods, Yarmouth
Julian Rowand	Cooperative Development Institute	Co-op Formation & Management	Mountainside Cooperative, Camden, ME (52 units); Charter Oaks, Arundel, ME (40 units); Sunset Terrace, Rockland, ME (76 units); Wardtown Cooperative, Freeport, ME (60 units); Halifax Mobile Home Estates Association, Halifax, MA (430 units); Farrington's/North Avenue Co-op, Burlington, VT (117 units)
Andy Reicher	UHAB	Co-op Formation Consultant	In Manhattan: 3603-3605 Broadway, 42 unit conversion, 520, 540-550 West 144th Street, 90 units, 421-555 West 148th Street, 98 units; 110 Madison Ave & Jupiter 21, Off-site Inclusionary
Trevor Nugent	Portland Housing Authority	Occupancy and Property Maintenance (upon completion)	Manages admissions and property management for over 1,200 units of affordable rental housing in Portland.

F. Occupancy and Management Plan

Lambert Woods II will likely be organized under the same limited equity cooperative corporation formed for Lambert Woods I under the Maine limited equity cooperative statute (13 M.R.S. § 1754). Residents purchase shares which give them an ownership interest in the cooperative and hold a long term lease agreement for their specific unit. The lease will have a term of up to 3 years. Residents pay monthly carrying charges that cover the mortgage, utilities, maintenance and required reserves which are comparable

to rents. Maine's limited equity cooperative statute provides the main affordability restriction and requires that unit prices and carrying charges be affordable to households at 80% or 100% AMI. Household income will be screened at entry into the cooperative and households will be allowed to remain in the cooperative even as their income increases.

The precise resale restrictions and resale process will be determined democratically by the resident owners. However, it will need to be consistent with the Maine law and not result in a co-op purchase price or carrying charges unaffordable to households at 100% AMI. Residents will determine through the by-laws what departing residents may receive for a return on their initial share purchase (or equity investment) into the cooperative. In order to provide the intergenerational benefits of ownership, MCDP plans to allow for residents to pass their share in the cooperative by gift or inheritance to future generations. Finally, the cooperative will ensure that owners are residents as Maine law places restrictions on subletting cooperative units.

To preserve affordability and ensure successful democratic governance, MCDP will partner with Portland Housing Authority (PHA), The Cooperative Development Institute (CDI), and UHAB. PHA will manage lease up and income eligibility screening to ensure households meet income requirements at move in. PHA will also provide property management services for the co-operative. CDI will provide technical assistance and management support for the cooperative and its resident owners. This will include support for democratic governance, supervision of day-to-day operations, and planning for long term capital repairs. CDI's direct work will be supported by UHAB who provides similar management to 25,000 cooperatively owned units in New York city.

G. Purchase Price

We propose that the City contribute the land to the Lambert Village cooperative at no cost. Doing so would serve to balance the cost of new construction against the objective of maximizing permanent affordability for an economically diverse range of households.

OVERVIEW OF RFP SCORING CRITERIA**Proposed Use to Achieve the City of Portland's Goals****(40 Points Total)****1. Market Demand (20 Points)**

One Hundred percent of the Lambert Woods II units will be affordable to households between 80% and 100% AMI and will remain so indefinitely. Unlike other affordable ownership opportunities, this affordability is maintained as units change hands and cooperative interests are sold to new owners. As of the date of this submission, MCDP has received over 60 inquiries from individuals and families interested in becoming resident owners in one or both of our current projects in Portland. This is without any marketing, advertising or focused future resident outreach.

2. Economic Diversity (10 Points)

Lambert Woods II provides a range of ownership opportunities to households at differing income and sizes. These affordable ownership opportunities will remain affordable to future generations of Portlanders through the cooperative form. The long term affordability will ensure economic diversity both within the development and the North Deering Neighborhood as Portland continues to experience economic growth in the decades ahead. Twenty of the homes will be within the payment standards for the Section 8 program and therefore accessible to families receiving this form of rental assistance. The ongoing restriction of affordability down to 80% AMI and monthly carrying charges affordable to Section 8 voucher holders will ensure that the project is accessible to the full range of low and moderate income households.

3. Age Inclusive (10 Points)

Lambert Woods II will ensure age-inclusivity through development design and management structure. The project will include a mix of unit sizes - 1, 2 and 3 bedroom units. This will provide a range of housing options for households at every stage of life, from young workers, to families with children, and retirees. Additionally, resident owners will get management support from the Cooperative Development Institute (CDI). CDI works with over 50 successful cooperatives across New England, including 7 in Maine, to ensure inclusive governance of the project by the resident owners regardless of age, income and background.

Impact on Surrounding Neighborhood, including design**(25 Points Total)****1. Project Design (15 points)**

The project design will be integrated into and consistent with design characteristics of the development across the street at 165 Lambert Street. Along Washington Avenue, buildings will be oriented to provide a neighborhood center look and feel when taken in conjunction with the 165 Lambert Street development.

This neighborhood center will provide a place for existing and future neighbors to walk to catch the bus and gather with other neighbors. The indoor community space located on the first floor of some of the buildings may provide for recreational, cultural, social, educational, health and/or artistic opportunities for neighbors and residents. This is part of our goal to create a walkable node in the North Deering neighborhood as expressed in the city's comprehensive plan.

The multiple building typologies will also ensure that the development is consistent with the surrounding neighborhood. The townhouse typology is similar in size to the adjacent single family homes and offer a natural transition from these homes to the apartment style homes at the site. Additionally, the building typologies will be consistent in size and scale with condominium developments within a quarter mile of the site at 55 Lambert Street and rental apartments at 65 Lambert Street.

Amenities and unit design (10 points)

Amenities and unit design will comprehensively meet the needs of residents. The layout of the development will provide shared common space for all residents to use. Both Residents and neighbors will also have and access to forested open space around the development. MCDP will partner with Portland Trails to develop trails and related amenities throughout the sites. Finally, the neighborhood center design along the Washington Ave Extension will bolster the public transit connection by providing sidewalks and a covered bus terminal for for the Metro #9A/9B bus (which runs to and from the site). An improved transit stop will benefit residents and neighbors alike.

A mix of unit sizes and designs accommodate a wide range of household sizes and types. The Co-ops buildings will likely be built to passive house standards and have solar panels - exceeding the city's green building standards.

MCDP plans to achieve the following unit mix if granted the proposed re-zoning discussed above: up to 48 1, 2 and 3 bedroom units with the precise number of each dependent on the final site plan approval.

Applicant's ability to complete the project, including financial feasibility, development team experience, capacity, and timeframe for completion.

(35 points Total)

1. Readiness to proceed (15 points)

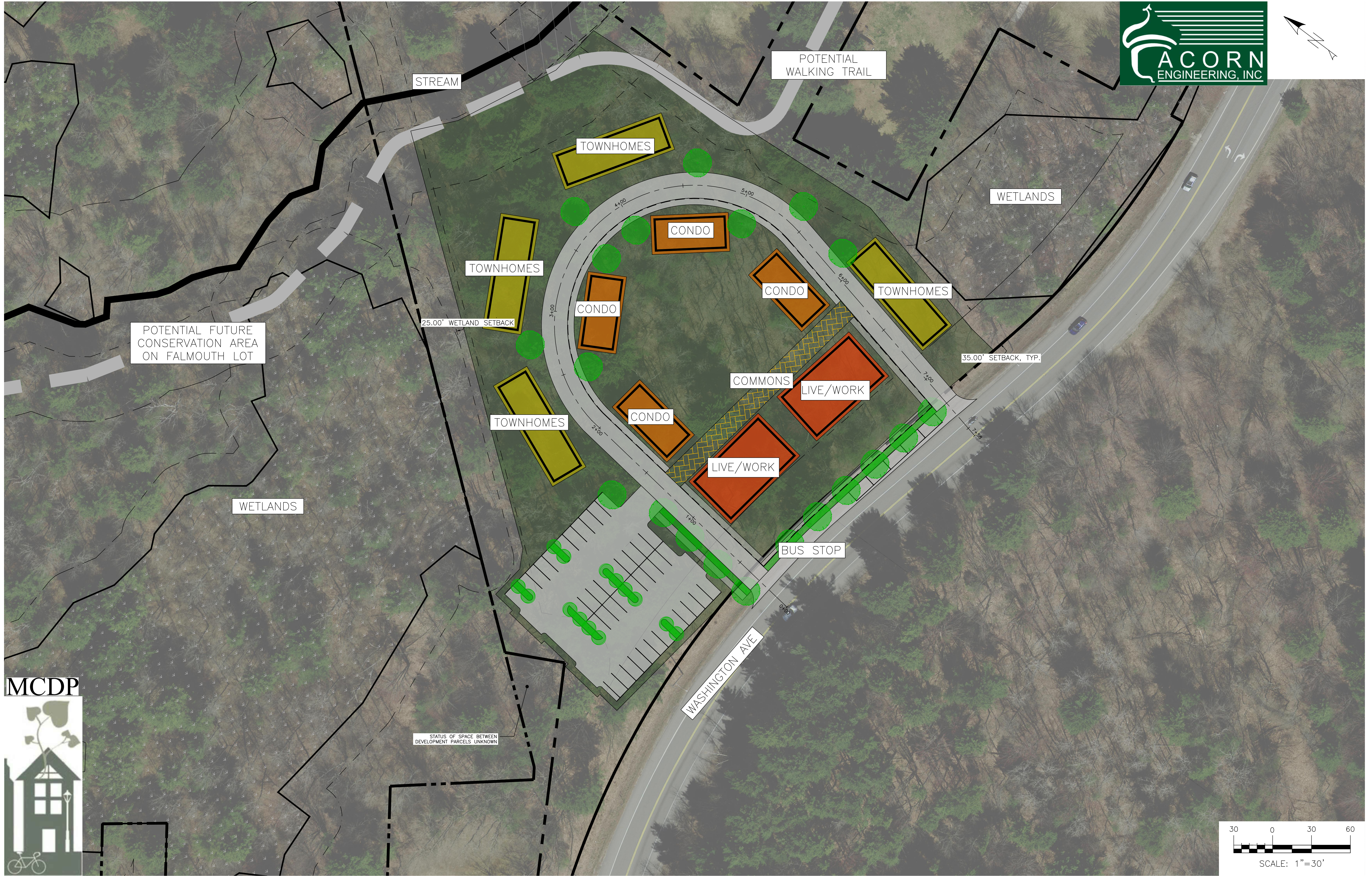
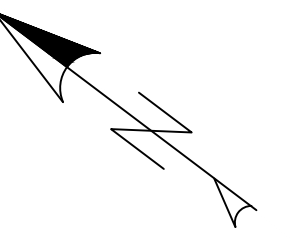
We have letters of commitment or interest from all projected sources of funding except where procurement rules disallow. The MCDP Development team also has the experience with the specific neighborhood to hit the ground running for the zoning amendment and city planning process.

2. Track record of development team (10 points)

Every development team member has a successful track record with this type of project and at this scale. (See Developer Capacity Section E)

3. Current capacity of development team (10 points)

Our development team members have exceptional depth of human and financial resources to complete this project and for this project in particular there will be a benefit from the developers existing experience and work in the neighborhood for the development across the street. (See Developer Capacity Section E)



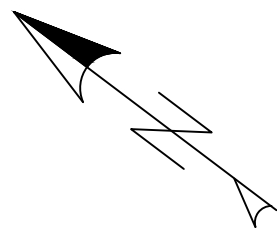
MCDP



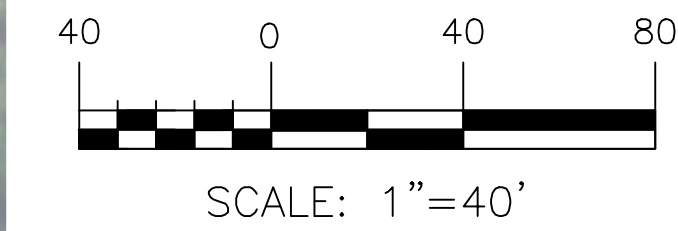
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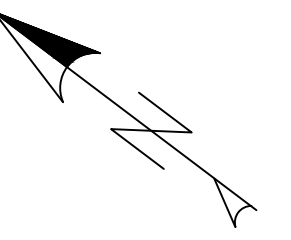
PORTLAND DEVELOPMENT PARCELS: 

RESERVED FALMOUTH PARCEL: 

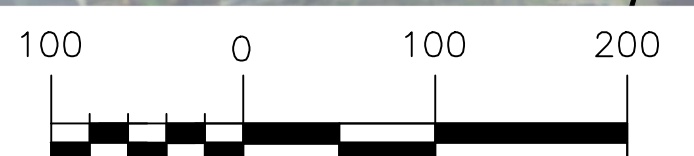


MCDP





MCDP



SCALE: 1"=100'



Maine Cooperative Development Partners

MAINE COOPERATIVE DEVELOPMENT PARTNERS

build neighborhoods where the elements that constitute quality of life—access to green space, healthy lifestyles, community, privacy, and affordability—are not at odds with each other. Grounding principles for this work are creating equitable communities; complementing walkable neighborhoods; building healthy buildings; and celebrating beauty, art, and the natural environment. We use Limited Equity Cooperatives as a form of ownership to create options for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors.

WE ENVISION small towns, urban neighborhoods, and suburban neighborhood centers that are walkable to daily needs and adjacent to recreational facilities, trails, and transit corridors; homes that use energy efficient construction, and shared gardens, patios, and play spaces for people to get to know and enjoy their neighbors.

WE GIVE BACK by partnering with organizations that support trails and green space, transit, local businesses, social equity, and efforts to mainstream energy efficient building and land use.



PRINCIPALS



MATTHEW PETERS has been involved in the completion of over twenty new construction, major rehab, and acquisition deals. Matt worked for seven years at Avesta Housing, one of the largest non-profit housing developers and owners in Northern New England, project managing affordable housing developments, building out and overseeing the Asset Management department, and ending in an executive role overseeing the entire development and acquisitions pipeline as Vice President of Real Estate Services. In 2018 he began to consult for Housing Authorities, housing non-profits, and Community Development Finance Institutions in Maine supporting these organizations in acquisition, ground-up development, and underwriting of affordable housing properties. Matt also is currently the Executive Director of Freeport Housing Trust based in Freeport, Maine. He has strong working relationships with MaineHousing, Rural Development, lenders, tax credit syndicators, and other professionals in the design and construction field, holds a Masters in Urban Planning from the University of Washington, and certifications such as Spectrum's C3P and Rural Development STAR trainings and LEED Accredited Professional.



BRIAN ENG is a real estate investor who has worked on commercial projects in Florida, Connecticut, New Jersey, and Maine. He has worked as a principal on developments of over 200 units, is a principal on redeveloping the MERC site in Biddeford, and has redeveloped several smaller properties in Portland. He also has worked on community-based real estate and infrastructure planning projects in Lewiston, Skowhegan and Greenwood. He brings strong expertise in financials, fundraising, advocacy, and public speaking. He grew up in a co-op in New York City, and is on the board of UHAB, the entity that manages 20,000 units of cooperative housing in New York.



LIZ TRICE is a policy professional who builds multidisciplinary partnerships across real estate, economic development, entrepreneurship, and public health. Liz holds a masters degree in Public Policy & Management with a certificate in Community Planning & Development from the Muskie School at the University of Southern Maine. She has worked on multi-unit projects in Portland to obtain zone changes, lead the public engagement process with neighboring residents and businesses, apply for TIFs and grants, and direct the design of shared spaces. Her work includes award-winning research on the regulatory barriers to people living alone achieving home ownership, leading the process to redesign Bramhall Square, and working with medical and economic development institutions to develop strategic plans. Her projects to re-envision urban spaces for livability and natural ecosystems won two of three awards given by the 2019 Portland Society of Architecture's Complete City Competition. Liz trained as a cohousing developer and Passive House Design Consultant and has visited over twenty cohousing developments in the United States. She is currently the owner of PelotonLabs, a coworking space in Portland.



CURRENT PROJECTS



LAMBERT WOODS—The MCDP Team was chosen by the City of Portland, Maine, to redevelop a 14-acre, North Deering neighborhood parcel into a transit-oriented neighborhood center for middle income households of all sizes and ages.

The MCDP Team will build a minimum of (60) one-, two-, and three-bedroom apartment and townhome units owned by residents through a limited equity cooperative. Shared indoor and outdoor community spaces will allow neighbors to gather and know one another. MCDP will also partner with Portland Trails to preserve over half the site for nature trails—providing access to nature for residents and neighbors alike. Project completion is targeted for 2024.



DOUGLASS COMMONS—MCDP partnered with the Szanton Company to bring a mix of affordable rental apartments and limited-equity, cooperative-ownership homes to the former West School Site in Portland's Libbytown Neighborhood.

MCDP will develop an approximately 52-unit, limited equity cooperative that will share open space and gardens with the Szanton Company's 56-unit, mixed income rental project. Project completion is targeted for 2024.



REPRESENTATIVE TEAM MEMBER EXPERIENCE



M NORTH ORLANDO

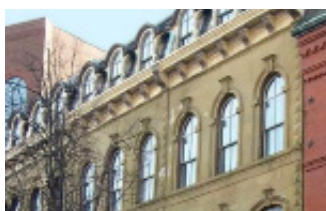
As a principal of Clay Cove Capital, Brian was the control capital partner in the ground-up development of M North in Orlando, a \$37.1M, 288-unit, multi-family development in Orlando, Florida.

www.mnorthorlando.com



BIDDEFORD MERC REDEVELOPMENT

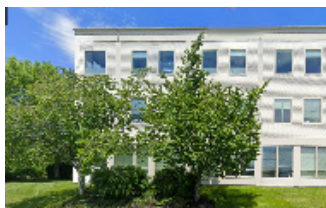
Brian worked with Jim Brady of Fathom Companies, to serve as master developer of city-owned land on the former Maine Energy Recovery Corp. incinerator through a public-private partnership with the City of Biddeford.



6 CITY CENTER, PORTLAND

Brian redeveloped and retenanted a largely vacant, mixed-use building in the Old Port, including executive office suites that are home to a law firm, Lio Restaurant, and HE Paintbar nail salon.

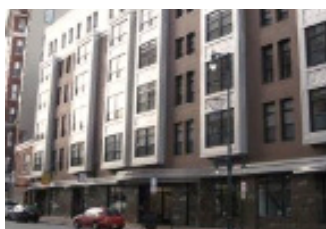
www.sixcitycenter.com



1685 CONGRESS STREET, PORTLAND

Brian redeveloped a half-vacant office/medical building and retenanted it. The property is now home to the Maine Plastic Surgery Center and Maxim Healthcare.

www.maineplasticsurgery.com



645 CONGRESS STREET, PORTLAND

Liz worked with developers Shinberg and Alfond to convert this former downtown college dormitory to (55) one-bedroom and studio apartments, with retail on the first floor. She worked on the initial concept, conducted market analysis, developed relationships and communication with neighbors and businesses, created plans for bike storage, parking, as well as community management, and assisted with lease-up.



HIGH & DANFORTH

This innovative, 26-unit, affordable loft condo development in downtown Portland, Maine, was originally developed by Random Orbit. The project was the first in the city to charge separately for parking, and developed contract zone language to build less than one space per unit due to an innovative car-sharing program, proximity to transit, and bike parking that was eventually brought into the land use code.

Liz worked on the initial concept, interior design and layout, and developed educational materials for the planning board, city council, and staff regarding the impacts that parking requirements have on the cost of units, and the prevalence of car-free urban singles. The zoning was approved, but the project was put on hold in 2009 and sold to another developer, who built the project for a different audience in 2012.



BOYD STREET APARTMENTS

This 55-unit tax credit property is under development by the local housing authority in Portland, Maine. As Development Associate, Liz researched contractors for hazard remediation of the site, designed a survey of public housing residents to develop a plan for including wifi for residents, wrote a successful grant of over \$80k—under tight deadline—to put solar panels on the roof, and prepared the TIF application.



BRAMHALL SQUARE REDESIGN

Liz led multiple iterations of design for a small park in Portland's West End; first hosting a neighborhood charrette, then partnering with the Portland Society for Architecture to host a design competition in which thirteen firms and over 180 members of the public participated. The project received funding and is now in process to have a final design created.

LOW INCOME HOUSING TAX CREDIT PROJECTS

Matt has been involved in the completion of over (20) new construction, major rehab, or acquisition deals, including:

- Young Street Apartments, South Berwick, ME
- Ridgewood II, Gorham, ME
- One Meeting Place, Exeter, NH
- Meadows, North Hampton, NH
- Carleton Street, Portland, ME
- Bayside Anchor, Portland, ME
- Bartlett Woods, Yarmouth, ME



April 28, 2021

Matthew Peters
Principal
Maine Co-op Development Partners
6 City Ctr, Fl 3
Portland, ME 04101

RE: Lambert Woods II/Property Acquisition – 622 Auburn Street

To whom it may concern:

Centennial Mortgage has been engaged by Maine Co-op Development Partners to secure mortgage insurance through the FHA 213 program for cooperative housing and fund a construction/permanent mortgage for Lambert Woods Cooperative, a new cooperative housing project in Portland, ME. We recently had a successful concept meeting at HUD and preliminary approval of the project with the development team. HUD has invited a full application for mortgage insurance. HUD was impressed by the overall concept, development team and the market. Maine Co-op Development partners has made us aware of an additional opportunity to acquire a parcel of land adjacent to or across the street from the Lambert Woods site that could possibly support 40 homes/units. Depending on timing, this site could potentially expand the availability of housing units for Lambert Woods or make an excellent site for an additional stand-alone cooperative. Given the need for affordable housing in the market, there would be substantial support for a new cooperative project, Lambert Woods II, or expanding Lambert Woods.

Given HUD's support of the initial project, the development team and the need for affordable home ownership in the market, we support the idea of Maine Co-op Development Partners acquiring this parcel and feel it would be easy to justify extending the number of units at Lambert Woods or developing a new cooperative, Lambert Woods II.

Centennial Mortgage has substantial expertise and experience completing FHA financing transactions. We are very active in lending to cooperative housing projects throughout the country. Cooperative housing provides a unique form of home ownership and we are actively working with several groups to create new home ownership at affordable prices. Personally, I have been involved in cooperative housing for over 20 years, through financing and serving on the board of the National Association of Housing Cooperatives.



We encourage other funding sources as well as other potential partners to join us in supporting Maine Co-op Development Partners in the creation of affordable cooperative home ownership opportunities in the Portland area and Maine overall.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Jeffers", is written over a faint, light blue rectangular background.

Hugh Jeffers
Vice President of Originations



COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051
PH 413-665-1271 • FX 413-541-8300 • www.cdi.coop • info@cdi.coop

April 29, 2020

To whom it may concern:

The Cooperative Development Institute (CDI) is excited to support the Maine Cooperative Developers' proposal for Lambert Woods II (at 622 Auburn Street, Portland and at 0 Gray Road, Falmouth). CDI believes this will be a beneficial addition to the adopted plan at the 165 Lambert St. parcel, which we also enthusiastically support.

CDI is a 501(c)3 nonprofit founded in 1994 by co-op leaders to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy.

CDI provides expert assistance, organizational development, and support to groups undertaking cooperative development. In the past decade, CDI has helped create 49 new Resident Owned Communities (ROCs) in New England, representing 4,479 households. 10 of the ROCs are conversions of manufactured home parks in Maine. CDI's role is to help form new cooperatives, train residents, and ensure that the cooperative has the support it needs to remain permanently affordable.

Our intention is that at Lambert Woods II, CDI will:

- Lead the creation of the new Co-op entity.
- Lead resident training and resident participation in the construction phase.
- Create and administer a long-term management plan that would meet the city's TIF requirements to ensure that the property meets the city's affordability metrics for at least 30 years.
- Be the long term training & support organization for the Co-op.

We are pleased with the proposal and the development team, and hope to be part of this exciting project!

Sincerely,

Noémi Giszpenc
Executive Director

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

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ANDREW REICHER EXECUTIVE DIRECTOR

April 29, 2021

To whom it may concern:

UHAB is pleased to support the Lambert II Project to create a Limited Equity Cooperative providing affordable home ownership on Lambert Street in Portland.

The Urban Homesteading Assistance Board was created to assist neighborhood residents in NYC to create, own and operate their own housing. Our original projects were Homesteading Projects where residents would take over abandoned buildings in NYC's low-income neighborhoods and rehab them using their own sweat equity and owning and operating them as affordable housing cooperatives. Since that time UHAB has assisted with the creation of about 1,200 limited equity cooperatives providing affordable homeownership to almost 30,000 households. We continue to support these co-ops with stewardship services, ongoing training and technical assistance as well as group insurance, fuel buying, green energy services, bookkeeping and election services.

Throughout our nearly 50-year history, UHAB has occasionally provided, training, capacity building and services to organizations and developers creating affordable co-ops in cities around the country. Six years ago, we began a census and survey of all limited equity housing co-ops in the nation. The results and a map of the 320,000 units can be found at www.sixthprinciple.coop. But also, as a result we have received requests for our capacity building, technical assistance, and services from organizations, local governments, and housing developers around the country. It has become part of our mission and our work to serve and grow the cooperative housing community not only in NYC but nationwide.

UHAB has also agreed to provide pre-development financing for the Lambert Woods I at 165 Lambert Street and would be open to considering additional support as Lambert Woods II moves forward.

Our work on the Lambert II project in support of CDI and MCDP is part of this national effort and we couldn't be more excited to be part of this effort. Lambert II is a great proposal with a strong development team.

Sincerely,

Andrew Reicher
Executive Director



April 28, 2021

City of Portland
RE: RFP #21042
389 Congress Street
Portland, ME 04101

To whom it may concern:

The Genesis Fund is pleased to provide this letter of support for the Maine Cooperative Development Partners (MCDP) proposal to the City of Portland to develop the property located at 622 Auburn Street, Portland & O Gray Road, Falmouth (Lambert Woods II).

MCDP is already bringing the cooperative development model to Portland with their 165 Lambert Street and 45 & 91 Douglass Street projects, both of which are in the predevelopment stages. If selected, their proposal to develop the additional Lambert Street parcel would allow MCDP to complete the vision for a North Deering neighborhood center along the Washington Avenue Extension.

The Genesis Fund is excited to work with MCDP partners Brian Eng, Matt Peters, and Liz Trice to bring the limited equity cooperative home ownership model to Portland. The model has been highly successful in other urban areas, and Portland's growth and increasing pressure on affordable housing makes it a perfect location to introduce cooperative ownership as an option for low and moderate income homeowners. The target population for MCDP's project is closely aligned with the Genesis Fund mission, and Genesis can attest to the need for increased opportunities for home ownership among households at 80-100% AMI.

The partners have significant experience with cooperatives, community organizing, and housing development in the region and beyond. They are working in partnership with the Cooperative Development Institute (CDI), Urban Homesteading Assistance Board (UHAB), and other seasoned resources to utilize the HUD 213 model to bring cooperative single-family home ownership to Portland. Together, they have the capacity and the connections to successfully carry out their plans.

The Genesis Fund is familiar with each of the MCDP partners through their individual work in housing and real estate development and community organizing. Genesis has also committed a \$95,000 predevelopment loan to the Douglass Street project, and we are open to considering requests for additional support based on the collateral and value available as MCDP moves forward on each of the three projects.

Please don't hesitate to get in touch with any questions, and we appreciate your consideration of MCDP's proposal. The Genesis Fund looks forward to helping MCDP's cooperative vision for Portland come to fruition.

Sincerely,

Erica Quin-Easter
Senior Loan Officer

EXHIBIT C
Minimum Household Size and Maximum Allowable Monthly Rent Calculation

The Minimum household size for a unit in the Coop is based on the number of bedrooms in the unit, as set forth in the table below. The maximum allowable monthly rent for a unit is 1/12 of 30% of the Area Median Income, based on the minimum household size for a unit, less the Coop member's costs for utilities.

	Studio/One-Bedroom Unit	Two-Bedroom Unit	Three-Bedroom Unit	Four-Bedroom Unit
Minimum Household Size	1	2	3	4

For Example, utilizing 2021 AMI levels, and assuming no out of pocket utility costs for the Co-op member, the maximum allowable monthly rent at 100% AMI would be as follows:

Studio/One Bedroom Unit: $1/12(0.30 \times \$69,950) = \$1,748.75$

Two Bedroom Unit: $1/12(0.30 \times \$79,950) = \$1,998.75$

Three Bedroom Unit: $1/12(0.30 \times \$89,950) = \$2,248.75$

In the event that the Co-op member has out of pocket utility expenses, the maximum allowable monthly rent would be decreased by the amount of those utility expenses. For example, for a two bedroom unit with \$300 in monthly utility expenses, the maximum allowable monthly rent would be $\$1,998.75 - \$300 = \$1,698.75$.

Utility allowance will be calculated in one of two ways: (1) using the utility allowance established by the Portland Housing Authority or (2) based on actual documented utility usage at the property.



Washington North Development Summary

Maine Cooperative Development Partners (MCDP) creates neighborhoods for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors. Our neighborhoods aim to provide a balance of green space, walkability, community, privacy, and affordability. We believe members of our community deserve to live in places that support connection with family, neighbors and nature, and more time to develop purposeful lives. Grounding principles for this work are creating equitable communities and walkable neighborhoods; building healthy buildings; and celebrating beauty, art, and the natural environment.

MCDP's goal for Lambert Woods is to partner with the City of Portland to create an **affordable, green, walkable, neighborhood center** surrounded by **conserved forest and trails**.

Affordable: The development will accommodate households with incomes below 60% area median income or less. A limited equity cooperative will be the master tenant of the Low Income Housing Tax Credit development with an option to purchase at the end of the tax credit compliance period.

Green: The homes will be designed using passive house or similar construction techniques to keep heating costs low. Products with low-toxicity will be selected. Parking and street design will use a minimal amount of pavement to reduce runoff and to preserve more habitat. Building rooflines will be oriented for solar panels and parking will integrate EV chargers for electric cars.

Walkable: In order to encourage neighbor interactions and create a safe environment for children and others to play across the property, any road access through the site will be designed with pedestrians as equal users and will be slow, narrow, and safe. We are working to partner with Portland Trails to build trail connections through the site. Storage space for bikes, kayaks, and other such items will be provided.

Amenities: The development will integrate bus shelters for the #9 bus, lighted sidewalks, and community spaces.

Property Description

The proposed development contains 8 residential buildings with a total of 74 homes consisting of two studios, 30 one-bedroom, 20 two-bedroom, and 22 three-bedroom units. The buildings provide for homes to be a mix of townhouses and flats.

Maine Cooperative Development Partners consists of Brian Eng, Liz Trice, and Matthew Peters. The partners collectively provide a large range of experience in legal, financial, residential and commercial real estate development, community engagement, sustainable building, urban planning, and business development and management. All three partners live in Portland and are passionate in making their communities better places for all people.

TO: Councilor Ali, Chair
Members of the Housing and Economic Development Committee

FROM: Mary Davis, Interim Director
Housing and Economic Development Department

DATE: March 18, 2022

SUBJECT: Review and Approval of Amendments to the Purchase and Sale Agreement for City-Owned Property at 165 Lambert Street

Staff is requesting that the members of the Economic Development Committee vote to recommend to the City Council amendments to the Purchase and Sale Agreement, for the sale of city-owned property located at 165 Lambert Street.

On December 21, 2020, the City Council voted 9-0 to approve a Purchase and Sale Agreement with Maine Cooperative Development Partners for affordable housing development at 165 Lambert Street.

Maine Cooperative Development Partners is proposing to create a limited equity housing cooperative which is designed to create permanently affordable housing. All of the homes will be permanently affordable to households earning at or up to 100% AMI. The project would be structured as a limited-equity housing co-operative (“Co-op”) under the Maine Cooperative Affordable Housing Act (13 M.R.S. §§ 1741, et seq.).

Original Terms of the Purchase and Sale Agreement dated as of January 4, 2021

Purchase Price: \$1.00

Due Diligence Period: Thirteen (13) months from the date of the Purchase and Sale Agreement. During the due diligence period the buyer is responsible for obtaining a survey of the property, conducting any inspections, studies, etc. to identify objections to title, environmental, or survey matters, obtaining rezoning approval, obtaining construction and permanent financing,

Closing Date: On or before fifteen (15) months after the date of the Purchase and Sale Agreement.

Buyer’s Post Closing Obligations

Construction must commence within twelve (12) months after the closing date.

For at least 99 years after the project has been transferred to the Co-op, all of the units will be affordable to households earning less than or equal to 100% of the area median income (AMI), adjusted for family size. The formula to calculate maximum allowable rent is similar to the formula

used in the Inclusionary Zoning Ordinance.

At the initial sale of cooperative membership interests, up to 20% of the cooperative membership interests may be sold to households earning up to 120% AMI; all other sales and all subsequent sales of cooperative membership interests must be sold to households earning no more than 100% AMI.

Amendment to the Terms of the Purchase and Sale Agreement

- a. The name of the Purchaser was incorrectly identified as “Maine Cooperative Development Partners, a Maine corporation” instead of “Maine Cooperative Development Partners LLC, a Maine limited liability company”.
- b. Due Diligence Period: Section 3(a) of the Agreement is deleted and replaced with the following:

Due Diligence Period: Buyer will have from the date of this Amendment until 4:00 PM Eastern Daylight Savings Time on the day that is twenty-five (25) months after the date of this Amendment (the “Due Diligence Period”) to complete any surveys, environmental review, inspections, and title examinations, and to obtain any zone change, site plan approval, and any other permits and regulatory approvals required for the Project.
- c. Language regarding a drainage easement and a trail easement is added.
- d. Closing Date: Amended from “On or before fifteen (15) months after the date of the Purchase and Sale Agreement” to “ on or before twenty-seven (27 months after the date of the Amendment”.

Attachments:

- Proposed Amendment to the Purchase and Sale Agreement
- Purchase and Sale Agreement Executed 1/4/2021

**FIRST AMENDMENT
TO
PURCHASE AND SALE AGREEMENT**

THIS FIRST AMENDMENT TO PURCHASE AND SALE AGREEMENT is made as of the ____ day of _____, 2022, by and between the CITY OF PORTLAND, a Maine municipal corporation with a place of business in Portland, Maine and mailing address of 389 Congress Street, Portland, Maine 04101 (“Seller” of “City”) and MAINE COOPERATIVE DEVELOPMENT PARTNERS LLC, a Maine limited liability company with a mailing address of 6 City Center, Fl. 3, Portland, Maine 04101 (“Buyer”).

WHEREAS, City and Buyer entered into a certain Purchase And Sale Agreement dated January 4, 2021 (the “Agreement”) with respect to certain real property located at or near 165 Lambert Street as more fully described in the Agreement; and

WHEREAS, Seller and Buyer wish to amend the Agreement to extend the due diligence period and describe easements to be reserved on the Premises by the City.

NOW, THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, City and Buyer hereby agree as follows:

1. Unless otherwise defined in this Amendment, capitalized terms used in this Amendment have the same meaning as those terms have in the Agreement.
2. The parties acknowledge and agree that the Agreement incorrectly identified the Buyer as “Maine Cooperative Development Partners, a Maine corporation” instead of Maine Cooperative Development Partners LLC, a Maine limited liability company.” Accordingly, the parties agree that any references in the Agreement to “Maine Cooperative Development Partners, a Maine corporation” are hereby deleted and replaced with “Maine Cooperative Development Partners LLC, a Maine limited liability company,” meaning and intending to clarify that the Buyer under the Agreement is Maine Cooperative Development Partners LLC.
3. Section 3(a) of the Agreement is hereby deleted in its entirety and replaced with the following:

Due Diligence Period: Buyer will have from the date of this Amendment until 4:00 PM Eastern Daylight Savings Time on the day that is twenty-five (25) months after the date of this Amendment (the “Due Diligence Period”) to complete any surveys, environmental review, inspections, and title examinations, and to obtain any zone change, site plan approval, and any other permits and regulatory approvals required for the Project.

4. The following language is added to the Agreement as section 3(i):
 - i. Drainage Easements. The Buyer acknowledges and agrees that in the deed for the Premises, the City will reserve the slope and stormwater drainage easements over portions of the Premises in form and substance reasonably satisfactory to the City in the locations generally described and depicted on Exhibits A, B and C, attached hereto.
5. The following language is added to the Agreement as section 3(j):
 - j. Trail Easement. The Buyer acknowledges and agrees that the Premises shall be conveyed subject to a trail easement for public ingress and egress by pedestrians, bicycles, and other non-motorized pedestrian uses in form and substance reasonably satisfactory to the City. The easement shall be held by the City or another entity reasonably acceptable to the City and Buyer.
6. The opening paragraph in section 10 of the Agreement is hereby deleted and replaced with the following:

CLOSING. Time is of the essence in the performance of this agreement. The closing shall be held at the offices of Buyer's council at a time agreeable to the parties on or before the day that is twenty-seven (27) months after the date of this Amendment (the "Closing Date"). At the Closing:
7. Except as specifically amended hereby, the Agreement shall remain in full force and effect and the parties hereto ratify the terms and conditions of the Agreement.

IN WITNESS WHEREOF, this First Amendment has been executed and delivered as of the day and year first above written.

MAINE COOPERATIVE
DEVELOPMENT PARTNERS LLC

By: _____
Print Name:
Its:

CITY OF PORTLAND

By: _____
Danielle P. West
Its Interim City Manager

EXHIBIT A

Drainage Easement 1

The certain easement and rights across, above on and under land on the westerly side line of Auburn Street in the City of Portland, Cumberland County, State of Maine, and bounded and described as follows:

BEGINNING at the intersection of the westerly side line of Auburn Street as accepted by Order of the Portland City Council on July 21, 1915 and as recorded in City Clerk Volume 43, Page 77 with the southerly side line of Washington Avenue Extension, declared as a City Street on March 21, 2011 by the Portland City Council and recorded in City Clerk Volume 154, Pages 10 and 11, said point is located S18°29'57"W a distance of 3.36' from a drill hole set in a granite monument;

THENCE, S07°57'06"E thirty-five and hundredths feet (35.00') along the westerly side line of said Auburn Street to a point;

THENCE, N53°14'06"W forty-nine and twenty-five hundredths feet (49.25') through land now or formerly of the City of Portland as described in a deed dated April 15, 1980 and recorded in Deed Book 4593, Page 154 Cumberland County Registry of Deeds to a point in the southerly side line of said Washington Avenue Extension;

THENCE, N81°28'53"E thirty-five and no hundredths feet (35.00') along the southerly side line of said Washington Avenue Extension to the westerly side line of said Auburn Street and **THE POINT OF BEGINNING.**

Meaning and intending to reserve a 612 s.f. drainage easement through land conveyed by Harold S. O'Brien et al. to the City of Portland as described in a deed dated April 15, 1980 and recorded in Deed Book 4593, Page 154, Cumberland County Registry of Deeds.

The basis of bearing is the Maine State Plane Coordinate System (2 zone projection), West Zone using the NAD 1983 (HARN) datum and the U.S. Survey Foot as the unit of measure.

Drainage Easement 2

The certain easement and rights across, above on and under land on the westerly side line of Auburn Street in the City of Portland, Cumberland County, State of Maine, and bounded and described as follows:

BEGINNING at a point on the westerly side line of Auburn Street as accepted by Order of the Portland City Council on July 21, 1915 and as recorded in City Clerk Volume 43, Page 77, said point is located S07°57'06"E one hundred fifty and thirty-three hundredths feet (150.33') from the intersection of said westerly side line of Auburn Street with the southerly side line of Washington Avenue Extension declared as a City Street on March 21, 2011 by the Portland City Council and recorded in City Clerk Volume 154, Pages 10 and 11;

THENCE, S07°57'06"E forty and no hundredths feet (40.00') along the westerly side line of said Auburn Street to the northerly corner of land now or formerly of Eugene D. Morin et al. as described in a deed dated September 26, 1986 and recorded in Deed Book 7423, Page 127 Cumberland County registry of deeds, said point is witnessed by a capped iron rebar stamped "OHaskell 1038";

THENCE, S76°01'08"W sixty and no hundredths feet (60.00') through land now or formerly of the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds to a point;

THENCE, N07°57'06"W forty and no hundredths feet (40.00') along a line that is parallel to the westerly side line of said Auburn Street and continuing through land now or formerly of the said City of Portland to a point;

THENCE, N76°01'08"E sixty and no hundredths feet (60.00') through land now or formerly of the said City of Portland and through other lands now or formerly of the City of Portland as described in a deed dated April 15, 1980 and recorded in Deed Book 4593, Page 154, Cumberland County Registry of Deeds to **THE POINT OF BEGINNING**.

Meaning and intending to reserve a 2387 s.f. drainage easement through land conveyed by Ray Viles to the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds and through land conveyed by Harold S. O'Brien et al. to the City of Portland as described in a deed dated April 15, 1980 and recorded in Deed Book 4593, Page 154, Cumberland County Registry of Deeds.

The basis of bearing is the Maine State Plane Coordinate System (2 zone projection), West Zone using the NAD 1983 (HARN) datum and the U.S. Survey Foot as the unit of measure.

Drainage Easement 3

The certain easement and rights across, above on and under land on the easterly side line of Lambert Street in the City of Portland, Cumberland County, State of Maine, and bounded and described as follows:

BEGINNING at a point on the easterly side line of Lambert Street as laid out in December, 1853 by the Cumberland County Commissioners and recorded in the Cumberland County Commissioners Records Volume 10, Page 46, said point is located S36°58'01"E four hundred one and ninety-six hundredths feet (401.96') from the intersection of said easterly side line of Lambert Street with the southerly side line of Washington Avenue Extension, declared as a City Street on March 21, 2011 by the Portland City Council and recorded in City Clerk Volume 154, Pages 10 and 11;

THENCE, S36°58'01"E fifty and no hundredths feet (50.00') along the easterly side line of Lambert Street to a point;

THENCE, N88°32'11"E forty and no hundredths feet (40.00') through land now or formerly of the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds to a point;

THENCE, N36°58'01"W fifty and no hundredths feet (50.00') along a line that is parallel to the easterly side line of said Lambert Street and continuing through land now or formerly of the said City of Portland to a point;

THENCE, S88°32'11"W forty and no hundredths feet (40.00') through land now or formerly of the said City of Portland to **THE POINT OF BEGINNING**.

Meaning and intending to reserve a 1628 s.f. drainage easement through land conveyed by Ray Viles to the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds.

The basis of bearing is the Maine State Plane Coordinate System (2 zone projection), West Zone using the NAD 1983 (HARN) datum and the U.S. Survey Foot as the unit of measure.

Drainage Easement 4

The certain easement and rights across, above on and under land on the easterly side line of Lambert Street in the City of Portland, Cumberland County, State of Maine, and bounded and described as follows:

BEGINNING at a point where the easterly side line of Lambert Street as laid out in December, 1853 by the Cumberland County Commissioners and recorded in the Cumberland County Commissioners Records Volume 10, Page 46, with the southerly side line of Washington Avenue Extension, declared as a City Street on March 21, 2011 by the Portland City Council and recorded in City Clerk Volume 154, Pages 10 and 11, said point is located $S79^{\circ} 50' 12''E$ three and ninety-five hundredths feet (3.95') from a drill hole set in a granite monument;

THENCE, $S36^{\circ}58'01''E$ twenty and no hundredths feet (20.00') along the easterly side line of Lambert Street to a point;

THENCE, $N09^{\circ}52'56''E$ twenty-seven and thirty-six hundredths feet (27.36') through land now or formerly of the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds to a point in the southerly side line of said Washington Avenue Extension;

THENCE, $S56^{\circ}43'53''W$ twenty and no hundredths feet (20.00') along the southerly side line of said Washington Avenue Extension to the easterly side line of said Lambert Street and **THE POINT OF BEGINNING.**

Meaning and intending to reserve a 200 s.f. drainage easement through land conveyed by Ray Viles to the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds.

The basis of bearing is the Maine State Plane Coordinate System (2 zone projection), West Zone using the NAD 1983 (HARN) datum and the U.S. Survey Foot as the unit of measure.

Slope Easement

The certain easement and rights across, above on and under land on the westerly side line of Auburn Street in the City of Portland, Cumberland County, State of Maine, and bounded and described as follows:

BEGINNING at the intersection of the westerly side line of Auburn Street as accepted by Order of the Portland City Council on July 21, 1915 and as recorded in City Clerk Volume 43, Page 77 with the southerly side line of Washington Avenue Extension, declared as a City Street on March 21, 2011 by the Portland City Council and recorded in City Clerk Volume 154, Pages 10 and 11, said point is located S18°29'57"W a distance of 3.36' from a drill hole set in a granite monument;

THENCE, S07°57'06"E one hundred ninety and thirty-three hundredths feet (190.33') along the westerly side line of said Auburn Street to the northerly corner of land now or formerly of Eugene D. Morin et al. as described in a deed dated September 26, 1986 and recorded in Deed Book 7423, Page 127 Cumberland County registry of deeds, said point is witnessed by a capped iron rebar stamped "OHaskell 1038";

THENCE, S32°46'39"W sixty-one and thirty hundredths feet (61.30') along said northerly line of land now or formerly of said Morin, to a point;

THENCE, N07°57'06"W two hundred thirty-six and thirty-nine hundredths feet (236.39') along a line that is parallel to and 40.00 feet westerly of the westerly line of said Auburn Street to the southerly side line of said Washington Avenue Extension;

THENCE, N81°28'53"E forty and no hundredths feet (40.00') along the southerly side line of said Washington Avenue Extension to the westerly side line of said Auburn Street and **THE POINT OF BEGINNING.**

Meaning and intending to reserve a 8534 s.f. slope easement through land conveyed by Harold S. O'Brien et al. to the City of Portland as described in a deed dated April 15, 1980 and recorded in Deed Book 4593, Page 154, and through land conveyed by Ray Viles to the City of Portland as described in a deed dated January 22, 1976 and recorded in Deed Book 3798, Page 6, Cumberland County Registry of Deeds.

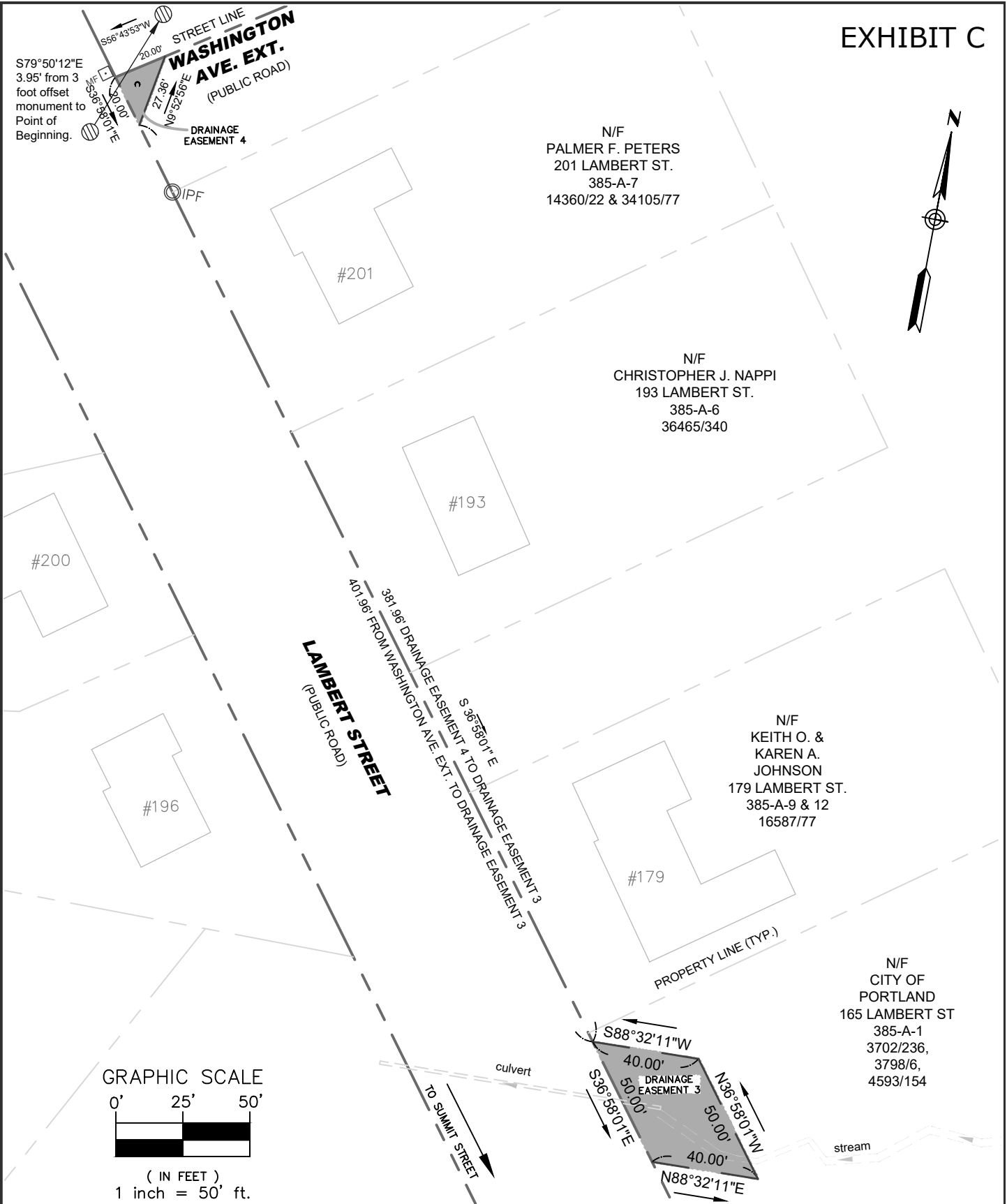
The basis of bearing is the Maine State Plane Coordinate System (2 zone projection), West Zone using the NAD 1983 (HARN) datum and the U.S. Survey Foot as the unit of measure.

**WASHINGTON AVE.
EXTENSION**
(PUBLIC ROAD)



DATE:
09/01/2021

EXHIBIT C



	CITY OF PORTLAND PUBLIC WORKS ENGINEERING DIVISION	PROPOSED DRAINAGE EASEMENTS 3 & 4 OVER LAMBERT WOODS AT 165 LAMBERT ST	SCALE: 1" = 50'
		CIVIL 3D PROJECT: Street Name CSO 2016 DRAWING: WASHINGTON AVE_CITY PROPERTY_DRAINAGE EASEMENTS.DWG	DATE: 09/01/2021

PURCHASE AND SALE AGREEMENT

THIS PURCHASE AND SALE AGREEMENT IS made this 4th day of January 2021 by and between the City OF PORTLAND, a body politic and corporate located in Cumberland County, Maine, (hereinafter referred to as “Seller” or “City”), and Maine Cooperative Development Partners, a Maine corporation, having a mailing address of 6 City Center, Fl. 3., Portland, Maine 04101 (hereinafter referred to as “Buyer”).

RECITALS

WHEREAS, the CITY is the owner of approximately 13.3874 acres of land at or near 165 Lambert Street, Portland, Maine (the “Premises”) and did advertise RFP #20068 dated April 10, 2020, entitled Request for Proposals for Disposition of City-Owned Property Located at 165 Lambert Street, a copy of which is attached hereto as Exhibit A and incorporated herein (the “Request for Proposals”) (the Premises is identified in the City’s tax records as CBL 385 A001 and 386 C001 and is generally depicted on Attachment C to the Request for Proposals); and

WHEREAS, Buyer submitted a proposal dated June 16, 2020 in response to the Request for Proposals, a copy of which is attached hereto as Exhibit B and incorporated herein (the “Proposal”); and

WHEREAS, Buyer desires to purchase and develop the Premises, and the City desires to convey the Premises to Buyer, subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

1. **SALE.** City agrees to sell the Premises to Buyer, and Buyer agrees to purchase the Premises in accordance with the terms and conditions set forth in this Agreement. This Agreement is for the sale of land only.
2. **CONSIDERATION.** The purchase price for the Premises shall be One Dollar (\$1.00) (the “Purchase Price”).
3. **TITLE AND DUE DILIGENCE.**
 - a. **Due Diligence Period.** Buyer will have from the date of this Agreement until 4:00 PM Eastern Daylight Savings Time on the day that is thirteen (13) months after the date of this Agreement (the “Due Diligence Period”) to complete any surveys, environmental review, inspections, and title examinations, and to obtain any zone change, site plan approval, and any other permits and regulatory approvals required for the Project.
 - b. **Property Description.** The legal description of the Premises contained in the deed will be a survey description based upon a survey plan that will more specifically describe the Premises. The survey and description of the

Premises will be prepared by the Buyer at its sole expense and provided to the City for review two months prior to the expiration of the Due Diligence Period. City shall notify Buyer of any objections to the survey and description prior to the expiration of the Due Diligence Period.

- c. **Rezoning Contingency.** Buyer proposes to obtain the Portland City Council's approval to rezone the Premises (the "Rezoning Approval") to maximize residential density for its development of the Premises as described in the Proposal (the "Project"). The Buyer will be responsible for obtaining, at its sole expense, the Rezoning Approval and any other regulatory approvals required for the Project prior to Closing.
- d. **Financing Contingency.** The Buyer's obligation to close is contingent on obtaining construction and permanent financing for the Project that the Buyer, in its discretion, determines is sufficient to put the Project on a sound financial footing. That financing is anticipated to include, but not be limited to, the following: (i) permanent financing for the Coop in the form of a HUD Section 213 loan; and (ii) affordable housing tax increment financing from the City.
- e. **Title and Survey Objections.** Buyer will have until the end of the Due Diligence Period to deliver to City any written objections to title, environmental, or survey matters (other than the permitted exceptions identified herein) that materially affect insurability or use. Objections not made prior to the end of the Due Diligence Period will be deemed waived; provided, however, that objections pertaining to matters of record first appearing after the end of the Due Diligence Period may be made at any time prior to the closing.
- f. **Option to Cure.** In the event of a title or survey objection, City will have the option, but not the obligation, to cure the objection and will notify Buyer of its election within ten (10) business days after receipt of the objection. In the event that the City elects to cure the objection, it will have sixty (60) days from the date of the notice of election, or such other reasonable time as the parties may agree, to cure the objection. In the event that the City does not elect to cure the objection, or, having elected to cure the objection fails to timely do so to Buyer's reasonable satisfaction, Buyer will have the option to (1) terminate this Agreement (after which neither party will have any further obligation or liability to the other under this Agreement), (2) waive the objection and close, or (3) undertake the cure of such objection at its own expense (in which case it shall have 60 days to do so).
- g. **Deed.** City shall convey the Premises to Buyer at the closing in fee simple by a municipal quitclaim deed without covenant. Title shall be good and insurable title, free and clear of all encumbrances except (i) easements of record and easements described herein; (ii) easements for utilities servicing the property, (iii) zoning ordinances, and (iv) real estate taxes not yet due

and payable. Further, Buyer acknowledges that the deed shall contain a restriction stating that in the event that the Premises or any portion thereof shall be exempt from real and personal property taxes, by transfer, conversion, or otherwise, then the then-owner of the exempt portion shall make annual payments to the City in lieu of taxes in the amount equal to the amount of property taxes that would have been assessed on the exempt portion of the real and personal property situated on the Premises had such property remained taxable. Such restriction shall also confirm that Buyer and its successors and assigns shall possess and be vested with all rights and privileges as to abatement and appeal of valuations, rates, and the like as are accorded owners of real and personal property in Maine.

- h. Buyer's Right to Terminate. The Buyer may terminate this Agreement at any time during the due diligence period if, in the exercise of its sole discretion, it decides to not proceed with the Project by giving written notice of termination to the City in which case neither party shall have any further obligations to the other.

4. INSPECTIONS.

- a. During the Due Diligence Period, Buyer and its employees, consultants, contractors and agents shall have the right, at Buyer's expense, to enter on the Premises at reasonable times in order to (i) inspect the same, (ii) conduct engineering studies, percolation tests, geotechnical exams, environmental assessments, and other such studies, tests, exams, and assessments, and (iii) do such other things as Buyer determines, it is sole discretion, to be required to determine the suitability of the Premises for Buyer's intended use (collectively, the "Inspections"). The City acknowledges that such Inspections may include the digging of test pits, which the City hereby approves.
- b. Buyer agrees to defend, indemnify and hold harmless the City against any mechanics liens that may arise from the activities of Buyer and its employees, consultants, contractors and agents on the Premises.
- c. Buyer shall exercise the access and inspection rights granted hereunder at its sole risk and expense, and Buyer hereby releases the City from, and agrees to indemnify, defend, and hold the City harmless against, any and all losses, costs, claims, expenses and liabilities (including without limitation reasonable attorney fees and costs) (collectively, "Damages") suffered by the City on account of any injury to person or damage to property arising out of the exercise by Buyer of its rights hereunder, except to the extent that such Damages result from the act or omission of the City.
- d. Buyer shall cause any contractors, consultants or any other party conducting the Inspections to procure automobile insurance, if applicable, and commercial general liability insurance coverage in amounts of not less than Four Hundred Thousand Dollars (\$400,000.00) per occurrence for

bodily injury, death and property damage, listing the City as an additional insured thereon, and also Workers' Compensation Insurance coverage to the extent required by law; the forms of all such insurance to be subject to City's Corporation Counsel's reasonable satisfaction.

- e. In the event that Buyer does not purchase the Premises, Buyer agrees to either return the Premises as nearly as possible to its original condition after conducting the Inspections; provided, however, the City hereby acknowledges and agrees Buyer shall have no obligation to clean-up, remove or take any other action with respect to any disturbance of any pre-existing environmental contamination on the Premises caused by such inspections, studies, tests, exams, and assessments, and that Buyer shall have no obligation to clean-up, remove or take any other action with respect to any pre-existing environmental contamination disturbed thereby.
- f. The parties hereto acknowledge and agree that it is a condition to Buyer's obligations under this Agreement that the results of the Inspections be acceptable to Buyer in its sole discretion. If the results of such due diligence are not acceptable to Buyer in its sole discretion, and if Buyer exercises its right to terminate this Agreement, and neither party shall have any further obligations or liabilities under this Agreement except as expressly set forth in this Agreement.

5. **REAL ESTATE TAXES, PRORATIONS AND TRANSFER TAX.** Buyer shall be liable for all real estate taxes beginning as of the start of fiscal year following the closing and continuing thereafter. Because the Property is currently owned by the City of Portland, which is exempt from real estate taxes, no taxes were assessed or will be due for any portion of the current fiscal year, and no taxes will be prorated at the closing. Any utilities for the Property shall be prorated as of the closing. The Maine real estate transfer tax shall be paid for by Buyer in accordance with 36 M.R.S.A. § 4641-A. City is exempt from paying the transfer tax pursuant to 36 M.R.S.A. § 4641-C. The recording fee for the deed of conveyance and any expenses relating to Buyer's financing or closing shall be paid for by Buyer.

6. **DEFAULT AND REMEDIES.** In the event that Buyer defaults hereunder for a reason other than the default of the City, City may terminate this Agreement, and neither party shall have any further obligation to the other. In the event City defaults under this Agreement, and if Buyer is not then in default hereunder, Buyer shall have the right to pursue specific performance or terminate this Agreement, in which case neither party shall have any further obligation to the other.

7. **RISK OF LOSS.** The risk of loss or damage to the Premises by fire, eminent domain, condemnation, or otherwise, until transfer of title hereunder, is assumed by the City. The Premises is to be delivered in substantially the same condition as of the date of this Agreement unless otherwise stated. In the event City is not able to deliver the Premises as stated, Buyer may terminate this Agreement, and neither party shall have any further obligations or liabilities under this Agreement except as expressly set forth in this Agreement.

- 8. PROPERTY SOLD “AS IS, WHERE IS.”** Buyer acknowledges that Buyer has had an opportunity to inspect the Premises, and to hire professionals to do so, and that Premises will be sold “as is, where is” and “with all faults.” City, and its agents, make no representations or warranties with respect to the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the Premises, or as to the fitness of the Premises for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the Premises. Acceptance by Buyer of the Deed at closing and payment of the purchase price shall be deemed to be full performance and discharge by the City of every agreement and obligation contained herein.
- 9. ENVIRONMENTAL INDEMNIFICATION.** Buyer covenants and agrees to indemnify, defend, and hold the City harmless from and against any and all claims, damages, losses, liabilities, obligations, settlement payments, penalties, assessments, citations, directives, claims, litigation, demands, defenses, judgments, costs, or expenses of any kind, including, without limitation, reasonable attorneys’, consultants’, and experts’ fees incurred in investigating, defending, settling, or prosecuting any claim, litigation or proceeding, that may at any time be imposed upon, incurred by or asserted or awarded against Buyer or the City and relating directly or indirectly to the violation of or compliance with any federal, state, or local environmental laws, rules, or regulations governing the release, handling or storage of hazardous wastes or hazardous materials and affecting all or any portion of the Premises, except to the extent that such a claim results directly from the City’s release, handling or storage of hazardous wastes or hazardous materials on the Premises. This duty to indemnify, defend, and hold harmless shall be included in a covenant in the deed and shall run with the land conveyed and be binding upon Buyer’s successors, assigns, and transferees.
- 10. CLOSING.** Time is of the essence in the performance of this agreement. The closing shall be held at the offices of Buyer’s counsel at a time agreeable to the parties on or before the day that is fifteen (15) months after the date of this Agreement (the “Closing Date”). At the Closing:
- a. the City shall execute, acknowledge and deliver to Buyer a municipal quitclaim deed conveying to Buyer good and insurable title to the Premises, free and clear of all encumbrances except as otherwise set forth herein.
 - b. Buyer shall deliver the Purchase Price to the City.
 - c. Each party shall deliver to the other such other documents, certificates and the like as may be required herein or as may be necessary to carry out the obligations under this Agreement.
 - d. Buyer shall deliver evidence, reasonably satisfactory to City’s Corporation Counsel, that the entity receiving title to the Premises is in good standing

under Maine law, and that the individuals acting at Closing and executing documents on behalf of Buyer are authorized to do so.

11. BUYER'S POST CLOSING OBLIGATIONS; RIGHTS OF CITY TO REPURCHASE PROPERTY.

- a. Within twelve (12) months after the Closing Date, Buyer shall commence construction of the Project, as the Project is generally described in the Proposal. The Buyer, in its discretion, may develop the Project in two phases. The first phase of the Project shall include the greater of 20 three-bedroom dwelling units or the maximum number of dwelling units feasible under the current zoning.
- b. Upon the issuance of a certificate of occupancy for all or a portion of the first phase of the Project or at such earlier time as the Buyer, in its discretion, may determine, the Buyer shall convey the Project to a Cooperative Affordable Housing Corporation (the "Coop") organized in accordance with the Maine Cooperative Affordable Housing Ownership Act, 13 M.R.S.A. §1741-1762, as may be amended (the "Act"). Notwithstanding anything to the contrary in the foregoing, the Buyer may retain the right to develop additional units on the Premises as a second phase of the Project which shall be conveyed to the Coop.
- c. Rent Restrictions. For a period of 99 years after the Project has been transferred to the Coop, all units and cooperative interests in the Project shall be affordable to low- and moderate-income households earning less than or equal to 100% of the area median income (AMI), adjusted for family size, in accordance with federal standards generally accepted at the time of incorporation under the Act. For purposes of this Agreement, "affordable" means that the percentage of income a household is charged in connection with its cooperative interest and other housing expenses, including utilities, shall not exceed 30% of the household's gross monthly income. Minimum household size allowed per unit and the formula for calculating maximum allowable monthly rent is detailed on Exhibit C, which is attached hereto and made a part hereof.
- d. Income Restrictions. In order to purchase a cooperative membership interest in, and reside in a unit owned by the limited equity cooperative, a household must not earn more than 100% of the AMI, adjusted for family size, as published by the U.S. Department of Housing and Urban Development ("HUD"). Household income is defined as adjusted gross income used by the IRS. This income test will be used only at the time of the household's purchase, and excludes transfers to family members or an estate beneficiary. At the time of initial sale of cooperative membership interests in the Coop, up to 20% of the cooperative membership interests may be sold to households earning up to 120% of AMI. All other sales and all subsequent sales of cooperative membership interests must be to households earning no more than 100% of AMI.
- e. Option to Repurchase. Unless the Project has been transferred to the Coop as set forth above, if Buyer, its successors, assigns, or transferees fails to commence construction of the Project on the Premises within 12 months after the closing, and construct the buildings which are part of the first

phase of the Project within thirty (30) months after closing, the City shall have the right, but not the obligation, to repurchase the Premises and the Project at the Purchase Price plus all documented, design, development, construction, and approval expenses incurred by Buyer, or successors, to that juncture. If the City exercises this right to repurchase, Buyer shall convey the Premises to the City and assign to the City all contracts, plans, and other documents related to the design, construction, and regulatory approvals for the Project. This right to repurchase shall be assignable by the City.

- f. The articles of organization for the Coop shall provide that in the event the Coop shall be dissolved, its assets will be distributed in accordance with § 1754(6) of the Act to the City or, at the City's option, to another organization permitted under § 1754(6) of the Act reasonably acceptable to the City.
- g. The provisions of this Section 11 will survive closing and will be included in greater detail in the City's deed to Buyer or in a Declaration of Covenants, Conditions and Restrictions executed before or at the time of Closing, which shall be recorded in the Cumberland County Registry of Deeds.

- 12. **ENTIRE AGREEMENT.** This Agreement represents the entire and complete Agreement and understanding between the parties and supersedes any prior agreement or understanding, written or oral, between the parties with respect to the acquisition or exchange of the Property hereunder. This Agreement cannot be amended except by written instrument executed by City and Buyer.
- 13. **NON-WAIVER.** No waiver of any breach of any one or more of the conditions of this Agreement by either party shall be deemed to imply or constitute a waiver of any succeeding or other breach hereunder.
- 14. **HEADINGS AND CAPTIONS.** The headings and captions appearing herein are for the convenience of reference only and shall not in any way affect the substantive provisions hereof.
- 15. **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, administrators, successors and assigns.
- 16. **TIME.** The City and Buyer each confirm and agree that each of the time periods set forth herein are essential provisions of the terms of this Agreement.
- 17. **GOVERNING LAW.** This Agreement shall be construed in all respects in accordance with, and governed by, the laws of the State of Maine. All parties hereto hereby consent to the exclusive jurisdiction of the Superior Court for the County of Cumberland in the State of Maine, for all actions, proceedings and litigation arising from or relating directly or indirectly to this Agreement or any of the obligations hereunder, and any dispute not otherwise resolved as provided herein shall be litigated solely in said Court. If any provision of this Agreement is determined to be

invalid or unenforceable, it shall not affect the validity or enforcement of the remaining provisions hereof.

- 18. NOTICE.** All notices, demands and other communications hereunder shall be in writing and shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the first business day after the notice is delivered to an overnight delivery service with delivery confirmation, addressed to the recipients at the addresses set forth below. Either party may change addresses for purposes of this paragraph by giving the other party notice of the new address in the manner described herein.

FOR THE City: City of Portland
ATTN: City MANAGER
389 Congress Street
Portland, ME 04101

With a copy to: The Office of the Corporation Counsel at the same address.

FOR Buyer: Maine Cooperative Development Partners, 6
City Center, Fl. 3, Portland, ME 04101

With a copy to: David C. Pierson, Esq.
Eaton Peabody
P.O. Box 15235
Portland, ME 04112-5235

- 19. SIGNATURES; MULTIPLE COUNTERPARTS.** This Agreement may be executed in any number of counterparts and by different parties in separate counterparts. Each counterpart when so executed shall be deemed to be an original and all of which together shall constitute one and the same agreement.
- 20. BROKERS.** The CITY and Buyer each represent and warrant that they have not dealt with a real estate broker in connection with this transaction. Buyer agrees to indemnify and hold harmless City from any claims made by any broker should Buyer's representation in this paragraph be false. Subject to the limitations of liability set forth in the Maine Tort Claims Act, City agrees to indemnify and hold harmless Buyer from any claims made by any broker should City's representation in this paragraph be false. The foregoing indemnities shall include all legal fees and costs incurred in defense against any such claim, and shall survive closing.
- 21. RECITALS INCORPORATED BY REFERENCE.** The recitals set forth above are incorporated herein by reference and made a part of this Agreement.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed on their behalf by their duly authorized offices or representatives, on the day and year first written above.

Approved as to Form:

DocuSigned by:
Michael Goldman
58DA6A4D85584F1
Corporation Counsel's Office

City OF PORTLAND

DocuSigned by:
Jon P. Jennings
7321A75603411
Jon P. Jennings Its City Manager

**MAINE COOPERATIVE
DEVELOPMENT PARTNERS**

DocuSigned by:
Brian Eng
14F9ED9E0884B5...
Brian Eng
Its Principal

EXHIBIT A

CITY of PORTLAND, MAINE
Request for Proposals for Disposition of City-Owned Property
Located at 165 Lambert Street
RFP #20068

I. NOTICE AND SPECIFICATIONS

The City of Portland, Maine seeks proposals from qualified developers for the creation of residential housing at 165 Lambert Street. The site is designated on the City of Portland Tax Assessor's Map as lots CBL 385 A001, and 386 C001.

Sealed proposals for the project, including an original, seven (7) copies, and one (1) digital copy, as specified herein, will be received by the Purchasing Office, Room 103, City Hall, 389 Congress Street, Portland, Maine 04101, until 3:30 p.m., Tuesday June 16, 2020, at which time they will be publicly opened.

Proposals shall be submitted, and returned in sealed envelopes plainly marked on the outside "Disposition and Development of Property Located at 165 Lambert Street".

Proposals that are late, unsigned or submitted via fax will not be accepted. Proposals from individuals not registered with the Purchasing Office may be rejected; receipt of this document directly from the City of Portland indicates registration. Should a person receive this Request from a source other than the City, please contact 207-874-8654 to ensure that you are listed as a recipient for this proposal.

All questions must be submitted in writing to the Purchasing Office. These may be mailed, hand delivered, faxed to (207) 874-8652 or e-mailed to mff@portlandmaine.gov and be received no later than five (5) business days prior to the opening date. Questions received after this time will not be addressed. Any interpretation, correction, or change of this document will be made only by written addenda. Changes in any other manner will not be binding on the City and proposers should not rely on. Proposers should not have contact with any City staff with regard to this proposal unless to obtain general public information as specified in the document.

The disposal of this real estate shall be on the basis of a negotiated proposal, with the City of Portland reserving the right to refuse any and all proposals. *All proposers are advised that the property will be sold "as-is" and "where is", in its existing condition, with no warranties either expressed or implied.* The City makes no representations or warranties about of any of the information about the property set forth herein, which is provided to proposers for their convenience only. The successful proposer shall be responsible to inspect the property, or to hire its own professionals to do so. The City, and its agents, make no representations or warranties with respect to the title of the property, the accuracy of any statement as to boundaries or acreage, or as to any other matters contained in any description of the property, or as to the fitness of the property for a particular purpose, or as to development rights, merchantability, habitability, or as to any other matter, including without limitation, land use, zoning and subdivision issues or the environmental, mechanical, or structural condition of the property. The City disclaims any and all responsibility for injury to proposers, their agents or others while examining the property or at any other time. The City will not be responsible for any broker's commission.

Any and all improvements made to said property must be done in accordance with existing City Codes and Ordinances.

II. GENERAL INFORMATION

Summary of Request:

The City of Portland is committed to providing housing opportunities and has set a goal to evaluate the use of City-owned property to construct housing. As one-step in accomplishing this goal, the City of Portland will accept proposals for the development of housing on the lot located at 165 Lambert Street, which currently is vacant.

This request for proposals results from the December 16, 2019 approval by the Portland City Council (Resolve 10-19/20) of the recommendations of the Housing Committee to market the City-owned vacant property located at 165 Lambert Street.

The City of Portland uses the RFP process to ensure that public resources are utilized for maximum public benefit while accomplishing specific objectives and providing fair access to all applicants.

Site Information:

- a. **Location:** 165 Lambert Street, as identified in the City of Portland Assessor's records as lot CBL 385 A001 and 386 C001 (See Attachment 2).
- b. **Existing Conditions:** 165 Lambert Street is located on two parcels totaling 13.3874 acres with frontage on Lambert Street in the North Deering neighborhood. The surrounding context is predominantly residential with the majority of homes in the area being one-family structures. The topography is quite steep and much of the parcel is designated as wetlands. A large portion of Auburn Street storm drain discharges to this area.
- c. **Current use:** Vacant lot.
- d. **General Dimensions:** Together these lots are approximately 13.3874 acres or 583,157 square feet.
- e. **Current Zoning:** R-2. The R-2 zone allows for the creation of single-family detached dwelling units on minimum lot sizes of 10,000 square feet. At 13.39 acres (583,157 square feet), this parcel could permit a maximum residential density of 58 single-family homes. However, there are extensive wetlands on approximately 8 acres on the site that will limit maximum development potential. For complete zoning requirements, please refer to Chapter 14, Land Use, of the City Code.
- f. **Rezoning:** Higher density zoning that furthers exceptional projects and city goals as outlined in Section III will be considered. For example, the R-3 residential zone allows for Planned

Residential Unit Development (PRUD) on properties of 3 acres or more, and a higher maximum residential density of 6,500 square feet per dwelling unit. A PRUD would allow for alternative site layouts, and the ability to avoid impacts to on-site wetlands. It should be noted that changes to zoning require both Planning Board and City Council approval.

- g. Condition of the property at the time of disposition:** Wetlands present. See Boyle Associates report and Jones Associates report available online.
- h. Environmental Conditions:** Boyle Associates conducted a wetland delineation in July of 2009 and prepared a wetland sketch plan for the City of Portland; 4.53 acres of uplands were identified during their review. During a site visit in October of 2019, Jones Associates confirmed there had been no changes to the wetlands and the wetland delineations done by Boyle Associates were still appropriate to use. The City of Portland reserves the right to establish a conservation easement on the non-developable portions of the parcel. The Jones Associates report is available on-line.
- i.** Proposers are urged to investigate water sources and utility connection requirements with the Department of Public Works.

III. CITY GOALS

The City's primary goals for the use of the property are:

1. Developments shall provide mixed income units. All units must be affordable to households earning 60% to 120% of the area median income – which 60% is now \$55,800 for a family of four and 120% is now \$111,600 for a family of four.

Affordable means that the percentage of income a household is charged in rent and other housing expenses including utilities, or must pay in monthly mortgage payments (including real estate taxes, mortgage insurance, condominium/HOA fees, insurance and utilities), does not exceed 30% of a household's gross income, or other amount established in city regulations that does not vary significantly from this amount.

Restrictions on the affordability of units must be in place for a minimum of 30 years for homeownership units, and the longest period allowed by law for rental units.

2. Development of mixed income homeownership or rental housing of excellent building and site design. Design principles should promote efficient use of land to create a development that is compatible with the existing pattern, scale, massing, and materials of the surrounding neighborhood. The development's buildings shall be designed to meet the City's Green Building Code.
3. Environmental preservation should be identified to retain a balance between development and conservation of open space important for wildlife, ecological, and environmental values.
4. Rezoning may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.

5. Developments shall create housing options that are age inclusive.

The general terms for this real estate transaction include:

- Units must be used as the principal residence of the owner/tenant and owner/tenant shall not use the unit for the conduct of business (except for a home occupation allowed under the City of Portland zoning ordinance) or as an investment property. Units shall not be rented for short-term periods of one to thirty days.
- The sale or long term lease of the property below fair market value may be considered to support housing development that meets the City's stated goals.
- Alternative Ownership Models. Alternative ownership models that will encourage a mixed income community with long term affordability for the maximum number of units, such as limited equity units, co-housing, cooperative, or a community land trust, may be considered in order to ensure the units affordability over time.
- Proposals must outline how they will maintain affordability.
- Other City Incentives. Other city financial incentives may be considered to support increase housing development opportunities or maximize the number of allowable housing units on the property.

IV. PROPOSED SCORING

An internal staff Committee will review proposals received, and will apply the following selection criteria in reviewing and scoring the applications.

Proposed use to achieve the City of Portland's goals

40 points

1. Market Demand - 20 points
 - a. 20 points - all units meet the City's Goals and Terms noted in Section III
 - b. 15 points - at least 75% of the units meet the City's Goals and Terms noted in Section III
 - c. 10 points - at least 50% of the units meet the City's Goals and Terms noted in Section III
 - d. 0 points - project does not meet the City's Goals and Terms noted in Section III
2. Economic diversity - 10 points
 - a. 10 points - creates housing options which promote economic diversity in the neighborhood in which the development is located
 - b. 0 points - does not promote economic diversity
3. Age Inclusive – 10 points
 - a. 10 points – creates housing which is age inclusive
 - b. 0 points – does not create housing which is age inclusive

Impact on surrounding neighborhood, including design.

25 points

1. Project Design - 15 points
 - a. 15 points - the proposal is consistent with design characteristics
 - b. 10 points - the proposal is an adequate fit with neighborhood characteristics
 - c. 0 points - the design is a significant outlier

2. Amenities and unit design -- 10 points
 - a. 10 points - amenities & unit design are well thought out and appropriate for residents
 - b. 5 points - amenities & unit design are adequate
 - c. 0 points - amenities and unit design raise significant concerns that resident needs will not be adequately addressed

Applicant's ability to complete project, including financial feasibility, development team experience, capacity, and timeframe for completion. 35 points

1. Readiness to proceed - 15 points
 - a. 15 points - all projected sources of funding include letters of commitment or interest are projected at terms and conditions consistent with the City's prior experience with the funder
 - b. 10 points - most projected sources of funding include letters of commitment, letters of interest, or, if no letter is included, are projected at terms and conditions consistent with the City's prior experience with this funder
 - c. 0 points - one or more sources are projected on terms that are not consistent with the City's prior experience with the funder and are not documented by letter(s) from funder(s)
2. Track record of development team - 10 points
 - a. 10 points - every development team member has a successful track record with this type of project and at this scale
 - b. 8 points - all but one development team members have a successful track record with this type of project and at this scale; one development team member has relevant experience but at a smaller scale or not of this project type
 - c. 5 points - two development team members, while having relevant experience, are new to this type of project or this scale of development
 - d. 0 points - the development team does not meet the criteria above
3. Current Capacity of development team - 10 points
 - a. 10 points - development team members have exceptional depth of human and financial resources to complete this project
 - b. 8 points - development team members have the human and financial resources to complete this project
 - c. 5 points - development team has a staffing gap in a significant role and a plan to address that gap, OR there are some concerns about the financial resources of the team to move the development forward
 - d. 0 points - the development team does not meet the criteria described above

SUBMISSION INFORMATION

Interested parties are asked to submit a concept development (including preliminary drawings) and a brief description of the project, no longer than two pages, to include the number and type of units, occupants (owners/renters) to be served, special features, the impact on the neighborhood and other ways the proposal meets the primary goals of the City. A general project budget with projected funding sources, development timeline, and development team qualifications and financial capabilities is also required. This RFP does not require detailed architectural drawings or development pro formas.

Photographs and maps of the site and area are required.

- a) **Developer:** Name, address, telephone, email, fax number of the proposed owner/developer and the name(s) of an alternative contact person(s).
- b) **Proposal:** Each proposal submitted must specifically outline the proposed use of the property and any proposed rezoning requests.
- c) **Financial Feasibility:** Provide a business plan, which shall include prospective and committed sources of funding, development and operating budgets; a letter from a lending institution indicating the applicant's ability to finance the projected costs; and provide examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.
- d) **Timetable:** Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.
- e) **Developer Capacity:** Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion.
- f) **Occupancy and Management Plan:** Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process to ensure mixed income and long-term affordability.
- g) **Purchase Price or Lease Terms:** Proposed purchase price or lease terms for this property.
- h) **Copies:** Seven (7) copies, with the original so marked, of each proposal shall be submitted.

V. DISPOSITION INFORMATION

After proposals are opened, city staff will make a recommendation to the City Council's Economic Development Committee (EDC) and the Housing Committee (HC). The EDC and HC will make a recommendation to the City Council.

VI. OTHER INFORMATION

Confidentiality: Proposals received by the City shall become a matter of public record, subject to public inspection, except to the extent, which an applicant designates in writing, proprietary data to be confidential and submits that data under separate cover, such information may, to the extent permitted by law, be held from public inspection, as provided in applicable Maine law, including, without limitation, 5 MRSA Sections 13119-A and 13119-B.

VII. LEGAL REQUIREMENTS

The contract for the disposition of the property will be executed only after review and final approval by the City Council.

VIII. RESERVATION of RIGHTS

The City of Portland reserves the right, at its sole discretion, to award as well as reject any and all proposals for the city-owned property, based on the quality and merits of the proposals received, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City reserves the right to substantiate any proposer's qualifications, capability to perform, availability, past performance records, and to verify that the proposer is current in its financial obligations to the City.

The City of Portland, Maine, reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, as well as negotiate with the successful proposer(s) should it be in the best in the best interest of the City to do so for a final purchase and sale agreement and ultimate sale or lease of the property.

Pursuant to City procurement policy and ordinance, the City is unable to contract with businesses or individuals who are delinquent in their financial obligations to the City. These obligations may include but are not limited to real estate and personal property taxes and sewer user fees.

Proposers who are delinquent in their financial obligations to the City must do one of the following: bring the obligation current, negotiate a payment plan with the City's Treasury office, or agree to an offset, which shall be established by the contract, which shall be issued to the successful proposer

April 10, 2020

Matthew F. Fitzgerald
Purchasing Manager

Attachments:

- A. Proposal Signature Page
- B. Portland Assessor's Record
- C. GIS Map
- D. Boyle Report available online
- E. Jones Associate Report available online

Attachment A

PROPOSAL**NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED**

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered _____
If Applicable

COMPANY NAME: _____
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: _____ DATE: _____
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: _____

ADDRESS: _____

TELEPHONE: _____ E-MAIL: _____

FEDERAL TAX ID #: _____ DUNS #: _____

STATE OF INCORPORATION _____

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? ☐ Yes ☐ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986? ☐ Yes ☐ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

Attachment B

Assessor's Office | 389 Congress Street | Portland, Maine 04101 | Room 115 | (207) 874-8486

[City](#)
[Home](#)
[Departments](#)
[City Council](#)
[Online Services](#)
[Calendar](#)
[Jobs](#)
[Volunteer](#)

This page contains a detailed description of the Parcel ID you selected.

[New Search!](#)**Current Owner Information:**Best Viewed at
800x600, with
Internet Explorer

CBL 385 A001001
Land Use Type GOVERNMENTAL
 Verify legal use with
 Inspections Division
Property Location 165 LAMBERT ST
Owner Information CITY OF PORTLAND
 389 CONGRESS ST
 PORTLAND ME 04101

Book and Page
Legal Description 385-A-1 386-C-1
 WASHINGTON AVE 2119-
 2217 AUBURN ST 600-
 612 583157 SF

Rental Registration No
Acres 13.3874

Current Assessed Valuation:

TAX ACCT NO.	10005	OWNER OF RECORD AS OF APRIL 2019
LAND VALUE	\$558,700.00	CITY OF PORTLAND
BUILDING VALUE	\$0.00	
MUNICIPAL TYPE	(\$558,700.00)	389 CONGRESS ST
NET TAXABLE - REAL ESTATE	\$0.00	PORTLAND ME 04101
TAX AMOUNT	\$0.00	

Any information concerning tax payments should be directed to the Treasury office at 874-8490 or [e-mailed](#).**Building Information:****Building 1**

Year Built
Style/Structure Type

Sales Information:

Sale Date	Type	Price	Book/Page
1/1/1976	LAND	\$0.00	3798/6

[New Search!](#)



City of Portland Maine Parcel Viewer



0 150 300ft

2,917,950.718 324,271.561 Feet

JONES ASSOCIATES

Foresters, Surveyors and
Environmental Consultants



Lori J. Paulette
Economic Development Department
City of Portland
389 Congress Street
Portland, ME 04101

Dear Lori:

Enclosed is a sketch of the wetland delineation conducted by Boyle Associates in July of 2009 for Lot 15, i.e. 165 Lambert Street and 622 Auburn Street in Portland, Maine (Tax Map 385, Lot A-1 and Tax Map 385, Lot D-8). Lot position and size were based on the town tax map information and existing monumentation on the ground.

Based upon wetland delineations done by Boyle Associates, there is approximately 236727.92 square feet (5.43 acres) of delineated wetland between the two properties. A site visit was conducted and we observed that there had been no changes to the wetlands and that the wetland delineations done by Boyle Associates were still appropriate to use. There is a vernal pool mapped on Tax Map 385, Lot D-8, though we did not inspect it. During the informational review, which is discussed in more detail below, it was not listed as a significant vernal pool.

The Maine Office of GIS was used to conduct a review of available information regarding wetlands of special significance and stormwater qualifications. There were no wetlands of special significance observed during the review. When reviewing stormwater qualifications, it was observed that although the site is not in a lake watershed, the site is downstream of a watershed most at risk from new development, Highland Lake.

More information about the type of data that was reviewed from the Maine Office of GIS can be found on the Wetland Delineation Checklist, which is attached.

For Tax Map 385, Lot A-1, there is potential for development of one or two homes on the northerly 4.53 acres of upland with potential access only from Lambert Street, as it is our

280 Poland Spring Road
Auburn, Maine 04210
(207) 241-0235
Email: rjones@jonesai.com
Website: www.jonesai.com

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Page 2

understanding that Washington Avenue has restricted access. There is also the potential for abutter expansion.

For the southerly section of Tax Map 385, Lot A-1, it is likely that there is only potential for abutter expansion.

For Tax Map 385, Lot D-8, there is also potential for development of one or two homes on the northerly 4.17 acres of upland with potential access from Auburn Street through the right-of-way if the vernal pool on the property is non-significant. To determine if the vernal pool is significant, a more in-depth assessment would be needed during breeding season to conduct egg mass surveys. Optimal time for egg mass surveys would be between April and May. If the vernal pool is significant, there are standards set forth by the Maine Department of Environmental Protection that may influence the extent of potential development on the property.

Please contact Jones Associates at (207) 241-0235 if you have any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Rick Jones", is positioned above the printed name.

Rick Jones

280 Poland Spring Road
Auburn, Maine 04210
(207) 241-0235
Email: rjones@jonesai.com
Website: www.jonesai.com

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WETLAND DELINEATION CHECKLIST

Job #:	19-065PO		
Client:	CITY OF PORTLAND		
Site Address:	622 Auburn Street and 165 Lambert Street, Portland, ME 04103 (385-D-8 and 385-A-1)		

Wetland Scientist:	Rick Jones
Date of Office Review:	10/2019
Date(s) of Field Delineation:	07/2009

Wetlands of Special Significance

Yes	No	
	X	Does the on-site or immediately adjacent wetland contain a mapped and numbered DWA?
	X	Does the on-site or immediately adjacent wetland contain an Inland Waterfowl Wading Bird Habitat?
	X	Does the on-site or immediately adjacent wetland contain a potential significant vernal pool?
	X	Does the recent aerial photos of the on-site or immediately adjacent wetland show? Or are there any open water or emergent wetlands with areas greater than 20,000 sq. ft.?
	X	Does the on-site or immediately adjacent wetland contain a 100 year flood plain?
		Does the on-site or immediately adjacent wetland contain a S1 or S2 community?
	X	Does the on-site or immediately adjacent wetland contain a significant wildlife habitat?
	X	Is the on-site wetland within 250' of a coastal wetland?
	X	Is the on-site wetland within 250' of a great pond?
	X	Does the site contain peatlands?

Stormwater Qualifications

	X	Is the site in the watershed of a Great Pond or Impaired stream?
	X	Is the site in a lake watershed?
	X	Is the site in a watershed most at risk?

Additional Comments:

FEMA flood zone FIRM:

Portland 2300510002C, Effective December 8, 1998

Falmouth 2300450011B, Effective October 16, 1984

Watershed:

HUC_8: 01060001	Presumpscot
HUC_10: 0106000103	Presumpscot River
HUC_12: 010600010306	Highland Lake – Lower Presumpscot River



NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLANDS WERE REVIEWED, IDENTIFIED, AND DELINEATED BY BOYLE ASSOCIATES IN JULY 2009 FOR THE CITY OF PORTLAND'S WETLAND COMPENSATION OPPORTUNITIES ASSESSMENT. APPROXIMATE WETLAND BOUNDARIES ARE BASED ON GPS-LEVEL FIELD INVESTIGATION.
2. AERIAL IMAGERY OBTAINED FROM GOOGLE EARTH.

WETLAND SKETCH PLAN CITY OF PORTLAND LOT 15 - 165 LAMBERT ST AND 622 AUBURN ST (385-D-8 AND 385-A-1) PORTLAND, MAINE

PREPARED BY:

**JONES
ASSOCIATES INC.**

Foresters, Surveyors And
Environmental Consultants



280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

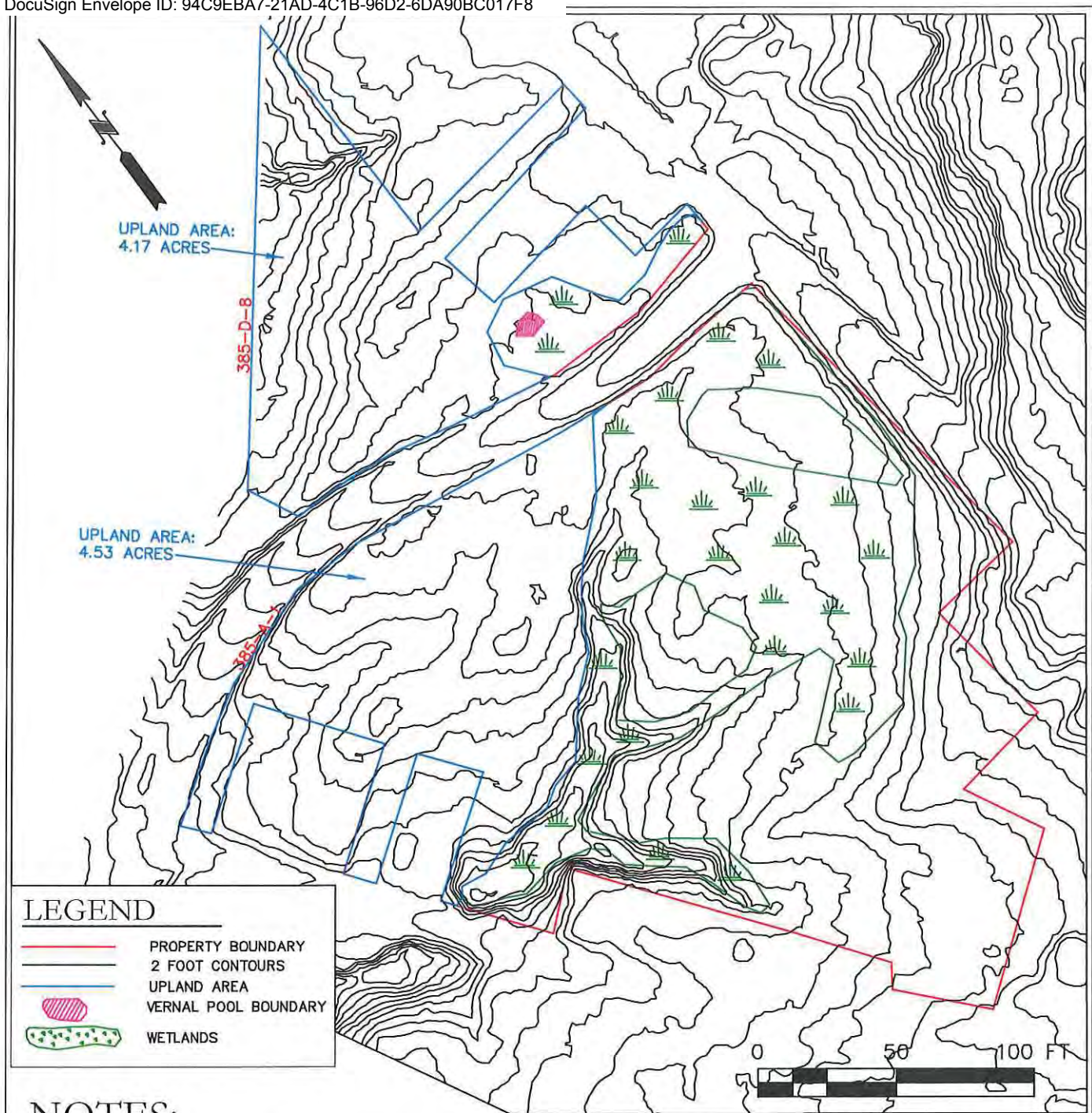
OCTOBER 18, 2019

FIELD WORK DATE:

SEPTEMBER 2019

SCALE: 1"=100'

PROJ. #: 19-0065PO



LEGEND

- PROPERTY BOUNDARY
- 2 FOOT CONTOURS
- UPLAND AREA
- ▨ VERNAL POOL BOUNDARY
- ▨ WETLANDS

NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLANDS WERE REVIEWED, IDENTIFIED, AND DELINEATED BY BOYLE ASSOCIATES IN JULY 2009 FOR THE CITY OF PORTLAND'S WETLAND COMPENSATION OPPORTUNITIES ASSESSMENT. APPROXIMATE WETLAND BOUNDARIES ARE BASED ON GPS-LEVEL FIELD INVESTIGATION.
2. 2 FOOT CONTOUR LINES OBTAINED FROM THE MAINE OFFICE OF GIS.

WETLAND SKETCH PLAN

CITY OF PORTLAND

LOT 15 - 165 LAMBERT ST AND 622 AUBURN ST
(385-D-8 AND 385-A-1)
PORTLAND, MAINE

PREPARED BY:

JONES
ASSOCIATES INC.

Foresters, Surveyors And
Environmental Consultants

280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

OCTOBER 18, 2019

FIELD WORK DATE:

SEPTEMBER 2019

SCALE: 1"=100'

PROJ. #: 19-065PO

CITY OF PORTLAND, MAINE**Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068****Current Date: May 28, 2020**

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

The City has received an Environmental Report regarding the lack of vernal pools for the property located at 165 Lambert Street.

The report from Jones Associates is attached.

Receipt of **Addendum No. 1** to the City of Portland's **RFP #20068, Request for Proposals for Development of City-Owned Property Located at 165 Lambert Street** is hereby acknowledged.

COMPANY NAME: _____

SIGNED BY: _____ DATE: _____

PRINT NAME & TITLE: _____

ADDRESS: _____

ZIP CODE



Lori Paulette
City of Portland
389 Congress Street
Portland, ME 04101

May 13, 2020

Dear Lori Paulette,

This letter to address the results of Jones Associates (JAI) site visits in regards to my search for vernal pools on three lots (Tax Map 372 Lot A-11, Tax Map 385, Lot A-1 and Tax Map 385, Lot D-8.) A preliminary visit to each of these sites was conducted on April 1st 2020 when hydrology was at its peak due to snowmelt. Any evidence of potential vernal pools would have been evident at this time.

An area located on Lot D-8 located off 622 Auburn Street, was hydrologically influenced by road ditching and culverts and did have some standing water. This area was draining and are confident that the area would not have an adequate hydro-period to support successful development of the vernal pool indicator species. This area was checked again on 4/20/20, 4/29/20, 5/4/20. There was not enough hydrology to support vernal pool species and no egg masses were found.

Further investigation of the three lots was not necessary as no pools were found during the initial visit on April 1st 2020. Observations indicated that no vernal pools were located on any of these three lots.

Attached to this letter is a vernal pool datasheet that describes findings for lot D-8. Jones Associates has not submitted the data sheets at this time. We recommend that these forms be filed with MIF&W in order to identify this site as containing no vernal pools. Once you have reviewed the attached information let us know if you would like us to file the forms with ME IF&W. If I can provide more information please do not hesitate to ask or call the office.

Much appreciated,

Jason Tome



Maine State Vernal Pool Assessment Form



INSTRUCTIONS:

- **Complete all 3 pages of form thoroughly. Most fields are required for pool registration.**
- **Clear photographs of a) the pool AND b) the indicators (one example of each species egg mass) are required for all observers.**

Observer's Pool ID: PVP1 Map 385 Lot D-8

MDIFW Pool ID: _____

1. PRIMARY OBSERVER INFORMATION

- a. Observer name: Jason Tome
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes

2. PROJECT CONTACT INFORMATION

- a. Contact name: ☒ same as observer ☐ other _____
- b. Contact and credentials previously provided? ☐ No (submit Addendum 1) ☒ Yes
- c. Project Name: City of Portland - Map 385 Lot D-8

3. LANDOWNER CONTACT INFORMATION

- a. Are you the landowner? ☐ Yes ☒ No If no, was landowner permission obtained for survey? ☒ Yes ☐ No
- b. Landowner's contact information (required)
- Name: City of Portland Phone: 207-874-8683
- Street Address: 389 Congress Street City: Portland State: ME Zip: 0410
- c. ☐ Large Projects: check if separate project landowner data file submitted

4. VERNAL POOL LOCATION INFORMATION

- a. **Location** Township: Portland

Brief site directions to the pool (using mapped landmarks):

Located north and adjacent to Washington Avenue between Lambert Street and Auburn Street in Portland, Maine. East of Communication Technologies Inc.

b. Mapping Requirements

- i. USGS topographic map OR aerial photograph with pool clearly marked.

ii. GPS location of vernal pool (use Datum NAD83 / WGS84)

Longitude/Easting: 70°17'41.0025" Latitude/Northing: 43°43'17.3336"

Coordinate system: NAD 83 ME WEST

- Check one: ☐ GIS shapefile
- send to Jason.Czapiga@maine.gov; observer has reviewed shape accuracy (Best)
 - ☒ The pool perimeter is delineated by multiple GPS points. (Excellent)
 - Include map or spreadsheet with coordinates.
 - ☐ The above GPS point is at the center of the pool. (Good)
 - ☐ The center of the pool is approximately _____ m ☐ ft ☐ in the compass direction of _____ degrees from the above GPS point. (Acceptable)



Maine State Vernal Pool Assessment Form



5. VERNAL POOL HABITAT INFORMATION

a. Habitat survey date (only if different from indicator survey dates on page 3): _____

b. Wetland habitat characterization

■ Choose the best descriptor for the landscape setting:

- ☐ Isolated depression ☐ Pool associated with larger wetland complex
☐ Floodplain depression ☒ Other: Associated with Road Construction and Culvert Influence

■ Check all wetland types that best apply to this pool:

- | | | | |
|--|---|--|--|
| ☒ Forested swamp | ☐ Wet meadow | ☐ Slow stream | ☐ Dug pond or borrow pit |
| ☒ Shrub swamp | ☐ Lake or pond cove | ☐ Floodplain | |
| ☐ Peatland (fen or bog) | ☐ Abandoned beaver flowage | ☐ Mostly unvegetated pool | ☒ Roadside ditch |
| ☐ Emergent marsh | ☐ Active beaver flowage | ☐ ATV or skidder rut | ☐ Other: _____ |

c. Vernal pool status under the Natural Resources Protection Act (NRPA)

i. Pool Origin: ☐ Natural ☐ Natural-Modified ☒ Unnatural ☐ Unknown

If modified, unnatural or unknown, describe any modern or historic human impacts to the pool (**required**):

Hydrology is almost entirely influenced by culverts and road construction.

ii. Pool Hydrology

■ Select the pool's estimated hydroperiod AND provide rationale in box (**required**):

- ☐ Permanent ☐ Semi-permanent (drying partially in all years and completely in drought years) ☒ Ephemeral (drying out completely in most years) ☐ Unknown

Explain:

The pool only has a few inches of water in it by the end of April. Likely will be completely dry soon, but is storm dependent with drainages.

■ Maximum depth at survey: ☒ 0-12" (0-1 ft.) ☐ 12-36" (1-3 ft.) ☐ 36-60" (3-5 ft.) ☐ >60" (>5 ft.)

■ Approximate size of pool (at spring highwater): Width: 30 ☐ m ☒ ft Length: 100 ☐ m ☒ ft

■ Predominate substrate in order of increasing hydroperiod:

- ☒ Mineral soil (bare, leaf-litter bottom, or upland mosses present) ☐ Organic matter (peat/muck) shallow or restricted to deepest portion
☐ Mineral soil (sphagnum moss present) ☐ Organic matter (peat/muck) deep and widespread

■ Pool vegetation indicators in order of increasing hydroperiod (check all that apply):

- | | |
|---|---|
| ☐ Terrestrial nonvascular spp. (e.g. haircap moss, lycopodium spp.) | ☐ Wet site ferns (e.g. royal fern, marsh fern) |
| ☐ Dry site ferns (e.g. spinulose wood fern, lady fern, bracken fern) | ☒ Wet site shrubs (e.g. highbush blueberry, maleberry, winterberry, mountain holly) |
| ☐ Moist site ferns (e.g. sensitive fern, cinnamon fern, interrupted fern, New York fern) | ☐ Wet site graminoids (e.g. blue-joint grass, tussock sedge, cattail, bulrushes) |
| ☐ Moist site vasculars (e.g. skunk cabbage, jewelweed, blue flag iris, swamp candle) | ☐ Aquatic vascular spp. (e.g. pickerelweed, arrowhead) |
| ☐ Sphagnum moss (anchored or suspended) | ☐ Floating or submerged aquatics (e.g. water lily, water shield, pond weed, bladderwort) |
| | ☐ No vegetation in pool |

■ Faunal indicators (check all that apply):

- ☐ Fish ☐ Bullfrog or Green Frog tadpoles ☐ Other: _____

iii. Inlet/Outlet Flow Permanency

Type of inlet or outlet (a seasonal or permanent channel providing water flowing into or out of the pool):

- ☐ No inlet or outlet ☒ Permanent inlet or outlet (channel with well-defined banks and permanent flow)
☐ Intermittent inlet or outlet ☐ Other or Unknown (explain): _____

Maine State Vernal Pool Assessment Form



6. VERNAL POOL INDICATOR INFORMATION

a. Indicator survey dates: 4/20/20, 4/29/20, 5/4/20

b. Indicator abundance criteria and pool survey effort

- Is pool depression bisected by 2 ownerships (straddler pool)? ☐ Yes ☒ No
- Was the entire pool surveyed for egg masses? ☒ Yes ☐ No; what % of entire pool surveyed? _____
- For each indicator species, indicate the exact number of egg masses, confidence level for species determination, and egg mass maturity. Separate cells are provided for separate survey dates.

INDICATOR SPECIES	Egg Masses (or adult Fairy Shrimp)									Tadpoles/Larvae ⁴				
	Visit #1	Visit #2	Visit #3	Confidence Level ¹			Egg Mass Maturity ²			Observed			Confidence Level ¹	
Wood Frog	0	0	0	3	3	3								
Spotted Salamander	0	0	0	3	3	3								
Blue-spotted Salamander	0	0	0	3	3	3								
Fairy Shrimp ³	0	0	0	3	3	3								

1-Confidence level: 1 = <60%, 2 = 60-95%, 3 = >95%

2-Egg mass maturity: F= Fresh (<24 hrs), M= Mature (round embryos), A= Advanced (loose matrix, curved embryos), H= Hatched or Hatching

3-Fairy shrimp: X = present

4-Tadpoles/larvae: X = present

c. Rarity criteria

- Note any rare species associated with vernal pools. Observations should be accompanied by photographs.

SPECIES	Method of Verification*			CL**	SPECIES	Method of Verification*			CL**
	P	H	S			P	H	S	
Blanding's Turtle	☐	☐	☐		Wood Turtle	☐	☐	☐	
Spotted Turtle	☐	☐	☐		Ribbon Snake	☐	☐	☐	
Ringed Boghaunter	☐	☐	☐		Other:	☐	☐	☐	

*Method of verification: P = Photographed, H = Handled, S = Seen

**CL - Confidence level in species determination: 1= <60%, 2= 60-95%, 3= >95%

d. Optional observer recommendation:

☐ SVP ☐ Potential SVP ☐ Non Significant VP ☐ Indicator Breeding Area

e. General vernal pool comments and/or observations of other wildlife:

This pool does not meet the requirements of a vernal pool.

Send completed form and supporting documentation to: Maine Dept. of Inland Fisheries and Wildlife
Attn: Vernal Pools
650 State Street, Bangor, ME 04401

NOTE: Digital submission (to Jason.Czapiga@maine.gov) of vernal pool field forms and photographs is only acceptable for projects with 3 or fewer assessed pools; larger projects must be mailed as hard copies.

For MDIFW use only

Reviewed by MDIFW Date: _____ Initials: _____

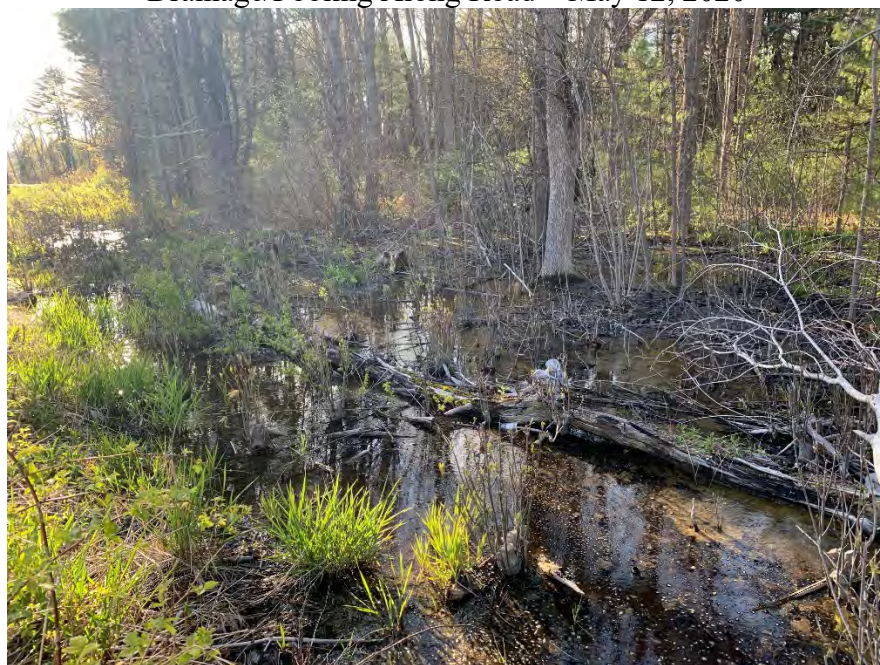
This pool is: ☐ Significant ☐ Potentially Significant but lacking critical data ☐ Not Significant due to: ☐ does not meet biological criteria.
☐ does not meet MDEP vernal pool criteria.

Comments:

PHOTOS OF POOL AREA



Drainage/Pooling Along Road – May 12, 2020



Drainage/Pooling Along Road – May 12, 2020

POTENTIAL VERNAL POOL AREA

Jones Associates Inc. - *Photographer: Jason Tome*



Drainage/Pooling Along Road – May 12, 2020

POTENTIAL VERNAL POOL AREA
Jones Associates Inc. - *Photographer: Jason Tome*

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068**

Current Date: June 9, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to questions received related to this RFP.

Receipt of **Addendum No. 2** to the City of Portland's **RFP #20068, Request for Proposals for Development of City-Owned Property Located at 165 Lambert Street** is hereby acknowledged.

COMPANY NAME: _____

SIGNED BY: _____ DATE: _____

PRINT NAME & TITLE: _____

ADDRESS: _____

ZIP CODE

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068**

QUESTIONS:

1. *Since City Hall is closed to the public, how should we submit our proposal?*

Sealed proposals shall be submitted electronically to biddropbox@portlandmaine.gov with the name of the Proposer, Contract Name and RFP number in the subject line will be received until 3:30 p.m., Tuesday, June 16, 2020 at which time they will be opened and read, or by submitting via USPS, UPS or FedEx to the City of Portland, Purchasing Rm. 103, 389 Congress St., Portland ME 04101. In-person submission is not currently allowed due to City Hall being closed to the public.

EXHIBIT B

A. Developer

RFP 20068

Brian Eng
6 City Center, Floor 3
Portland, ME 04101
bri.d.eng@gmail.com
Phone: 413-262-2610
Fax: 207-899-4870

Alternative Contact:
Liz Trice
liztrice@gmail.com
Phone: 207-776-0921

Eng Proposal for RFP 20068

B. Lambert Village Proposal (RFP 20068)

Overarching goal: “Beautiful, Sustainable, Attainable, High Performance Co-operative Village”

Lambert Village creates a pedestrian friendly, closely knit “pocket neighborhood” of highly energy efficient, family-oriented, factory-built, single-family-style homes and neighborhood amenities at the two sites totaling 13.39 acres at 165 Lambert Street in the North Deering neighborhood of Portland, Maine. Lambert Village will be structured as a limited-equity housing co-operative (“Co-op”) developed by a partnership of highly experienced development and co-op professionals. We see this as a unique opportunity to use innovative legal, financial and design models to create an environmentally sustainable, family-oriented homeownership community with permanent affordability. Co-op housing communities are democratically owned and operated. From a governance and decision-making standpoint, co-ops are inherently the most participatory and collaborative form of housing. Traditional single family homeownership is autocratic. Condominium ownership is like a United Nations of autocracies. Co-op homeownership builds closer, more collaborative communities --- a village. The innovative, clustered landscape and building design of Lambert Village honors and supports these democratic and community building principles.

In addition to collaborative governance, the co-op structure permits innovative financing through the HUD Section 213 program. The favorable loan-to-cost, interest rate and amortization terms of Section 213 loans are far more supportive of the high-cost of new construction than conventional residential financing. Furthermore, the model deemphasizes individual credit scores by placing a blanket mortgage on the entire cooperative rather than individual mortgages on each home. We expect that Lambert Village will appeal primarily to renters who desire the control that homeownership affords but might otherwise have difficulty qualifying for a sufficient individual mortgage. Secondly, we imagine that Lambert Village will appeal to households that value the Village’s innovative design and community characteristics. Finally, Lambert Village will form under the Maine Cooperative Affordable Housing Act (13 M.R.S. §§ 1741, et seq.) which is specifically designed to create permanently affordable housing consistent with the City’s goals.

Proposed Use to Achieve the City of Portland’s Goals

Market Demand (20 Points)

100% of Lambert Village’s homes will be permanently affordable for households earning between 60%-100% of Area Median Income (AMI).

Economic Diversity (10 Points)

Lambert Village provides housing options which promote economic diversity in the neighborhood by serving a range of incomes. The ability to support economic diversity will be directly proportional to the City’s ability to support the project through the contribution of land, tax increment financing, etc.

Age Inclusive (10 Points)

Lambert Village will provide age-inclusive housing. The homes of Lambert Village will be efficiently sized (~1,250 square feet) yet with enough bedrooms (3) and bathrooms (2) to serve young couples, families, empty nesters and multigenerational families. Co-op ownership, shared spaces, and management of the Co-op by the Cooperative Development Institute will cultivate community cohesion which will both benefit from and serve multigenerational households.

Eng Proposal for RFP 20068

Impact on Surrounding Neighborhood: Project Design (15 points)

Our proposal is consistent with the design characteristics of the surrounding neighborhood. The 13.39 acre site is currently bounded by open space, single family homes and streets. By using a single family home form factor in an innovative “pocket neighborhood” site design, the structures will be consistent with existing homes. The site design offers separation from neighbors and the streets while also improving access to existing trails by creating green space and pathways connecting transit, trails, and sidewalks that are welcoming to existing neighbors, bikers, pedestrians, and children. Our site design preserves the existing wetlands and open space for wildlife. The site also offers the potential to create community center resources for the neighboring community if the Co-op and the City can agree on an appropriate partnership.

Amenities and unit design (10 points)

Amenities & unit design have been well thought out and are appropriate for residents. The layout of the neighborhood is intended to foster a sense of community and initiate interaction amongst home owners, while providing privacy and sense of personal ownership. Front porches and stoops face the green, cars are consolidated outside the communal green, and a network of trails connect to Washington Avenue extension transit stop as well as regional trail networks.

The current unit mix for the Co-op is twenty to forty-five 3br, 2ba, 1,250 sf single family homes depending on the success of rezoning as discussed below.

Applicant's ability to complete the project, including financial feasibility, development team experience, capacity, and timeframe for completion. (35 points total)

- **Readiness to proceed (15 points)** We have letters of commitment or interest from all projected sources of funding except where procurement rules disallow.
- **Track record of development team (10 points)** Every development team member has a successful track record with this type of project and at this scale.
- **Current capacity of development team (10 points)** Our development team members have exceptional depth of human and financial resources to complete this project.
See attachments for details.

Proposed Re-zoning

To accommodate the innovative clustering of single-family style homes in the attached plans, based on discussions with City Staff, we will likely require a contract zone (or a judgment by the planning board that the co-operative structure would classify the homes as Multifamily under the Zoning Ordinance). Alternatively, the project should also work as a R-3 or R-5 PRUD (which would require a form-factor change of some or all homes from single-family style to duplex style). Either approach should be financially feasible and create the maximum number of affordable homes while honoring the design characteristics of the surrounding neighborhood and the innovative site plan.

Eng Proposal for RFP 20068

C. Financial Feasibility

Please note that the financial feasibility numbers are for a 20-home Phase 1. The site design also contemplates a Phase 2 of 26 homes for a total of 46 homes.

Prospective and Committed Sources of Funding & Letter from Lending Institutions

- Centennial Mortgage HUD Section 213 Loan - letter attached
- Share sales from prospective residents - equivalent of down payment on condo (Approximately \$4,300/unit, potentially variable by income level) - letter attached
- City of Portland Affordable Housing TIF (75% for 30 years) - letter not allowed
- City of Portland Housing Trust Fund (\$200,000 est.) - letter not allowed
- Maine Housing Community Solutions Grant (\$200,000 est) - letter not allowed

Attachments:

Attachment 1: Site Images

Site Photographs and Maps

Proposed Site Plan Rendering

Attachment 2: Letters of Interest and Support

Letters: Cooperative Development Institute, Prospective Residents, Centennial Mortgage

Attachment 3: Team Portfolios. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

Portfolios: Maine Cooperative Development Partners, BrightBuilt Home, Aceto Landscape Architects, UHAB, Cooperative Development Institute, Acorn Engineering.

Eng Proposal for RFP 20068**C. Financial Feasibility cont. Development and Operating Budgets****Development Budget (20 Units in Phase 1)**

Project Costs		Project Sources	
Land Acquisition	\$0	HUD 213 Loan	\$6,935,200
Construction	\$6,334,711	Co-op Member Equity	\$86,799
Soft Costs	\$782,139	Housing Trust + Community Solutions	\$400,000
Financing Costs	\$305,149		
Total	\$7,421,999		\$7,421,999

Operating Budget (20 Units in Phase 1)

Annual Income	
Income from Rents (after vacancy and concessions)	\$502,000
AHTIF Income	\$69,000
Total Income	\$582,000
Annual Expenses	
Admin: Advertising, legal, software	\$20,000
CDI Resident Services, Training	\$10,000
Utilities: Electricity, Water & Sewer, Internet	\$30,000
Replacement Reserve	\$15,000
Taxes & Insurance	\$100,000
Maintenance: snow, trash, landscape, repairs	\$20,000
Total Expenses before Debt Service	\$195,000
Net Income before Debt Service	\$387,000
Debt Service	\$375,960
Net surplus	\$40

Eng Proposal for RFP 20068

D. Timetable

Provide an overview of how the proposal will be implemented. Include approximate schedule for completion of each element, closing, construction start-up, substantial completion, final completion, and occupancy. Include applications for public or private financing.

Month	
Jun 2020	RFP Deadline
Aug 2020	RFP Award. Obtain site control and commence market study, marketing and pre-sales. Start HUD Concept Package.
Oct 2020	Close pre-development funding
Nov 2020-Feb 2021	Start HUD Phase I application, Design & Permitting, HUD Processing. Create co-op docs, develop marketing materials, Apply for TIF and seek zone change.
April 2021	Apply for Housing Trust Fund and Community Solutions Grant
Sep 2021	Planning Board Review
Nov 2021-Apr 2022	Design Development and Construction Documentation, select Construction Manager
Mar -May 2022	Construction Bidding process
Jul 2022	HUD 213 Loan Closing, start construction (homes factory manufactured concurrently with site work)
Oct 2022	Doors open

E. Developer Capacity

Identify the qualifications and experience of the development team for the project including a list of previously completed projects similar to the proposed project. This team may include key staff of the developer, architect, general contractor and future property management. Also, discuss the ability to complete the project including the qualifications of the development team, management plan, experience, capacity, project readiness to proceed, and timeframe for completion. Examples of prior projects that indicate the proven ability to develop a project of similar type and scale from a fiscal perspective.

We have assembled an experienced and qualified team where every core member of this team has completed projects of this size and scale. Project completion is projected for Fall 2022.

Eng Proposal for RFP 20068

Team Member	Company	Role	Similar Projects Completed
Brian Eng	Maine Cooperative Development Partners	Developer	M North in Orlando, 288-units in Orlando, Florida. https://www.mnorthorlando.com/ , Master developer of city-owned land on the former Maine Energy Recovery Corp. in Biddeford
Liz Trice	Maine Cooperative Development Partners	Developer	645 Congress Street (with Shinberg/Alfond), Danforth on High, 58 Boyd
Matt Peters	Maine Cooperative Development Partners	Developer	Involved in over a dozen affordable housing developments in Southern Maine and New Hampshire including Deering Place and Park Street Apartments
Parlin Meyer	BrightBuilt Home (an affiliate of Kaplan Thompson Architects)	Architectural Designer	Over 60 BrightBuilt factory-built homes completed and over 100 designed and planned
Mike White	Island Carpentry	Builder	Eco-Village One, Bath ME (http://island-carpentry.com/eco-village-one/)
Nick Aceto	Aceto Landscape Architects	Landscape Architect	The Downs, Scarborough ME (510 Acre Mixed-Use Master Planned Community), Phases 1 & 3; Jackson Laboratory, Bar Harbor ME (37 Acre Employee Co-Housing Community); Cumberland Multi-Gen Community https://www.mainebiz.biz/article/future-proofing-development-designers-are-ready-for-climate-change
Jonah Fertig-Burd	Cooperative Development Institute	Co-op Formation & Management	Mountainside Cooperative, Camden, ME (52 units), Charter Oaks, Arundel, ME (40 units), Sunset Terrace, Rockland, ME (76 units) Wardtown Cooperative, Freeport, ME (60 units), Halifax

Eng Proposal for RFP 20068

			Mobile Home Estates Association, Halifax, MA (430 units), Farrington's/North Avenue Co-op, Burlington, VT (117 units)
Andy Reicher	UHAB	Co-op Formation Consultant	In Manhattan: 3603-3605 Broadway, 42 unit conversion, 520, 540-550 West 144th Street, 90 units, 421-555 West 148th Street, 98 units; 110 Madison Ave & Jupiter 21, Off-site Inclusionary
Will Savage	Acorn Engineering	Civil Engineer	Meeting House Hill Park Redevelopment, Munjoy Heights, Stroudwater Preserve, Sunset Place
David Pierson	Eaton Peabody	Legal	Many construction and public-private partnership representations including the Bates Mill in Lewiston and Downeast Broadband Utility

F. Occupancy and Management Plan

Present a plan detailing the ownership structure (condominium, cooperative, etc.), resale restrictions and resale process, to ensure mixed income and long-term affordability.

The Cooperative Development Institute (CDI) will be responsible for the creation of the cooperative ownership and management structure and ensure implementation of the permanent affordability provisions. Andy Reicher, executive director of UHAB, which manages 25,000 units of limited equity cooperative housing in New York City, will be a consultant to CDI to set up a structure to train future residents in managing their buildings, and using lessons learned and management fees to seed future cooperative ownership projects.

Lambert Village will be a limited equity cooperative, meaning that residents rent from an entity of which they are an owner. This type of cooperative is democratically owned and operated similar to a condo structure, but allows for a wider range of income affordability, as the share price is low and residents do not have to qualify for a mortgage. The construction loan becomes a long-term loan paid by the association. Resident-owners pay an up-front share price similar to a down payment, then have a monthly payment similar to rent or a mortgage based on the actual operating costs of the property. New residents must meet the income requirements, and monthly carrying costs must not exceed 30% of the income bands based on Area Median Income (AMI). These rules continue in perpetuity.

Eng Proposal for RFP 20068

There are currently over 20 households of prospective residents that have been meeting for over a year. The group includes multiple established immigrant families that share a vision of mixed-income ownership housing with shared community facilities and outdoor space. The development team will continue to work with these residents to crystalize their vision and recruit more households.

The homes will be principal residences and will not be used for the conduct of business (except for a home occupation allowed under the City of Portland zoning ordinance) or as investment properties. Units may not be rented for short-term periods of one to thirty days.

G. Purchase Price

We propose that the City contribute the land to the Lambert Village cooperative at no cost. Doing so would serve to balance the cost of new construction against the objective of maximizing permanent affordability for an economically diverse range of households. That said, the financial model is very favorable and could support the twenty cooperative households paying the city for land acquisition, either upfront or over time. We welcome a discussion of these possible outcomes.



City of Portland Maine Parcel Viewer

+

-

▼

165 lambert

X

Q

Show search results for 165 la...



0 150 300ft

2,917,950.718 324,271.561 Feet



NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLANDS WERE REVIEWED, IDENTIFIED, AND DELINEATED BY BOYLE ASSOCIATES IN JULY 2009 FOR THE CITY OF PORTLAND'S WETLAND COMPENSATION OPPORTUNITIES ASSESSMENT. APPROXIMATE WETLAND BOUNDARIES ARE BASED ON GPS-LEVEL FIELD INVESTIGATION.
2. AERIAL IMAGERY OBTAINED FROM GOOGLE EARTH.

WETLAND SKETCH PLAN CITY OF PORTLAND LOT 15 - 165 LAMBERT ST AND 622 AUBURN ST (385-D-8 AND 385-A-1) PORTLAND, MAINE

PREPARED BY:

**JONES
ASSOCIATES INC.**

Foresters, Surveyors And
Environmental Consultants



280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

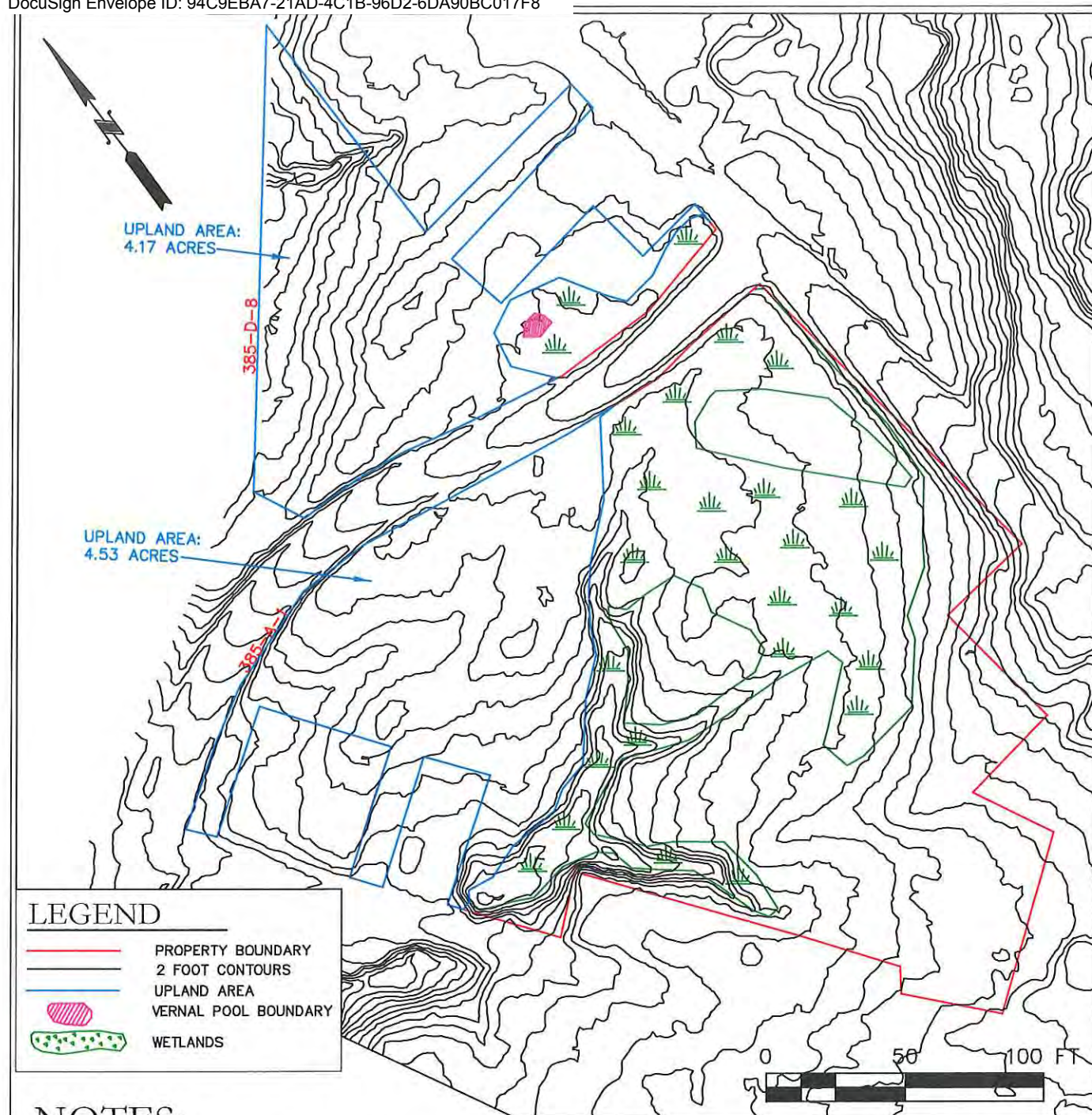
OCTOBER 18, 2019

FIELD WORK DATE:

SEPTEMBER 2019

SCALE: 1"=100'

PROJ. #: 19-005PO



NOTES:

1. PROPERTY BOUNDARY OBTAINED FROM MAINE OFFICE OF GIS.
2. WETLANDS WERE REVIEWED, IDENTIFIED, AND DELINEATED BY BOYLE ASSOCIATES IN JULY 2009 FOR THE CITY OF PORTLAND'S WETLAND COMPENSATION OPPORTUNITIES ASSESSMENT. APPROXIMATE WETLAND BOUNDARIES ARE BASED ON GPS-LEVEL FIELD INVESTIGATION.
2. 2 FOOT CONTOUR LINES OBTAINED FROM THE MAINE OFFICE OF GIS.

WETLAND SKETCH PLAN CITY OF PORTLAND LOT 15 - 165 LAMBERT ST AND 622 AUBURN ST (385-D-8 AND 385-A-1) PORTLAND, MAINE

PREPARED BY:

**JONES
ASSOCIATES INC.**

Foresters, Surveyors And
Environmental Consultants



280 POLAND SPRING ROAD, AUBURN, MAINE 04210
(207) 241-0235

PLAN DATE:

OCTOBER 18, 2019

FIELD WORK DATE:

SEPTEMBER 2019

SCALE: 1"=100'

PROJ. #: 19-065PO

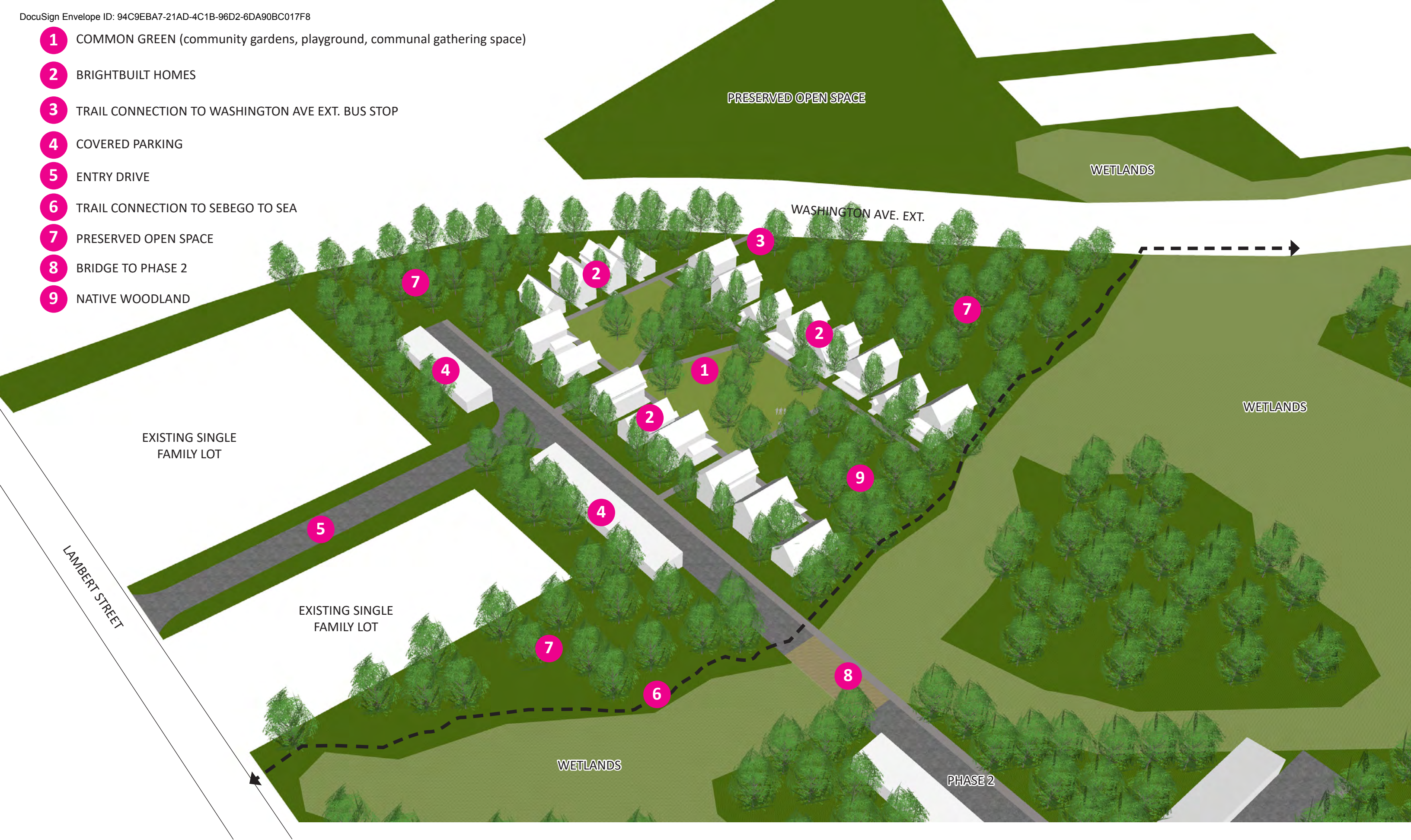
Conceptual plans submitted as part of the RFP response incorrectly included land outside of the City's property boundary. The development team acknowledges the correct boundary and is adapting plans to focus development between the wetlands noted on the "JONES ASSOCIATES INC WETLAND SKETCH PLANS" and Washington Avenue.







- 1 COMMON GREEN (community gardens, playground, communal gathering space)
- 2 BRIGHTBUILT HOMES
- 3 TRAIL CONNECTION TO WASHINGTON AVE EXT. BUS STOP
- 4 COVERED PARKING
- 5 ENTRY DRIVE
- 6 TRAIL CONNECTION TO SEBEGO TO SEA
- 7 PRESERVED OPEN SPACE
- 8 BRIDGE TO PHASE 2
- 9 NATIVE WOODLAND





- 1 COMMON GREEN (community gardens, playground, communal gathering space)
- 2 BRIGHTBUILT HOMES
- 3 COVERED PARKING
- 4 ENTRY DRIVE
- 5 TRAIL CONNECTION TO SEBEGO TO SEA
- 6 PRESERVED OPEN SPACE
- 7 BRIDGE TO PHASE 1







COOPERATIVE DEVELOPMENT INSTITUTE

P.O. Box 1051, Northampton, Massachusetts 01061-1051
PH 413-665-1271 • FX 413-541-8300 • www.cdi.coop • info@cdi.coop

June 8, 2020

To whom it may concern:

The Cooperative Development Institute (CDI) is happy to support the proposal for the creation of a new construction limited equity co-op on Lambert St.

CDI is a 501(c)3 nonprofit founded in 1994 by co-op leaders to work with people in the Northeast to create cooperative businesses and networks that grow a prosperous, equitable economy.

CDI provides expert assistance, organizational development, and support to groups undertaking cooperative development. In the past decade, CDI has helped create 47 new Resident Owned Communities (ROCs) in New England, representing 4,479 households. 8 of the ROCs are conversions of manufactured home parks in Maine. CDI's role is to help form new cooperatives, train residents, and ensure that the cooperative has the support it needs to remain permanently affordable.

Our intention is that at Lambert St., CDI will:

- Lead the creation of the new Co-op entity.
- Lead resident training and resident participation in the construction phase.
- Create and administer a long-term management plan that would meet the city's TIF requirements to ensure that the property meets the city's affordability metrics for at least 30 years.
- Be the long term training & support organization for the Co-op.

We are pleased with the proposal and the development team, and hope to be part of this exciting project!

Sincerely,

Noémi Giszpenc
Executive Director

THE SOURCE FOR COOPERATIVE BUSINESS DEVELOPMENT IN NEW ENGLAND & NEW YORK

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination write USDA, Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington, DC 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (voice and TDD).

June, 2020

To whom it may concern:

We are writing in support of the Lambert Village proposal to build housing on the parcel put to RFP by the City of Portland.

Some of us have been meeting for the last 2 years to explore strategies to build affordable home ownership housing in Portland that builds community among people of different ages, incomes, and cultural backgrounds. Several months ago, we came to the conclusion that Limited Equity Cooperative Housing was the best way to accomplish this. Limited Equity Cooperatives combines the accessibility of renting with the long-term stability and autonomy of homeownership.

We are delighted that this development team has come together to bring Limited Equity Cooperative Housing to Portland and enthusiastically support their projects. We are especially excited about the effort to create designs that will maximize interaction with outdoor spaces, gardens and shared spaces that can be used by residents. We also appreciate their effort to include us and existing neighbors in their early design efforts.

We are excited about the location, and hope that we will have the opportunity to become future residents!

Sincerely,

1. Cynthia A. Grier, 1227 Westbrook Street, Apt #2, Portland, ME 04102
2. Elisabeth C. Heij, 97 Pitt Street, Portland ME 04103
3. Valerie and Matthew Todd, 68 Black Sparrow Drive, Portland ME 04102
4. Nicole Ivins and Richard Bennett, 93 Pitt St #1, Portland, Me 04103
5. Jules Mutoni & Yvette Unezase, 77 Grant St, Apt # 13,
6. Portland, ME 04101
7. Wendy Herbert & Peter Ackoff 112 Park St. #2, Portland, Me
8. Andrea Levinsky 39 Cumberland Rd Apartment 1 South Portland ME
9. Jacques Kubwimana & Ange christelle Abaribeza 61 Deering St , Apt #E 04101
10. Arthur Sabiti & Vanice Busingye, 240 Cumberland st, westbrook 04092 ME
11. Jackson Ntambara & Peace Kobusinge, 2 walker street # 1203 westbrook 04092 ME



June 12, 2020

Brian Eng
Principal
Maine Co-op Development Partners
6 City Ctr, Fl 3
Portland, ME 04101

RE: Lambert Street Cooperative

To whom it may concern:

Centennial Mortgage has been engaged by Maine Co-op Development Partners to secure mortgage insurance through the FHA 213 program for cooperative housing and fund a construction/permanent mortgage for Lambert Street Cooperative, a new cooperative housing project in Portland, ME. We have reviewed a financing request, including initial plans, pro forma operating budget, the construction budget and initial market information for Lambert Street Cooperative in Portland, ME. In addition, we have reviewed the experience of the overall development team. Based on this review, we feel that this project is an excellent candidate for financing and will conform to all the requirements to qualify for construction and permanent financing through the FHA 213 program. We feel that this is the right time and place to create a new affordable cooperative given the advantages this particular form of housing provide to its members, primarily affordable home ownership and a greater sense of community.

Having now completed this structuring phase, we have now entered the formal application stage for the FHA 213 mortgage insurance and believe that Lambert Street Cooperative has a high likelihood of success over the coming year in obtaining a 40 year, low interest loan for the project of approximately \$6,935,200. Additional subordinated financing would serve to further increase that likelihood. We also believe that success at Lambert Street Cooperative will open an entirely new avenue for affordable housing finance in the state of Maine by making the FHA 213 program finance accepted in the market.

Centennial Mortgage has substantial expertise and experience completing FHA financing transactions. We are very active in lending to cooperative housing projects throughout the country. Cooperative housing provides a unique form of home ownership and we are actively working with several groups to create new home ownership at affordable prices. Personally, I have been involved in cooperative housing for over 20 years, through financing and serving on the board of the National Association of Housing Cooperatives.



We encourage other funding sources to join us in supporting this innovative project and creating up to 98% leverage for future projects through this program. Please let me know should you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Jeffers", is positioned above the printed name.

Hugh Jeffers
Vice President of Originations



Maine Cooperative Development Partners

MAINE COOPERATIVE DEVELOPMENT PARTNERS

build neighborhoods where the elements that constitute quality of life—access to green space, healthy lifestyles, community, privacy, and affordability—are not at odds with each other. Grounding principles for this work are creating equitable communities; complementing walkable neighborhoods; building healthy buildings; and celebrating beauty, art, and the natural environment. We use Limited Equity Cooperatives as a form of ownership to create options for people of all ages, backgrounds, and incomes to live in harmony with nature and their neighbors.

WE ENVISION small towns, urban neighborhoods, and suburban neighborhood centers that are walkable to daily needs and adjacent to recreational facilities, trails, and transit corridors; homes that use energy efficient construction, and shared gardens, patios, and play spaces for people to get to know and enjoy their neighbors.

WE GIVE BACK by partnering with organizations that support trails and green space, transit, local businesses, social equity, and efforts to mainstream energy efficient building and land use.



PRINCIPALS



MATTHEW PETERS has been involved in the completion of over 20 new construction, major rehab, and acquisition deals. Matt worked for eight years at Avesta Housing, one of Northern New England's largest non-profit housing developers and owners, project managing affordable housing developments, building out and overseeing the Asset Management department, and ending in an executive role overseeing the entire development and acquisitions pipeline as Vice President of Real Estate Services. In 2018 he began to consult for Housing Authorities, housing non-profits, and Community Development Finance Institutions in Maine supporting these organizations in acquisition, ground-up development, and underwriting of affordable housing properties. Matt also is the Executive Director of Freeport Housing Trust based in Freeport, Maine. He has strong working relationships with MaineHousing, Rural Development, lenders, tax credit syndicators, and other professionals in the design and construction field, holds a Masters in Urban Planning from the University of Washington, and certifications such as Spectrum's C3P and Rural Development STAR trainings and LEED Accredited Professional.



BRIAN ENG is a real estate investor who has worked on commercial projects in Florida, Connecticut, New Jersey, and Maine. He has worked as a principal on developments of over 200 units, is a principal on redeveloping the MERC site in Biddeford, and has redeveloped several smaller properties in Portland. He brings strong expertise in financials, fundraising, advocacy, and public speaking. He grew up in a co-op in New York City, and is on the board of UHAB, the entity that manages 20,000 units of cooperative housing in New York.



LIZ TRICE is a policy professional who builds multidisciplinary partnerships across real estate, economic development, entrepreneurship, and public health. Liz holds a masters degree in Public Policy & Management with a certificate in Community Planning & Development from the Muskie School at the University of Southern Maine. She has worked on multi-unit projects in Portland to obtain zone changes, lead the public engagement process with neighboring residents and businesses, apply for TIFs and grants, and direct the design of shared spaces. Her work includes award-winning research on the regulatory barriers to people living alone achieving home ownership, leading the process to redesign Bramhall Square, and working with medical and economic development institutions to develop strategic plans. Her projects to re-envision urban spaces for livability and natural ecosystems won two of three awards given by the 2019 Portland Society of Architecture's Complete City Competition. Liz trained as a cohousing developer and Passive House Design Consultant and has visited over 20 cohousing developments in the United States. She is currently the owner of PelotonLabs, a coworking space in Portland.



PROJECTS



M NORTH ORLANDO—As a principal of Clay Cove Capital, Brian was the control capital partner in the ground-up development of M North in Orlando, a \$37.1M, 288-unit multifamily development in Orlando, Florida. www.mnorthorlando.com



BIDDEFORD MERC REDEVELOPMENT Brian worked with Jim Brady of Fathom Companies, to serve as master developer of city-owned land on the former Maine Energy Recovery Corp. incinerator through a public-private partnership with the City of Biddeford.



6 CITY CENTER IN PORTLAND—Brian redeveloped and retented a largely vacant Old Port mixed use building including executive office suites. www.sixcitycenter.com, and bringing in a law firm condo, law firm tenant, Lio Restaurant, and HE Paintbar nail salon.



1685 CONGRESS IN PORTLAND—Brian redeveloped a 50% vacant office/medical building and retented it including Maine Plastic Surgery Center and Maxim Healthcare. www.maineplasticsurgery.com

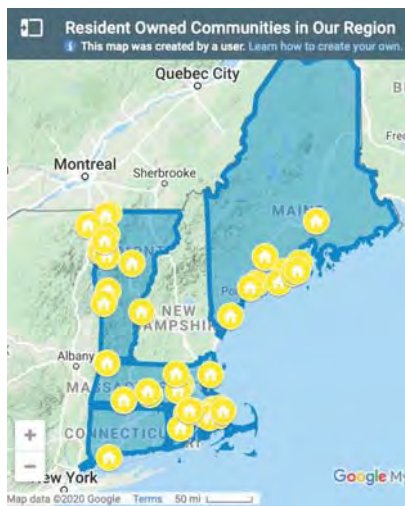


645 CONGRESS STREET—This former downtown college dormitory was converted to 55 one-bedroom and studio apartments with retail on the first floor. Liz worked for developers Shinberg and Alford on the initial concept, conducted a market analysis, developed relationships and communication with neighbors and businesses, creating a bike storage and parking plan, created a community management plan, and assisted with lease-up.



The Cooperative Development Institute (CDI) is a regional 501(c)3 non-profit founded in 1994 by co-op leaders in the Northeast. CDI's mission is to build a cooperative economy through the creation and development of successful cooperative enterprises. We are transforming ownership of our economy, so all people can meet their basic needs. CDI has 30 staff across the Northeast including six staff members in Southern Maine.

New England Resident Owned Community Projects (NEROC)



One of our primary activities is creating cooperative housing in Maine and the Northeast. When a park is for sale we help residents form a cooperative, get financing to buy the park, and learn how to run it with democratic resident control. This program gives residents control of the land beneath their homes and protects the affordability of their housing.

The Resident Owned Community (ROC) model began in NH with the NH Community Loan Fund and became a national model with the formation of ROC USA in 2008. The program has helped people in over 50 parks – comprising more than 4,800 homes — convert to resident ownership. Those communities are part of the ROC USA Network, which has helped secure over 15,000 units of affordable housing

nation-wide. CDI provides ongoing support as trainers and advisers for the ROCs and other cooperatives in the region. We assist in governance, management, financial oversight, communications, conflict resolution, compliance, and securing financing.

Charter Oaks Village Cooperative



With the support and technical assistance of the Cooperative Development Institute (CDI), the residents of Charter Oaks Village acquired the land on the 40 unit Arundel manufactured housing park on June 11, 2019 for \$1,170,000, helping to preserve the affordable housing community within it.

Charter Oaks Village joins nine other Maine manufactured housing communities supported by CDI and financed by Genesis Community Loan Fund, representing 440 homes now under resident control. The newly formed housing cooperative was a recipient of a GrowSmart Maine's honorary 2019 Smart Growth Award.

Mountainside Community Cooperative



CDI's newest Maine Cooperative is the 52-unit Mountainside Community Cooperative in Camden, Maine. Securing affordable housing in a community like Camden is increasingly challenging as housing costs escalate and its population ages. The residents of Mountainside Community purchased the community on December 11, 2019 for \$1,900,000 with financing provided by Camden National Bank, Genesis Community Loan Fund and the Local Enterprise

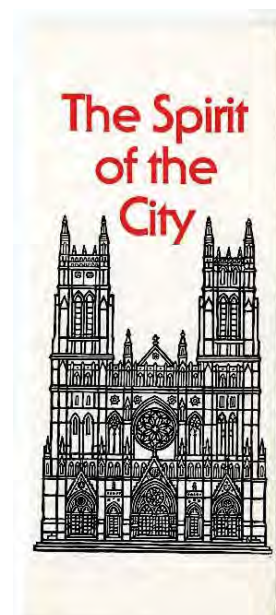
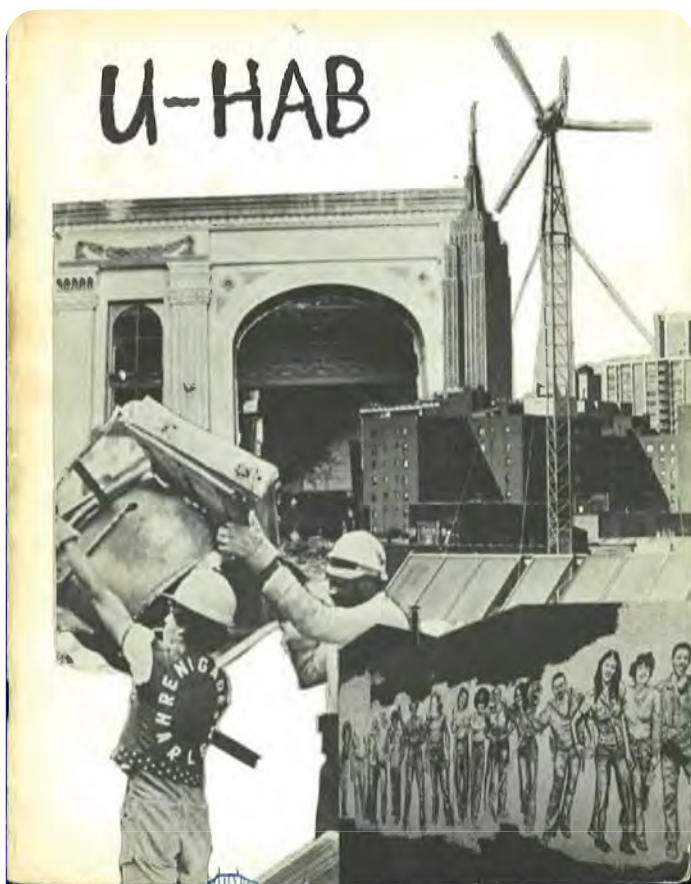
Assistance Fund. "We are so pleased to be able to help the residents of the Mountainside Community Cooperative become property owners today," said Bill Floyd, Executive Director of the Genesis Fund.

Wardtown Mobile Home Cooperative



The residents of the 60-unit Wardtown Mobile Home Cooperative voted to form the cooperative and purchase the community in May 2015, with assistance from CDI, and combined financing from Maine State Housing and The Genesis Community Loan Fund. As with all of the CDI's Resident Owned Communities (ROCs), Wardtown members continue to engage in extensive training and organizational development. As Bill Hodgkins, Cooperative Treasurer explains, "We all gained valuable new skill sets as we went through the process of establishing and financing our

cooperative...Now we have a very strong board of directors and feel very organized, to the point we are able to assist other ROC mobile home parks with advice about the process."



2019 UHAB ANNUAL REPORT

Building for Us

This year, UHAB made a considerable effort to build an archive. In doing so, the lesson we learned from decades of growth is very simple: what has always mattered most for affordable housing is community. It is the strength and support that comes from the community inside a co-op that is just as essential as the affordable housing itself.

With this in mind, UHAB is proud to offer new and expanded programs to low-income homeowners with a refined lens on our work. We have more data and research than ever on the long-term impacts of redlining policies and how communities of color have been resilient in their efforts to remain in their homes, whether in the 1970s or today. By building new affordable co-ops, strengthening tenants' rights statewide, making share loans through our HomeOwnership Lending program, and working in cooperation with our Interboro Community Land Trust partners to create the first Citywide CLT in New York City, we are actively working to dismantle the detrimental legacies of redlining and community disinvestment.

As we look toward the future, our work is expanding in several ways. We are offering more services like Co-ops Go Solar and our energy programs that are tackling the most pressing issue of our lifetime: the climate crisis. Without renewable energy and carbon reduction, low-income residents more than anyone will be affected. Most importantly, we need to recognize that it is not just low-income communities, but people of color in particular who are disproportionately affected by this crisis, just as they have been marginalized from fair and stable housing. UHAB's CDFI, HomeOwnership Lending, helps ensure that a family is not denied the opportunity to purchase because they don't have the money to be an all cash buyer. This program makes small loans where other lenders are reluctant and in this way supporting our HDFC and Mitchell Lama co-op communities in continuing to provide affordable housing.

The interest in co-ops and our work is expanding not just in New York City, but in upstate New York where residents can securely remain in their mobile homes; to New Haven, CT where the nearly 50-year old Seabury Co-op struggles to keep up with its aging infrastructure; and to Seattle, WA where a new permanently affordable co-op is being created. UHAB is excited to be assisting a new City financed co-op development program in Oakland, CA and we continue to meet with organizations and officials in other cities who are seriously considering the limited-equity model.

We have come a long way and welcome our next chapter of growth.

Sincerely,

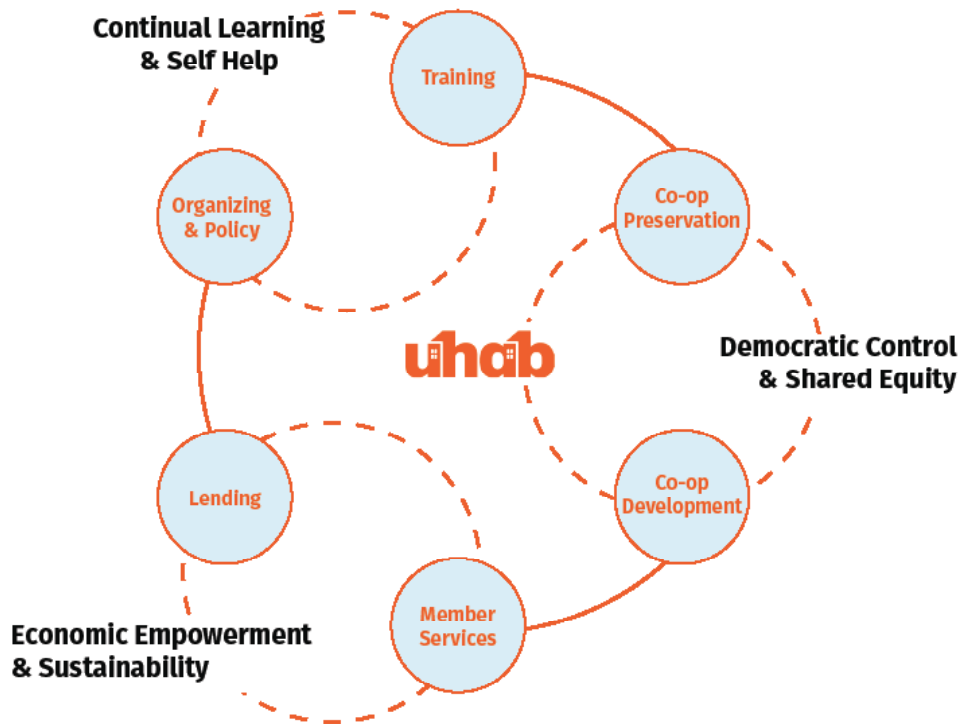
A handwritten signature in blue ink, appearing to read 'AR', is positioned below the word 'Sincerely,'.

Andrew Reicher, Executive Director

Community through Cooperation

UHAB empowers low- to moderate-income residents to take control of their housing and enhance communities by creating strong tenant associations and lasting affordable co-ops.

Our Principles



I. Continual Learning & Self Help

When residents take the lead on everything from creating, managing, and preserving their own co-ops to advocating for affordable housing policy reform, this not only improves buildings and neighborhoods, but it transforms lives as well. Ongoing education and training is the key to preserving affordable housing cooperatives and strong tenant associations.

II. Democratic Residential Control & Shared Equity

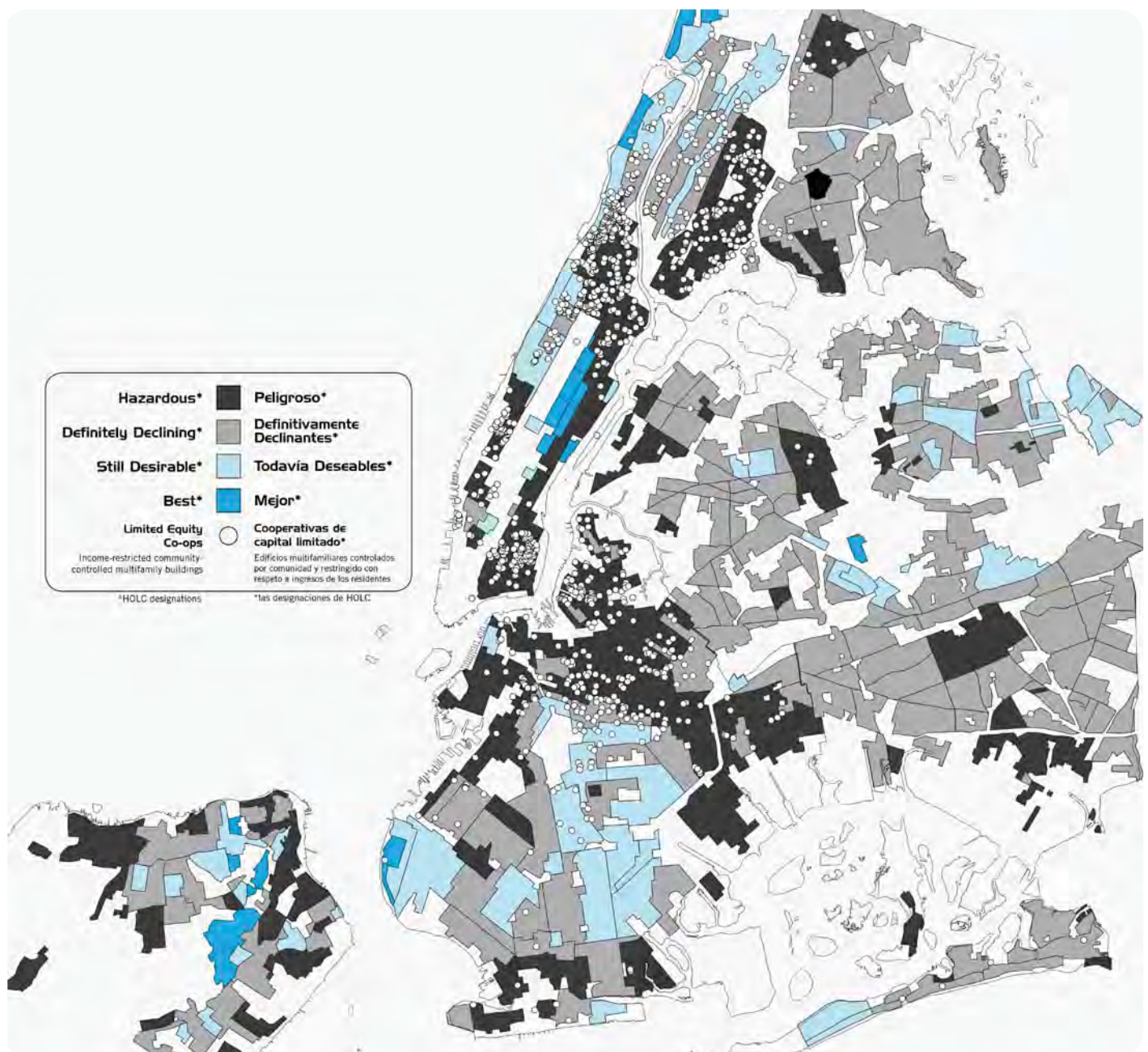
Transparent leadership and the participation of a majority of residents—each contributing unique skills and perspectives—make democratic governing and organizing possible. This collective control of housing helps prioritize a shared equity that keeps affordability manageable for future incoming residents.

III. Economic Empowerment & Sustainability

UHAB provides access to affordable, high-quality resources covering areas of energy, finance, democratic participation and education. These tools help residents maintain lower costs of living while helping to demystify financial technicalities. With support and guidance, all residents should be able to read and manage their finances, in order to make informed decisions about their operating costs.

Housing Justice is Racial Justice

This map overlays the location of modern-day HDFC co-ops with redlined neighborhoods from the 1930s. Redlining was a discriminatory housing practice that devalued neighborhoods where people of color lived and made it difficult for people of color to secure safe, affordable housing. In this map, the deepest shade of grey represents the least economically desirable neighborhoods. In the 1970s and 1980s, landlord abandonment and arson led to City foreclosure on thousands of occupied buildings in these same neighborhoods, creating the conditions for the self-help housing movement and the creation of thousands of HDFCs.



Through organizing and self-help initiatives, community-controlled housing arose as a way for low-income people and people of color to take control of their housing solutions when the government and private sector would not. Today, neighborhoods like Harlem, the South Bronx, and Central Brooklyn still struggle with the legacy of redlining; high air pollution, increased heat waves, higher poverty rates, and gentrification all threaten to displace longtime residents from neighborhoods that were once widely abandoned.

Through it all, community control remains a tool to provide New Yorkers with decent, affordable housing. HDFC co-ops are anchors in their neighborhoods, providing a safe haven to raise families and age in place. Tenant unions build power among renters and win victories like stronger rent laws.



Through our work, UHAB helps people of color control, manage, and improve their homes. We know from experience that most of the low- to moderate- income residents in the buildings we serve are Black or Latinx. Our goal is to have as many people from the communities we serve reflected in our organization's leadership and programs.

Currently, around 60% of our Board and program staff are people of color, and more than half of our organization is bilingual in English and Spanish, fulfilling an essential need for our Spanish-speaking HDFC board members and residents. We provide our technical assistance, homeownership advisement, energy advisement, bookkeeping services, quarterly newsletter, and entire training curriculum in both English and Spanish.

UHAB BY THE NUMBERS: 2019

125 fair elections monitored
in practice of democratic
community control



9 HDFCs
adopted solar,
bringing the total
number to
28

3,500,000 tenants protected
under stronger rent laws



115 budgets planned to
preserve HDFCs' financial
stability & affordability



5
affordable
homeowner-
ship loans
totaling
\$242,011

203
trainings for
affordable
co-op
residents



\$9,197,000
secured in loans to
help HDFCs make
capital
improvements



To date, UHAB is the foremost developer of limited-equity housing co-ops in NYC. we have

developed **over**

1,300 units of affordable housing with the support of a variety of City and State programs.



Our Co-op Preservation team helped

15 co-ops

secure necessary loans to avoid City foreclosure last year.

This represents over

350 families

that were able to retain their equity and control of their homes through technical assistance and guidance from UHAB staff.





ISLAND CARPENTRY
ENERGY EFFICIENT and ZERO ENERGY HOMES

Call Mike White Today! 207-371-2030



Home

Island Carpentry's 1st Bright Built Home

Energy Independent Cape Cod Style Home

Another Net Zero Cape Design

What Is A Zero Energy Home

Eco Cape

Energy Efficient Home in the Forest

Net Zero Energy on Cumberland Ave. Portland

**Kelsey Brook Green
Subdivision**

Weatherization & Deep Energy Retrofit Projects

Older Projects

Blog

Contact

Eco-Village One: Maine's First Affordable Zero-Energy Housing Development

We propose to build Maine's first zero-energy affordable housing subdivision. Homes are designed with energy saving systems and priced to sell within the guidelines of Maine State Housing.

Department of Energy defines a zero energy house as being 70% more efficient than a conventionally built home. We know that we can do better. Our proposed homes will feature:

- Super insulation
- Air exchange system
- Passive solar
- Energy star rated appliances
- Compact fluorescent lights

The above list will achieve more than 70% energy savings.

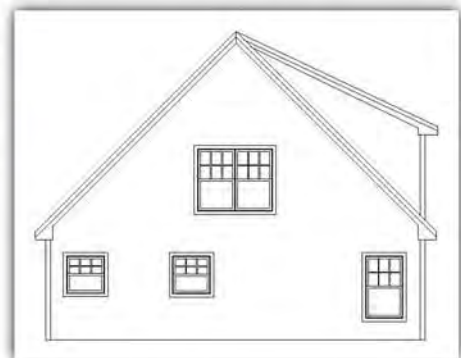
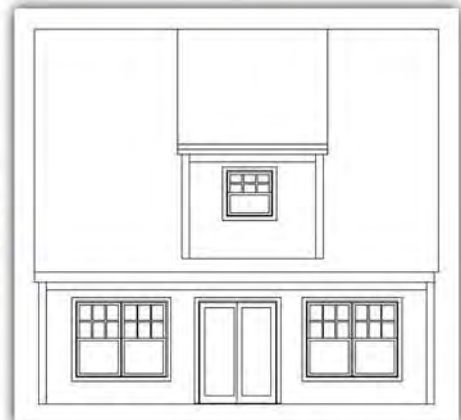
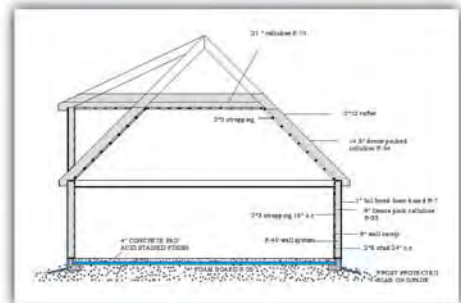
We will also offer options:

- Photovoltaic solar array for clean green electricity
- Solar thermal for domestic hot water
- Solar thermal for hot air heating

Our demonstration project will show that it is possible to achieve near zero energy in an affordable home. Investors will share the credit for helping to achieve this in the State of Maine. With a bottom-up impact on the housing industry, our project will serve as a model for all houses, proving we can have an impact on creating energy independence at any price level.

Eco-Village One: Bath, Maine

Island Carpentry proposes to develop an innovative four-lot subdivision near downtown Bath. Eco-Village One will be developed as a first-time home buyer's subdivision, located within walking distance of schools and City amenities. The homes will be built to zero-energy standards and will be priced within Maine State Housing guidelines for first time home buyers. The homes will be superinsulated, passive solar, and will have renewable energy systems.



This innovative project, the first affordable zero energy development in Maine, will be a credit to the City of Bath. Our demonstration project will show that it is possible to achieve near zero-energy in an affordable home. With a bottom-up impact on the housing industry, this development will serve as a state-wide model, demonstrating the practicality of zero-energy homes.

The owners of these homes will enjoy the benefits of high performance building techniques. The homes will be very energy efficient, reducing heating costs by about 70%, compared to conventionally built homes. The homes will be very air tight and ventilated with heat recovery ventilation systems to insure a healthy interior environment. A thermal solar collector to produce domestic hot water is an option we will offer. These will be healthy green homes that provide energy independence to the owners.

The homes will be ready for photovoltaic solar arrays that produce electricity. Electricity produced from renewable sources can make a home one hundred percent self-sufficient, achieving total energy independence for the home owner.

We feel that this is a win-win situation for all involved. For Island Carpentry it will create a model that we can duplicate in other towns. For the buyers these homes will provide long-term energy security; the homes will always remain affordable. For the City of Bath the project demonstrates a commitment to progress and sustainability, and a commitment to residential development within the City.

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FIRM BIO



ACETO LANDSCAPE ARCHITECTS

ALA is a process-driven, landscape architecture and urban design firm committed to thoughtful, creative intervention at the intersection of environment, economics, art, and culture. ALA was founded on the notion that great design is a product of careful listening, inclusive decision-making, and unrelenting passion for enduring built spaces. We believe landscape architecture lies at the nexus of the built form and the ephemeral qualities of an ever-changing environment. ALA's team offers a unique set of skills and perspective, well-equipped to harmonize and reconcile the roles and value systems of varied design disciplines. We integrate expertise and intuition to craft powerful places, built upon a commitment to resiliency and sustainability. Our studio's passion for craft and technical savvy affords us the opportunity to collaborate across a broad geographic range and myriad project scales from intimate private spaces to large-tract master plans.

ALA was founded in 2014 by Principal, Nick Aceto. ALA has 5 employees, all of which are landscape architects, licensed in the states of Maine, Massachusetts, New York and Colorado.



PROJECT TEAM KEY PERSONNEL



NICK ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | NA@ACETOLA.COM

Nick is a licensed landscape architect and urban designer with a deep passion for the creative process. Nick believes in landscape as a framework for organizing the patterns and behaviors through which we live. From the private garden to the region, Nick has the ability to recognize and translate patterns into visual narratives which tell the unique story of a place through built form. Nick grew up in Portland, Maine where he developed an deep appreciation for the rich and varied New England landscape, from rocky shorelines of the Atlantic to the forested peaks of the Appalachians. As both a consummate urbanist and adventure-seeking outdoorsman, Nick is intrigued by the interplay between urban form, economics, wild nature, and ecology.



CAITLIN ACETO, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

FOUNDING PARTNER, LANDSCAPE ARCHITECT | CA@ACETOLA.COM

Caitlin is a licensed landscape architect in the states of Maine, New Hampshire, and Colorado, who's passion for art and design began in the Chicagoland area where she was exposed to the architectural works of Frank Lloyd Wright and Olmsted's historic planned community of Riverside. Caitlin's project experience ranges in scale from circulation and wayfinding design at Grand Canyon National Park, to security barrier conceptualization for the Thomas Jefferson Memorial, to signage programming and design. Caitlin brings a distilled clarity to design that strives to embody the contextual heritage, textural richness and cultural integrity of place.



SETH KIMBALL, PLA, ASLA

ACETO LANDSCAPE ARCHITECTS

PRINCIPAL, LANDSCAPE ARCHITECT | SK@ACETOLA.COM

Seth has been practicing Landscape Architecture for over 15 years. He has a Bachelor's degree in Landscape Architecture from the University of Massachusetts Amherst. Seth's project experience includes serving as project manager/lead designer for a master plan for the new Al Guhair University in Dubai, the Al Ain Oasis Cultural Quarter Master Plan in Abu Dhabi, institutional experience including Phillips Andover Academy, Bates College, George Stevens Academy, and Southern New Hampshire University, and a range of residential project including homes in Texas, Idaho, Montana, New York, Arizona, and several throughout the northeast. Seth joined ALA in 2018, bringing to the practice his experience in civic, institutional, and residential projects. further ALA's commitment to achieve sustainable and resilient project outcomes.



LIST OF SELECT CURRENT & ONGOING OR COMPLETED ALA PROJECTS

ALA has been fortunate to have made meaningful contributions to a vast array of projects across a wide gamut of scales over the last 5-6 years. Below is an abbreviated list of select project examples intended to provide a sense of our professional skill set, experience, and range as a design studio. We would be happy to provide more information about any of the below projects upon request.

RESIDENTIAL

DBX 11 RESIDENCE	ASPEN, CO
WHITE HORSE SPRINGS RESIDENCE	ASPEN, CO
TELLURIDE AGUIRRE ROAD RESIDENCE	TELLURIDE, CO
PRIVATE RESIDENCE	SOUTH FREEPORT, ME
SHADOW MOUNTAIN CONDOMINIUMS	ASPEN, CO
SMYTH RESIDENCE	SNOWMASS, CO

COMMERCIAL/CAMPUS

100 FORE STREET OFFICE BUILDING	PORTLAND, ME
66 STATE STREET	PORTLAND, ME
LAAM 525 LIVE-WORK	BASALT, CO
HOTEL ASPEN	ASPEN, CO
MEMORIAL PLAZA	QUANTICO, VA
CUMBERLAND CLUB SITE PLAN	PORTLAND, ME
RIVERSIDE LIVE-WORK	PORTLAND, ME
WILLITS BEND LIVE-WORK	BASALT, CO
RED HAWK ELEMENTARY SCHOOL	ERIE, CO
CSU UNDERPASS STUDY	FORT COLLINS, CO
ANDERSON RANCH ARTS CAMPUS	SNOWMASS VILLAGE, CO

HOUSING & DEVELOPMENT

SCARBOROUGH DOWNS MASTER PLAN	SCARBOROUGH, ME
THE TREE FARM	BASALT CO
66 STATE STREET	PORTLAND, ME
BLOCK 11 MASTER PLAN	BRECKENRIDGE, CO
BROKEN COMPASS BREWERY	BRECKENRIDGE, CO
RIVERBEND COMMERCIAL CENTER	TIMNATH, CO
CUMBERLAND MULTI-GEN	CUMBERLAND, ME

PUBLIC

COMMERCIAL STREET TRANS. STUDY	PORTLAND, ME
LIBBYTOWN PLAYSCAPE	PORTLAND, ME
PORTLAND DOWNTOWN SQUARE	PORTLAND, ME
BASALT POST SIGNAGE	BASALT, CO
TOWN WAYFINDING SIGNAGE	BASALT, CO
BAYSIDE ADAPTS MASTER PLAN	PORTLAND, ME
ARBANEY PARK MASTER PLAN	BASALT, CO
BASALT OUR TOWN	BASALT, CO
TIMNATH COMMUNITY PARK	TIMNATH, CO
PACTS SMART CORRIDOR STUDY	PORTLAND, ME
LIBBYTOWN VISIONING	PORTLAND, ME
BERTHOUD PARKS & OPEN SPACE PLAN	BERTHOUD, CO

REFERENCES

CAITLIN CAMERON

CITY OF PORTLAND, URBAN DESIGNER
207-874-8901
CCAMERON@PORTLANDMAINE.GOV

"In my capacity as Urban Designer for the City of Portland, I interacted with Aceto Landscape Architects (ALA) on the 100 Fore Street project where they demonstrated thoughtful and creative design strategies for a challenging urban site. Speaking from my experience working with a diversity of landscape and urban design professionals in Southern Maine, I found ALA to have an innovative approach that demonstrates a value for and understanding of the role of public space and urban landscape for the livability and resiliency of cities and towns." - Caitlin Cameron

BRUCE HYMAN

CITY OF PORTLAND, TRANSPORTATION PROGRAM MANAGER
207-874-8717
BHYMAN@PORTLANDMAINE.GOV

"Aceto Landscape Architecture's compelling graphics as part of the Portland-South Portland Smart Corridor Plan effort in 2017 enabled the public to readily visualize the benefits and trade-offs of various transportation alternatives being considered and highlighted the opportunities those alternatives could also have for placemaking, a key goal of the Plan." - Bruce Hyman

RICH CIECIUCH

PROJECT WORKSHOP
970-729-0126
RICH@PROJECT-WORKSHOP.COM

"ALA is a key design collaborator in our design build approach, helping to navigate complex approval issues, participating seamlessly in the iterative design process that succeeds best when site attribute identification and organization melds with building design concepts. They are excellent listeners and always come back with creative and unexpected solutions. Community and Neighbor impacts of any development must be carefully contemplated and negotiated to a successful outcome, and ALA has all the skills and experience to shape and illustrate how new projects relate to the existing fabric of community and neighborhoods." - Rich Ciecuch

DAN BACON

DEVELOPMENT DIRECTOR MR.HOLDINGS
207.232.5154
DBACON@MR.HOLDINGS

MARK RUDOLF

PRINCIPAL / OWNER VELLUM ARCHITECTS
970 618 1889
MARK@VELLUMAD.COM

JAY CHACE

PLANNING DIRECTOR, TOWN OF SCARBOROUGH
207-730-4042
JCHACE@SCARBOROUGHMAINE.ORG

TROY MOON

CITY OF PORTLAND SUSTAINABILITY COORDINATOR
THM@PORTLANDMAINE.GOV
207.756.8362



THE DOWNS | 510-ACRE MASTER PLAN & TOWN CENTER SCARBOROUGH ME

ALA has worked collaboratively with Gorrell Palmer Consulting Engineers along with a large team of consultants and stakeholders in developing a master plan for this 500+ acre former harness racing facility. The project was recently granted a TIF agreement based in large part on the attributes ALA visualized in their plans for the proposed Town Center which included a 4 acre community park with music venue, playground, and sport courts.

KEY STAFF SERVICES STATUS REFERENCE

Nick Aceto, Seth Kimball
Master Planning, Urban Design, Landscape Architecture, Visualization
Planned
Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org





FRONTRUNNER PARK SCARBOROUGH ME

This third phase of The Downs master plan includes over 200 homes across a broad range of affordability including compact, lane-loaded single family and pocket homes as well as more than 75 apartment units and ground floor office space. The plan is organized around a series of small parks and a highly-walkable street grid.

KEY STAFF

Nick Aceto, Seth Kimball

SERVICES

Master Planning, Urban Design, Landscape Architecture, Visualization

STATUS

Permitted, Expected Construction Fall 2020

REFERENCE

Jay Chace, Planning Director, Town of Scarborough | Jchace@Scarboroughmaine.org



LAAM 525

BASALT CO

Aceto Landscape Architects worked closely with architect, owner and contractor on this urban infill development, providing creative streetscape and urban plaza design interventions. The project included 8 affordable residential units, 5,000 SF of commercial / light industrial space, parking, and integration with the towns transit system.

KEY STAFF

Caitlin Aceto, Nick Aceto

SERVICES

Landscape Architecture, Urban Design

STATUS

Under Way Summer 2020

REFERENCE

Glenn Rappaport | grappa@blackshack.net



FREEPORT LIVE-WORK

FREEPORT ME

Freeport Live-Work is a community master plan envisioned as a series of mixed-density neighborhoods including more compact, single-family pocket homes as well as mixed-use townhomes and commercial-office buildings.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Urban Design, Planning
STATUS	Planned
REFERENCE	Undisclosed



BASALT ON-CALL PLANNING

BASALT CO

ALA was tasked with the study of two parcels within the Town of Basalt Growth Management Area for feasibility of alternative 'attainable' housing development options. ALA explored options for pocket neighborhoods, compact lot scenarios, and consolidation of infrastructure as a means to offset development cost and in turn reduce home pricing.

KEY STAFF

Lisa Cowan, Caitlin Aceto

SERVICES

Landscape Architecture, Visualization

STATUS

Planning Document Complete 2016

REFERENCE

Undisclosed | Undisclosed

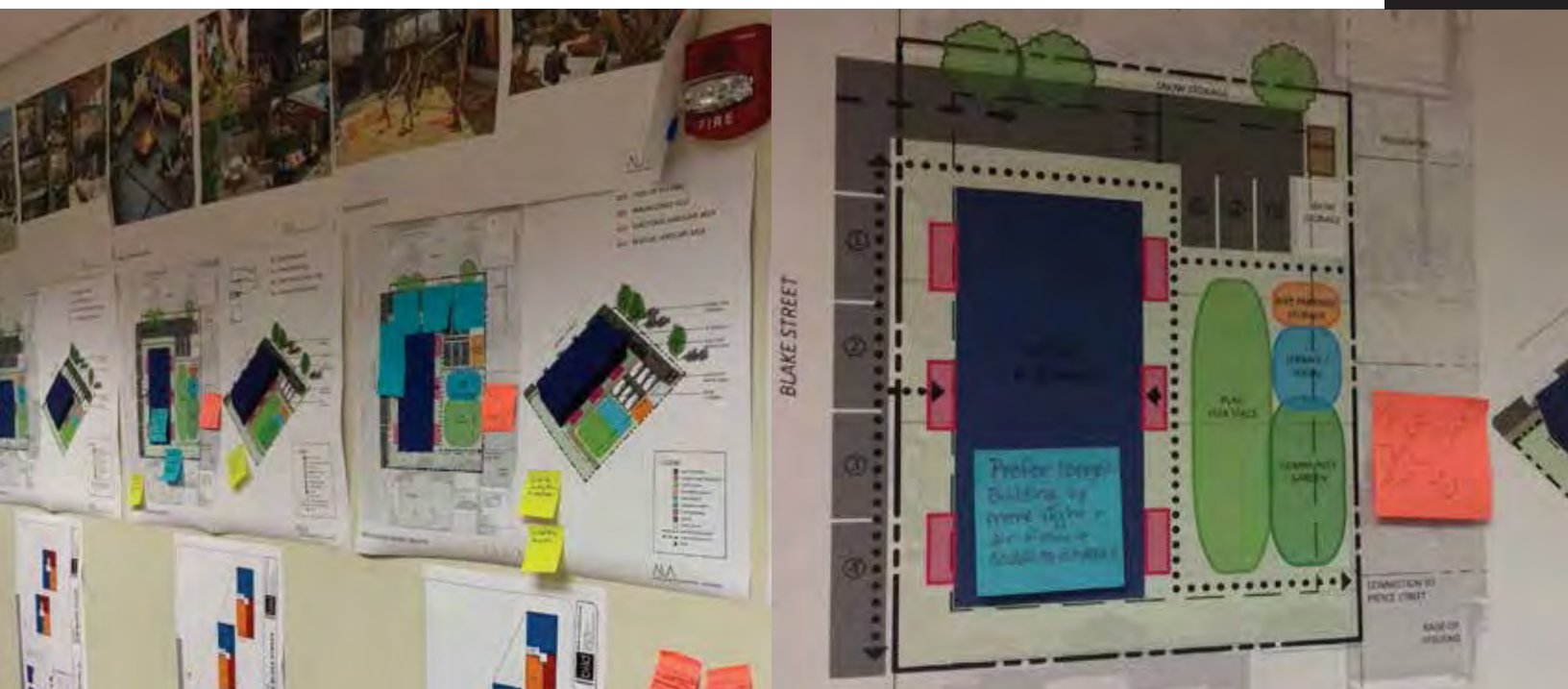


BRECKENRIDGE SUSTAINABLE COMMUNITY

BRECKENRIDGE CO

ALA provided master planning, urban design and landscape architecture services for the larger mixed-use community surrounding the Broken Compass Brewery site in Breckenridge, Colorado.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	On-Hold
REFERENCE	Rich Ciueciuch, Project Workshop



RAISE-OP | BLAKE STREET CHARETTE LEWISTON ME

ALA worked collaboratively with this Lewiston CO-OP via a series of charettes and workshops to help develop a plan for a new CO-OP building which could be replicated across a number of typical infill sites across Lewiston. Working with residents, ALA and BILD Architecture built consensus around parking, site utilization, program, and amenities.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Site Planning, Urban Design, Public Engagement
STATUS	Planned, On-Hold
REFERENCE	Craig Saddlemire, Evan Carroll



RAILROAD SQUARE LIVE-WORK YARMOUTH ME

Situated on a former commercial shipping yard between an existing railroad corridor and historic Main Street, Railroad Square is conceived as a compact, walkable, mixed-use residential community which celebrates the sites historic commercial character while testing new models for living and working.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Site Planning
STATUS	Planned
REFERENCE	Kevin Bunker, Alex Jaegerman



JAX SCHOONER HEAD EAST CO-HOUSING BAR HARBOR, ME

The Jackson Laboratories is an institution with a long history in Bar Harbor and one of the State of Maine's largest employers. ALA was tasked with developing a site inventory and analysis and conceptual master and site plans for employee and guest housing on a 36.5 acre parcel directly adjacent to the main campus.

KEY STAFF	Nick Aceto
SERVICES	Site Planning, Urban Design
STATUS	Planned, Under Way
REFERENCE	John Fitzpatrick



WILLITS BEND | LIVE-WORK COMMUNITY

BASALT CO

ALA has worked closely with Black Shack Office to develop plans and visualization for expansion of this live-work community in Basalt, CO. The community is comprised of 6 buildings with commercial, light-industrial space on the ground floor with tenant-finish residences above.

KEY STAFF	Nick Aceto
SERVICES	Master Planning, Urban Design, Landscape Architecture, Visualization
STATUS	Completed 2019
REFERENCE	Glenn Rappaport



LIBBYTOWN PLAYScape

PORTLAND ME

ALA worked closely with the Libbytown Neighborhood Association to provide conceptual design and visuals for a new playground planned in Dougherty Field Park in Portland. Due in large part to ALA's imaginative design in conjunction with the neighborhood association's proposal, the project was awarded more than \$130,000 in CDBG funding in 2018 through the competitive selection process with the City of Portland.

KEY STAFF	Nick Aceto, Caitlin Aceto
SERVICES	Landscape Architecture, Visualization
STATUS	Under Way Summer 2020
REFERENCE	Ethan Hipple, Zack Barowitz

ACORN ENGINEERING, INC.

COMPANY PROFILE



Acorn Engineering, Inc. is a Portland-based civil and environmental engineering firm of nine full-time employees and four construction inspectors. Acorn's team has a diverse portfolio providing Maine with quality engineering and environmental services as well as state-wide construction administration on behalf of the Maine Department of Transportation.

A cornerstone of Acorn Engineering is the attention to quality and exceptional level of service on every project, regardless of size. Our engineers and scientists pride themselves on their extensive experience, which is backed by a broad knowledge of civil and environmental engineering practices from smaller residential projects to larger commercial projects that integrate environmental assessment and site redevelopment.

Acorn Engineering has demonstrated the ability to breakdown and synthesize widely disseminated regulations into accepted engineering practices and practical site assessment and development. As a result of Acorn's efforts, the Cumberland County Soil & Water Conservation District recently recognized Acorn as the Contractor of the Year. This was the first award associated with the nationally recognized Long Creek Restoration Project and the first time the Cumberland County Soil & Water Conservation District ever recognized an engineering firm as their Contractor of the Year.

Acorn's expertise covers the areas of: civil/site design, evaluation, development, and permitting; and construction phase services such as construction administration, construction documents, project bidding, and site inspection including erosion and sedimentation control. Acorn's experience also includes the field of environmental engineering and compliance such as: Phase I and Phase II environmental site assessments, soil and groundwater remediation planning and design; Maine's Voluntary Response Action Program (VRAP); and stormwater treatment system design and permitting.

Acorn's engineers have designed, permitted, and overseen construction on numerous single-family and multifamily residential projects including traditional subdivision designs featuring on-site sewage/septic disposal and drilled wells. Furthermore, Acorn has demonstrated extensive experience and capabilities with municipalities, the Maine Department of Transportation (MDOT), Maine Department of Environmental Protection (MDEP), soil & water conservation districts, conservation commissions, municipalities, and the private sector on environmental and site development projects as demonstrated by the following:

- Listed on Maine DEP's Pre-Qualified Vendor List for Environmental Consulting Services
- Listed on Maine DOT's Pre-Qualified Consultants for eight service areas (listed under Section I.D)
- Cumberland County Soil & Water Conservation District Contractor of the Year for work on the Long Creek Restoration Project

ACORN ENGINEERING, INC.

REPRESENTATIVE PROJECTS



• Public Works Redevelopment – Meeting House Hill

Over the past two years, Acorn Engineering has worked in close association with the City of South Portland, neighbors, and private clients on the redevelopment of the former Public Works facility. The 6-acre site is nestled in the middle of the Meeting House Hill residential neighborhood and is currently



a mix of storage buildings, fuel fill stations, miscellaneous stockpiles, and pavement. The site will be redeveloped into a mix of multifamily townhomes and single-family dwellings comprising 38 units along with a public park and community gardens.

In addition to the environmental remediation, Voluntary Response Action Program (VRAP), and other environmental considerations given the previous land use, the project is subject to a Maine DEP stormwater management law. The redevelopment design results in a reduction in impervious area of over 50% and reduces land use intensity across the site. Though not required, several stormwater BMP's have been implemented into the site as a best practice, further attenuating and treating stormwater runoff. In addition to the significant redevelopment plan, Acorn has designed an infrastructure plan to separate the storm and sewer mains. This will include installing 400 feet of new storm drain along the existing O'Neil Street right-of-way and 700 feet of new storm drain along the proposed O'Neil Street right-of-way extension. Overall, this effort will reduce the effects of combined sewer overflows (CSO) into Casco Bay which occur due to wet-weather events and the wastewater treatment plant's inability to provide capacity for both storm and sanitary sewer flows.

As part of this project, Acorn held a multitude of meetings with the City including the assistant City manager, the former Mayor, the entire planning division, and the chief engineer of Public Works. Furthermore, Acorn has collaborated with department heads of the Fire, Parks, Public Works, and Water Resource departments to ensure a feasible and ideal project for all parties. As a result, the process was truly a collaborative effort with a number of stakeholders weighing in on the design.

ACORN ENGINEERING, INC.

REPRESENTATIVE PROJECTS



- **Munjoy Heights**

Acorn provided civil/site engineering and permitting for the design of Munjoy Heights – a six townhome, 29-unit development on the steep slopes of Munjoy Hill in the City of Portland. Acorn designed and developed construction drawings for the sanitary sewers, storm drains, water mains, driveways and pedestrian circulation, retaining wall locations, building locations, and drainage infrastructure to be built in compliance with City standards.



A key component to the project was coordinating with the City on the future combined sewer separation project and the site's overall stormwater management. Additionally, discussions with neighbors and stakeholders were paramount in the project's success.

The innovative urban infill project compliments the Munjoy Hill neighborhood with a communal design and plentiful native landscaping that replaced invasive species which previously dominated the eroding banks prior to the development. The \$22 million project features a courtyard, terraced landscaping, a Portland Trails-maintained path that connects the redevelopment to the existing trail system, and low impact development (LID) techniques that meet MDEP Chapter 500 regulations. The stormwater management includes an underdrained sand filter and chambers that detain and treat stormwater on site in tandem with strategically placed rain gardens.

The project required extensive coordination and collaboration between the client, City of Portland, Portland Trails, the structural engineer, the architect, and the contractor to successfully complete the project with the first "woonerf" in the state and maintaining the existing public walking path through the property.

ACORN ENGINEERING, INC.

REPRESENTATIVE PROJECTS



- **200 Valley St**

Working with Avesta Housing, Acorn Engineering provided civil engineering and permitting for Avesta's 60-unit project in the St. John Valley neighborhood. This urban infill project replaces the existing single-family house and abutting vacant lots into new affordable housing opportunities with two levels of covered parking, amenities, and a rebuilt project frontage with new sidewalks, street trees, and bicycle hitches.



As part of the project, Acorn developed a transportation and parking analysis to ensure that the provided parking will adequately serve the redevelopment. Furthermore, the design team identified and implemented multiple strategies to encourage residents to efficiently utilize the many modes of transportation available on the Portland peninsula.

- **Little Dolphin Drive & Jocelyn Place**

In collaboration with the South Portland Housing Authority and Risbara Holdings, Acorn provided civil engineering design and permitting of a multi-use subdivision at the end of Little Dolphin Drive in Scarborough. Proposed uses include a two-story office building and a three-story 60-unit senior housing facility with associated parking and landscaped areas.



In addition to a voluntary neighborhood meeting, the project went through a 3-step master plan phase with the Town of Scarborough in which the project was collaborated on with Planning Staff, the Planning Board, and neighbors.

The project is subject to Maine DEP and US Army Corps permits. To adequately treat stormwater on the site, Acorn has designed multiple stormwater BMPs meeting Maine DEP Chapter 500 regulations resulting in a low impact design.

ACORN ENGINEERING, INC.

REPRESENTATIVE PROJECTS



- **89 Anderson Street**

In collaboration with Redfern properties and the East Bayside neighborhood, Acorn developed the civil/site engineering design of a mixed use 53-unit redevelopment of an existing under-utilized, urban infill lot in the East Bayside neighborhood. Acorn's scope of services included in the initial phase applying for and obtaining a zone change and



conducting Phase I and Phase II Environmental Site Assessments to evaluate potential environmental contamination at the site.

After conducting the environmental remediation efforts, Acorn developed the site layout and design of sanitary sewers, storm drains, water mains, site driveway, retaining wall locations, building locations, parking lot design, building drainage structures, utility connections and landscaping plan (with a landscape architecture subconsultant) to meet the City of Portland Technical Standards. Acorn also integrated sidewalk and improvements associated with the project into the City's Anderson Street ByWay project. Furthermore, the project team worked with a non-profit organization, the Telling Room, to provide public art along the Fox Street streetscape in lieu of traditional fencing.

Overall, the project established an important mixed use building on a prominent corner lot adjacent to Kennedy Park which contains popular recreation space. The building houses a restaurant and the Gear Hub bicycle school on the first floor with residential apartments above which encourages an active street presence with housing, goods, and services that help tie the neighborhood together and keep eyes on the street.

ACORN ENGINEERING, INC.

REPRESENTATIVE PROJECTS



- **667 Congress Street – The Hiawatha**

The \$28 million project included the civil/site engineering design for the 8-story, first floor retail and 139-unit apartment building on Congress Street in Portland. Vehicle parking is served by two levels with separate access from Vernon and Avon St. The project featured building and site design in an historic district adjacent to Longfellow Square.



Services included, but is not limited to, permitting with the City of Portland, layout and design of sanitary sewers, storm drains, water mains, pedestrian and vehicle entrances, building locations, parking lot design, and parking garage grading and drainage. Acorn provided significant coordination between the Architect, Structural Engineer, Geotechnical Engineer, Construction Management Company, Owner, and the City.

Attachment A

PROPOSAL

NOTE: THIS PAGE IS TO BE COMPLETED AND RETURNED

The UNDERSIGNED hereby declares that he/she or they are the only person(s), firm or corporation interested in this proposal as principal, which it is made without any connection with any other person(s), firm or corporation submitting a proposal for the same.

The UNDERSIGNED hereby declares that they have read and understand all conditions as outlined in the Request for Proposals, and that the proposal is made in accordance with same.

The UNDERSIGNED hereby declares that any person(s) employed by the City of Portland, Maine, who has direct or indirect personal or financial interest in this proposal or in any portion of the profits which may be derived therefrom has been identified and the interest disclosed by separate attachment. (Please include in your disclosure any interest which you know of. An example of a direct interest would be a City employee who would be paid to perform services under this proposal. An example of an indirect interest would be a City employee who is related to any officers, employees, principal or shareholders of your firm or to you. If in doubt as to status or interest, please disclose to the extent known).

The proposer acknowledges the receipt of Addenda numbered 1 and 2

COMPANY NAME: Maine Cooperative Development Partners
(Individual, Partnership, Corporation, Joint Venture)

AUTHORIZED SIGNATURE: [Signature] DATE: 6/16/2020
(Officer, Authorized Individual or Owner)

PRINT NAME & TITLE: Brian Eng, Principal

ADDRESS: 6 City Ctr, Fl 3, Portland, ME 04101

TELEPHONE: 413-262-2610 E-MAIL: brian.d.eng@gmail.com

FEDERAL TAX ID #: 273467906 DUNS #: 009932723

STATE OF INCORPORATION Maine

(If incorporated in another State, businesses must be authorized to do business in the State of Maine.)

In your organizations preceding completed fiscal year, did the organization receive:

(1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; AND

(2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

☐ Yes ☒ No

Does the public have access to information about the compensation of the executives in the organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (18 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

☐ Yes ☒ No

NOTE: All bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid. **This sheet must be signed and returned with the application package.**

Addendum #1

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068**

Current Date: May 28, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

The City has received an Environmental Report regarding the lack of vernal pools for the property located at 165 Lambert Street.

The report from Jones Associates is attached.

Receipt of **Addendum No. 1** to the City of Portland's RFP #20068, **Request for Proposals for Development of City-Owned Property Located at 165 Lambert Street** is hereby acknowledged.

COMPANY NAME: Maine Cooperative Development Partners
SIGNED BY: Brian Eng DATE: 6/16/2020
PRINT NAME & TITLE: Brian Eng, Principal
ADDRESS: 6 City Ctr, FL3
Portland, ME 04101 ZIP CODE

Addendum #2

CITY OF PORTLAND, MAINE

**Request for Proposals for Development of City-Owned
Property Located at 165 Lambert Street
RFP #20068**

Current Date: June 9, 2020

The attention of firms submitting proposals for the work named in the above Invitation is called to the following modifications to the documents as were issued.

The items set forth herein, whether of clarification, omission, addition and/or substitution, shall be included and form a part of the Contractor's submitted material and the corresponding Contract when executed. No claim for additional compensation, due to lack of knowledge of the contents of this Addendum will be considered.

ALL BIDDERS ARE ADVISED THAT RECEIPT OF THIS NOTICE MUST BE DULY ACKNOWLEDGED ON THE BID PROPOSAL FORM OR BY THE INSERTION OF THIS SHEET, SIGNED, AND SUBMITTED WITH YOUR PROPOSAL.

**MATTHEW F. FITZGERALD
PURCHASING MANAGER**

Please see our response to questions received related to this RFP.

Receipt of **Addendum No. 2** to the City of Portland's **RFP #20068, Request for Proposals for Development of City-Owned Property Located at 165 Lambert Street** is hereby acknowledged.

COMPANY NAME: Maine Cooperative Development Partners
SIGNED BY: B. Va DATE: 6/16/2020
PRINT NAME & TITLE: Brian Eng, Principal
ADDRESS: 6 City Ctr. Fl 3
Portland, ME 04101 ZIP CODE

EXHIBIT C**Minimum Household Size and Maximum Allowable Monthly Rent Calculation**

The Minimum household size for a unit in the Coop is based on the number of bedrooms in the unit, as set forth in the table below. The maximum allowable monthly rent for a unit is 1/12 of 30% of the Area Median Income, based on the minimum household size for a unit, less the Coop member's costs for utilities. :

	Studio/One-Bedroom Unit	Two-Bedroom Unit	Three-Bedroom Unit	Four-Bedroom Unit
Minimum Household Size	1	2	3	4

For Example, utilizing 2020 AMI levels, and assuming no out of pocket utility costs for the Co-op member, the maximum allowable monthly rent would be as follows:

Studio/One Bedroom Unit: $1/12(0.30 \times \$70,630) = \$1,765.75$

Two Bedroom Unit: $1/12(0.30 \times \$80,720) = \$2,018.00$

Three Bedroom Unit: $1/12(0.30 \times \$90,810) = \$2,270.25$

In the event that the Co-op member has out of pocket utility expenses, the maximum allowable monthly rent would be decreased by the amount of those utility expenses. For example, for a two bedroom unit with \$300 in monthly utility expenses, the maximum allowable monthly rent would be $\$2,018.00 - \$300 = \$1,718.00$.

Utility allowance will be calculated in one of two ways: (1) using the utility allowance established by the Portland Housing Authority or (2) based on actual documented utility usage at the property.

DRAFT
Housing & Economic Development Committee
2022 Work Plan Schedule
as of March 18, 2022

March 22, 2022

1. (Public Hearing) Review and Vote to Recommend Approval to the City Council of the Draft 5-Year HUD Consolidated Plan and FY23 HUD Annual Allocation Plan
2. Presentation and Committee Direction to Staff re: Food Truck Plan for the Eastern Prom
3. Update, Review, Committee Direction to Staff re: Tourism Improvement District
4. (Public Hearing) Review and approval of a Purchase and Sale Agreement for City-owned property at 622 Auburn Street and 0 Gray Road, Falmouth and amendments to the 165 Lambert Street Purchase and Sale Agreement

April 5, 2022

1. Communication Item: Community Development Week – April 18-22/Fair Housing Month
2. Presentation by Waterstone Properties re: Future Development Plans for Rock Row
3. Communication Item re: Additional Guidance from Corporation Counsel regarding the City's Minimum Wage Ordinance

April 19, 2022

1. Presentation and Committee Discussion regarding preliminary findings of the Analysis of Impediments to Fair Housing.
2. Overview of the Outdoor Dining Permitting and Licensing Program
3. (Public Hearing) Review and Recommendation Approval to the City Council of a Tourism Improvement District

May 3, 2022

1. (Public Hearing) Review and Vote to Approve Affordable Housing TIF CEA Applications
2. (Public Hearing) Review and Vote to Approve Funding Requests Received from the Affordable Housing Development Fund Applications for City Housing Trust and HOME Funds
3. Portland Downtown Annual Budget, Work Plan and City Agreement

May 17, 2022

- 1.

June 7, 2022

1. Presentation of Part II of the 2021 Housing Report, including a review of the Green New Deal impacts on housing production

June 21, 2022

1. Presentation, Annual 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
2. Overview of the Short Term Rental Registration Program

July 5, 2022

- 1.

July 19, 2022

- 1.

August 2, 2022

1. Review of Impacts of 2020 Green New Deal Referendum on housing development.

August 16, 2022

1.

September 6, 2022

1.

September 20, 2022

1.

October 4, 2022

1.

October 18, 2022

1.

November 1, 2022

1. Review of 2022 Committee Accomplishments Annual Report – Issue to the City Council as a communication

2. City Annual TIF District Activity Report – Issue to the City Council as a communication

November 15, 2022

December – No Committee meeting

COMPLETED WORK

January 4, 2022

1. Discussion of Committee priorities for 2022, including housing policy/investment strategies.

January 18, 2022

1. Finalizing Committee priorities for 2022, including housing policy/investment strategies.

2. (Public Hearing) Review and Vote to Recommend Approval to the City Council of the HUD Citizen Participation Plan

3. Executive Session: Discussion of Possible Disposition of City-owned property on Great Diamond Island.

February 1, 2022

1. (Public Hearing) Review and Vote to Recommend to the City Council – FY23 Housing Program Budget

2. (Public Hearing) Review and Vote to Recommend to the City Council – 2022 Jill C. Dusen Housing Trust Fund Annual Plan

3. (Public Hearing) Review and Vote to Approve to Issue - Affordable Housing TIF CEA and Affordable Housing Development Fund Application for City Housing Trust and HOME Funds

February 15, 2022

1. Presentation of Part I of the 2021 Housing Report

2. Update from the Portland Harbor Common Working Group

3. Harbor Dredge Project Status and Funding - Applications due 4/14/2022 for RAISE

4. Executive Session re: Fort Mckinley Property Sale Opportunity

March 1, 2022

1. Presentation of Age-Friendly Portland and the Portland Age-Friendly Business Program

2. Update and Discussion on use of TIF funds to invest in workforce training (including a possible collaboration between Portland Adult Ed and PATHS).

3. Communication Item re: Minimum Wage Ordinance; are amendments permitted after 2020 referendum

2022 Housing and Economic Development Committee Work Plan March 18, 2022

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
ECONOMIC DEVELOPMENT POLICY				
a. City/School-wide approach to procurement focusing on locally owned businesses (Phoenix AZ as example) (carried over from the 2021 work plan)			AZ	
b. Explore and expand relationship with Portland Buy Local				
Explore Neighborhood Identity/Branding (carried over from the 2021 work plan)			TC	
Review Tax Increment Financing (TIF) investment in workforce training for FY2023 funding.		X		✓
Explore TIF investment options to increase annual TIF support to Creative Portland (CP) (raise the funding floor from \$155k to \$200k) and to support performing art centers and the arts eco-system, which makes Portland unique as a destination for visitors and local residents.		X	TC	
Explore designation of a Tourism Improvement District		X	TC	
Research and present options for public-private partnerships to support parking garage and possible new affordable housing - City-owned Bayside Lot 6, (corner of Somerset & Chestnut St) acquired by the City Council through eminent domain		X		
Update on Harbor Dredge Status and Funding		X		✓
Review Outdoor Dining Permitting & Licensing Program			PA/AZ	
Explore the possibility of creating a workforce training program between Portland Adult Ed and Portland Technology High School .			PA	✓
Increase to minimum wage (discuss if permitted under 2020 citizen referendum?)			AZ	

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
AFFORDABLE HOUSING POLICY AND BUDGETS				
Policy Discussion re: (1) Impacts of 2020 Referendum (Green New Deal) on housing development, (2) Guidelines and Priorities for the allocation of city resources for housing development		X	TC	(2)✓
Encourage developers seeking assistance through the City's Affordable Housing Development and/or TIF Programs to participate in the Section 8 Family Self Sufficiency Program.			TC	✓
Encourage housing development that supports the Comprehensive Plan goal for development along major thoroughfares off peninsula.		X	TC	✓
Review of FY 2023 Housing Program Budget (February)	X			✓
Review of 2022 Jill C. Duson Housing Trust Fund Annual Plan and the 2022 Affordable Housing Development Application (February)	X			✓
Host a Housing Summit (similar to one held in 2016)			PA	
Review of Short Term Rental Registration Program			PA	

AFFORDABLE HOUSING PUBLIC-PRIVATE PARTNERSHIPS				
Review and Vote to Approve Funding Requests Received from (1) the Affordable Housing Development Applications for City Housing Trust and HOME funds and (2) Affordable Housing TIF CEA Requests. (May)	X			
Review City surplus property to sell/lease to support affordable housing		X	PA	

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
REAL ESTATE TRANSACTIONS				
622 Auburn Street and 0 Gray Road P&S Agreement		X		
Purchase and Sale Agreement for the sale of a portion of City-owned Thames Street Property		X		
Kennebec Street Realignment (from Brattle to Forest)		X		

	Annual Committee Work	Staff Recommendations	Committee Members' Priorities	Status
ANNUAL REPORTS AND ACTIONS				
Presentation of 2021 Housing Report (February) Part I and Part II	X			Part I ✓
5-Year HUD Consolidated Plan and FY223 Annual Allocation Plan (Jan-April) (1) Analysis of Impediments to Fair Housing & (2) Amendments to the HUD Citizens Participation Plan		X		
Presentation, Annual Overview and Integrated Report from Permitting & Inspections and Fire Department re: Short-term and Long-term Rental Housing Safety & Inspection Program - Implementation and Financial Report (April)	X		Process established under prior Housing Committee	
Fair Housing Month (April) Community Development Week Activities (April 18-22, 2022)	X	X		
Portland Downtown Annual Budget, Work Plan and City Agreement (May)	X			
City TIF District Annual Activity Report (November)	X			
Committee Annual Accomplishment Report (November)	X			