

MICHAEL F. BRENNAN (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
CHERYL A. LEEMAN (4)

JOHN R. COYNE (5)
JON HINCK (A/L)
JILL C. DUSON (A/L)
NICHOLAS M. MAVODONES, JR. (A/L)

AGENDA
SPECIAL CITY COUNCIL MEETING
APRIL 7, 2014

The Portland City Council will hold a Special City Council Meeting at 5:30 p.m. in the City Council Chambers, City Hall. The Honorable Michael F. Brennan, Mayor, will preside.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

ANNOUNCEMENTS:

CDBG Annual Allocation Committee Presentation

PUBLIC HEARINGS:

RESOLUTIONS:

Resolve 5-13/14 Resolution Adopting the FY 2015 Consolidated Housing and Community Development Annual Action Plan Including Appropriations for Community Development Block Grant Program, Home Program, and Emergency Solutions Grant Program and Certifications Pertaining Thereto – Sponsored by Mark H. Rees, City Manager.

This Resolution appropriates funds to the identified programs. This is a two-reading item; however, two public hearings will be held on the Resolution to comply with federal law. Five votes will be required for passage after public comment.

ORDERS:

Order 172-13/14 Order Approving the Renewal of the Cumberland County HOME Consortium– Sponsored by Mark H. Rees, City Manager.

The Cumberland County HOME Consortium will soon be entering the last year of its second three-year consortium contract period. The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County. From July 2009 through June 2013, 334

units were created with or assisted by HOME funds. The City of Portland has been a recipient of HOME funds since 1992, but the County communities did not receive HOME funds until the creation of the Consortium in 2009. Through a formula calculation agreed upon by the members of the Consortium, Portland continues to receive our typical expected allocation, retains independent operation of its HOME program and serves as the “Lead Entity” for the Consortium, retaining 100% of the allowable administration funds as compensation for this responsibility. The current Consortium agreement is due to expire on June 30, 2015. As Lead Entity for the Consortium, the City of Portland is required by HUD to notify HUD by June 30, 2014 if the City intends to renew the Consortium.

At the March 12 meeting, the Housing and Community Development Committee voted 4-0 to approve and recommend this item for council action.

Five votes will be required for passage after public comment.

Order 173-13/14

Order Adopting the Housing and Community Development Citizen Participation Plan – Sponsored by Mark H. Rees, City Manager.

As a HUD entitlement community, the City is required to have a Citizen Participation Plan. The Citizen Participation Plan describes the processes and procedures the City follows in order to ensure that there is an open and effective public process for the allocation of HUD program funds. The plan encourages input to the process, and accessibility of information for all Portland residents, regardless of physical ability or English proficiency. It also prioritizes encouraging participation from low and moderate income residents of Portland. The City Council adopted Portland’s Citizen Participation Plan as part of the five-year Consolidation Plan for 2010-2015 and accepted the plan as a stand-alone document on July 15, 2013. Subsequently, HUD requested modifications to the plan. This newest version of the plan does not significantly alter any processes and procedures currently followed, but instead more accurately articulate and clarify current practices and refine others to better adhere to HUD regulations.

At the March 12 meeting, the Housing and Community Development Committee voted 3-0 to approve and recommend this item for council action.

Five votes will be required for passage after public comment.

**Resolve 5-13/14
4/07/14**

MICHAEL F. BRENNAN. (MAYOR)
KEVIN J. DONOGHUE (1)
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**CITY OF PORTLAND
IN THE CITY COUNCIL**

JOHN R. COYNE (5)
JON HINCK (A/L)
JILL C. DUSON, (A/L)
NICHOLAS M. MAVODONES, JR.

**RESOLUTION ADOPTING THE FY 2015 CONSOLIDATED HOUSING AND
COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN INCLUDING
APPROPRIATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS GRANT
PROGRAM AND CERTIFICATIONS PERTAINING THERETO**

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

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

WHEREAS, the U.S. Department of Housing and Urban Development has allocated the City of Portland \$1,826,492 of Community Development Block Grant Entitlement Funds, for the program year 2015 under Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) as amended from time to time; and the City has also received Community Development funds in the amount of \$119,000 in program income and \$275,000 in reprogrammed funds which is subject to the same regulations as the entitlement funds; a HOME Program Grant allocation of \$866,153, HOME Program income of \$210,000, and \$143,208 of Emergency Shelter Grant funds; and

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

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Portland, Maine, hereby adopts the 2015 Consolidated Housing and Community Development Plan; and the sums of \$2,220,492 for the Community Development Block Grant Program; \$1,076,153 for the HOME Program and \$143,208 for the Emergency Shelter Grant Program are hereby appropriated for the purposes approved in the attached Plan and budgets as recommended by the City Manager.;

THAT, the City of Portland, Maine, possesses legal authority to apply for the above referenced Community Development Block Grant Program Funds, HOME Program funds and Emergency Shelter Grant Program funds for the Program Year 2015;

THAT, the City Manager be authorized to:

- 1) Apply for, accept and expend the Community Development Block Grant Entitlement Funds of \$1,826,492 and to expend \$119,000 in program income and \$275,000 in reprogrammed funds; \$866,153 of HOME Program funds and to expend program income for a total of \$1,076,153 and \$143,208 of Emergency Shelter Grant funds;
- 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) Make budget adjustments to accommodate the final allocation announcement, expected to be release by HUD at a later date, for amounts less the City's Consolidated Plans guide for substantial amendment; and

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.

NOW THEREFORE BE IT FURTHER RESOLVED that the foregoing FY 2015 HCD funds are hereby appropriated pursuant to the Budget attached hereto.

Resolve 5-13/14
4/07/14

MICHAEL F. BRENNAN, (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
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**RESOLUTION ADOPTING THE FY 2015 CONSOLIDATED HOUSING AND
COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN INCLUDING
APPROPRIATIONS FOR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS GRANT
PROGRAM AND CERTIFICATIONS PERTAINING THERETO**

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

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

WHEREAS, the U.S. Department of Housing and Urban Development has allocated the City of Portland \$~~1,815,5771,826,492~~ of Community Development Block Grant Entitlement Funds, for the program year 2015 under Title I of the Housing and Community Development Act of 1974 (Public Law 93-383) as amended from time to time; and the City has also received Community Development funds in the amount of \$119,000 in program income and \$275,000 in reprogrammed funds which is subject to the same regulations as the entitlement funds; a HOME Program Grant allocation of \$~~913,178866,153~~, HOME Program income of \$210,000, HDF (Housing Development Fund) program income of \$213,335; and \$~~150,336143,208~~ of Emergency Shelter Grant funds; and

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

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Portland, Maine, hereby adopts the 2015 Consolidated Housing and Community Development Plan; and the sums of \$~~2,209,5772,220,492~~ for the Community Development Block Grant Program; \$~~1,123,1781,076,153~~ for the HOME Program; \$213,335 for the Housing Development Fund and \$~~150,336143,208~~ for the Emergency Shelter Grant Program are hereby

appropriated for the purposes approved in the attached Plan and budgets as recommended by the City Manager.;

THAT, the City of Portland, Maine, possesses legal authority to apply for the above referenced Community Development Block Grant Program Funds, HOME Program funds and Emergency Shelter Grant Program funds for the Program Year 2015;

THAT, the City Manager be authorized to:

- 1) Apply for, accept and expend the Community Development Block Grant Entitlement Funds of ~~\$1,815,577~~\$1,815,577~~4,826,492~~ and to expend \$119,000 in program income and \$275,000 in reprogrammed funds; ~~\$913,178~~\$913,178~~866,153~~ of HOME Program funds and to expend ~~\$210,000~~ in program income for a total of ~~\$1,123,178~~\$1,123,178~~1,076,153~~; and to expend \$213,335 in program income from the Housing Development Fund; and ~~\$150,336~~\$150,336~~143,208~~ of Emergency Shelter Grant funds;
- 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) Make budget adjustments to accommodate the final allocation announcement, expected to be release by HUD at a later date, for amounts less the City's Consolidated Plans guide for substantial amendment; and

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.

NOW THEREFORE BE IT FURTHER RESOLVED that the foregoing FY 2015 HCD funds are hereby appropriated pursuant to the Budget attached hereto.



Memorandum

Planning and Urban Development Department
Housing and Community Development Program

To: Mayor Brennan and the Portland City Council

Cc: Jeff Levine, Planning and Urban Development Director
Mary Davis, Housing and Community Development Director

From: Amy Grommes Pulaski, HCD Program Manager

Date: March 28, 2014

Re: HUD's Consolidated Annual Action Plan 2014-2015

The Consolidated Annual Action Plan includes budgets for the Community Development Block Grant, HOME Program, Housing Development Fund and the Emergency Solutions Grant. The total amount of funding the City of Portland is expected to receive from the Department of Housing and Urban Development is \$3,696,426, which includes:

1. CDBG	\$ 1,815,577	Final HUD Allocation 2014-2015
	\$ 119,000	CDBG Program Income 2013-2014
	<u>\$ 275,000</u>	CDBG Reprogrammed Funds
	\$ 2,209,577	Total Expected CDBG funds to Allocate for 2014-2015

CDBG Funds by Category

\$409,515	Administration and Planning
\$533,359	Social Services
\$866,703	Development Activity
<u>\$400,000</u>	Employment Dev. Prgm. (\$300,000 DA/\$100,000 in SS)
\$2,209,577	

Attached you will find a Letter from the City Manager with his CDBG recommendations and back up material.

2. HOME	\$ 913,178	Final HUD Allocation 2014-2015
	<u>\$ 210,000</u>	HOME Program Income 2013-2014
	\$1,123,178	Total HOME funds to Allocate for 2014-2015

HDF	\$213,335	Total HDF (CDBG Program Income) funds to Allocate for 2014-2015
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Attached you will find a Memo to the Mayor and City Council from Mary Davis explaining the Housing Budget.

3. Emergency Solutions Grant:
\$150,336 Expected HUD Allocation 2014-2015
Attached you will find the proposed Emergency Solutions Grant budget.



Originally issued March 14, 2014

Revised March 28, 2014

Mayor Brennan 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, 2014 to June 30, 2015.

I have reviewed the recommendations from the CDBG Scoring Committee. I commend them for the time and effort they have put toward this program, and thank them for their hard work. The letter from the CDBG Scoring Committee is attached. *[Committee Letter A1]*

In my own deliberations, I recognized the challenge that the Committee faced this year regarding bonus points for the applicants. It is my understanding that three bonus points were awarded to *all applicants* who indicated in their application that their program met a basic need. Effectively, if the applicant checked the right box (for Basic Needs) they automatically received three additional points and there was no objective evaluation of each application to determine whether it should or should not receive the bonus points. In the application, Basic Needs is defined as "programs that respond to an acute need where no other options exist and such a response is temporary in nature."

I have also reviewed the recommendations from the CDBG Designated Hearing Officer on CDBG Appeals. Two appeals were filed this year: one from Amistad, Inc. and one from Wayside Food Programs. Both indicated that they had been advised in the past to apply under the Priority Impact Initiative of Safe Neighborhoods and therefore did not check the box for Basic Needs even though their narrative explains that they also address basic needs for the clients they serve. Please see the attached letter from Mike Murray summarizing the appeals and his recommendations. *[Appeals Memo A2]*

For this reason, I asked the Committee to go back and evaluate each application to determine whether an applicant should or should not have received the additional bonus points for both Basic Needs and Child Care in the categories of Social Service and Development Activity Applications. The Committee graciously accepted, and I utilized this additional evaluation of bonus points in making my own funding recommendations.

Regardless of the change in bonus points for some applications, you will notice that my recommendations mostly align with the recommendations of the CDBG Scoring Committee. I have deviated from their recommendations in the items outlined below and reflected on the attached spreadsheet. *[City Manager Recomm A3]*

- 1) *Development Activities.* In light of recent funding changes for Healthcare for the Homeless Program and expectations that the Clinic will close before the end of this fiscal year, the Committee recommended not funding the Healthcare for the Homeless floor renovation



proposal submitted by Preble Street. Staff and I support this recommendation. If a final use for the space is determined in the future, Preble Street can re-apply for this project. For this reason, I have reduced the allocation I am recommending to fund Preble Street's "HCH Clinic Floor Replacement and Preble Street Resource Center Rehab" from \$173,000 to \$64,493 which is the amount of the request for the Preble Street Resource Center Rehab project.

Based on our recent HUD audit we have been directed to reduce the amount of funds we have in contingency each year, holding a minimum balance for emergency uses. We have determined that the appropriate minimum balance should be \$125,000. Any additional savings from past projects will be taken from contingency at this time and applied to the amount of funding currently available to be allocated. The amount of contingency funding available this year to be allocated to applicants is \$275,000. Due to the HUD imposed funding caps, this contingency money can only be applied to Development activity applications; it cannot go to Social Services or Administration and Planning. I have recommended distributing the funding according to the Committee's scores, allowing us to fund additional projects.

The CDBG Committee is required to recommend full funding of applicants according to scores, which often results in the lowest funded applicant receiving partial funding. The project that would have received partial funding this year is the West Commercial Street Trail, Beach Street to Harborview Park. The project requested \$171,060 and the funds remaining were \$56,197 **[March 28 revision based on final HUD allocation]**. Due to the discrepancy between the amount of funds available and the amount of funds requested, I decided not to fund this project and use the remaining \$51,527 to fund the next project that could utilize the funds in a timely manner, which was Big Belly Solar Compactor Deployment. This project was funded last year and efficiently used the funds available and installed all solar trash cans in eligible neighborhoods within three months of being awarded funds.

2) *Social Services.* I made some very difficult decisions regarding social services. When the committee re-evaluated the applications based on whether they should or should not receive basic needs or child care bonus points, three projects were awarded points that did not benefit from bonus points originally. Those projects included: Homeless Healthcare, Amistad and Wayside. As you know, the Healthcare for the Homeless clinic is planned to close half way through the next funding year. For that reason I am recommending partial funding for that project of \$51,527 **[March 28 revision based on final HUD allocation]**. This provides enough money to fully fund Wayside Food Programs and Amistad Inc. Unfortunately two programs that were recommended by the Committee will not receive funding as a result, including Preble Street Florence House and the City of Portland's After Hours Emergency Assistance Program. Due to the fact the After Hours program is a City Program and is required to continue by State law, I will be looking to utilize General Fund dollars to continue this program.

3) *Employment Development Program.* This is a competitive Community Development Block Grant (CDBG) Program developed by the City of Portland and funded by the federal Department of Housing and Urban Development through a set aside of \$400,000 (\$300,000 in Development Funds and \$100,000 in Social Service funds). The goal of the Program is to fund



Planning & Urban Development Department

projects that create employment opportunities that move Portland residents out of poverty into sustained employment and financial stability. There were two proposal tracks: Job Creation and Microenterprise Assistance. The City solicited a Lead Agency to partner with to execute the Program and received two proposals from Coastal Enterprises Inc., one for job creation (\$340,000) and a second for Microenterprise Assistance (\$60,000). I am supporting the Employment Development Review Committee's recommendation to fully fund both projects. A memo from staff and a summary of the Employment Development Program is attached.

4) *Administration and Planning.* The Planning and Urban Development Department is required to submit a non-competitive summary of services to the CDBG Scoring Committee at the time all applications are due in November. The budget submitted requested \$393,910 to both administer the CDBG program and fund long range planning. At the time of submittal, staff did not have an accurate estimate of program income available for the coming year and underestimated the amount of funds available for the Administration and Planning cap. Staff now has an accurate number; therefore, I am recommending full funding to administer the program at \$409,515 **[March 28 revision based on final HUD allocation]**..

Thank you for the opportunity to share my recommendations with you. All of the projects that requested funds are worthy of funding, unfortunately there are not enough funds to support all the good work that is being done in the City. Please contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark H. Rees".

Mark H. Rees
City Manager

Portland, Maine



Yes. Life's good here.

Planning & Urban Development Department

February 14, 2014

Mark H. Rees, City Manager
City Hall
389 Congress Street
Portland, Maine 04101

Dear Mr. Rees,

We are pleased to submit the CDBG Annual Allocation Committee's recommended budget allocations for Year 40 of the Community Development Block Grant (CDBG).

On a national level, funding for the Community Development Block Grant has decreased by approximately 1.3% this year. The budget listed below is based upon an estimated 1.3% cut in funding from Year 39 (2013-2014). HUD has already received their allocations and we are expecting to receive final budget numbers soon.

CDBG ALLOCATION	Year 39 FY 13-14	Year 40 FY 14-15	Difference in Dollars
Planning and Administration Cap	\$394,110	\$411,698	\$17,588
Social Service Cap	\$639,277	\$636,961	(\$2,316)
Development Activities	\$1,037,162*	\$896,833	(\$140,329)
TOTAL Allocation	\$2,070,549	\$1,945,492	(\$125,057)

*The Development Activities amount for Year 39 includes \$100,000 of funds reallocated from contingency.

Based on Council approval, a portion of this year's Social Service and Development Activities funding will go toward a new initiative, the Employment Development Program. The amount of funding available for our annual CDBG process is in the far right column. Funding recommendations for the Employment Development Program will be presented through a separate venue.

CDBG ALLOCATION	Year 40 FY 14-15	Employment Development Program Funds	Amount of CDBG Funds Available for Annual Requests
Planning and Administration Cap	\$411,698	\$0	\$411,698
Social Service Cap	\$636,961	\$100,000	\$536,961
Development Activities	\$896,833	\$300,000	\$596,833
TOTAL Allocation	\$1,945,492	\$400,000	\$1,545,492

As in past years, the need for CDBG funding continues to exceed the amount of funds available. The total dollars requested is \$3,950,044 resulting in a gap of \$2,404,552 between CDBG funds available for annual requests and the total amount of annual requests. As in prior years, we were faced with difficult choices in this year's recommendation process and struggled with which applications to recommend for funding. The Committee stayed focused on the scoring criteria in order to be fair to all applicants.

The following sections of this letter outline our funding recommendations. The first section explains the history and progress Portland's CDBG Program has undergone over the last four years. The second section provides a description of this year's process, how the applications were reviewed and scored, and finally our recommendations for funding.

HISTORY AND CURRENT STATUS OF THE CDBG PROGRAM

Over the last six years, the CDBG program has undergone significant review. This review resulted in changes to the allocation process as summarized below.

In 2008 the following steps were implemented:

Council Order 70-7/08 (HCD Task Force Ten Point Plan)

- Creation of the CDBG Priority Task Force
- Creation of the CDBG Annual Allocation Committee
- Funded projects are to be completed within two years of award

In 2009 the following steps were implemented:

Council Order 70-7/08 (HCD Task Force Ten Point Plan)

- CDBG Application process is to comply with the City's Purchasing Ordinance

Council Order 91-08/09 (CDBG Priority Task Force Recommendations)

- Application and scoring reflect the goal of building strong, self sustaining neighborhoods by having applications address the priority impact areas and guiding principles.

In 2010 the final recommendations by the CDBG Priority Task Force were implemented, including:

Council Order 91-08/09 (CDBG Priority Task Force Recommendations)

- \$20,000 minimum request.
- Small grants in the amount of \$7,500 are available to social services for capacity building and to small businesses micro-enterprises for technical assistance
- Social service basic needs set aside for up to 10% of the HUD allocated CDBG grant
- Social service multi-year initiatives requests guidelines defined and encouraged
- Economic development job creation request guidelines defined
- The administration and planning request would be presented to and reviewed by the Committee, but would not be voted upon in a competitive environment

In 2011, the Council further reviewed the program and the implementation of all of the recommendations. Based on this review, the City Council implemented the following changes:

- *Eliminate* the small grants award of \$7,500 made available to social services for capacity building and to small businesses micro-enterprises for technical assistance
- *Eliminate* the social service basic needs set aside, previously set to be up to 10% of the HUD CDBG allocation
- *Lower* the minimum grant request from \$20,000 to \$10,000

- *Create a maximum grant request per applicant:*
 - o \$150,000 for Social Service applicants
 - o \$250,000 for Development Activities applicants
- *Create a Maximum Cumulative Grant Allocation for City Applications*
 - o 45% of funding available for Social Services
 - o 85% of funding available for Development Activities
- *Create an economic development set aside/ cap for job creation for \$100,000*
- *Create a Priority Focus for Program Year 2011-2012:*
 - o For Social Services additional points can be allocated for applications meeting the Work and Shop priority criteria
 - o For Development Activities additional points can be allocated for projects located in Libbytown, Census Tract 20.02

2012 Minor adjustments

- Based on pressure and direction from HUD we will be paying our grantees based on a cost per unit of service. Each applicant has provided a cost per unit of service. Funded applicants will be submitting funding requisitions and be paid based on the number of units provided and persons served. This does not apply to construction projects.
- Staff will be administering bonus and penalty points on the applications.
- Priority for Social Service applications is child care. Priorities for Development Activities are job creation and projects located in Libbytown or Census Tract 20.02.

2012 Priority Task Force focused priorities even further:

- To create Sustainable Workforce Development Program(s) that move Portland residents out of poverty into sustained employment and financial stability.
 - 1) Invest in businesses with Portland locations to enable them to expand and create jobs, as eligible by HUD regulations.
 - 2) Provide a continuum of services to increase a Program Participant's professional capacity, financial stability, and ability to maintain employment, through: career advancement services, financial stability and job retention support services.
- Place Program Participant's in newly created sustainable Portland-based jobs.

2013 Working Group determined how to implement the Priorities of the 2012 Task Force:

- Invest 1) in businesses to create net new jobs or 2) to create microenterprise businesses (businesses with less than 5 employees where the owner is LMI Portland)
- Fill 66% of the net new jobs with low to moderate income (LMI) Portland residents.
- Priority will be given to applicants that will hire or serve more LMI Portland residents, homeless persons, New Americans, or single-parent head of households will be given preference.
- Set aside \$400,000 (\$300,000 in Development Funds and \$100,000 in Social Service Funds) for the new Workforce Development Initiative now renamed the Employment Development Program.
- Fund at least two applicants
- Funding requests can be for two years

- Tracking of jobs will be for two years after job creation or microenterprise creation
- Success will be evaluated based on return on investment (CDBG investment vs. increase of income of new employees/ business owners)
- The first round of funding will begin in 2014.

2014 Minor adjustments

- Priority for ALL Social Service and Development Activity applications is child care and basic needs. These applications will all receive an additional three bonus points.
- There is a set aside of \$150,000 for Community Policing
- Penalty points were reduced: errors are only 0.25 points, and blanks are not penalized.
- The Employment Development Program received a \$400,000 set aside, including \$300,000 from Development Activities and \$100,000 from Social Services

THE PROCESS AND REVIEW

CDBG Applications were available on October 15, 2013. The mandatory applicant's meeting was held on October 16, 2013 at 7:00pm in Merrill Rehearsal Hall. All applications were due on Tuesday November 19, 2013 at 10:00am.

We received twenty-one (21) Development Activities applications and fifteen (15) Social Service Applications, along with an Administration and Planning request of \$393,910, for a total of \$3,950,044 in funding requests.

There was a total of \$2,369,027 of Development Activity requests with \$596,833 available, and \$827,097 of Social Service requests with \$536,961 available.

The Allocation Committee Review and Funding Methods

Our Committee first met for this funding year on December 19, 2013. The Committee met seven (7) times to discuss Administration and Planning, Development Activities and Social Service applications.

The Committee read each application individually prior to the meeting. At the meeting the Committee would discuss each proposal. If questions arose, staff forwarded them to the applicant to answer. The answers were then forwarded back to the Committee.

Applications were organized by score from the highest to the lowest within each category. The City Council has directed the Committee to recommend full funding based on request for all applications; therefore each applicant was awarded full funding, until the funding was exhausted.

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 \$393,910 and the Committee is recommending full funding.

Organization	Program	Request	Points	Comm. Recomm
Planning & Urban Development Department	Administration	\$393,910	NA	\$393,910

Development Activities Funding

The Committee received twenty-one (21) Development Activities applications, requesting a total of \$2,369,027 and \$596,833 was available. The City Council's *85% Rule for Development Activities* is still in place, which specifies that a maximum of 85% of the Development Activity funding can go to fund City applicants, the remaining 15% must go to outside requests. This rule did not affect the Committee's recommendations this year. The following table outlines the highest scoring applications, their requests and the recommended allocation from the Committee.

Organization	Program	Request	Points	Comm. Recomm.
Living with Peace <i>Application # 21</i>	Portland Micros	\$15,000	89.9	\$15,000
Learning Works <i>Application #20</i>	Renovation of Historic Property at 181 Brackett Street	\$70,700	88.94	\$70,700
Portland Food Co-Op <i>Application #22</i>	Portland Food Co-Op Grocery Store, Job Creation	\$60,000	88.65	\$60,000
Preble Street* <i>Application #3</i>	Preble Street Resource Center Rehabilitation and Healthcare for the Homeless Clinic Floor Replacement****	\$173,060	87.48	\$64,493/ \$108,567**
COP Public Services <i>Application #10</i>	North Boyd Street Multiuse Trail Phase II	\$110,000	85.98	\$110,000
COP Public Services <i>Application #13</i>	St John. Valley Streetscape Phase III Final	\$210,504	84.05	\$183,073

* These applications received a three (3) point bonus for addressing a Basic Need.

In light of recent funding changes for the Healthcare for the Homeless Program, the Committee feels strongly that if *the decision to close* the Healthcare for the Homeless Clinic is made *before* the start of the fiscal year (July 1, 2014), funding should not be awarded to Preble Street for renovation and floor replacement in the building located at 20 Portland Street, the space for the Healthcare for the Homeless Clinic. If this closure occurs, the Committee recommends funding **only the Preble Street Resource Center Rehabilitation portion of the project at \$64,493. This leaves \$108,567, the portion for the Healthcare for the Homeless Floor Replacement project, unallocated. Therefore the

Committee recommends funding the next two highest scoring applications: Milestone Shelter Bathroom Renovation for \$21,778 and Public Services Oxford Street Crossing and Elm Street Crossing project with the remaining \$86,789 (of \$248,375 requested). If either project cannot go forward at this amount the Committee recommends funding the next highest scoring project that can begin and be completed in a timely manner.

If additional funds are available through contingency the Committee recommends funding the next projects in order, based on their score.

The City puts a ten year mortgage on all non-profit renovation projects to ensure that the space continues to be used for eligible purposes.

Social Service Funding

The Committee received fifteen (15) Social Service applications, including a multi-year request from Milestone Foundation for the H.O.M.E. Team and a \$150,000 request from Community Policing which will be funded through a set-aside. There is \$827,097 of Social Service requests with \$536,961 available. The City Council's *45% Rule for Social Services* is still in place, which specifies that a maximum of 45% of the Social Service funding can go to fund City applicants, the remaining 65% must go to outside requests. This rule did not affect the Committee's recommendations this year. The following table outlines the highest scoring applications, their requests and the recommend allocation from the Committee.

Organization	Program	Request	Points	Comm. Recomm
COP Police Development	Community Policing	\$150,000	Set-aside	\$150,000
Preble Street*	Resource Center	\$45,000	97.54	\$45,000
Preble Street*	Food Programs	\$50,000	96.13	\$50,000
Opportunity Alliance*	Access to Basic Needs: Winter Heat and Summer Food	\$62,400	95.51	\$62,400
Preble Street*	Teen Center	\$30,000	95.42	\$30,000
Catherine Morrill/ Youth and Family Outreach***	Childcare Assistance Program	\$89,432	95.1	\$89,432
Preble Street*	Florence House	\$30,000	92.98	\$30,000
COP Social Service Division*	After Hours Emergency Assistance Program	\$34,000	92.39	\$34,000
COP Healthcare for the Homeless	Behavioral Health Program	\$111,149	90.99	\$46,129

* These applications received a three (3) point bonus for addressing a Basic Need.

*** These applications received a three (3) point bonus for providing Child Care.

If the Healthcare for the Homeless Clinic closes prior to the start of the fiscal year (July 1, 2014), the committee recommends this funding, in the amount of \$46,129, be directed to the next highest scoring applicants identified on the scorecard attached who are able to deliver the services outlined in their application.

BONUS POINTS

Social Services

The Committee discussed the bonus points that were awarded this year to both Childcare and Basic Needs. According to the application Basic Needs is defined as “programs that respond to an acute need where no other options exist and such a response is temporary in nature.” The Committee feels that this definition is so broad that it removes the Committee’s discretion to effectively score applications. Nine (9) of the fourteen (14) social service applications qualified to receive an additional three (3) bonus points (8 for basic needs and 1 for childcare). Three bonus points makes a significant impact on the resulting scores when the difference between receiving funding and not receiving funding falls to a tenth or one-hundredth of a point. If Basic Needs, or any Priority Impact Area, receives three (3) additional bonus points it effectively ensures that those applications have a high likelihood of being funded, while other highly needed applications are at a significant disadvantage. Seven (7) of the eight (8) applications being recommended for funding by the committee (based on score) received Basic Needs or Childcare bonus points. Only one applicant who received the bonus points did not receive a recommendation for funding.

The Committee recommends that there be NO bonus points for social service applications for next year.

Development Activities

This is the first year that Development Activity applications received the same bonus points as Social Service applicants, for Basic Needs and Childcare. Five applicants received additional bonus points. The Committee feels strongly that these types of bonus points should not apply to Development Activity applications.

The Committee recommends limiting bonus points to location only for Development Activity applications, where the location compliments a larger City initiative.

SUMMARY

All projects that requested funding would be beneficial to our City, however due to limited dollars, not all were recommended for funding through this program. This is a competitive process; each applicant competed against all other applicants. The projects that are not being recommended for funding scored lower in the each of the evaluation categories, and therefore in total points. A spread sheet is attached which provides all scores for each application. A summary book has also been provided to you, and staff can provide full applications if requested. Please refer to the spreadsheet and Summary Book for more information.

As always, the Committee will continue to look for ways to improve the efficiency, effectiveness and transparency of the program. We welcome comments, suggestions, and feedback both from the Council and the public.

We thank you for your commitment to this program and your patience through its transition. We hope you are satisfied with the results.

We are especially grateful for our appointments to the Annual Allocation Committee, providing us with the opportunity to participate in this program, and offer our recommendations for your consideration. We look forward to seeing you on March 10 and 17 and hearing your response.

Sincerely,

The CDBG Annual Allocation Committee for Program Year 2013-2014
Funding Year 2014-2015

Karma Crawford, Chair
Jeremy Gabrielson, Vice Chair
Maxwell Chikuta
Wendy Harmon
Rhonda Juneau
Jeff Schwartz
Victoria Szatkowski
Jackie Wiegles

Attachments: CDBG Allocation Committee Funding Recommendations 2014-2015 (spreadsheet)

CDBG Applicants, Requests, and Funding Recommendations
Program Year 2014-2015

Committee Letter A1

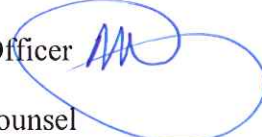
SUMMARY OF APPLICANTS 2014-2015				Request	Priority Impact / Goal 20 pts	Guiding Principles 35 pts	Partner/ Collab 15 pts	Capacity to Deliver 30 pts	Focus Area Bonus 3 pts	Penalty	Total	Committee Recomm Funding	City Manager's Recomm	Council Allocation
Cat.	PII	Applicant	Program/Project											
1	AP	ALL	COP Planning & Urban Dev Dept	CDBG Administration and Planning	\$393,910							\$393,910		
Total Administration Request					\$393,910									
					20 pts	35 pts	15 pts	30 pts			Total Administration Total	\$393,910	\$0	
21	DA	WS	Living with Peace	Portland Micros	\$15,000	17.25	31.64	14.13	26.88	0.00	0.00	89.90	\$15,000	
20	DA	WS	Learning Works	Renovation of Historic Property at 181 Brackett St.	\$70,700	16.63	30.63	14.25	27.43	0.00	0.00	88.94	\$70,700	
22	DA	WS	Portland Food Co-Op	Portland Food Co-Op Grocery Store	\$60,000	16.85	31.01	14.57	26.22	0.00	0.00	88.65	\$60,000	
3	DA	BN	Preble Street	HCH Clinic Floor Replacement & Preble Street Resource Center Rehab	\$173,060	17.39	30.96	13.13	23.25	3.00	0.25	87.48	\$173,060	
10	DA	MA	COP Public Services	North Boyd Street Multiuse Trail Phase II	\$110,000	16.89	30.89	11.25	26.95	0.00	0.00	85.98	\$110,000	
13	DA	MA	COP Public Services	St John/Valley Streetscape Phase III	\$210,504	17.76	30.77	11.63	23.89	0.00	0.00	84.05	\$183,073	
5	DA	BN/SN	Milestone, Inc.	Shelter Bathroom Renovation	\$21,778	17.63	30.77	6.00	26.40	3.00	0.00	83.80		
11	DA	MA	COP Public Services	Oxford Street Crossing & Elm Street Sidewalk	\$248,375	17.76	31.26	11.50	23.00	0.00	0.00	83.52		
4	DA	BN/SN	Milestone, Inc.	Air Quality Improvement	\$9,656	16.37	29.77	6.56	26.95	3.00	0.25	82.40		
14	DA	MA	COP Public Services	West Commercial Street Trail, Beach St. to Harborview Park	\$171,050	16.38	28.39	11.00	25.64	0.00	0.00	81.41		
8	DA	MA	COP Public Services	Libbytown-Park Avenue Pedestrian Accessibility	\$238,325	17.26	29.01	11.50	22.89	0.00	0.00	80.66		
16	DA	SN	COP Public Services	Big Belly Solar Compactor Deployment	\$50,000	16.88	30.02	7.25	26.42	0.00	0.00	80.57		
12	DA	MA	COP Public Services	Portland St. Streetscape, Forest to Brattle	\$245,000	17.01	30.38	10.88	22.14	0.00	0.00	80.41		
19	DA	WS	Catherine Morrill Day Nursery	Frontage Restoration Project	\$85,389	15.07	27.14	8.25	26.35	3.00	0.00	79.81		
7	DA	MA	COP Public Services	ADA Curb Ramps	\$48,000	17.76	29.39	11.13	20.26	0.00	1.00	77.54		
9	DA	MA	COP Public Services	Monument Square ADA Accessibility Improvements	\$64,000	17.26	29.76	11.25	20.02	0.00	1.00	77.29		
15	DA	SN	COP Public Services	Congress Street Lighting & Bike Climbing Lane	\$210,000	15.13	26.39	11.38	22.51	0.00	2.00	73.41		
17	DA	SN	COP Public Services	CDBG Tree Planting	\$15,000	15.00	28.51	7.38	22.14	0.00	1.00	72.03		
18	DA	SN	Committee to Restore the Abyssinian Meeting House	Abyssinian Meeting House	\$250,000	13.32	24.89	8.75	22.38	0.00	0.00	69.34		
2	DA	BN	Park Medical Bldg Owner's Assn	Improvement of Entry and Windows	\$43,200	13.00	26.19	8.63	19.89	3.00	2.00	68.71		
6	DA	HS	Machigonne Community Land Trust	Machigonne 1	\$30,000	14.13	21.76	10.75	15.51	0.00	0.00	62.15		
Total Development Request					\$2,369,037									
Total Development Available					\$596,833						Total Allocated Development	\$596,833	\$0	\$0

Committee Letter A1

Total Requests	\$3,590,044
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**CITY OF PORTLAND
MEMORANDUM**

TO: Mark Rees, City Manager

FROM: Michael Murray, CDBG Appeals Officer 

CC: Jennifer Thompson, Corporation Counsel
Mary Davis, Housing and Community Development Director
Amy Grommes Pulaski, HCD Program Manager

DATE: March 10, 2014

RE: CDBG Appeals

The rules of the CDBG appeals process are summarized and attached. The Hearing Officer is not authorized or allowed to substitute his or her judgment for that of any particular scorer. This year all eight of the Committee members were able to fully participate in the scoring process. The City's Community Development Staff is given the discretion to assess penalties for applications that are not typed, missing sections or required attachments, have sections that exceed the prescribed page limit, and other inconsistencies. Staff is also able to add bonus points as was described in the CDBG Application released on October 15, 2013 with guidelines approved by the City Council.

This appeals process is designed and intended to be objective, therefore I have focused on numerical errors in staff calculations or incorrectly awarded or deducted points other than what was allowable by the scoring schedule. Two appeals were submitted this year, one from Amistad, Inc. and one from Wayside Food Programs. I have outlined a brief summary of each appeal and my response. Both submitted timely appeals that were carefully reviewed by myself and Jennifer Thompson of Corporation Counsel.

Amistad filed an appeal based on the application of bonus points for Basic Needs programs. While the argument can be made that application materials could have been clearer, this appeal does not allege a factual error on the part of the Committee or staff, but on the applicant's failure to indicate their own eligibility for bonus points, an option that was available to all applicants. Moreover, if all bonus points were eliminated from the scoring process, Amistad would still not receive a grant award or higher award.

Therefore, I find that no error by the Committee or Community Development staff has been demonstrated in this appeal. Because this appeal would not result in a correction leading to a grant award or a higher award, no additional process is required and this decision ends the appellate process.

Wayside filed an appeal based on the application of bonus points for Basic Needs programs. While the argument can be made that application materials could have been clearer, this appeal does not allege a factual error on the part of the Committee or staff, but on the applicant's failure to indicate their own eligibility for bonus points, an option that was available to all applicants. Moreover, if all bonus points were eliminated from the scoring process, Wayside would still not receive a grant award or higher award.

Therefore, I find that no error by the Committee or Community Development staff has been demonstrated in this appeal. Because this appeal would not result in a correction leading to a grant award or a higher award, no additional process is required and this decision ends the appellate process.

As a result of the appeals process, no errors were found by the Community Development staff and therefore there are no changes to the funding recommendations by the CDBG Allocation Committee.

Community Development Block Grant Appeal Process on Scoring 2014-2015

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

Office of the City Manager
Portland City Hall
389 Congress Street, Portland, ME

It shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. After determining that if granted the appeal, the application would result in a grant award or a higher grant award, the City Manager or the Manager's designee shall hold a hearing within 5 days of the date upon which the appeals period ends and issue a written decision within 3 days after the hearing. The date of the hearing and the date by which the written decision must be issued may be extended by agreement between the appellant and the City.

If an appeal is granted, the decision shall state the additional points awarded to the applicant and be transmitted to the Allocation Committee to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

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

2014 Dates

Friday February 14	Committee will publish scores and CDBG funding recommendations
Monday February 24	All appeals must be filed in writing to the City Manager's office
Thursday February 27	A hearing will be held to hear appeals
Monday March 3	City Manager must issue a written decision regarding appeals
Friday March 7	City Manager releases CDBG funding recommendations
Monday March 10	1 st City Council Meeting to review CDBG Budget and Annual Action Plan
Monday March 24	2 nd City Council Meeting to finalize CDBG Budget and Annual Plan

City Manager Recomm A3

SUMMARY OF APPLICANTS 2014-2015

SUMMARY OF APPLICANTS 2014-2015																	Updated Score W	Revised Focus Points	City Manager's Recomm	CM Recomm Final Allocation 3-19-2014	Council Allocation
Cat.	PIL	Applicant	Program/Project	Request	Priority Impact / Goal 20 pts	Guiding Principles 35 pts	Partner/ Collab 15 pts	Capacity to Deliver 30 pts	Focus Area Bonus 3 pts	Penalty	Total	Committee Recomm Funding	Revised Focus Point								
1	AP	ALL	COP Planning & Urban Dev Dept	CDBG Administration and Planning	\$393,910							\$393,910			\$411,698	\$409,515					
Total Administration Request					\$393,910	Total Administration					\$393,910	\$411,698									
					20 pts	35 pts	15 pts	30 pts	Total					DRAFT							
2	DA	WS	Living with Peace	Portland Micros	\$15,000	17.25	31.64	14.13	26.88	0.00	0.00	89.90	\$15,000	0.00	89.90	\$15,000	\$15,000				
3	DA	WS	Learning Works	Renovation of Historic Property at 181 Brackett St.	\$70,700	16.63	30.63	14.25	27.43	0.00	0.00	88.94	\$70,700	0.00	88.94	\$70,700	\$70,700				
4	DA	WS	Portland Food Co-Op	Portland Food Co-Op Grocery Store	\$60,000	16.85	31.01	14.57	26.22	0.00	0.00	88.65	\$60,000	0.00	88.65	\$60,000	\$60,000				
5	DA	BN	Preble Street	HCH Clinic Floor Replacement & Preble Street Resource Center Rehab	\$173,060	17.39	30.96	13.13	23.25	3.00	0.25	87.48	\$173,060	3.00	87.48	\$64,493	\$64,493				
6	DA	MA	COP Public Services	North Boyd Street Multiuse Trail Phase II	\$110,000	16.89	30.89	11.25	26.95	0.00	0.00	85.98	\$110,000	0.00	85.98	\$110,000	\$110,000				
7	DA	MA	COP Public Services	St John/Valley Streetscape Phase III	\$210,504	17.76	30.77	11.63	23.89	0.00	0.00	84.05	\$168,073	0.00	84.05	\$210,504	\$210,504				
8	DA	BN/SN	Milestone, Inc.	Shelter Bathroom Renovation	\$21,778	17.63	30.77	6.00	26.40	3.00	0.00	83.80		3.00	83.80	\$21,778	\$21,778				
9	DA	MA	COP Public Services	Oxford Street Crossing & Elm Street Sidewalk	\$248,375	17.76	31.26	11.50	23.00	0.00	0.00	83.52		0.00	83.52	\$248,375	\$248,375				
10	DA	BN/SN	Milestone, Inc.	Air Quality Improvement	\$9,656	16.37	29.77	6.56	26.95	3.00	0.25	82.40		3.00	82.40	\$9,656	\$9,656				
11	DA	MA	COP Public Services	West Commercial Street Trail, Beach St. to Harborview Park	\$171,050	16.38	28.39	11.00	25.64	0.00	0.00	81.41		0.00	81.41						
12	DA	MA	COP Public Services	Libbytown-Park Avenue Pedestrian Accessibility	\$238,325	17.26	29.01	11.50	22.89	0.00	0.00	80.66		0.00	80.66						
13	DA	SN	COP Public Services	Big Belly Solar Compactor Deployment	\$50,000	16.88	30.02	7.25	26.42	0.00	0.00	80.57		0.00	80.57	\$61,327	\$56,197				
14	DA	MA	COP Public Services	Portland St. Streetscape, Forest to Brattle	\$245,000	17.01	30.38	10.88	22.14	0.00	0.00	80.41		0.00	80.41						
15	DA	WS	Catherine Morrill Day Nursery	Frontage Restoration Project	\$85,389	15.07	27.14	8.25	26.35	3.00	0.00	79.81		3.00	79.81						
16	DA	MA	COP Public Services	ADA Curb Ramps	\$48,000	17.76	29.39	11.13	20.26	0.00	1.00	77.54		0.00	77.54						
17	DA	MA	COP Public Services	Monument Square ADA Accessibility Improvements	\$64,000	17.26	29.76	11.25	20.02	0.00	1.00	77.29		0.00	77.29						
18	DA	SN	COP Public Services	Congress Street Lighting & Bike Climbing Lane	\$210,000	15.13	26.39	11.38	22.51	0.00	2.00	73.41		0.00	73.41						
19	DA	SN	COP Public Services	CDBG Tree Planting	\$15,000	15.00	28.51	7.38	22.14	0.00	1.00	72.03		0.00	72.03						
20	DA	SN	Committee to Restore the Abyssinian Meeting House	Abyssinian Meeting House	\$250,000	13.32	24.89	8.75	22.38	0.00	0.00	69.34		0.00	69.34						
21	DA	BN	Park Medical Bldg Owner's Assn	Improvement of Entry and Windows	\$43,200	13.00	26.19	8.63	19.89	3.00	2.00	68.71		0.00	65.71						
22	DA	HS	Machigonne Community Land Trust	Machigonne 1	\$30,000	14.13	21.76	10.75	15.51	0.00	0.00	62.15		0.00	62.15						
Total Development Request					\$2,369,037	Total Allocated Development					\$596,833	\$871,833					\$866,703				
Total Development Available					\$591,703	Amount to allocate					-\$5,130	-\$5,130					\$0				
Contingency					\$275,000																
Total Dev + Contingency					\$866,703																

SUMMARY OF APPLICANTS 2014-2015

Cat.	PII	Applicant	Program/Project	Request	Priority	Guiding	Partner/	Capacity	Focus Area	Penalty	Total	Committee	Revised	Updated	City Manager's	CM Recomm	Council
					Impact / Goal 20 pts	Principles 35 pts	Collab 15 pts	to Deliver 30 pts	Bonus 3 pts					Score W Revised Focus Points			
23	SET	SN	COP Police Dept	Community Policing	\$150,000							\$150,000			\$150,000	\$150,000	
Total set-aside					\$150,000												
30	SS	BN	Preble Street	Resource Center	\$45,000	19.76	33.88	13.63	27.27	3.0	0.00	97.54	\$45,000	3.0	97.54	\$45,000	\$45,000
27	SS	BN	Preble Street	Food Programs	\$50,000	19.00	32.45	14.38	27.30	3.0	0.00	96.13	\$50,000	3.0	96.13	\$50,000	\$50,000
26	SS	BN	Opportunity Alliance	Access to Basic Needs: Winter Heat & Summer Food	\$62,400	18.38	32.00	13.75	28.38	3.0	0.00	95.51	\$62,400	3.0	95.51	\$62,400	\$62,400
29	SS	BN	Preble Street	Joe Kreisler Teen Center	\$30,000	18.88	31.63	14.38	27.53	3.0	0.00	95.42	\$30,000	3.0	95.42	\$30,000	\$30,000
36	SS	WS	Catherine Morrill/Youth & Family Outreach	Childcare Assistance Program	\$89,432	18.88	31.01	14.25	27.96	3.0	0.00	95.10	\$89,432	3.0	95.10	\$89,432	\$89,432
34	SS	SN	COP Healthcare for the Homeless	Behavioral Health Program-Healthcare for the Homeless	\$111,149	18.19	32.63	13.38	26.79	0.0	0.00	90.99	\$46,129	3.0	93.99	\$55,129	\$51,527
35	SS	SN	Wayside Food Programs	Direct Service Program	\$25,000	18.01	33.19	11.50	28.13	0.0	0.00	90.83		3.0	93.83	\$25,000	\$25,000
33	SS	SN	Amistad	Amistad Peer Support & Recovery Center	\$30,000	18.26	32.19	11.50	28.13	0.0	0.00	90.08		3.0	93.08	\$30,000	\$30,000
28	SS	BN	Preble Street	Florence House	\$30,000	17.51	31.13	13.88	27.46	3.0	0.00	92.98	\$30,000	3.0	92.98		
25	SS	BN	COP Social Services Division	After Hours Emergency Assistance Program	\$34,000	18.75	32.38	11.38	27.13	3.0	0.25	92.39	\$34,000	3.0	92.39		
31	SS-M	BN/SN	Milestone, Inc.	HOME Team - 2 year application	\$75,000	17.50	31.39	11.75	27.06	3.0	0.00	90.70		3.0	90.70		
24	SS	BN	Frannie Peabody Center	HIV Client Services	\$40,000	16.25	28.76	13.13	26.88	3.0	0.00	88.02		3.0	88.02		
32	SS	HS	Southern ME Agency on Aging	Social Service Support for Elderly & Disabled	\$20,116	17.14	30.01	13.50	26.82	0.0	0.25	87.22		0.0	87.22		
37	SS	WS	Community Financial Literacy	Financial Education for Refugees & Immigrants	\$35,000	16.13	29.26	13.13	25.44	0.0	0.25	83.71		0.0	83.71		
Total Social Service Request					\$827,097												
Total Social Services Available					\$533,359												
Total Requests					\$3,590,044												
												Total Allocated Social Services		\$536,961	\$536,961		\$0
														-\$3,602	-\$3,602		\$0



Memorandum

Planning and Urban Development Department
Housing and Community Development Program

To: Mark Rees

Cc: Jeff Levine, Planning and Urban Development Director
Mary Davis, Housing and Community Development Director

From: Amy Grommes Pulaski, HCD Program Manager *AGP*

Date: March 14, 2014

Re: Employment Development Review Committee Recommendations

Applications for the Employment Development Program were due on February 12, 2014. There were two applications, both submitted by Coastal Enterprises Inc (CEI). There was one application requesting \$340,000 for Job Creation and \$60,000 for Microenterprise Assistance.

Staff from the Housing and Community Development Division and the Economic Development Department met on February 18 to conduct an initial review of each proposal to determine whether they met the intent of the Employment Development Program and eligibility for the CDBG Program. During discussion staff had a number of follow up questions which were sent to the applicants.

The Employment Development Review Committee received the applications on February 18 and met on February 25 to review and discuss the applications. *A list of the members of the Employment Development Review Committee is attached.*

At the meeting staff provided a brief introduction and the list of questions and answers generated by staff and answered by the applicants. The Review Committee had a robust discussion regarding both the Job Creation and Microenterprise Applications. A number of additional questions were generated and requested of the applicant.

Once all questions were answered, members of the Employment Development Review Committee scored each application and made recommendations for funding. The Criteria utilized in the scoring is outlined below:

Selection Criteria	Maximum Score
Creativity of the proposed Project to meet goals of the Employment Development Program and have a positive impact on the community	20
Efficient utilization of resources for the proposed Project	20
Feasibility of the Lead Agency and partners (Project Team) to meet all City and HUD reporting requirements including schedule	30
Relevant experience working with target populations, executing similar programs, collecting data, and working with business and agency partners	30

RECOMMENDATIONS

- **CEI Job Creation Application scored an average of 78.17 points and is being recommended for \$340,000**
- **CEI Microenterprise Application scored an average of 79.00 points and is being recommended for \$60,000**

To see the scores and individual funding recommendations for each Review Committee member, *please see the spread sheet attached.*

This recommendation will accompany all of the CDBG recommendations that Council will review and approve to become part of the Annual Action Plan.

Employment Development Program Review Committee 2014

Maxwell Chikuta

CDBG Allocation Committee Volunteer

Jack Lufkin

V.P. Regional Senior Bank Officer
Gorham Saving Bank

Dan Coyne

Senior Vice President, Community Impact
United Way of Greater Portland

Mike Roland

Manager
Portland Career Center

Sheila Hill-Christian

Deputy City Manager
City of Portland, Maine

Nicole Witherbee, PhD

Chief Program Officer
The John T. Gorman Foundation

Staff

Amy Grommes Pulaski
HCD Program Manager

Mary Davis
Director Housing and Community Dev

Maeve Pistrang
HCD Assistant

CDBG Employment Development Program Score Card

CEI Job Creation Application									\$340,000.00
Selection Criteria	MAX	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Scorer 6	Total	Average
Creativity of the proposed Project to meet goals of the Employment Development Program and have a positive impact on the community	20	5	20	17	20	15	10	87	14.50
Efficient utilization of resources for the proposed Project	20	15	12	17	20	15	10	89	14.83
Feasibility of the Lead Agency and partners (Project Team) to meet all City and HUD reporting requirements including schedule	30	15	25	28	25	20	25	138	23.00
Relevant experience working with target populations, executing similar programs, collecting data, and working with business and agency partners	30	25	30	25	25	25	25	155	25.83
TOTAL	100	60	87	87	90	75	70	469	78.17

Recommended Funding Amount		\$340,000	\$360,000	\$340,000	\$340,000	\$340,000	\$340,000	\$2,060,000	\$343,333
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CEI Microenterprise Application									\$60,000.00
Selection Criteria	MAX	Scorer 1	Scorer 2	Scorer 3	Scorer 4	Scorer 5	Scorer 6	Total	Average
Creativity of the proposed Project to meet goals of the Employment Development Program and have a positive impact on the community	20	5	5	13	20	15	15	73	12.17
Efficient utilization of resources for the proposed Project	20	15	10	10	20	15	10	80	13.33
Feasibility of the Lead Agency and partners (Project Team) to meet all City and HUD reporting requirements including schedule	30	25	30	28	20	20	25	148	24.67
Relevant experience working with target populations, executing similar programs, collecting data, and working with business and agency partners	30	30	30	28	30	25	30	173	28.83
TOTAL	100	75	75	79	90	75	80	474	79.00

Recommended Funding Amount		\$60,000	\$40,000	\$60,000	\$60,000	\$60,000	\$60,000	\$340,000	\$56,667
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MEMORANDUM
City Council Agenda Item

TO: City Council

FROM: Planning and Urban Development Department
Housing and Community Development Division

DATE: March 28, 2014

SUBJECT: Resolution Adopting the FY 2015 Consolidated Housing and Community Development Annual Action Plan

SPONSOR: City Manager

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading March 17 **Final Action** April 7

Can action be taken at a later date: _____ Yes X No (If no why not?)

The Division is required to submit a Consolidated Annual Action Plan to HUD prior to May 15. Staff requests approval of this budget now so that we may have adequate time to prepare the written report and provide the required public comment period.

PRESENTATION: Mary Davis will be available for comments and questions

I. SUMMARY OF ISSUE (Agenda Description)

Council approval of the 2014-2015 Housing Program Budget is required. Staff received the final HUD allocations on March 19. At their February 26th meeting, the HCDC voted 3-0 to forward this item to the City Council with a recommendation for passage. A revised budget based on final HUD allocation amounts was reviewed by the Housing and Community Committee at their March 26th meeting.

II. REASON FOR SUBMISSION (Summary of Issue/Background)

Council approval of the Housing Program Budget is required.

III. INTENDED RESULT

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 over \$16.3 million dollars in HOME funding. In 2009 the City became the lead entity in the Cumberland County HOME Consortium. 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 County’s portion of the HOME funds.

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

CDBG/Housing Development Fund: Housing and Community Development Division did not request funding from the FY 14/15 CDBG process. Staff and housing program costs normally funded through CDBG, are being funded through the Housing Development Fund (HDF). HDF is the program income account funded by CDBG housing loan repayments.

IV. COUNCIL GOAL ADDRESSED

Provide increased availability in all segments of the housing market while insuring that there is a suitable balance of housing opportunities among those sectors.

Prevent and end homelessness in the City of Portland by continuing to implement the recommendations of the homelessness task force.

Create a collaborative process for the on-going establishment of pro-active priorities at the regional, state and federal levels that advance the interests of the city.

V. FINANCIAL IMPACT

This budget is based on the CDBG and HOME Program Allocations from the U.S. Department of Housing and Urban Development and the HDF Program Income Account.

VI. STAFF ANALYSIS

Staff recommends the funding levels presented here. These budget lines can be adjusted as necessary throughout the year with appropriate analysis and public notice as required by our Consolidated Annual Action Plan. This budget is presented to the City Council as part of the overall HCD budget. The final budget allocations and Annual Action Plan are submitted to HUD on May 15 for the fiscal year beginning July 1, 2014.

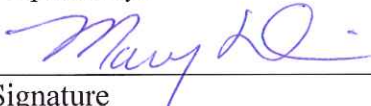
VII. RECOMMENDATION

Staff recommends approval of the attached 2014-2015 Housing Program Budget.

VIII. LIST ATTACHMENTS

2014-2015 Housing Program Budget

Prepared by:



Signature
Mary Davis, Division Director
Housing and Community Development

March 28, 2014
Date

2014-2015 HOUSING PROGRAM BUDGET HUD Final Allocation March 19, 2014

Total HUD HOME Entitlement Allocation 913,178
 Portland Portion 543,341
 County Portion 369,837

Housing Budg Memo B

REVENUES- Housing Programs

2014-15 HOME Consortium Admin (10% of allocation)
 2014-15 HOME Consortium Programming
 2013-14 HOME Program Income
 Re-Allocated HOME Funds (funding from previous years)
 2014-15 CDBG Administration
 2014-15 CDBG Programming
 2013-14 HDF Program Income
REVENUE TOTALS (Portland)

HOME Portland	CDBG Allocation	HDF Allocation	TOTAL BUDGET
91,318			91,318
452,023			452,023
200,000			200,000
			0
			0
			0
		213,335	213,335
743,341	0	213,335	956,676

EXPENDITURES SUMMARY= Housing Programs

Administration

HOME Admin Allocation (2014-15)
 HDF/CDBG Housing Staff (2014-15)

Programming

HOME Consortium (2014-15)
 HOME Program Income (2013-14)
 Re-Allocated HOME Funds
 CDBG Programming (2014-15)
 HDF Program Income (2013-14)

EXPENDITURES SUMMARY TOTALS (Portland)

HOME Portland	CDBG Allocation	HDF Allocation	TOTAL BUDGET
			154,474
91,318			
		63,156	
			802,202
452,023			
200,000			
		150,179	
743,341	0	213,335	956,676

2014-15 HOUSING Budget by Activity (Portland)

Administration (10% allocation + 10% PI) PL1501/QS1501
 Housing Rehabilitation (17 Projects @ \$15,000/project) QM1500/QB1500
 Homeownership Assistance QJ1500
 Tenant-Based Rental Assistance QT1501
 Affordable Housing Development QK1500
 CHDO QL1500

HOME Portland	CDBG Allocation	HDF Allocation	TOTAL BUDGET
111,318		63,156	174,474
105,000		150,179	255,179
0			0
135,314			135,314
320,000			320,000
71,709			71,709
743,341		213,335	956,676

2014-15 HOME Consortium COUNTY - approved by MOC on 03.27.2014

County HOME Program budget provided for reference only; allocation of County funds is done by the County's Municipal Oversight Committee

REVENUES- Housing Programs

2014-15 HOME Consortium Non-Portland Programming
 2013-14 HOME County Program Income

HOME Consortium
369,837
10,000
379,837

2014-15 HOUSING Budget by Activity

Housing Rehabilitation (15 projects @ \$15,000/project) QP1500
 Home Ownership QQ1500
 Affordable Housing Development
 CHDO QR1500

HOME County
228,000
86,569
65,268
379,837

Emergency Solutions Grant BUDGET 2014-2015

Emergency Solutions Grant Expenditures	Final 2012-2013	Final 2013-2014	Budget 2014-2015
Homeless Healthcare Indigent Care: Essential Services	\$37,582	\$28,993	\$35,391
<i>Subtotal Homeless Healthcare</i>	<i>\$37,582</i>	<i>\$28,993</i>	<i>\$35,391</i>
Family Shelter: Essential Services	\$28,327	\$21,853	\$26,675
Family Shelter: Homeless Prev (Rental Asst)			
Family Shelter: Homeless Prev (Housing Reloc & Stab -Financial)			
Family Shelter: Homeless Prev (Housing Reloc & Stab -Services)	\$28,326	\$21,853	\$26,675
Family Shelter: Rapid Rehousing (Rental Asst)			
Family Shelter: Rapid Rehousing (Housing Rel & Stab -Financial)			
Family Shelter: Rapid Rehousing (Housing Rel & Stab -Services)			
<i>Subtotal Family Shelter</i>	<i>\$56,653</i>	<i>\$43,706</i>	<i>\$53,350</i>
Oxford St Shelter: Essential Services			
Oxford St Shelter: Homeless Prev(Rental Asst)			
Oxford St Shelter: Homeless Prev (Housing Reloc & Stab -Financial)			
Oxford St Shelter: Homeless Prev (Housing Reloc & Stab -Services)	\$61,208	\$44,860	\$54,759
Oxford St Shelter: Rapid Rehousing (Rental Asst)			
Oxford St Shelter: Rapid Rehousing (Housing Rel & Stab -Financial)			
Oxford St Shelter: Rapid Rehousing (Housing Rel & Stab -Services)			
<i>Subtotal Oxford Street Shelter</i>	<i>\$61,208</i>	<i>\$44,860</i>	<i>\$54,759</i>
<i>Administration and HMIS</i>	<i>\$12,603</i>	<i>\$5,600</i>	<i>\$6,836</i>
TOTAL EXPENDITURES	\$168,046	\$123,159	\$150,336

Emergency Solutions Grant MATCH	Match 2012-2013	Match 2013-2014	Match 2014-2015
Homeless HC Other Non-ESG HUD Funds			
Homeless HC Other Federal Funds			\$587,974
Homeless HC State Gov Funds			
Homeless HC Local Gov Funds			
Homeless HC Private Funds			
Other			
<i>Subtotal Homeless HC MATCH</i>	<i>\$0</i>	<i>\$0</i>	<i>\$587,974</i>
Family Shelter Other Non-ESG HUD Funds			
Family Shelter Other Federal Funds			
Family Shelter State Gov Funds			
Family Shelter Local Gov Funds	\$56,653	\$43,706	\$53,350
Family Shelter Private Funds			
Family Shelter Program Income			
Other			
<i>Subtotal Family Shelter MATCH</i>	<i>\$56,653</i>	<i>\$43,706</i>	<i>\$53,350</i>
Oxford St Shelter Other Non-ESG HUD Funds			
Oxford St Shelter Other Federal Funds			
Oxford St Shelter State Gov Funds			
Oxford St Shelter Local Gov Funds	\$61,208	\$44,860	\$54,759
Oxford St Shelter Private Funds			
Oxford St Shelter Program Income			
Other			
<i>Subtotal Oxford St MATCH</i>	<i>\$61,208</i>	<i>\$44,860</i>	<i>\$54,759</i>
<i>Administration MATCH</i>	<i>\$12,603</i>	<i>\$5,600</i>	<i>\$6,836</i>
TOTAL MATCH	\$130,464	\$94,166	\$702,919

Revised Total= \$150,336

Order 172-13/14
4/07/14

MICHAEL F. BRENNAN. (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
CHERYL A. LEEMAN (4)

CITY OF PORTLAND
IN THE CITY COUNCIL

JOHN R. COYNE (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L).

ORDER APPROVING THE RENEWAL OF
THE CUMBERLAND COUNTY HOME CONSORTIUM

ORDERED, that the City of Portland's participation in the Cumberland County HOME Consortium is renewed for the period of July 1, 2015 through June 30, 2018.

MEMORANDUM
City Council Agenda Item

TO: City Council

FROM: Planning and Urban Development Department
Housing and Community Development Division

DATE: March 12, 2014

DISTRIBUTION: (City Manager, Mayor, Corporation Counsel, Sonia Bean, Nancy English)

SUBJECT: Order Approving Renewal of Cumberland County HOME Consortium

SPONSOR: Housing and Community Development Committee

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading March 17 Final Action April 7

Can action be taken at a later date: X Yes _____ No (If no why not?) Must be approved prior to June 15

PRESENTATION: Mary Davis will be available for questions as needed

I. SUMMARY OF ISSUE (Agenda Description)

The Cumberland County HOME Consortium will soon be entering the last year of its second three-year consortium contract period. The current consortium agreement is due to expire on June 30, 2015. As Lead Entity for the Consortium, we are required by HUD to notify if them by June 30 if we intend to renew the Consortium.

II. REASON FOR SUBMISSION (Summary of Issue/Background)

We are required to submit our consortium renewal request to the U.S. Department of Housing and Urban Development by June 30 for the contract period July 1, 2015 through June 30, 2018.

III. INTENDED RESULT

Confirm Portland's participation in the Cumberland County HOME Consortium for the period beginning July 1, 2015 through June 30, 2018.

IV. COUNCIL GOAL ADDRESSED

Provide increased availability in all segments of the housing market while insuring that there is a suitable balance of housing opportunities among those sectors.

Prevent and end homelessness in the City of Portland by continuing to implement the recommendations of the homelessness task force.

Create a collaborative process for the on-going establishment of pro-active priorities at the regional, state and federal levels that advance the interests of the city.

V. FINANCIAL IMPACT

In FY 2013-2014, the Cumberland County HOME Consortium received \$866,153 in HOME program funds from the U.S. Department of Housing and Urban Development. Based on the funding formula established in the Mutual Cooperation Agreement between the City of Portland and the other Consortium Members the City receives 10% of the grant (\$86,615) for administrative costs and \$428,623 for project programming. The remaining funds (\$350,914) are allocated to the other Cumberland County communities.

VI. STAFF ANALYSIS

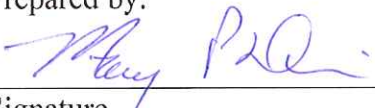
The consortium has been a successful collaboration in support of affordable housing throughout Cumberland County. From July 2009 through June 2013, 334 units were assisted by or created with HOME funds. The City of Portland has been a recipient of HOME funds since 1992. However, the county communities did not receive HOME funds until the creation of the Consortium in 2009. Through a formula calculation agreed upon by the members of the Consortium, Portland continues to receive our typical expected allocation, retains independent operation of its HOME program and serves as "Lead Entity" for the Consortium, retaining 100% of the allowable administration funds as compensation for this responsibility.

VII. RECOMMENDATION

Staff requests the HCDC approve and recommend to the City Council that the City of Portland renew its participation in the Cumberland County HOME Consortium.

VIII. LIST ATTACHMENTS (N/A)

Prepared by:



Signature

Mary Davis, Division Director
Housing and Community Development

March 12, 2014

Date

**Order 173-13/14
4/07/14**

**MICHAEL F. BRENNAN. (MAYOR)
KEVIN J. DONOGHUE (1)
DAVID A. MARSHALL (2)
EDWARD J. SUSLOVIC (3)
CHERYL A. LEEMAN (4)**

**CITY OF PORTLAND
IN THE CITY COUNCIL**

**JOHN R. COYNE (5)
JILL C. DUSON (A/L)
JON HINCK (A/L)
NICHOLAS M. MAVODONES, JR (A/L).**

ORDER ADOPTING CITIZEN PARTICIPATION PLAN

ORDERED, that the Citizen Participation Plan is hereby adopted in substantially the form attached hereto.

MEMORANDUM
City Council Agenda Item

TO: City Council

FROM: Planning and Urban Development Department
Housing and Community Development Division

DATE: March 12, 2014

DISTRIBUTION: (City Manager, Mayor, Corporation Counsel, Sonia Bean, Nancy English)

SUBJECT: Order Adopting Housing & Community Development Citizen Participation Plan

SPONSOR: City Manager

COUNCIL MEETING DATE ACTION IS REQUESTED:

1st reading March 17 Final Action April 7

Can action be taken at a later date: _____ Yes X No (If no why not?)

HUD is requiring that this revised plan be adopted during the approval process for the HUD Annual Action Plan.

PRESENTATION: Mary Davis, Housing and Community Development Division Director will be present to answer any questions.

I. SUMMARY OF ISSUE (Agenda Description)

As a HUD entitlement community, the City is required to have a Citizen Participation Plan. The City Council adopted Portland's Citizen Participation Plan as part of the five year Consolidated Plan for 2010-2015 and adopted the plan it as a stand-alone plan on July 15, 2013. Upon submitting the plan to HUD we were notified that modifications to the plan would be required.

II. REASON FOR SUBMISSION (Summary of Issue/Background)

HUD requires that the Citizen Participation Plan be adopted by the governing body of the entitlement community. In order to recognize the City's Citizen Participation Plan, a public comment period and public hearing process must be observed.

III. INTENDED RESULT

If adopted by the Council, the Citizen Participation Plan would be the guiding document which outlines community involvement in the allocation of HUD funded programs such as the Community Development Block Grant Program, the HOME Program and the ESG Program.

IV. COUNCIL GOAL ADDRESSED

HUD Program funds are an important resource utilized by the City to meet several of the Council Goals including:

Provide increased availability in all segments of the housing market while insuring that there is a suitable balance of housing opportunities among those sectors.

Develop a transportation system that advances healthy living, minimizes environmental impacts and promotes the local economy by advancing opportunities for mass transit, bicycle use and walking.

Promote Economic Development in the City in a manner that provides for increased property values, diversification across industry sectors, and high paying jobs.

Prevent and end homelessness in the City of Portland by continuing to implement the recommendations of the homelessness task force

V. FINANCIAL IMPACT

The City of Portland would not be eligible to receive HUD funding without an approved Citizen Participation Plan.

VI. STAFF ANALYSIS

The Citizen Participation Plan describes the processes and procedures the City follows in order to ensure that there is an open and effective public process for the allocation of Community Development Block Grant and other HUD program funds. The plan encourages input to the process, and accessibility of information for all Portland residents, regardless of physical ability or English proficiency. It also prioritizes encouraging participation from low and moderate income residents of Portland.

This newest version of the plan does not significantly alter any processes and procedures currently followed, but instead more accurately articulates and clarifies current practices, and refines others to better adhere to HUD regulations, such as timing of public comment periods.

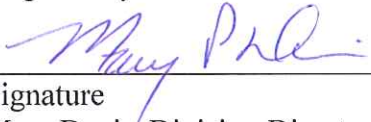
VII. RECOMMENDATION

Staff requests that the attached Citizen Participation Plan, be approved and adopted by the Council at its April 7 meeting so that it can be submitted to HUD with our FY 2014-2015 Annual Action Plan.

VIII. LIST ATTACHMENTS

Proposed Citizen Participation Plan

Prepared by:



Signature
Mary Davis, Division Director
Housing and Community Development

March 12, 2014
Date

City of Portland, Maine

Citizen Participation Plan



Adopted as Part of the 2014-2015 Consolidated Annual Action Plan
May, 2014
Updated

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



CITY OF PORTLAND, MAINE

Citizen Participation Plan

The Citizen Participation Plan describes the processes and procedures the City follows in order to ensure that there is an effective public process for the allocation of Community Development Block Grant and other U.S. Department of Housing and Urban Development (HUD) Program funds. These programs are meant to benefit the community, particularly low to moderate income Portland residents. Thus, the Plan encourages input and participation from all citizens, non-profit organizations, other interested parties, especially low-income persons and public housing residents, and organizations representing these groups. This plan is in accordance with federal regulations at 24 CFR Part 91.105.

The Plan also details how residents can access meetings, information and public hearings on the Consolidated Housing and Community Development Plan, the Annual Action Plan, the Consolidated Annual Performance and Evaluation Reports (CAPER), and the Analysis of Impediments to Fair Housing. Housing and Community Development Division staff, who administer the programs, is available to provide technical assistance and facilitate other accommodation requests, such as translation for limited English speakers, or access and accommodation for disabled persons.

The City of Portland Housing and Community Development Division can be reached at:

Portland City Hall
389 Congress Street
Room 312
Portland, ME 04101
(207) 756-8246
TTY: (207) 874-8936

Department and program information can also be found at: <http://www.portlandmaine.gov>

1. Public Reports and Comment Period

The City of Portland prepares the following plans and reports about its HUD programs.

Document	Description	Length of Public Comment Period
Five Year Consolidated Plan	Five year plan that identifies City goals, priorities, and needs, and strategies to address them.	30 days
Annual Action Plan	Describes activities the City will fund and undertake in the coming year in order to benefit low to moderate income residents, in accordance with the Consolidated Plan.	30 days
Consolidated Annual Performance and Evaluation Report (CAPER)	Describes activities undertaken in the previous year and reviews program performance.	15 days
Analysis of Impediments to Fair Housing	Outlines actions to overcome barriers, impediments, or discrimination that Portland residents face in accessing and maintaining housing.	30 days

Prior to adoption of the Five Year Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance Evaluation Reports (CAPER), the City will make available to citizens and public agencies, such as the Cumberland County Community Development office, the Consortium of Care, Portland Housing Authority, etc., as well as other interested parties, a summary of the plan or report published in a local newspaper and on the City web site. A reasonable number of free hard copies will also be made available for review at City Hall in the Housing and Community Development Office, Room 312, at the Portland Public Library, 5 Monument Square, and the Cumberland County Community Development office at 142 Federal Street. The report or summary will contain information regarding the purpose and process for developing the Plan, the anticipated funding to be received, the estimated amount of funding that will benefit persons of low and moderate income, and the range of activities that are eligible and planned to be undertaken, or have been undertaken and the locations where copies of the plan or report are available. These publications will commence a 30 day comment period for the Five Year Plan and the Annual Action Plan, and a 15 day comment period for the Consolidated Annual Performance Evaluation Reports (CAPER).

2. Public Hearings and Meetings

The City holds a number of public hearings each year to obtain citizen input and comments on the Consolidated Plan, the Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER). All such meetings and hearings are held in handicapped-accessible, public locations, primarily City Hall and other community centers.

A) City Council Meetings - Two public hearings are held in March or April, prior to the City Council's adoption of the Consolidated Plan and the Annual Action Plan. A third

hearing to review program performance is typically held in September or October prior to the adoption of the CAPER. The City notifies the general public of the time and dates of the hearing by placing a legal advertisement in the local daily paper two weeks prior to the date of the hearing. The notice contains at a minimum the amount of assistance the City expects to receive (including grant funds and program income); the range of activities that may be undertaken; the estimated amount of funding that will benefit persons of low- and moderate-income; the City's plans to minimize displacement of persons and to assist any persons displaced; and when and how the City will make this information available. The City also notifies public agencies, organizations and other stakeholders through email or mail at least 15 days prior to the hearing. Information is also always posted on the City of Portland's website.

B) Neighborhood Meetings – CDBG Neighborhood meetings are held annually, in September or October, in the City's low to moderate income eligible neighborhoods (neighborhoods where at least 51% of persons or families earn below 80% of the Area Median Income). The meetings are held at convenient times, in handicap accessible locations such as community centers, city hall or public school buildings and feature presentations describing the CDBG program, Citizen Participation Plan, eligible activities and funded projects that have been completed in these neighborhoods. A discussion follows focusing on potential projects or project types for each neighborhood. Advertisement and outreach for these meetings are provided by press releases, mailings to all residents in income-eligible areas, ads in local newspapers, email list-serves of neighborhood organizations and interested parties, and postings at public housing properties.

C) Housing & Community Development Committee Meetings – This committee meets twice a month and regularly addresses HUD program topics. Meetings are noticed and open to the public.

3. CDBG Priority Task Force

The CDBG Priority Task Force is a Council appointed Task Force which convenes every few years to develop priorities and provide advice to the City Manager and City Council on the Housing and Community Development needs of the City, including social, economic, housing, and neighborhood revitalization needs. This group should consist of 9-16 Portland residents representing diverse and relevant populations and expertise that could include but is not limited to: a) residents of eligible neighborhoods; b) low and moderate income Portland residents; c) renters and d) landlords; individuals who are knowledgeable about e) planning and f) economic development; g) public service representatives from various areas of expertise; h) Portland housing authority (resident or worker); i) senior citizens; j) young persons (under 30); k) immigrant and refugees; and an individual with a l) disability. All meetings of the Task Force are noticed and open to the public. A new Task Force is appointed every three to five years. Task Force membership lasts the duration of the priority setting process for that year, approximately six months to one year.

4. CDBG Annual Allocation Committee

The CDBG Annual Allocation Committee is a Council appointed volunteer Committee responsible for reviewing and scoring Community Development applications and making funding recommendations to the City Manager and the City Council each year. All Committee meetings are open to the public. Dates, agendas, backup materials, and minutes are posted to the City of Portland's website and updated regularly during the

months the Committee meets, typically December through February. The CDBG Allocation Committee is a standing Committee where members serve three year terms. This group should consist of 7-10 Portland residents, who will serve staggered three year terms. Conflict of interest should be minimized; no staff, board members, contractors or anyone receiving financial gain from an applicant's proposal can participate on this committee. The City advertises one to two times per year (in the local newspaper and the web site, etc.) for persons interested in being on this Committee.

5. Technical Assistance and Outreach

The City's Housing and Community Development Division provides technical assistance to any organization, agency or individual serving or interested in serving low income neighborhoods and persons for the purpose of developing proposals to request funding under Housing and Community Development programs and activities. Technical assistance is available upon request from the Department at City Hall, Room 312, 389 Congress Street, or by calling (207) 874-8731.

The City of Portland's Island and Neighborhood Services Administrator is another resource that residents and neighborhood organizations can contact regarding information about CDBG or other City needs. This position operates as a conduit between residents or neighborhood organizations and the appropriate City Department. Information is also shared with the City Councilors so they are aware of the concerns of their constituents. The transmission of information occurs through phone calls, emails, and during monthly meetings with neighborhood organizations throughout the City and especially in the eligible neighborhoods, where neighborhood organizations are very active and engaged in City processes. This position also serves as the program's fair hearing officer. The Island and Neighborhood Services Administrator can be reached at (207) 756-8288 or TTY: (207) 874-8936.

6. Access to Records and Information

Residents, public agencies and other interested parties will also have access to records relating to the City's Consolidated Plan, proposed activities and the use of funding over the previous five years. Records are available at the Housing and Community Development office, Room 312 City Hall, 389 Congress Street.

Translation and interpretation services for non-English speaking persons will be made available for materials or meetings upon request. In addition, all reports and meeting notices will include a statement and contact information in appropriate languages indicating that document translation and interpretation is available. It is the City's policy to provide any and all reasonable accommodations for its disabled or non-English speaking citizens to access any materials, presentations, or locations relative to City programs, including providing oral, Braille, electronic, or large print copies of materials for the visually impaired; and delivering copies of materials to the homebound. Such requests can be made by contacting the Housing and Community Development division at City Hall, Room 312, 389 Congress Street, or by calling (207) 874-8731, TTY: (207) 874-8936.

7. Comments and Complaints

The City considers all comments, whether received in writing or orally, during the development of the Consolidated Housing and Community Development Plan and related Annual Action Plans and Consolidated Annual Performance and Evaluation Reports

(CAPER). Comments or Complaints can be submitted orally at public meetings or in written form at any time. A summary of the comments received in the preparation of the Plan, will be attached to the final Consolidated Plan, Annual Action Plan, amendment to the Plan or Consolidated Annual Performance Report.

The City responds to all substantive complaints regarding the Consolidated Plan, or activities implemented under the Plan, in writing within 15 working days of receiving said complaints where feasible. If a complainant remains unsatisfied, staff brings the complaint to the City Manager for review and resolution. If warranted, the City Manager may refer the complaint to the City Council for review and resolution. All comments and complaints should be directed either in writing or orally to the City's Housing and Community Development Program Manager (207) 874-8731, City Hall, Room 312, 389 Congress Street, Portland, ME 04101 or the Director of Housing and Community Development (207) 874-8711, City Hall, Room 312, 389 Congress Street, Portland, ME 04101.

8. City of Portland Website and Social Networking Sites

The City of Portland's website provides up-to-date information on the Community Development Block Grant, HOME Program, and Emergency Solutions Grant. The CDBG application, process, dates and additional information is listed and updated regularly on the website. The current Citizen Participation Plan, Consolidated Plan, Consolidated Annual Performance and Evaluation Reports (CAPER), and Annual Action Plans are available on the web site all year. The website can be accessed at: <http://www.portlandmaine.gov> . The City will also ensure that electronic materials are accessible via screen reader technology for the visually impaired and that translation of website content is available. The Planning & Urban Development Department also shares program information and announcements via Twitter under the handle @PortlandPlan.

9. Amendments to the Consolidated Housing and Community Development Plan

Due to changes in local needs during the program year, amendments and revisions to the Consolidated Plan may be necessary. Some of them may be substantial amendments that significantly alter the priorities of the 5-year strategy and the activities within the Annual Plan. Most will be minor in nature, requiring only insignificant shifting of funds from one account to another in order to complete an approved activity. This may include the reprogramming of contingency or surplus funds. The following criteria will govern how the City implements substantial amendments and funding revisions.

A) Minor amendments. Unless a change qualifies as a substantial amendment (see below) the City Manager or his/her designee will amend the City's approved plan whenever one of the following decisions is made:

- (1) To make a change in its allocation priorities or a change in the method of distribution of funds;
- (2) To carry out an activity, using funds from any program covered by the consolidated plan (including program income), not previously described in the action plan; or
- (3) To change the purpose, scope, location, or beneficiaries of an activity.

Each amendment must be authorized by the City Manager or his designee, and submitted to HUD. All amendments will also be made public by posting on the City

of Portland's website, and made available during business hours in the Department of Planning and Urban Development (Division of Housing and Community Development) City Hall, Room 312. Additionally, members of the public may request a copy of any proposed substantial amendment via email request to the City's CDBG Program Manager. The amendment may be implemented immediately after submitting it to HUD and making it public.

- B) Substantial amendment.** A substantial amendment to the Consolidated Plan or Annual Action Plan is defined by the City as a transfer of funds between two or more approved Plan activities that is greater than 50% of that year's annual allocation of ESG program funds, 10% of that year's annual allocation of HOME program funds, and 5% of that year's annual allocation of the CDBG program funds.

Substantial amendments to the Plan will be presented to the Portland City Council for review and approval. This meeting will be advertised as a City Council action; open to the public; provide opportunity for public comment in writing or orally on the proposed substantial amendment. The public will be notified of all substantial amendments by an advertisement of the proposed amendment in a local newspaper, and posting on the City's web site. The advertising of the substantial amendment will begin a thirty (30) day citizen review and comment period. The City will consider any comments or views of citizens received in writing or orally during the comment period. The City Manager will submit to HUD a letter authorizing the amendment after the thirty-day comment period and City Council approval, and will implement the amendment at that time.

- C) Funding revisions.** Funding revisions are defined as minor programmatic or budgeting changes necessary to fund new activities or secure adequate funding to complete approved activities. For this purpose, a "new activity" is defined as a project or projects not originally submitted for funding during that year's CDBG program application process. Funding revisions will be addressed in the following ways.

(1) Any new activities proposed to be funded in an amount less than the substantial amendment thresholds stated above, with either reprogrammed contingency, unallocated funds, additional funds allocated by HUD, or with monies from another account will require approval from the City Manager.

(2) Any fund transfer from one approved activity to another in an amount less than the substantial amendment thresholds stated above, but in an amount that increases the underfunded activity *in excess of* 25% of the original allocation shall be approved by the Director of Planning and Urban Development.

(3) Any fund transfer from one approved activity to another in an amount less than the substantial amendment thresholds stated above, but in an amount that increases the underfunded activity *less than* 25% of the original allocation shall be approved by the Department's Housing and Community Development Director.

10. Displacement

In accordance with CDBG and HOME Program regulations, the City of Portland shall discourage displacement of families and individuals from their homes as a result of HOME or CDBG-assisted activities. Furthermore, the City will take all reasonable steps, consistent with the overall goals of the program, to minimize displacement. These steps include:

- 1) Requiring the replacement of all occupied and vacant low or moderate income dwelling units that are demolished or converted to a use other than low or moderate income housing in connection with an activity assisted by CDBG or HOME funds, with comparable low or moderate income dwelling units; or through payment into the housing replacement fund.
- 2) Requiring the provision of relocation assistance through either the URA, as described in 49 CFR Part 24, or through Section 104(d) of the Housing & Community Development Act.



Mary Davis

Division Director, Housing & Community Development Division

TO: City Council Members of the City Council

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

DATE: April 2, 2014

SUBJECT: Response to Council Questions RE: CDBG

At the CDBG Public Meeting held on March 17 staff was asked to provide additional information in response to several Council questions. This information was compiled with assistance from staff in the Planning and Urban Development, Public Services and Health and Human Services Departments.

(1) How many projects were funded in Libbytown when it was the CDBG priority focus area?

CDBG Funding – Libbytown Focus Area FY 2011-2012 and 2012-2013			
Year	Project	Allocation Requested	Allocation Received
2012-2013	Libbytown Trail Crossing Fore River Parkway	\$117,300	\$117,300
	Healthy Living Healthy City	\$116,726	\$116,726
2011-2012	Dougherty Field Master Plan	\$250,000	0
	Libbytown Targeted Neighborhood Improvement Program	\$113,000	0
	West School Community Gym Roofing Upgrade	\$19,500	0
Totals		\$616,526	\$234,026



Mary Davis

Division Director, Housing & Community Development Division

- (2) History of Healthcare for the Homeless CDBG Social Service and Development Activity funding. Healthcare for the Homeless has not received CDBG Development Activity funding.

CDBG Social Service Funding History 2001-2015 Healthcare for the Homeless Program	
Year	Allocation
2014-2015* Proposed allocation	\$51,527
2013-2014	\$101,149
2012-2013	\$109,928
2011-2012	\$119,462
2010-2011	\$127,796
2009-2010	\$94,518
2008-2009	\$99,000
2007-2008	\$100,840
2006-2007	\$102,028
2005-2006	\$102,028
2004-2005	\$102,739
2003-2004	\$71,500
2002-2003	\$71,500
2001-2002	\$70,843
Total	\$1,324,858

* Proposed allocation is approximately ½ of the applicant's request. This program will not be in place for the entire year and therefore would not have been eligible for the full request.



Mary Davis

Division Director, Housing & Community Development Division

(3) ADA Ramps funding

CDBG Funding Access Ramps 2001-2014			
Year	Allocation Received	Balance Remaining as of 3/19/14	Project Status
2013-2014	\$51,100	\$51,100	To be bid out in March
2012-2013	\$50,625	\$48,179	To be bid out in March
2011-2012	\$49,375	\$22,344	To be bid out in March
2010-2011	\$53,000	0	
2009-2010	\$53,000	0	
2008-2009	\$70,000	0	
2007-2008	\$50,000	0	
2005-2006	\$15,500	0	
2002-2003	\$10,000	0	
2001-2002	\$10,000	0	
Totals	\$412,600	\$121,623	

HUD has suggested that we fund the ramps project every other year unless they expend the allocation in the year it is received.



Mary Davis

Division Director, Housing & Community Development Division

(4) Tree Planting funding

CDBG Funding Tree Planting 2001-2014			
Year	Allocation Received	Balance Remaining as of 3/19/14	Project Status
2013-2014	\$15,000	\$15,000	To be bid out in spring
2012-2013	\$15,000	\$1,896	To be bid out in spring
2011-2012	\$16,113	0	
2009-2010	\$10,000	0	
2008-2009	\$20,000	0	
2006-2007	\$20,000	0	
2005-2006	\$15,866	0	
2004-2005	\$10,000	0	
2003-2004	\$5,000	0	
2001-2002	\$20,000	0	
Totals	\$145,979	\$16,896	

In addition to CDBG funding, there is a tree endowment fund with a balance of approximately \$72,000 and the Portland Co-Op Tree Planting Program which allows residents to purchase trees to be planted in the street "right of way".

HUD has suggested that we fund tree planting project every other year unless they expend the allocation in the year it is received.



Mary Davis

Division Director, Housing & Community Development Division

(5) Emergency Shelter Closings

Organization	Name of Shelter Closed	Year Closed	Beds Lost	Name of Alternative Shelter(s)
Catholic Charities	Arnie Hanson Center	1998	20	Milestone Foundation Inc. The number of homeless individuals with substance abuse issues increased and Oxford Street Shelter became the substance abuse overflow shelter.
Salvation Army	Light House Shelter	2012	16	Preble Street Light House Shelter which became the Preble Street Joe Kreisler Shelter in 2013.
YWCA	Women's Shelter (includes women with small children and pregnant women)	2009	68	Preble Street Florence House and Oxford Street Shelter (all 68 women were placed into permanent housing prior to closing date).
Ingraham	The Bridge		12	Was reopened by TOA as a Medicaid-driven facility, working with the mentally ill

Portland, Maine



Yes. Life's good here.

Mary Davis

Division Director, Housing & Community Development Division

Active Portland Shelters (2014)

Youth

Preble Street Joe Kreisler Teen Shelter	24 beds
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Family

City of Portland Family Shelter	94 beds
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Family Crisis Shelter	16 beds
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SteppingStones Family Shelter	12 beds
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Adult

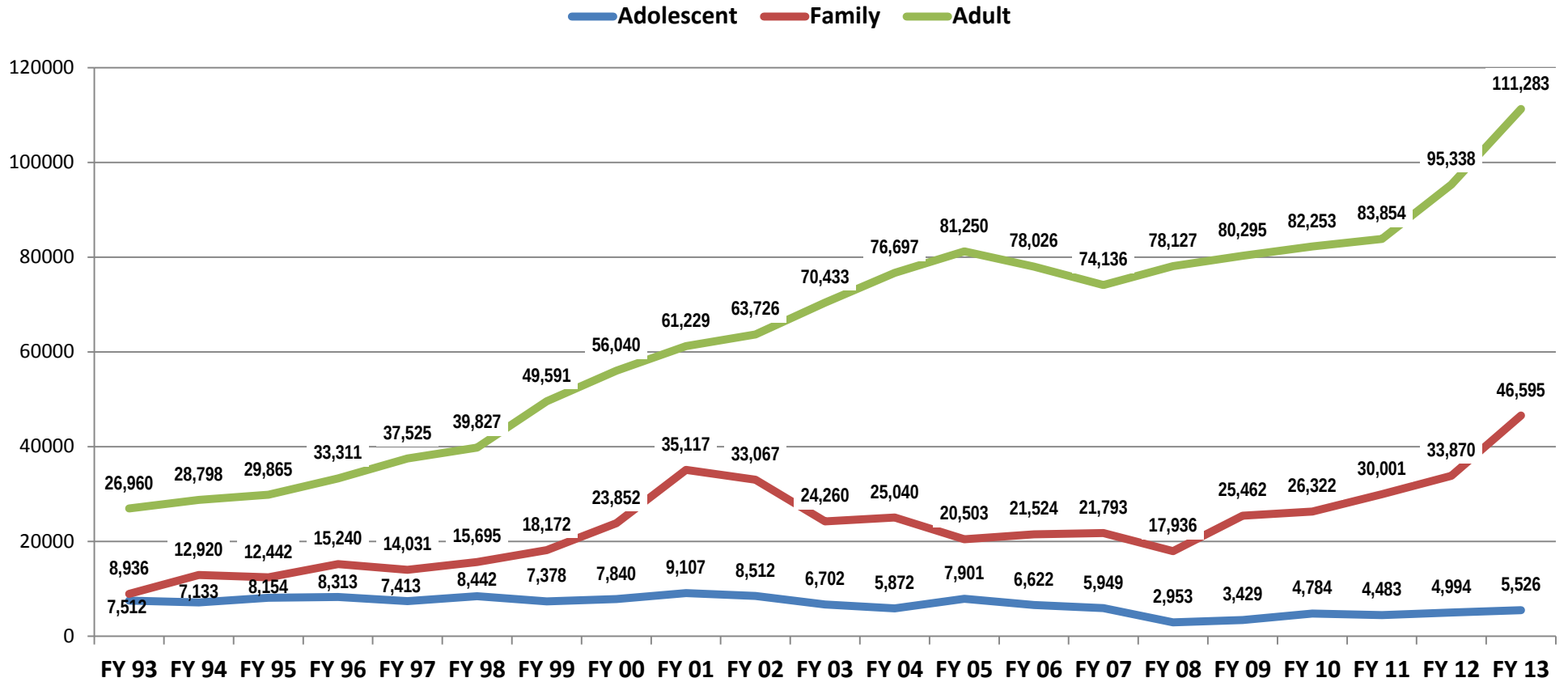
Milestone Foundation SA Shelter	41 beds
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City of Portland Oxford Street Shelter (Men and Women)	141 beds
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City of Portland Community Overflow (Preble Street Resource Center and General Assistance)	92 beds
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Preble Street Florence House	25 beds
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CITY OF PORTLAND
Health & Human Services Department
Social Services Division
ANNUAL SHELTER BED USAGE IN THE CITY OF PORTLAND
FY 1993 – FY 2013



	FY 93	FY 94	FY 95	FY 96	FY 97	FY 98	FY 99	FY 00	FY 01	FY 02	FY 03	FY 04	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13
Adolescent	7,512	7,133	8,154	8,313	7,413	8,442	7,378	7,840	9,107	8,512	6,702	5,872	7,901	6,622	5,949	2,953	3,429	4,784	4,483	4,994	5,526
Family	8,936	12,920	12,442	15,240	14,031	15,695	18,172	23,852	35,117	33,067	24,260	25,040	20,503	21,524	21,793	17,936	25,462	26,322	30,001	33,870	46,595
Adult	26,960	28,798	29,865	33,311	37,525	39,827	49,591	56,040	61,229	63,726	70,433	76,697	81,250	78,026	74,136	78,127	80,295	82,253	83,854	95,338	111,283
TOTAL	43,408	48,851	50,461	56,864	58,969	63,964	75,141	87,732	105,453	105,305	101,395	107,609	109,654	106,172	101,878	99,016	109,186	113,359	118,338	134,202	163,404

Adolescents are down 26% from 1993-2013 (1,986 bed nights)

Families are up 421% from 1993-2013 (37,659 bed nights)

Adults are up 313% from 1993-2013 (84,323 bed nights)

TOTAL BED NIGHTS ARE UP 276% FROM 1993-2013 (119,996 BED NIGHTS)

The City Manager requested that I include this information in the backup material

CDBG Social Service Funding					
Year	Program	Allocation	Total Preble St. Allocation	Social Service CAP	% to Preble St. of Total CDBG Social Services
2000/2001			\$47,000	\$743,167	6%
	Teen Center	\$11,000			
	Resource Center	\$36,000			
2001/2002			\$47,000	\$743,167	6%
	Teen Center	\$11,000			
	Resource Center	\$36,000			
2002/2003			\$48,000	\$743,167	6%
	Teen Center	\$10,000			
	Resource Center	\$38,000			
2003/2004			\$48,000	\$743,167	6%
	Teen Center	\$10,000			
	Resource Center	\$38,000			
2004/2005			\$48,000	\$743,167	6%
	Teen Center	\$10,000			
	Resource Center	\$38,000			
2005/2006			\$48,000	\$703,167	7%
	Teen Center	\$10,000			
	Resource Center	\$38,000			
2006/2007			\$44,702	\$767,132	6%
	Teen Center	\$9,313			
	Resource Center	\$35,389			
2007/2008			\$49,845	\$750,121	7%
	Women's Shelter	\$9,725			
	Teen Center	\$5,000			
	Resource Center	\$35,120			
2008/2009			\$72,000	\$718,467	10%
	Women's Shelter	\$30,000			
	Teen Center	\$5,000			
	Resource Center	\$37,000			
2009/2010			\$84,619	\$727,186	12%
	Women's Shelter	\$26,438			
	Lighthouse Shelter	\$26,213			
	Adult Day Shelter	\$31,968			
2010/2011			\$148,000	\$785,569	19%
	Food Program	\$50,000			
	Women's Shelter/Florence House	\$30,000			
	Lighthouse Shelter	\$30,000			
	Day Shelter	\$38,000			
2011/2012			\$146,748	\$670,674	22%
	Women's Shelter	\$29,687			
	Adult Day Shelter Services	\$37,687			
	Emergency Food Program	\$49,687			
	Lighthouse Shelter	\$29,687			

The City Manager requested that I include this information in the backup material

2012/2013			\$120,000	\$581,631	21%
	Emergency Food Program	\$50,000			
	Resource Center	\$40,000			
	Lighthouse Shelter	\$30,000			
2013/2014			\$105,354	\$639,277	16%
	Florence House Women's Shelter	\$26,698			
	Resource Center	\$35,118			
	Emergency Food Program	\$43,538			
Pending2014/2015					
**			\$125,000	\$536,961	23%
	Resource Center	\$45,000			
	Food Programs	\$50,000			
	Teen Center	\$30,000			

Total	\$ 1,182,268	\$ 10,596,020	11%
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**CAP excludes Employment Development Set-Aside

CDBG Development Funding								
Year	Program	Allocation	Total Preble St. Allocation	Development CAP	% to Preble St. of Total CDBG Development	Change Order Request	Original Allocation + Change Order	
2000/2001	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2001/2002	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2002/2003	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2003/2004	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2004/2005	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2005/2006	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2006/2007	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2007/2008	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2008/2009	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2009/2010	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2010/2011	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2011/2012	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
2012/2013*	Soup Kitchen Building	\$61,096	\$61,096	\$1,015,904	6%	\$35,730	\$96,826	
2013/2014	n/a	\$ -	\$ -	\$ -	0%	\$ -	\$ -	
Pending2014/2015								
**	Resource Center	\$64,493	\$64,493	\$871,833	7%	\$ -	\$64,493	
Total		\$ 125,589	\$ 1,887,737	7%			\$ 161,319	

* Staff is processing a request for additional funds in the amount of \$35,730 submitted as a change order by Preble Street

**CAP excludes Employment Development Set-Aside