

1. Special City Council Meeting Agenda And Packet

Documents: [APRIL 8, 2013.PDF](#)

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

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

AGENDA
SPECIAL CITY COUNCIL MEETING
EVENING SESSION
APRIL 8, 2013

The Portland City Council will hold a Special City Council Meeting at 7:00 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:

Order 163-12/13 Order Holding Public Hearing FY 2014 Appropriations for Community Development Block Grant Program, Home Program and Emergency Solutions Grant Program – Sponsored by Mark H. Rees, City Manager.

The 2013/2014 Housing and Community Development Program will report in the Annual Action Plan to HUD an anticipated total budget of \$3,959,798 funded by a Community Development Block Grant allocation of \$1,755,726, plus \$120,000 in program income and \$100,000 in reprogrammed funds; a HOME Consortium Program Grant allocation of \$853,616 (\$507,324 City portion and \$346,292 County portion) HOME Program income of \$200,000 and HOME reprogrammed funds of \$770,813, and an Emergency Solutions Grant Allocation of \$159,643.

Public Hearings are held each spring to consider the City's Housing and Community Development Program proposal for the ensuing year. The CDBG Annual Scoring Committee, appointed by Council, reviewed each application and made funding recommendations. They are given an opportunity to make a presentation to the Council at this meeting, and citizens may comment on the City's plan for the use of CDBG, HOME and ESG funds. Our citizen participation process calls for two public hearings before adopting the program.

The first public hearing was held on March 27, 2013. This order passed on that date and set up the second public hearing at this Council meeting.

RESOLUTIONS:

Resolve 8-12/13

Resolution Adopting the FY 2014 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. The first public hearing was held on March 27, 2013. Five affirmative votes are required for passage after public comment.

Order 163-12/13

~~3-27-13~~

4-8-13

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)
JOHN M. ANTON (A/L)
JILL C. DUSON, (A/L)
NICHOLAS M. MAVODONES, JR.

**ORDER HOLDING PUBLIC HEARINGS ON
FY'2014 APPROPRIATIONS FOR COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM, HOME PROGRAM, AND EMERGENCY SOLUTIONS
GRANT PROGRAM**

ORDERED, that public hearings be held on the Federal Fiscal Year 2013 (City FY 2014) on appropriations for the Community Development Block Grant Program, HOME Program, and the Emergency Solutions Grant Program;

BE IT FURTHER ORDERED, that such hearings be held on March 27, 2013 at 6:45 p.m., and on April 8, 2013 at 7:00 p.m., both in Portland City Council Chambers, 389 Congress Street.

Resolve 8-12/13

~~3/27/13~~

4-8-13

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

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

**RESOLUTION ADOPTING THE FY 2014 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 \$1,755,726 of Community Development Block Grant Entitlement Funds, for the program year 2014 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 \$120,000 in program income and \$100,000 in reprogrammed funds which is subject to the same regulations as the entitlement funds; a HOME Program Grant allocation of \$853,616, HOME Program income of \$200,000, and HOME reprogrammed funds of \$770,813 and \$159,643 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 2014 Consolidated Housing and Community Development Plan; and the sums of \$1,975,726 for the Community Development Block Grant Program; \$1,824,429 for the HOME Program and \$159,643 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 2014;

THAT, the City Manager be authorized to:

- 1) Apply for, accept and expend the Community Development Block Grant Entitlement Funds of \$1,755,726 and to expend \$120,000 in program income and \$100,000 in reprogrammed funds; \$853,616 of HOME Program funds and to expend program income and reprogrammed funds of up to a total of \$970,813 and \$159,643 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 minor budget adjustments to accommodate the final allocation announcement, expected to be release by HUD at a later date; 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 2014 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 22, 2013

Re: HUD's Consolidated Annual Action Plan 2013-2014

The Consolidated Annual Action Plan includes budgets for the Community Development Block Grant, HOME Program 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 \$3,959,798. This includes:

CDBG \$ 1,755,726	Expected HUD Allocation 2013-2014
\$ 120,000	CDBG Program Income 2012-2013
<u>\$ 100,000</u>	CDBG Reprogrammed Funds
\$ 1,975,726	Total Expected CDBG funds to Allocate for 2013-2014

HOME \$ 853,616	Expected HUD Allocation 2013-2014
\$ 200,000	HOME Program Income 2012-2013
<u>\$ 770,813</u>	HOME Reprogrammed Funds
\$ 1,824,429	Total Expected HOME funds to Allocation for 2013-2014

Emergency Solutions Grant:
\$159,643

Attached you will find the following information regarding the budgets and their supporting documents.

CDBG

- Letter from the City Manager with his recommendations
- Memo from the Appeals Officer explaining the outcomes of the appeals process
- Letter from the CDBG Allocation Committee with their recommendations

HOME

- Memo to the Mayor and City Council from Mary Davis explaining the Housing Budget
- Memo (Agenda Item 3) to the HCDC Committee from Mary Davis explaining the Housing Budget

Emergency Solutions Grant

- Budget



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EXECUTIVE DEPARTMENT
Mark H. Rees, City Manager

March 22, 2013

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, 2013 to June 30, 2014.

This morning we received notice that the Community Development Block Grant has received a 4% increase in funding this year. This is wonderful news! As you know, the non-profits and the programs they operate in Portland are of utmost quality; the need for physical improvements to our eligible neighborhoods is ongoing; and the recession and economy have been ongoing challenges, causing a greater need for job creation and child care. Despite the high quality and worthiness of applicants and the increase in CDBG dollars, there is still not enough funding to assist all who applied.

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.

I have also reviewed the recommendations from the CDBG Designated Hearing Officer on CDBG Appeals. Three appeals were filed this year: Preble Street, New England Interpreter Services and Sacred Heart and St. Dominic Parish. Please see the attached letter from Mike Murray summarizing the appeals and his recommendations.

You will notice that my recommendations mostly align with the recommendations by the CDBG Scoring Committee. I have deviated from their recommendations in the items outlined below and reflected on the attached spreadsheet.

- 1) *Development Activities.* 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 minimum balance be \$100,000. Any additional savings from past projects will be taken at this time and applied to the amount of funding available to be allocated. 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. The amount of contingency funding available this year to be allocated to applicants is \$100,000. I have recommended distributing the funding according to the Committee's scores. This allows us to fund additional projects.

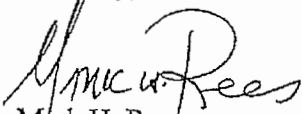
2) *Development Activities.* The CDBG Committee is required to recommend full funding of applicants according to scores, with the lowest funded applicant receiving partial funding. The project that would have received partial funding is the Cumberland Avenue Street Lighting Project. The project requested \$233,170 and the funds remaining were \$18,988. Due to the discrepancy between the amount of funds available and the amount of funds requested the committee left the remaining \$18,988 unallocated. With additional CDBG funding allocation and the contingency funds, I was able to nearly fully fund Cumberland Avenue Sidewalk and Street Lighting Project at \$215,789.

3) *Job Creation.* The Committee expressed interest in funding the Coastal Enterprises Portland Microenterprise Assistance Program. However due to the fact that they were required to fully fund the highest scoring application, all Job Creation funds were recommended to go to the City of Portland Business Assistance Program. I have decided to fund the Business Assistance Program at \$80,000 and the Coastal Enterprises Microenterprise Assistance Program at \$20,000.

4) *Social Services.* I made some very difficult decisions regarding social services. With the growing needs of our homeless population, I feel it is imperative that we continue to fund our safety net programs, specifically food. This is consistent with my comments last year regarding the CDBG Priority Task Force in which I expressed my desire to keep the safety net for the most vulnerable intact. In order to find the funding for food, I decided make a 15.8% reduction in all of the previously funded programs, including Healthcare for the Homeless, Wayside Food Programs and Preble Street Emergency Food Programs.

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,


Mark H. Rees
City Manager

	Prior Impact	Applicant	Program/Project	Request	Priority Impact 20 pts	Guiding Principles 40pts	Capacity to Deliver 25 pts	Partner/ Collab 15 pts	Focus Area Bonus 3 pts	Penalty	Total	Committee Recomm Funding	Final Allocation 4% Increase	City Manager's Recomm
1	AP	ALL	COP Planning & Urban Dev Dept	CDBG Administration and Planning	\$333,953							\$333,953	\$375,145	\$375,145
Total Administration					\$375,145	Total Administration						\$333,953	\$375,145	\$375,145
15	DA	SN	Portland Housing Authority	Sagamore Village Playground	\$45,750	18.5	38.2	24.7	14.4		95.3	\$45,750	\$45,750	\$45,750
19	DA	WS	Youth and Family Outreach	Program Expansion	\$71,520	19.8	38.8	23.5	11.9	0.25	93.8	\$71,520	\$71,520	\$71,520
21	DA	WS	COP Economic Dev Dept	Facade Improvement Program	\$100,000	18.5	37.9	24.1	11.5	0.0	92.0	\$100,000	\$100,000	\$100,000
3	DA	MA	COP Public Services	Anderson Street Neighborhood Byway	\$245,608	18.4	36.4	23.1	11.8	0.00	89.7	\$245,608	\$245,608	\$245,608
10	DA	SN	COP Public Services	Big Belly Solar Waste Compactor Deployment	\$48,828	17.2	37.1	22.8	11.6	0.00	88.7	\$48,828	\$48,828	\$48,828
16	DA	MA	Iris Network	Build Up! Phase III, HVAC System	\$99,000	16.9	35.5	22.8	13.6	0.50	88.3	\$99,000	\$99,000	\$99,000
2	DA	MA	COP Public Services	ADA Curb Ramps	\$51,100	19.1	36.8	24.3	8.0	0.00	88.2	\$51,100	\$51,100	\$51,100
11	DA	SN	COP Public Services	CDBG Tree Planting Program	\$15,000	18.0	37.4	23.7	8.3	0.00	87.4	\$15,000	\$15,000	\$15,000
4	DA	MA	COP Public Services	Cumberland Avenue Sidewalk and Street Lighting	\$233,170	17.4	36.7	23.0	8.1	0.00	85.2		\$215,789	\$215,789
18	DA	SN	Sacred Heart & St Dominic Parish	Preserving the Parkside Community	\$138,000	16.1	33.6	22.9	11.6	0.00	84.2			
17	DA	SN	Maine Irish Heritage Center	Heating Project	\$50,000	15.4	34.8	22.0	11.4	0.00	83.6			
20	DA	WS	Youth In Action	Peoples Building	\$56,000	16.4	33.0	19.6	13.8	0.00	82.8			
7	DA	MA	COP Public Services	St John/ Valley Street, D St to Danforth/ St John	\$157,307	15.6	31.7	23.7	11.4	0.00	82.4			
9	DA	MA	COP Public Services	City Hall Plaza and ADA Accessibility Project	\$123,170	16.8	34.4	23.4	7.8	0.00	82.4			
6	DA	MA	COP Public Services	Portland Streetscape, Forest to Brattle	\$250,000	17.5	35.6	24.0	7.9	3.50	81.5			
12	DA	SN	COP Public Services	Congress Street Lighting	\$250,000	16.2	32.6	23.5	7.6	0.05	79.9			
14	DA	SN	COP Planning & Urban Dev Dept	Bramhall Square Park Renovations	\$50,000	14.3	30.4	21.2	12.9	0.25	78.6			
8	DA	MA	COP Public Services	State Street/ Irish Heritage Center Sidewalk	\$73,262	14.8	29.8	22.8	7.4	0.00	74.8			
5	DA	MA	COP Public Services	Federal Street Sidewalk, Hancock & Monfort	\$77,160	14.3	30.0	22.8	7.5	2.50	72.1			
13	DA	SN	COP Public Services	Fort Sumner Park Improvements	\$100,000	4.1	8.1	5.5	1.0	Incomp	18.7			
Total Development Requests					\$2,234,875									
Available per HUD Alloc. Development					\$792,595	Total Allocated Development						\$676,806	\$892,595	\$892,595
Contingency					\$100,000	Remaining Development Funds						\$18,988	\$0	\$0
Total Available Development					\$892,595									
23	JC	WS	COP Economic Dev Dept	Business Assistance Program for Job Creation	\$100,000	19.3	36.3	24.3	13.1	0.25	92.8	\$100,000	\$100,000	\$80,000
22	JC	WS	Coastal Enterprise	PMAP Portland Microenterprise Assistance Prgm	\$42,000	18.9	38.0	23.8	8.4	0.00	89.1			\$20,000
25	JC	WS	Salvage Barbecue	Salvage Barbecue Job Creation	\$45,000	16.5	34.5	22.4	10.4	0.00	83.8			
24	JC	WS	New England Interpreter Service	Job Creation and Interpreter Training	\$15,000	15.6	32.2	20.9	6.8	0.25	75.3			
Total Econ Dev/ Job Creation Requests					\$202,000	Total Allocated Econ Dev						\$100,000	\$100,000	\$100,000
Total Econ Dev/ Job Creation Available					\$100,000									
Total Development and Econ Dev Req					\$2,436,875									
Total Available Development + Econ Dev					\$992,595	Total Allocated Develop. & ED						\$776,806	\$992,595	\$992,595

CDBG Allocation Committee Score Card 2013-2014

	Prior					Priority	Guiding	Capacity to	Partner/	Focus Area			Committee	Final Allocation	City Manager's			
	Cat.	Impact	Applicant	Program/Project	Request	Impact	Principles	Deliver	Collab	Bonus	Penalty	Total	Recomm	Funding	4% Increase	Recomm		
						20 pts	40pts	25 pts	15 pts	3 pts								
M	SS	BN/SN	Milestone Foundation	Homeless Outreach and Mobile Engagement Team	\$75,000									\$75,000	\$75,000	\$63,803		
40	SS	WS	Catherine Morrill Day Nursery	CDBG Child Care Assistance Program	\$89,444	18.7	37.4	24.8	14.5	3.0	0.00	98.4	\$89,444	\$89,444	\$75,312			
44	SS	WS	Maine Center on Deafness	Community Rehab/Provider Program for Deaf, hard of hearing, LateDeafened and Deaf-Blind	\$59,732	18.8	36.9	24.3	14.8	0.0	0.00	94.8	\$59,732	\$59,732	\$50,294			
36	SS	SN	COP Police Dept	Community Policing	\$150,000	18.3	37.1	23.4	14.6	0.0	0.00	93.4	\$150,000	\$150,000	\$126,300			
26	SS	BN	COP HHS Social Service Division	After Hours Emergency Assistance Program	\$34,000	19.1	37.4	24.1	11.8	0.0	0.00	92.4	\$34,000	\$34,000	\$28,628			
31	SS	BN	Preble Street	Florence House Women's Shelter	\$30,000	18.5	37.6	23.6	14.6	0.0	2.00	92.3	\$30,000	\$30,000	\$25,260			
34	SS	SN	Amistad	Amistad Peer Support and Recovery Center	\$26,000	18.8	37.2	24.5	11.8	0.0	0.00	92.3	\$26,000	\$26,000	\$21,892			
29	SS	BN	Preble Street	Resource Center	\$40,000	18.8	37.4	23.5	14.5	0.0	2.00	92.2	\$40,000	\$40,000	\$33,680			
45	SS	WS	Opportunity Alliance	Parkside Neighborhood Center	\$32,194	17.9	36.9	23.1	14.5	0.0	0.50	91.9	\$32,194	\$32,194	\$27,107			
35	SS	SN	COP Healthcare for the Homeless	Behavioral Health Program- Healthcare for the Homeless	\$109,928	18.7	37.1	24.1	11.9	0.0	0.00	91.8			\$71,616	\$92,559		
30	SS	BN	Preble Street	Joe Kreisler Teen Shelter	\$30,000	18.3	36.7	23.2	14.8	0.0	2.00	91.0						
39	SS	SN	Wayside Food Programs	Direct Service Program	\$25,000	18.2	37.1	23.4	11.9	0.0	0.00	90.6				\$21,050		
28	SS	BN	Preble Street	Emergency Food Programs	\$50,000	18.9	38.3	23.5	11.8	0.0	2.25	90.3				\$42,100		
43	SS	WS	Learning Works	Language Ready Job Ready: English Language and Uteracy New Americans	\$46,004	18.2	35.0	23.1	14.1	0.0	1.00	89.4						
27	SS	BN	Frannie Peabody Center	Integrated Access to Care: Toward a Stable Stronger Community	\$40,000	16.8	35.4	23.3	14.1	0.0	0.25	89.4						
42	SS-M	WS	Cultivating Community	Growing Access/ Growing Communities	\$58,996	17.4	34.9	22.4	14.0	0.0	0.00	88.7						
41	SS	WS	Cultivating Community	Youth Programs	\$19,525	17.3	36.3	23.1	11.7	0.0	0.00	88.4						
46	SS	WS	Opportunity Alliance	Foster Grandparents and Senior Companions	\$25,000	15.9	35.0	23.5	14.4	0.0	0.75	88.1						
33	SS-M	HS	Southern Maine Agency on Aging	Embedded Social Worker In Geriatric Center	\$28,000	16.4	32.5	24.1	14.3	0.0	0.00	87.3						
32	SS	HS	Southern Maine Agency on Aging	Meals on Wheels	\$35,000	17.1	35.1	23.7	11.5	0.0	0.25	87.2						
37	SS	SN	Root Cellar	Project Destination	\$27,500	15.6	33.8	21.9	10.6	0.0	0.00	81.9						
47	SS	WS	Portland Community Health Center	Pathways to Work: Portland Healthcare Workforce Development Project	\$61,536	15.8	29.8	17.3	13.9	0.0	0.00	76.8						
38	SS	SN	Root Cellar	Portland Youth Film Project	\$10,000	13.5	32.3	19.6	10.9	0.0	0.00	76.3						
Total Social Service Requests					\$1,102,859													
Total Social Service Available					\$607,986													
													Total Allocated Social Services					
													Remaining Social Service Funds					
													\$536,370		\$607,986		\$607,986	
													\$3,649		\$0			

SUMMARY OF REQUESTS

Administration Request	\$333,953
Development Request	\$2,234,875
Economic Dev. Request	\$202,000
Social Service Request	\$1,102,859
TOTAL CDBG REQUEST	\$3,873,687

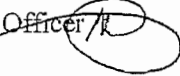
SUMMARY OF AVAILABLE

Administration	\$375,145
Development	\$792,595
Contingency (Dev Funds)	\$100,000
Economic Development *	\$100,000
Social Service	\$607,986
TOTAL AVAILABLE	\$1,975,726

* The Economic Development allocation is part of the HUD Development funding

**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 21, 2013

RE: CDBG Appeals

The rules of the 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 of the eight individuals on the Scoring Committee. 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 incomplete sections or sections that exceed the prescribed page limit, and other errors. Staff is also able to add bonus points as was described in the CDBG Application released on October 1, 2012 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. Three appeals were submitted this year including Preble Street, New England Interpreter Services and Sacred Heart and St. Dominic Parish. For each I have outlined a brief summary of the appeal and my response. All three submitted timely appeals that were carefully reviewed by myself and Jennifer Thompson of Corporation Counsel.

Preble Street filed an appeal which applies to all four of their funding applications:

- Preble Street Florence House Women's Shelter
- Preble Street Resource Center
- Preble Street Joe Kreisler Teen Shelter; and
- Preble Street Emergency Food Programs

Following the scoring process, two Preble Street applications received funding: Florence House Women's Shelter and the Resource Center, while the Joe Kreisler Teen Shelter and the Emergency Food Programs did not. The basis for this appeal relates to the assessment of penalty points for missing/late Memoranda of Agreement ("MOA") and Letters of Support ("LOA"), which Preble Street submitted after the application deadline. Preble Street contends that it was not aware that MOAs and LOSs are "required" documents and that a penalty would be assessed

for failure to include those documents. According to Preble Street, the application is ambiguous or unclear and it was unfairly assigned penalty points on its applications. A review of the CDBG Application reveals that there are four scoring categories by which applications for funding are evaluated: (a) Goal, Priority Impact Initiative, possible 20 points; (b) Guiding Principles, possible 40 points ; (c) Capacity to Deliver, possible 25 points; and (d) Partnerships, Collaboration or Outreach, maximum of 15 points *if* a MOA is included with the application, a maximum of 12 points *if* a Letter of Support is included, and a maximum of 9 points *if no MOA or LOS is included with the application*. See Application at 13. MOAs and LOSs therefore are not "required" documents. Rather, they are optional documents - the inclusion of which entitles an applicant to the possibility of a higher score. When originally submitted, none of the four Preble Street applications were accompanied by either an MOA or an LOS. Despite this fact, Preble Street was permitted to submit those documents after the application deadline. As a result, Preble Street's applications were scored in the 15-point and 12-point scoring levels for Category (d). However, Community Development Staff assessed a 2 point penalty to reflect the fact that the attachments were missing from the original submission, and therefore late. The penalty points assessed by Staff reflect the fact that these supporting, optional, documents were submitted late. In the alternative, Staff could simply have refused to accept the MOAs and LOSs as untimely and Preble Street's applications would have all been scored at the 9-point level.

I find no error by the Community Development staff in this case. As is outlined in the application, missing or required attachments are subject to a 2-point penalty and it was within the Staff's authority to accept Preble Street's late submission but assess a penalty in recognition of the fact that they were submitted after the application deadline. See Application at 14. Further, after reviewing all of the other Standard Social Service applications to determine if the instructions were unclear/ambiguous, I conclude that the application is not unclear or otherwise misleading. Seventeen Standard Social Service applications submitted by thirteen organizations contained either MOAs or LOSs as a part of those applications. In Summary, I find that the assessment of the two (2) point penalty to the Preble Street applications to be correct and in accordance with the City of Portland CDBG Application July 1, 2013- June 30, 2014. The appeal by Preble Street on its applications is denied and this decision ends the appellate process.

Sacred Heart & St. Dominic Parish filed an appeal of which the basis is primarily that individual scorers gave this application a lower score than it deserved in the opinion of the applicant. Specifically, the applicant requests an award of higher scores in the following categories: "Guiding Principles;" and "Partnership/Collaboration." As noted above, the authority that is vested in me by this process does not allow me to substitute my judgment for that of an individual scorer.

I find no error by the 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.

New England Interpreter Services filed an appeal of which the basis is primarily that individual scorers gave this application a lower score than it deserved in the opinion of the

applicant. Specifically, the applicant contends that it should have received higher scores in the following categories: "Goal/Priority Impact/Community Need"; "Diversity" (a subset of the "Guiding Principles" category); "Community Impact" (a subset of the "Guiding Principles" category); "Leveraged Funds" (a subset of the "Guiding Principles" category); and "Financial Need" (a subset of the "Capacity to Deliver" category). According to the applicant, scores lower than the maximum allowable score in each of these categories should be increased. As noted above, the authority that is vested in me by this process does not allow me to substitute my judgment for that of an individual scorer.

I find no error by the 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 2013-2014

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.

2013 Dates

Friday March 1	Committee will publish scores and CDBG funding recommendations
Monday March 11	All appeals must be filed in writing to the City Manager's office
Thursday March 14	If necessary, a hearing will be held to hear appeals
Monday March 18	City Manager must issue a written decision regarding appeals
Friday March 22	City Manager releases CDBG funding recommendations
Wednesday March 27	1 st City Council Meeting to review CDBG Budget and Annual Action Plan
Monday April 8	2 nd City Council Meeting to finalize CDBG Budget and Annual Plan



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March 1, 2013

Mark H. Rees
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 39 of the Community Development Block Grant (CDBG).

Nationally, the fate of the federal budget and programs including the Department of Housing and Urban Development, CDBG, HOME, ESG and others, is yet unclear. The budget represented below reflects the impact sequestration will have on the CDBG budget. Should Congress reach a final budget number, the allocation and the programs and projects recommended for funding are subject to change. The budget listed below reflects the HUD CDBG allocation to the City of Portland including any program income from Year 38 (2012-2013) that can count toward this year's budget.

CDBG ALLOCATION	Year 38 FY 12-13	Year 39 FY 13-14	Difference in Dollars
Planning and Administration Cap	359,720	333,953	(25,767)
Social Service Cap	581,631	540,019	(41,612)
Development Activities	857,247	795,794	(61,453)
TOTAL Allocation	1,798,598	1,669,766	(128,832)

As expected, the amount of funding requests far outweighs the amount of CDBG funding projected to be available this year. The total dollars requested is \$3,873,687, resulting in a gap of \$2,203,921 between available funding and requests. As in prior years, we were faced with difficult choices in the recommendation process and struggled with determining 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 four 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:
 - \$150,000 for Social Service applicants
 - \$250,000 for Development Activities applicants
- *Create* a Maximum Cumulative Grant Allocation for City Applications
 - 45% of funding available for Social Services

- 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:
 - For Social Services additional points can be allocated for applications meeting the Work and Shop priority criteria
 - For Development Activities additional points can be allocated for projects located in Libbytown, Census Tract 20.02

There were minor adjustments instituted in 2012, including the following changes:

- 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.

Additional adjustments were made in 2013, including:

- Applicants must address one of two program goals in their responses:
 - Build strong, self-sustaining neighborhoods.
 - Transition individuals and families out of poverty into self-sufficiency, to stability, to productivity and beyond, so each member of our community can reach their full potential and contribute to community life.
- Priority for Social Services is child care, to receive an additional 3 bonus points.
- Priority for Development Activities is job creation, which has a \$100,000 set aside.
- Partnerships, Collaboration or Outreach points are allocated on a tiered basis:
 - Partnership with a Memorandum of Agreement (MOA), that includes specific details concerning the allocation of funds, shared goals, objectives, space, employees, and/or other resources; *maximum 15 possible points*
 - Collaboration of Service Providers including (a) letter of support(s); *maximum 12 possible points*
 - Outreach to the community, including dates and times for community meetings, etc.; *maximum 9 possible points*
- Penalty Points were redefined, allocated by staff.
- Applicants were asked to submit a list of their Board of Directors

THE PROCESS AND REVIEW

CDBG Applications were available on October 1, 2012. The mandatory applicant's meeting was held on Wednesday October 17, 2012. All applications were due on Monday November 18 at 10:00 in the morning.

We received twenty-four (24) Development Activities applications, which included four (4) economic development requests, and twenty-three (23) Social Service Applications, including the second of a two year Multi-Year request, for a total of \$3,873,687 of requests. Four of the applications requested \$202,000 for economic development/ job creation, with \$100,000 available as the set-aside. \$695,794 is available for all other Development Activity applications. Of the twenty-three (23) Social Service applications, including the multi-year request awarded last year, there is \$1,102,859 requested for \$540,019 available.

The Allocation Committee Review and Funding Methods

Our Committee first met for this funding year on November 29, 2012. On December 6, 2012 the Committee discussed the Administration and Planning budget and received the Development Activity Applications. The Committee began reviewing the Social Service Applications on January 10, 2013.

The Committee read each application individually prior to the meetings. At the meetings the Committee then discussed each proposal and created a list of questions or clarifications on each application as needed. Staff compiled the Committee's questions and contacted each applicant to request a written response by email. Applicants were given approximately one week to respond. A summary of the answers from each applicant was provided to the Committee in writing at the next meeting.

Development Activity scores were submitted January 4, 2013 and Social Service scores were submitted February 25, 2013. Applications were organized by score from the highest to the lowest within each category. Each applicant was awarded full funding, based on their request, 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 for \$333,953, and based on the expected decreased budget the Committee is recommending \$333,953 to fund Administration and Planning. This is subject to change should the allocation be more than expected.

Organization	Program	Request	Points	Comm. Recomm.
Planning & Urban Development Department	Administration	333,953	NA	333,953

Development Activities Funding

The Committee received twenty-four (24) Development Activities applications, requesting a total of \$2,436,875. There is \$100,000 available for job creation and \$695,794 available for all other Development Activity requests.

Economic Development/ Job Creation Set Aside /Cap

This is the third year this process has incorporated an Economic Development/ Job Creation set aside/cap as part of the Development Activity funding category. The amount of funding available for job creation is \$100,000, and four applicants submitted proposals for that funding. The COP Economic Development Department's Portland Business Assistance Program is the second request for this program. It is currently being offered to Portland businesses. Coastal Enterprise's Portland Microenterprise Assistance Program is a program that supports the creation of small independent businesses. Both Salvage Barbecue and New England Interpreter Service are for-profit businesses requesting funds to expand and create jobs.

Organization	Program	Request	Points	Comm. Recomm.
COP – Economic Development Division and Downtown Portland Corporation	Portland Business Assistance Program	100,000	92.9	100,000
Coastal Enterprises	Portland Microenterprise Assistance Program	42,000	89.3	0
Salvage Barbecue	Salvage Barbecue Job Creation	45,000	83.8	0
New England Interpreter Service	Job Creation and Interpreter Training	15,000	75.3	0

The Committee fully supported funding the Portland Business Assistance Program; however they were frustrated that the program utilized all of the available Economic Development Funds. They would have also liked to fund the Coastal Enterprises Portland Microenterprise Assistance Program.

Development Activities Funding Conclusion

The City Council has directed the Committee to recommend full funding based on request for all applications. The following table outlines the highest scoring applications, their requests and the recommended allocation from the Committee. Twenty one applicants competed for the remaining \$695,794 of funding.

Organization	Program	Request	Points	Comm. Recomm.
Portland Housing Authority	Sagamore Village Playground	45,750	95.3	45,750
Youth and Family Outreach	Program Expansion	71,520	93.8	71,520
COP Economic Development Department	Façade Improvement Program	100,000	92.0	100,000

Organization	Program	Request	Points	Comm. Recomm.
COP Public Services Department	Anderson Street Neighborhood Byway	245,608	89.7	245,608
COP Public Services Department	Big Belly Solar Waste Compactor Deployment	48,828	88.7	48,828
Iris Network	Build Up! Phase III HVAC System	99,000	88.3	99,000
COP Public Services Department	ADA Curb Ramps	51,100	88.2	51,100
COP Public Services Department	CDBG Tree Planting Program	15,000	87.4	15,000
Remaining Development Activity Balance				18,988*

** The Committee did not feel comfortable partially funding the next project at \$18,988. The committee has voted to recommend that the \$18,988 be applied toward partial funding to Coastal Enterprises Portland Microenterprise Assistance Program.*

Social Service Funding

The Committee received twenty-three (23) Social Service applications, including a multi-year request awarded to Milestone Foundation last year for \$75,000 to implement the program: Homeless Outreach and Mobile Engagement (HOME) Team. There is \$1,102,859 in social service requests for \$540,019 available.

Based on direction from the City Council the Committee is recommending full funding to Social Service applications based on their request. The following table outlines the highest scoring applications, their requests and the recommended allocation from the Committee.

Organization	Program	Request	Points	Comm. Recomm
Milestone Foundation	Homeless Outreach and Mobile Engagement Team	\$75,000	MULTI-YEAR	\$75,000
Catherine Morrill Day Nursery	CDBG Child Care Assistance Program	\$89,444	98.4	\$89,444
Maine Center on Deafness	Community Rehab Provider Program for Deaf...	\$59,732	94.8	\$59,732
COP Police Department	Community Policing	\$150,000	93.4	\$150,000
COP Health & Human Services Department	After Hours Emergency Assistance Program	\$34,000	92.4	\$34,000
Preble Street	Florence House	\$30,000	92.3	\$30,000
Amistad	Peer Support and Recovery Center	\$26,000	92.3	\$26,000

Organization	Program	Request	Points	Comm. Recomm
Preble Street	Resource Center	\$40,000	92.2	\$40,000
Opportunity Alliance	Parkside Neighborhood Center	\$32,194	91.9	\$32,194
Remaining Social Service Funds				\$3,649**

**** The Committee did not feel comfortable partially funding the next project at \$3,649. The committee has voted to recommend that the \$3,649 be applied toward partial funding to Coastal Enterprises Portland Microenterprise Assistance Program.**

SUMMARY

Since 2010 CDBG funds have been cut by over 33%. These federal cuts have resulted in approximately *\$775,000 less to the City of Portland CDBG program*, considerably impacting the number of programs and projects that are able to be funded locally. All projects that requested funding would be beneficial to our City, however due to limited dollars not all of them can be recommended for funding through this program. The projects that are not being recommended for funding scored lower in the evaluation categories, and therefore in total points. Attached is a spreadsheet that provides all scores for each application. Please refer to this sheet for more information.

As always, the Committee will continue to look for ways to improve the efficiency, effectiveness and transparency of the CDBG program. We welcome comments, suggestions, and feedback, both from the Council and the public. The CDBG Working Group is currently working on a set of recommendations to refocus priorities toward workforce development, which aligns with HUD's goal of moving people out of poverty.

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 CDBG 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 25 and April 8 and hearing your response.

Sincerely,

The CDBG Annual Allocation Committee for Program Year 2013-2014

Sean Dundon, Chair

Karma O'Connor, Vice Chair

Maxwell Chikuta

Jeremy Gabrielson

Wendy Harmon

Kristina Minister

Claude Rwaganje

Jeff Schwartz

Attachments: CDBG Allocation Committee Funding Recommendations 2013-2014 (spreadsheet)

CDBG ALLOCATION COMMITTEE 2013-2014 SCORE CARD SUMMARY

		Prior Impact				Priority Impact 20 pts	Guiding Principles 40pts	Capacity to Deliver 25 pts	Partner/ Collab 15 pts	Focus Area Bonus 3 pts	Penalty	Total	Committee Recommendation Funding
Cat.	Impact	Applicant	Program/Project	Request									
1	AP	ALL	COP Planning & Urban Dev Dept	CDBG Administration and Planning	\$333,953								\$333,953
Total Administration					\$333,953	Total Administration						\$333,953	
15	DA	SN	Portland Housing Authority	Sagamore Village Playground	\$45,750	18.5	38.2	24.7	14.4		0.50	95.3	\$45,750
19	DA	WS	Youth and Family Outreach	Program Expansion	\$71,520	19.8	38.8	23.5	11.9		0.25	93.8	\$71,520
21	DA	WS	COP Economic Dev Dept	Facade Improvement Program	\$100,000	18.5	37.9	24.1	11.5		0.0	92.0	\$100,000
3	DA	MA	COP Public Services	Anderson Street Neighborhood Byway	\$245,608	18.4	36.4	23.1	11.8		0.00	89.7	\$245,608
10	DA	SN	COP Public Services	Big Belly Solar Waste Compactor Deployment	\$48,828	17.2	37.1	22.8	11.6		0.00	88.7	\$48,828
16	DA	MA	Iris Network	Build Up! Phase III, HVAC System	\$99,000	16.9	35.5	22.8	13.6		0.50	88.3	\$99,000
2	DA	MA	COP Public Services	ADA Curb Ramps	\$51,100	19.1	36.8	24.3	8.0		0.00	88.2	\$51,100
11	DA	SN	COP Public Services	CDBG Tree Planting Program	\$15,000	18.0	37.4	23.7	8.3		0.00	87.4	\$15,000
4	DA	MA	COP Public Services	Cumberland Avenue Sidewalk and Street Lighting	\$233,170	17.4	36.7	23.0	8.1		0.00	85.2	
18	DA	SN	Sacred Heart & St Dominic Parish	Preserving the Parkside Community	\$138,000	16.1	33.6	22.9	11.6		0.00	84.2	
17	DA	SN	Maine Irish Heritage Center	Heating Project	\$50,000	15.4	34.8	22.0	11.4		0.00	83.6	
20	DA	WS	Youth In Action	Peoples Building	\$56,000	16.4	33.0	19.6	13.8		0.00	82.8	
7	DA	MA	COP Public Services	St John/ Valley Street, D St to Danforth/ St John	\$157,307	15.6	31.7	23.7	11.4		0.00	82.4	
9	DA	MA	COP Public Services	City Hall Plaza and ADA Accessibility Project	\$123,170	16.8	34.4	23.4	7.8		0.00	82.4	
6	DA	MA	COP Public Services	Portland Streetscape, Forest to Brattle	\$250,000	17.5	35.6	24.0	7.9		3.50	81.5	
12	DA	SN	COP Public Services	Congress Street Lighting	\$250,000	16.2	32.6	23.5	7.6		0.05	79.9	
14	DA	SN	COP Planning & Urban Dev Dept	Bramhall Square Park Renovations	\$50,000	14.3	30.4	21.2	12.9		0.25	78.6	
8	DA	MA	COP Public Services	State Street/ Irish Heritage Center Sidewalk	\$73,262	14.8	29.8	22.8	7.4		0.00	74.8	
5	DA	MA	COP Public Services	Federal Street Sidewalk, Hancock & Monfort	\$77,160	14.3	30.0	22.8	7.5		2.50	72.1	
13	DA	SN	COP Public Services	Fort Sumner Park Improvements	\$100,000	4.1	8.1	5.5	1.0		Incomp	18.7	
Total Development Requests					\$2,234,875	Total Allocated Development						\$676,806	
Total Available Development					\$695,794	Remaining Development Funds						\$18,988	
23	JC	WS	COP Economic Dev Dept	Business Assistance Program for Job Creation	\$100,000	19.3	36.3	24.3	13.1		0.25	92.8	\$100,000
22	JC	WS	Coastal Enterprise	PMAP Portland Microenterprise Assistance Prgm	\$42,000	18.9	38.0	23.8	8.4		0.00	89.1	
25	JC	WS	Salvage Barbecue	Salvage Barbecue Job Creation	\$45,000	16.5	34.5	22.4	10.4		0.00	83.8	
24	JC	WS	New England Interpreter Service	Job Creation and Interpreter Training	\$15,000	15.6	32.2	20.9	6.8		0.25	75.3	
Total Econ Dev/ Job Creation Requests					\$202,000	Total Allocated Econ Dev						\$100,000	
Total Econ Dev/ Job Creation Available					\$100,000								
Total Development and Econ Dev Req					\$2,436,875	Total Allocated Develop. & ED						\$776,806	
Total Available Development + Econ Dev					\$795,793								

CDBG ALLOCATION COMMITTEE 2013-2014 SCORE CARD SUMMARY

CDBG Allocation Committee Score Card 2013-2014

	Prior				Priority	Guiding	Capacity to	Partner/	Focus Area	Penalty	Total	Committee Recomm
	Cat.	Impact	Applicant	Program/Project	Request	20 pts	40pts	25 pts	15 pts	3 pts		Funding
M	SS	BN/SN	Milestone Foundation	Homeless Outreach and Mobile Engagement Team	\$75,000							\$75,000
40	SS	WS	Catherine Morrill Day Nursery	CDBG Child Care Assistance Program	\$89,444	18.7	37.4	24.8	14.5	3.0	0.00	\$89,444
44	SS	WS	Maine Center on Deafness	Community Rehab/Provider Program for Deaf, hard of hearing, Late Deafened and Deaf-Blind	\$59,732	18.8	36.9	24.3	14.8	0.0	0.00	\$59,732
36	SS	SN	COP Police Dept	Community Policing	\$150,000	18.3	37.1	23.4	14.6	0.0	0.00	\$150,000
26	SS	BN	COP HHS Social Service Division	After Hours Emergency Assistance Program	\$34,000	19.1	37.4	24.1	11.8	0.0	0.00	\$34,000
31	SS	BN	Preble Street	Florence House Women's Shelter	\$30,000	18.5	37.6	23.6	14.6	0.0	2.00	\$30,000
34	SS	SN	Amistad	Amistad Peer Support and Recovery Center	\$26,000	18.8	37.2	24.5	11.8	0.0	0.00	\$26,000
29	SS	BN	Preble Street	Resource Center	\$40,000	18.8	37.4	23.5	14.5	0.0	2.00	\$40,000
45	SS	WS	Opportunity Alliance	Parkside Neighborhood Center	\$32,194	17.9	36.9	23.1	14.5	0.0	0.50	\$32,194
35	SS	SN	COP Healthcare for the Homeless	Behavioral Health Program- Healthcare for the Homeless	\$109,928	18.7	37.1	24.1	11.9	0.0	0.00	\$109,928
30	SS	BN	Preble Street	Joe Kresler Teen Shelter	\$30,000	18.3	36.7	23.2	14.8	0.0	2.00	\$30,000
39	SS	SN	Wayside Food Programs	Direct Service Program	\$25,000	18.2	37.1	23.4	11.9	0.0	0.00	\$25,000
28	SS	BN	Preble Street	Emergency Food Programs	\$50,000	18.9	38.3	23.5	11.8	0.0	2.25	\$50,000
43	SS	WS	Learning Works	Language Ready Job Ready: English Language and Literacy New Americans	\$46,004	18.2	35.0	23.1	14.1	0.0	1.00	\$46,004
27	SS	BN	Frannie Peabody Center	Integrated Access to Care: Toward a Stable Stronger Community	\$40,000	16.8	35.4	23.3	14.1	0.0	0.25	\$40,000
42	SS-M	WS	Cultivating Community	Growing Access/ Growing Communities	\$58,996	17.4	34.9	22.4	14.0	0.0	0.00	\$58,996
41	SS	WS	Cultivating Community	Youth Programs	\$19,525	17.3	36.3	23.1	11.7	0.0	0.00	\$19,525
46	SS	WS	Opportunity Alliance	Foster Grandparents and Senior Companions	\$25,000	15.9	35.0	23.5	14.4	0.0	0.75	\$25,000
33	SS-M	HS	Southern Maine Agency on Aging	Embedded Social Worker In Geriatric Center	\$28,000	16.4	32.5	24.1	14.3	0.0	0.00	\$28,000
32	SS	HS	Southern Maine Agency on Aging	Meals on Wheels	\$35,000	17.1	35.1	23.7	11.5	0.0	0.25	\$35,000
37	SS	SN	Root Cellar	Project Destination	\$27,500	15.6	33.8	21.9	10.6	0.0	0.00	\$27,500
47	SS	WS	Portland Community Health Center	Pathways to Work: Portland Healthcare Workforce Development Project	\$61,536	15.8	29.8	17.3	13.9	0.0	0.00	\$61,536
38	SS	SN	Root Cellar	Portland Youth Film Project	\$10,000	13.5	32.3	19.6	10.9	0.0	0.00	\$10,000
Total Social Service Requests					\$1,102,859							
Total Social Service Available					\$540,019							
						Total Allocated Social Services						\$536,370
						Remaining Social Service Funds						\$3,649

SUMMARY OF REQUESTS

Administration Request	\$333,953
Development Request	\$2,234,875
Economic Dev. Request	\$202,000
Social Service Request	\$1,102,859
TOTAL CDBG REQUEST	\$3,873,687

SUMMARY OF AVAILABLE

Administration	\$333,953
Development	\$695,794
Economic Development *	\$100,000
Social Service	\$540,019
TOTAL AVAILABLE	\$1,669,766

* The Economic Development allocation is part of the HUD Development funding cap, and the \$100,000 is locally imposed.

Memorandum
Planning and Urban Development Department
Housing & Community Development Division



To: Mayor Brennan
and Members of the City Council

From: Mary P. Davis, Division Director
Housing & Community Development

Sponsor: Councilor Nicholas Mavodones, Chair
Housing & Community Development Committee

Cc: Mark H. Rees, City Manager
Jeff Levine, Director, Planning and Urban Development Department

Date: March 22, 2013

Subject: Item for City Council Agenda
2013-2014 Housing Program Budget

1. Council meeting at which action is requested: First Reading March 27th with Action on April 8, 2013
2. Can action be taken at a later date? 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.

I. SUMMARY OF ISSUE

The 2013-2014 Housing Program Budget was submitted to the Housing & Community Development Committee for recommendation at their March 13th meeting. A quorum was not available and the committee was unable to take action at that time. It is anticipated that the committee will approve and recommend the budget at their March 27th meeting. Please see attached memo for further information.

II. REASON FOR SUBMISSION

It is anticipated that the Housing and Community Development Committee has recommended the attached Housing Program Budget for FY 2013-2014. Final approval by the City Council is required.

III. INTENDED RESULT

Council approval of the Housing & Neighborhood Services Division Housing Program Budget for 2013-2014.

IV. FINANCIAL IMPACT

The budget is based on the estimated CDBG and HOME Program Allocations from the U.S. Department of Housing and Urban Development and the HDF Program Income Account. We have not received the final allocations from HUD yet. Based on guidance from the National Community Development Association, we are anticipating a 5% reduction in HOME funding. The budget attached reflects this reduction.

V. STAFF ANALYSIS AND RECOMMENDATION

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 item requires two Public Hearings and council approval.



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Planning & Urban Development Department
Jeff Levine, AICP, Director

Housing & Community Development Division
Mary P. Davis, Director

MEMORANDUM
Agenda Item 3

TO: Councilor Mavodones, Chair
Members of the Housing and Community Development Committee

FROM: Mary Davis, Housing & Community Development Division Director

DATE: March 22, 2013

SUBJECT: 2013 – 2014 Housing Program Budget

I. SUMMARY OF ISSUE

Review and recommendation of the 2013-2014 Housing Program Budget. Budget was submitted at the March 13th meeting but no action was taken. The budget submitted here reflects a 5% reduction in HOME funding instead of the 8.2% reduction originally expected.

II. REASON FOR SUBMISSION

A recommendation from the Housing and Community Development Committee is necessary to forward the Housing Program Budget to the City Council for final approval.

III. INTENDED RESULT

HOME Program: The Home Investments Partnerships Program (HOME) was established by Congress in 1992. Since 1992, the City of Portland has received over \$15.4 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 has 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.

Initially, we were told to anticipate an 8.2% reduction in HOME funding. As of March 22, we have information from the National Community Development Association that indicates the cut will be 5%. The budget submitted here reflects a 5% reduction from last year. We anticipate final funding allocations from HUD in the next 30 days. When a final allocation is received, staff is recommending any additional funds be allocated in proportion with the appropriations in the budget presented here.

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.

Generally, the City's HOME Program is divided into three funding categories:

1. Housing Rehabilitation
2. Home Ownership
3. New Construction [including the required Community Housing Development Organization (CHDO) set-aside mandated by HUD]

A fourth allowable category is Tenant-Based Rental Assistance (TBRA). Staff has included a funding allocation for TBRA in the proposed budget. A separate memo provides information on allowable uses for TBRA funding.

CDBG/Housing Development Fund: Housing and Community Development Division did not request funding from the FY 13/14 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. 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.

V. STAFF ANALYSIS AND RECOMMENDATION

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, as may be amended by the Housing and Community Development Committee, will be forwarded to the full City Council for two Public Hearings on March 27th and April 8th, as part of the overall HCD budget. The final budget allocations are submitted to HUD on May 15 for the fiscal year beginning July 1, 2013.

Recommendation #1: Change the name of the New Construction category to Affordable Housing Development.

Recommendation #2: Broadening the use of the funds in the Affordable Housing Development category to include rehabilitation that would result in new affordable units or maintain existing affordable units.

Recommendation #3: Zero new funding recommended for the first-time home buyer program. (Existing budget allocations will be utilized during FY2013-2014 and staff will re-evaluate the home buyer program prior to FY2014-2015)

Recommendation #4: Allocation of \$130,000 towards the creation of a Tenant-Based Rental Assistance Program.

Recommendation #5: Approval of the attached Budget Spreadsheet.

2013-2014 HOME Consortium Allocation**HUD HOME Allocation = \$**

Estimated 03.11.13 5% Cut

Total Entitlement Allocation	853,616	(FY12-13 allocation \$898,543 minus 5%)
Portland Portion	421,962	
County Portion	346,292	

2013-14 HOUSING PROGRAMS PORTLANDREVENUES- Housing Programs

2013-14 HOME Consortium Admin (10% of allocation)
 2013-14 HOME Consortium Portland Programming
 2012-13 HOME Portland Program Income
 Re-Allocated HOME Funds (funding from previous years)
 2013-14 CDBG Administration
 2013-14 CDBG Programming
 2012-13 HDF Program Income

HOME Consortium	CDBG Allocation	HDF Allocation	TOTAL BUDGET
85,362			85,362
421,962			421,962
200,000			200,000
770,813			770,813
			0
			0
		104,155	104,155
1,478,137	0	104,155	1,582,292

EXPENDITURES- Housing Programs

Administration
 HOME Admin Allocation (2013-14)
 HDF/CDBG Housing Staff (2013-14)
 Programming
 HOME Consortium Portland (2013-14)
 HOME Program Income (2012-13)
 Re-Allocated HOME Funds
 CDBG Programming (2013-14)
 HDF Program Income (2012-13)
TOTAL BUDGET

HOME Consortium	CDBG Allocation	HDF Allocation	TOTAL BUDGET
			189,517
85,362			
		104,155	
			1,392,775
421,962			
200,000			
770,813			
1,478,137	0	104,155	1,582,292

2013-14 HOUSING Budget by Activity

Administration (10% allocation + 10% PI)
 Housing Rehabilitation (10 Projects @ \$15,000/project)
 Homeownership Assistance
 Tenant-Based Rental Assistance
 Affordable Housing Development
 CHDO

HOME Consortium	CDBG Allocation	HDF Allocation	TOTAL BUDGET
105,362		104,155	209,517
150,000			150,000
0			0
130,000			130,000
1,022,448			1,022,448
70,327			70,327
1,478,137	0	104,155	1,582,292

2013-14 HOME Consortium COUNTY**Consortium Entitlement Allocation = \$**

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

REVENUES- Housing Programs

2013-14 HOME Consortium Non-Portland Programming

HOME Consortium
346,292
346,292

EXPENDITURES- Housing Programs

Programming

HOME Consortium
346,292
346,292

2013-14 HOUSING Budget by Activity

Housing Rehabilitation (12 projects @ \$15,000/project)
 Home Ownership (3 projects @ \$30,000/project)
 Affordable Housing Development
 CHDO

HOME Consortium
198,577
90,000
0
57,715
346,292

Emergency Solutions Grant

Program	<i>Budgeted 2010-2011</i>	<i>Budgeted 2011-2012</i>	<i>Budgeted 2012-2013</i>	Proposed 2013-2014
Homeless Healthcare Indigent Care	\$37,582	\$37,582	\$37,582	\$37,582
Family Shelter Essential Services	\$28,187	\$28,327	\$28,327	\$28,327
Family Shelter: Homeless Prevention and Rapid Rehousing	\$28,187	\$28,326	\$28,326	\$28,326
Oxford Street Shelter: Homeless Prevention and Rapid Rehousing	\$0	\$41,964 (2nd Alloc.)	\$61,208	\$58,148
Administration and HMIS (7.5% allowed beginning 2011-2012)	\$0	\$11,043 (2nd Alloc.)	\$12,603	\$7,260
Total	\$93,956	\$147,242	\$168,046	\$159,643