

# PORTLAND MAINE



## **Program Year 2014-2015 CONSOLIDATED ANNUAL ACTION PLAN**

**JULY 1, 2014 through June 30, 2015**

City of Portland, Maine  
Planning and Urban Development Department  
Housing and Community Development Division  
Community Development Program  
389 Congress Street, Room 312 and 313  
Portland, ME 04101  
[www.portlandmaine.gov](http://www.portlandmaine.gov)

**Application for Federal Assistance SF-424**

\* 1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\* 2. Type of Application:

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

05/14/2014

4. Applicant Identifier:

5a. Federal Entity Identifier:

ME232484 Portland

5b. Federal Award Identifier:

B13MC230003

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

City of Portland, Maine

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

01-6000032

\* c. Organizational DUNS:

0717478020000

**d. Address:**

\* Street1:

389 Congress Street Room 312

Street2:

\* City:

Portland

County/Parish:

\* State:

ME: Maine

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

04101-3566

**e. Organizational Unit:**

Department Name:

Planning and Urban Development

Division Name:

Housing and Community Developm

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

Ms.

\* First Name:

Mary

Middle Name:

P

\* Last Name:

Davis

Suffix:

Title:

HCD Director

Organizational Affiliation:

\* Telephone Number:

2078748711

Fax Number:

2078748949

\* Email:

mpd@portlandmaine.gov

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Community Development Block Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

City of Portland's CDBG program addresses the social service, public improvement, historic preservation and planning needs in the City.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="1,815,577.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text" value="275,000.00"/>
* f. Program Income	<input type="text" value="332,335.00"/>
* g. TOTAL	<input type="text" value="2,422,912.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on  .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

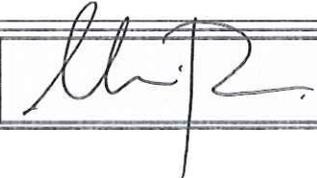
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

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 Continuation  
 Revision

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\* Other (Specify):

\* 3. Date Received:

05/14/2014

4. Applicant Identifier:

5a. Federal Entity Identifier:

ME232484 Portland

5b. Federal Award Identifier:

M13DC230200

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

City of Portland, Maine

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

01-6000032

\* c. Organizational DUNS:

0717478020000

**d. Address:**

\* Street1:

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Division Name:

Housing and Community Developm

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Ms.

\* First Name:

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Middle Name:

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\* Last Name:

Davis

Suffix:

Title:

HCD Director

Organizational Affiliation:

\* Telephone Number:

2078748711

Fax Number:

2078748949

\* Email:

mpd@portlandmaine.gov

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Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.239

CFDA Title:

HOME Investment Partnership Program

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

The Cumberland County HOME Consortium, with the City of Portland as lead entity, serves to rehabilitate existing housing units, build new construction and provide tenant based rental assistance.

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="913,178.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text" value="210,000.00"/>
* g. TOTAL	<input type="text" value="1,123,178.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

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Yes  No

If "Yes", provide explanation and attach

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View Attachment

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

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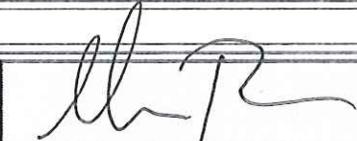
Authorized Representative:

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 05/14/2014	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: ME232484 Portland	5b. Federal Award Identifier: E13DC230001	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="City of Portland, Maine"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 01-6000032	* c. Organizational DUNS: 0717478020000	
<b>d. Address:</b>		
* Street1: 389 Congress Street Room 312	Street2: <input type="text"/>	
* City: Portland	County/Parish: <input type="text"/>	
* State: ME: Maine	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: <input type="text" value="04101-3566"/>	
<b>e. Organizational Unit:</b>		
Department Name: Planning and Urban Development	Division Name: Housing and Community Developm	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text" value="Ms ."/>	* First Name: <input type="text" value="Mary"/>	
Middle Name: <input type="text" value="P"/>	* Last Name: <input type="text" value="Davis"/>	
Suffix: <input type="text"/>	Title: <input type="text" value="HCD Director"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number: <input type="text" value="2078748711"/>	Fax Number: <input type="text" value="2078748949"/>	
* Email: <input type="text" value="mpd@portlandmaine.gov"/>		

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Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.231

CFDA Title:

Emergency Solutions Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

City of Portland's Homeless Assistance Program

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="150,336.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="150,336.00"/>

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Yes  No

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**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

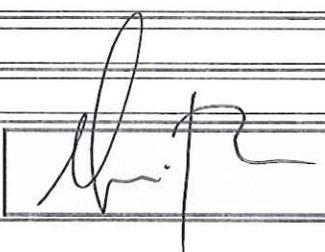
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

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## APPENDIX

- A. Program and Project Data for the Annual Action Plan
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## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The City of Portland's Housing and Community Development Program will enter into the PY 2014-2015 budget cycle with the following funding allocations: \$2,209,577 in CDBG which consists of \$1,815,577 in direct HUD allocation, \$119,000 in CDBG program income and \$275,000 in reprogrammed funds; \$150,336 in Emergency Solutions Grant funding; and \$1,123,178 in HOME allocation as part of the Cumberland County HOME Consortium, which consists of \$913,178 in direct HUD allocation; \$210,000 in program income. \$743,341 is designated for City of Portland use and \$379,837 is designated for the County. An additional \$213,335 in Housing Development Funds/CDBG housing program income is available.

The allocation of these resources was vetted through a public process which began in October 2013. The process is consistent with the City's Citizen Participation Plan, utilizing informational brochures, neighborhood meetings, citizen review committees and public hearings. The results of this process are consistent with the goals and objectives of the City's 2010-2015 Consolidated Housing and Community Development Plan and are represented in the PY 2014-2015 Consolidated Annual Action Plan.

The objective of this year's Action Plan is to focus Community Development resources on the City's priorities and guiding principles, as described in the Community Development section of this Action Plan. Additional bonus points were available to applicants who provided child care or filled a basic need such as food or shelter. A set-aside of \$400,000 was made available for a new Employment Development initiative the goal of which is to fund projects that create employment opportunities that move Portland residents out of poverty into sustained employment and financial stability through job creation and microenterprise assistance.

Each funding application was scored by a citizen committee based upon how well they addressed the guiding principles, priority impact areas, their capacity to deliver the program or project, and their effort to collaborate with other organizations or City departments. The allocation of funds was determined based upon how well each applicant scored. Recommendations for funding were submitted to the City Manager and reviewed by the City Council and the public at two public hearings. The City Manager decided to recommend an adjustment to social service programs in order to fund safety net programs, specifically food programs. The City Council elected to make an additional change in order to fund a women's shelter program.

## **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The primary goals of the action plan are to 1) Build strong, self-sustaining neighborhoods and 2) Transition individuals and families out of poverty into self-sufficiency, to stability, productivity and beyond, so each member of our community can reach their full potential and contribute to community life. Through this effort, projects and programs should be consistent with City and HUD goals, have measurable community impact, be diverse and available to low income residents, leverage other funding sources, and be sustainable. Each program or project should address one of the City of Portland's Priority Impact Initiatives: Housing, Work and Shop, Mobility and Accessibility, Safe Neighborhoods and Basic Needs. These goals in conjunction with the 2014 Common Goals and Objectives adopted by the City Council, enhance a city wide effort to promote housing availability, improve the transportation system, increase economic development, implement environmental safeguards, improve City services, prevent and end homelessness and promote inter-governmental collaboration across regional, state and federal levels.

## **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The Community Development Program has undergone considerable change since 2008. The City Council appointed a HCDC Task Force whose goal was to improve the HCD process and make the program more objective in setting priorities and allocating of resources. Two additional committees were created as a result of the Task Force: a standing CDBG Annual Allocation Committee and a CDBG Priority Task Force, which will re-establish priorities every 3-5 years.

The first Priority Task Force set out the current program goals and priorities: building strong, safe neighborhoods through five priority initiatives: Housing, Work and Shop, Mobility and Accessibility, Safe Neighborhood and Basic Needs. All projects and programs meet one of the five priority initiatives or the additional HUD goal of transitioning individuals and families out of poverty to self-sufficiency. A second Priority Task Force in 2012 recommended a focus toward job creation and microenterprise development which has been implemented in this action plan.

## **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

On April 7, 2014 the City Council adopted a revised Citizen Participation Plan (CPP). The CPP describes the processes and procedures that the City follows to ensure that there is an effective public process for the allocation of CDBG and other HUD program funds and that funds are programmed to projects that benefit the community, particularly low to moderate income residents. The CPP encourages input and participation from all residents, non profit organizations, other interested parties, especially low income persons and public housing residents and organizations representing these groups. The CPP 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 and the Analysis of Impediments to Fair Housing. HCD staff provide technical assistance and facilitate other accommodation requests such as translation for limited English speakers or access or accommodations for disabled persons.

In order to encourage participation, involvement and input from a broad range of residents, the City will implement the following elements of the CPP: Public reports and plans will be made available to residents, public agencies and other interested parties, a summary of the plan or report will be published in a local newspaper and on the City website, free hard copies will be made available for review at City Hall, the Public Library and the County Community Development Office; Public hearings and meetings will be held several times throughout the year to obtain resident input and comments. These meetings include City Council meetings, neighborhood meetings and Housing & Community Development Council Committee meetings; Convene the CDBG Priority Task Force, a council appointed committee, every few years to develop priorities and provide advice to the City Manager and Council on the housing and community development needs of the City; CDBG Annual Allocation Committee is a council appointed volunteer committee responsible for reviewing and scoring CDBG applications and making funding recommendations to the City Manager and City Council; Technical assistance and outreach is provided by staff to any organization, agency or individual serving or interested in serving low income persons and neighborhoods for the purposes of developing proposals to request funding; Translation/interpretation services and access to records and information such as the City's Consolidated Plan, proposed activities and use of funding will be made available to all residents, public agencies and other interested parties; Website and social networking will enable the City to provide up to date information on all Housing and Community Development Programs, electronic materials are accessible via screen reader technology and translation of website content is available.

#### 2013 CDBG Eligible Neighborhood Meetings

6:30pm, Oct. 2: District 1 Neighborhoods, Room 24 City Hall

6:30pm, Oct. 8: District 2 Neighborhoods, Reiche Community Center

7:00pm, Nov. 7: District 3 Meeting, Italian Heritage Center

In addition to the three eligible neighborhood meetings, which are held to gather community input on the Consolidated Plan and the Annual Action Plans, the City holds a minimum of two public hearings

each year to obtain citizen input and comments on the proposed annual budget. The public hearings were held prior to the City Council's adoption of the budget for the Annual Action Plan. The public hearings were held in the City Council Chambers in Portland City Hall on March 17 and April 7 at 5:30 pm.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Several applicants provided public comment during the City Council meetings scheduled on March 17 and April 7. They advocated for their own projects, yet supported the process as a whole. In addition to the applicants, several community members also spoke in support of the Community Development process or in support of various projects. A full summary of the public comments is attached.

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

All comments and views were accepted.

## **7. Summary**

Since 2010 CDBG funds have been cut by nearly 22% and HOME has been cut by 34%. These federal cuts have resulted in approximately \$510,398 less in CDBG and \$466,571 in HOME to the City of Portland 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 funded through this program. The City would be better able to address our community needs with additional resources.

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

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

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

Agency Role	Name	Department/Agency
Lead Agency	PORTLAND	
CDBG Administrator	PORTLAND	Planning and Urban Development Dept, HCD Division
HOPWA Administrator	PORTLAND	Frannie Peabody Center, ME
HOME Administrator	PORTLAND	Planning and Urban Development Dept, HCD Division
ESG Administrator	PORTLAND	Health and Human Services Department
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Portland’s Department of Planning and Urban Development, Housing and Community Development Division, is the lead entity for managing and distributing the CDBG and HOME funding. The ESG Grant is distributed through the Health and Human Services Department. HOPWA is managed and administered by the Frannie Peabody Center.

The 2014-2015 Action Plan was written by staff in the Department of Planning and Urban Development. However, numerous individuals and entities were involved in the process, recommendations, and decision making that defined the details of this Plan. There were fifteen (15) requests for social service funding from twelve (12) different entities, twenty-one (21) requests for development activity funding from ten (10) different entities, plus there were two requests from one organization for the new Employment Development set aside of \$400,000 (\$300,000 in development and \$100,000 in social service funds).

All applications for 2014-2015 funding were submitted to the Housing and Community Development Division. Staff reviewed each application for threshold eligibility, and prepared and presented the information to the CDBG Allocation Committee. This year the Allocation

Committee was comprised of eight (8) community members who were vetted through an application process and appointed by the Portland City Council. The Allocation Committee read, reviewed, and scored all applications. The Committee recommended funding allocations to the City Manager based on priorities, and provided information, performance, and capacities of the applicants. Allocation Committee meetings were open to the public. All dates, agendas, and minutes were posted to the City of Portland's website.

The Employment Development Applications were reviewed by a committee of six volunteers with backgrounds in grant management or economic development. They reviewed both applications for the Employment Development Program and unanimously recommended funding for both projects.

The City Manager reviewed the applications and recommendations from both Committees. Based on this information, the City Manager made his own recommendations. Both the Committee's and the City Manager's recommendations are presented to the City Council.

Additionally, the HOME budget was presented to the Housing and Community Development Committee (HCDC) on February 26 and March 26, 2014 and the CDBG budget was presented to the HCDC on March 26. The HCDC Committee consists of four of the nine Councilors. It is a public meeting and is advertised on the City website as well as e-mailed to housing partners, neighborhood organizations and other interested parties. Public Comment is taken.

All funding recommendations for CDBG, HOME and ESG were presented and discussed at two public hearings (March 17 and April 7, 2014), consistent with the Citizen Participation Plan. Public comment was taken at both Council meetings. Council voted to approve the final allocations supporting the City Manager's recommendations with one minor change.

### **Consolidated Plan Public Contact Information**

Amy Grommes Pulaski/Mary Davis

Housing and Community Development Division

389 Congress Street, Room 312, Portland, Maine 04101 (207) 874-8246

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The City of Portland Housing & Community Development Division works with other City departments, regional coalitions, state programs, and county partners to achieve its goals. Also, the City's Citizen Participation Plan ensures that the City undertakes an effective public process that encourages input and participation from all citizens, non-profit organizations and other interested parties. The plan also guarantees access to meetings, information and public hearings on the Consolidated Housing and Community Development Plan. Technical assistance must also be provided, upon request, to organizations that would like to develop proposals for funding under the City's Housing and Community Development Program.

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

The City & the Portland Housing Authority have a history of cooperation in several areas including community policing, development of affordable housing, recreational activities for at-risk youth, the Family Self-Sufficiency Program, Family Investment Center and applications to HUD for Section 8 certificates and vouchers for families, homeless, and disabled persons. City and PHA staff communicate regularly and provide each other with data for plans and reports. City staff from the Health and Human Services Depart. and Housing & Community Development Div. coordinates with other members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to develop the Homeless Continuum of Care, respond to the McKinney NOFA and monitor shelter bed usage for single adults, adolescents, and families. ESAC members include shelter providers for singles, adolescents, mentally ill, women, families with children, victims of domestic violence, supported housing providers, mental health service providers, substance abuse service providers, health service providers and general services, including day shelter providers for the homeless population. Staff also participate in the Maine Affordable Housing Coalition which is a coalition of developers, Community Action agencies, public housing authorities, investors, housing and service providers, advocates and others working to increase the supply of quality, affordable housing throughout Maine. The City of Portland has allocated \$135,314 in HOME Program Funds to continue a Tenant Based Rental Assistance Program. Staff modeled the program on the Maine Housing Stability through Engagement Program. The short term rental assistance program will provide up to 12 months of assistance and requires the tenant to pay 30% of their monthly income.

In June 2013 the City of Portland's Oxford Street Shelter & Family Shelter were awarded funds from MaineHousing for the Home To Stay Program. The Family Shelter received \$75,000 and the Oxford Street Shelter \$100,000 to provide case management and rapid re-housing services to homeless individuals and families. The program uses resources such as the Stability Through Engagement Program short term housing subsidies and the Housing Choice Voucher Program to help individuals and families achieve permanent and stable housing. Working with a trained navigator or case manager, participants learn valuable skills to meet their health, housing, employment and other basic needs. The Navigator helps create a Housing Stability Plan designed to connect the program participants with appropriate services and supports and assist them to find and maintain permanent housing. Participants meet with their navigators on a regular basis and develop goals to achieve and retain stable housing. In addition to the \$175,000 Home To Stay Program operating costs the Family Shelter received 8 Housing Choice Vouchers and \$75,000 in STEP short term 6 - 12 months housing subsidies. The Oxford Street Shelter received 12 Housing Choice Vouchers and \$100,000 in STEP subsidies. The original grant period was June 1, 2013 through May 31, 2014. MaineHousing extended the grant to end on December 31, 2014. The Family Shelter received an additional \$43,750 in operating costs, \$75,000 in STEP subsidies and 2 Housing Choice Vouchers. The Oxford Street Shelter was awarded \$58,333 in operating costs, \$100,000 in STEP subsidies and 4 housing Choice Vouchers.

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

The City of Portland is proposing to dedicate a portion of ESG funds towards the community Emergency Adult Homeless Shelter Continuum. These funds will be used for the Rapid Re-Housing/Prevention Client Navigation Program. The City's Social Services Division, Oxford Street Shelter Adult Emergency Shelter currently provides housing placement services to homeless adults residing in the Oxford Street Emergency Shelter, Community Overflow Shelter, and other area shelters. The City will utilize \$54,759 to fund a client wrap-around program which will be used to pay for security deposits, rental application fees, utility deposits and arrears. An additional \$6,836 will be for administration and using the HMIS operating system.

HCD staff participated in the Continuum of Care application process and the Point in Time survey this year. Staff attended numerous meetings and contributed to the CoC application as appropriate. Staff also volunteered to be part of the Point In Time survey. Participating in both of these processes helped HCD staff to have a better understanding of the homeless needs and persons at risk of homelessness in Portland.

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

ESG funding was distributed in a similar manner as in the past and has been approved by the Continuum of Care through the Emergency Shelter Assessment Committee: \$35,391 for Healthcare for the Homeless essential services, \$26,675 for the Family Shelter essential services, \$26,675 for the Family Shelter Homeless Prevention, \$54,759 for the Oxford Street Shelter for Homeless Prevention and \$6,836 for Administration of HMIS. Representatives from both the Portland Continuum of Care and the Balance of State participate in ESAC. The ESG Budget was also presented at the two Public Meetings to review the Annual Action Plan on March 17 and April 7, 2014.

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

1	<b>Agency/Group/Organization</b>	CITY OF PORTLAND
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-homeless Other government - Local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Portland includes the Planning and Urban Development Department, which is responsible for housing and community development needs and strategy in addition to anti-poverty and barriers to affordable housing. The Economic Development Department is responsible for the Economic strategies for the City. The Health and Human Services Department is responsible for homeless needs, specifically families with children, single males, and chronic homelessness.
2	<b>Agency/Group/Organization</b>	FRANNIE PEABODY CENTER
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS Non-Profit Organization
	<b>What section of the Plan was addressed by Consultation?</b>	HOPWA Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Frannie Peabody is the direct recipient for all HOPWA funding that comes to the State of Maine. They are responsible for the HOPWA strategy.
3	<b>Agency/Group/Organization</b>	CUMBERLAND COUNTY
	<b>Agency/Group/Organization Type</b>	Housing Other government - County Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Portland and Cumberland County are partners in the HOME Consortium. The two entities work collaboratively to distribute resources and address affordable housing needs, residential rehabilitation needs for residents of Portland and Cumberland County.
4	<b>Agency/Group/Organization</b>	Portland Housing Authority
	<b>Agency/Group/Organization Type</b>	PHA Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Portland Housing Authority was consulted to provide information regarding housing and public housing needs.

Table 2 – Agencies, groups, organizations who participated

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Portland Health and Human Services Department	The City and the CoC's goal is to end homelessness

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

The 2013 Analysis of Impediments to Fair Housing Choice (AI) identified several areas where the City can work with local landlords to provide information and resources that will encourage them to provide increased access to housing for people who are homeless. One of the recommendations in the AI is the creation of a housing liaison system, which will work towards creating and expanding resources that enable landlords and tenants to work together to overcome rental issues and correlates with recommendations from The Report of the Task Force to Develop a Strategic Plan to Prevent & End Homelessness in Portland, dated November 16, 2012. This housing liaison system will help to build communication and understanding between landlords and tenants, specifically new Mainer tenants in the Greater Portland area. This is a regional effort by many different organizations such as Portland's Refugee Services Office, Portland Police, Southern Maine Landlord Association, Portland Housing Authority, Pine Tree Legal Assistance, Maine Equal Justice Partners, Maine People's Alliance, other social service providers, community associations representing the many diverse ethnic communities in Portland and housing providers.

## **AP-12 Participation – 91.105, 91.200(c)**

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

1. CDBG Allocation Committee meetings, 8 public meetings held between December 2013 and March 2014. All meetings and meeting summaries are posted on the City's website.
2. Postcards were sent to residents of 6 CDBG eligible neighborhoods to advertise two public neighborhood meetings to educate on the CDBG and HOME program and gather input on possible projects.
3. CDBG Neighborhood meetings were held on October 2 and October 8 in two CDBG eligible neighborhoods. Approximately 20 residents attended. Notes were taken and shared with relevant City Departments and City Councilors. These recommendations helped to inform project applications for the 2014-2015 funding year.
4. Both the Housing program including allocation of HOME resources, and the CDBG budget was presented to the Council Housing and Community Development Committee meetings on March 12 and 26. Public comment was taken at both meetings.
5. Newspaper ad to advertise two Public Hearings to review the allocation of CDBG, HOME and ESG and the 30 day comment period for the Annual Action Plan.
6. Two public hearings were held to gather public input on the allocation of CDBG, HOME and ESG resources. Meetings were held on March 17 and April 7 at 5:30 at Portland City Hall. Comments were taken and responded to as relevant.
7. Information regarding all CDBG, HOME and ESG were updated on the City's website.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	CDBG Allocation Committee Meetings and Website	Minorities Persons with disabilities Non-targeted/broad community	All CDBG Allocation Committee meetings are public, posted on the website and the City calendar. All 8 committee members attended the majority of meetings. No public attended.	Comments were received and documented as Committee Meeting Summaries on the City website.	n/a	<a href="http://www.portlandmaine.gov/cdbganualallocation.htm">http://www.portlandmaine.gov/cdbganualallocation.htm</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Postcards were sent to residents in the eligible neighborhoods.	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Residents of eligible neighborhoods	Response was the attendance at the CDBG Eligible Neighborhood Meetings held on October 2 at Portland City Hall, room 24 and October 8 at Reiche Community Center room at Reiche School.	Comments were received at the public neighborhood meetings.	n/a	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>Residents of Eligible Neighborhoods</p>	<p>More than 20 community members attended the two neighborhood meetings on October 2 and October 8, 2013.</p>	<p>Comments were received, documented, shared with relevant city departments and City Councilors.</p>	n/a	<p><a href="http://www.portlandmaine.gov/planning/commdevapps.asp">http://www.portlandmaine.gov/planning/commdevapps.asp</a></p>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Other Interested Housing Partners	The Housing Budget including HOME and the CDBG budget were presented to the Housing and Community Development Committee. This was discussed at the March 12 and 26 meetings. This was advertised on the City's website.	Public comment was taken at both meetings and is available on the City's website.	n/a	<a href="http://www.portlandmaine.gov/housingandcommunitydev.htm">http://www.portlandmaine.gov/housingandcommunitydev.htm</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Response was manifested in attendance of the two Public Hearings scheduled for March 17 and April 7 at 5:30 in Council Chambers in Portland City Hall.	Comments were taken at the Public Hearings for the Annual Action Plan at City Hall.	n/a	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Non-targeted/broad community  Discuss Allocation of Resources	The Public Hearings for the Annual Action Plan were held on March 17 and April 7 both at 5:30 in City Council Chambers at Portland City Hall. The majority of CDBG applicants including twelve applying for social service funding, ten for development, and one for the Employment Dev Program, all attended the Public Meetings	Comments from the public hearings were received, documented and responded to as relevant.	n/a	<a href="http://www.portlandmaine.gov/planning/commdevapps.asp">http://www.portlandmaine.gov/planning/commdevapps.asp</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Website Updates and Emails	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Updates regarding CDBG Neighborhood Meetings, Public Hearings for the Annual Action Plan	None received	n/a	<a href="http://www.portlandmaine.gov/planning/commdevapps.asp">http://www.portlandmaine.gov/planning/commdevapps.asp</a>

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The City of Portland's Housing and Community Development Program will enter into the PY2013-2014 budget cycle with the following funding allocations: \$2,422,912 in CDBG which consists of \$1,815,577 in direct HUD allocation, \$119,000 in CDBG program income, \$275,000 in reprogrammed funds, which are funds remaining from prior years, and \$213,335 from the Housing Development Fund which consists of CDBG housing program income; \$150,336 in Emergency Solutions Grant funding; \$1,123,178 in HOME which consists of \$913,178 in direct HUD

allocation and \$210,000 in HOME program income (\$743,341 is designated for the City of Portland and \$379,837 for the County).

**Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,815,577	332,335	275,000	2,422,912	0	\$119,000 is program income from a parking garage on Cotton Street which goes toward the CDBG allocation. An additional \$213,335 is program income from the housing rehab program and is recirculated into that program for project costs. The \$275,000 in prior year resources was unspent savings from past years' projects and was allocated to eligible projects.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	913,178	210,000	0	1,123,178	0	Program income is generated by repayment of HOME program loans.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	150,336	0	0	150,336	0	The Emergency Solutions Grant goes to fund both serving those in need of emergency shelter and assistance, and also to prevent homelessness and rapidly rehouse those who are homeless.
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	3,335,119	0	0	3,335,119	0	ME-502 or the City of Portland received \$3,314,472 (2012) and \$2,347,906 of a \$3,335,119 total request(2013 tiered funding) in the Continuum of Care Competition Homeless Assistance Awards.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Section 108	public - federal	Economic Development	9,007,000	0	0	9,007,000	0	Remaining balance from \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan funds slated for the construction of a 700 parking space garage to support a million square foot mixed use development including 235 market rate housing units and 43,00 sq ft of retail/commercial space.
Section 8	public - federal	Rental Assistance	14,975,000	0	0	14,975,000	0	PHA's Housing Choice Voucher Program provides rental subsidies to a maximum of 1,809 households - 1501 tenant-based vouchers, 164 project based vouchers, 49 homeownership vouchers, 55 VASH vouchers, 40 vouchers set aside for chronically homeless disabled individuals.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Housing Multifamily rental rehab	339,178	0	0	339,178	0	Program Income from prior HUD Healthy Home/Lead Safe Housing Grants. Wherever possible, the City will utilize rehab program funds in combination with lead program income funds to complete additional lead-safe units.
Other	public - state	Multifamily rental new construction	4,962,418	0	0	4,962,418	0	Low Income Housing Tax Credits leveraged in two projects - Bayside Anchor and 134 Washington Avenue
Other	public - local	Acquisition Multifamily rental new construction New construction for ownership	724,000	0	0	724,000	0	Local Housing Trust Funds allocated under an annual plan that is approved by the City Council.

Table 5 - Expected Resources – Priority Table

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

CDBG funds are leveraged considerably for their investment. The \$2,209,577 in CDBG investment leverages \$8,709,109. That's almost four times the CDBG investment for infrastructure projects, job creation, facade improvements, microenterprise development, non-profit

rehabilitation, job creation and social services.

The HOME Program also leverages considerable funds. For the \$1,123,178 budgeted for the upcoming year, the expected leveraged funds is \$5,686,718. This includes \$4,962,418 in Low Income Housing Tax Credits for affordable housing development and \$724,300 from Portland's Housing Trust Fund. For the HOME MATCH REPORT, in FY12/13 \$818,179 in HOME funds were drawn down from HUD generating a 25% match requirement of \$204,545. The City of Portland meets its match requirement through the expenditure of local General Assistance funds providing tenant based rental assistance to low and very low income households. The City expended \$5,609,716 in General Assistance funds for this purpose, well in excess of the required HOME program match and will continue this assistance for PY 14/15.

The ESG Program is expected to provide match funds in the amount of \$108,109 through the following resources: City's General Assistance program and state grants received from the Maine State Housing Authority.

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

In 2012, the City Council adopted a Housing Investment Policy that requires the Housing & Community Development Committee (HCDC) to complete an annual review of program priorities that includes the type and location of housing, and an analysis of tax acquired or City-owned property that may be included as a development resource. In its 2014 Common Goals and Objectives the City Council identified the promotion of housing availability as a goal with one objective being the assessment of city owned property to construct affordable housing. The HCDC has identified three parcels as potential development sites and will be working towards a development project for each parcel. The three identified parcels are 98 High Street, 83 Middle Street and 61-65 Munjoy Street.

**Discussion**

In 2007 the City of Portland applied for 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan. The funds were awarded in February 2008. The combined \$12 million will revitalize the distressed area of Bayside by stimulating residential and commercial economic development activities and creating jobs.

In 2012 the City underwent negotiations with Federated Companies for the purchase and sale of seven parcels of land in the Bayside neighborhood. The project is slated to build a million square foot mixed use development, 471,000 square feet of which is slated for Phase I which will begin in FY14/15 and include up to 235 market rate housing units, 700 parking space garage plus 43,000 square feet of retail/commercial space.

The specific community development objectives flow from activities required to relieve the blighted conditions and introduce economic activity: Remove blighted land uses; upgrade infrastructure; facilitate re-use by firms that compliment downtown Portland and the city overall; create a vital area of mixed business, residential and recreational uses by building a parking garage to spur growth; and private sector job creation.

The project received Portland Planning Board approval in January 2014. A legal appeal has been filed by opponents of the project. It is hoped that the legal appeal will be resolved this year to enable this project to proceed with construction. The City is aware of the 2014 fall deadline to draw down all remaining HUD 108 and BEDI grant funds and has been working with HUD regional staff on approaches to access these funds.

## Annual Goals and Objectives

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

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Transition Out of Poverty	2014	2015	Affordable Housing Non-Housing Community Development	Census Tracts 5, 6, and 10 Eligible Census Tracts Cumberland County	Basic Needs Child Care Employment Development & Economic Development	CDBG: \$633,359 HOME: \$135,314	Public service activities other than Low/Moderate Income Housing Benefit: 17008 Persons Assisted Tenant-based rental assistance / Rapid Rehousing: 110 Households Assisted Homeless Person Overnight Shelter: 200 Persons Assisted Jobs created/retained: 31 Jobs Businesses assisted: 33 Businesses Assisted
2	Strong Neighborhoods	2014	2016	Non-Housing Community Development	Census Tracts 5, 6, and 10 PORTLAND, MAINE Eligible Census Tracts	Basic Needs Employment Development & Economic Development	CDBG: \$1,166,703	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 34530 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted

Table 6 – Goals Summary<TYPE=[text] REPORT\_GUID=[9B4786E64DDAC839A8E119B13CB7DB46]>

## Goal Descriptions

1	<b>Goal Name</b>	Transition Out of Poverty
	<b>Goal Description</b>	Transition individuals and families out of poverty into self-sufficiency, to stability, productivity and beyond, so each member of our community can reach their full potential and contribute to community life.
2	<b>Goal Name</b>	Strong Neighborhoods
	<b>Goal Description</b>	Build strong, self-sustaining neighborhoods by promoting housing availability, improving the transportation system, increasing economic development, implementing environmental safe-guards, improving City services, working to prevent and end homelessness and promoting inter-governmental collaboration across regional, state and federal levels.

### **Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Approximately 110 individuals or households will be extremely low income, who will participate in the tenant based rental assistance program. An additional 52 families will be low or moderate income families who will be housed in new units (approximately 15 in the City of Portland and 5 for Cumberland County) or participate in the residential rehabilitation program (approximately 17 in the City of Portland and 15 in Cumberland County).

## AP-35 Projects – 91.220(d)

### Introduction

The projects listed below summarize all of the projects and activities that will be funded in the 2014-2015 Annual Action Plan with CDBG, HOME and ESG funding.

The Community Development Block Grant allocated funds are determined by the entitlement grant, program income and surplus funds, which are unexpended funds from a prior year. The calculation for determining the allocation amount is below. CDBG Entitlement Grant PY 14-15 = \$1,815,577, Program Income = \$119,000, Surplus Funds = \$275,000, **Total Amount of CDBG Funds Available \$2,209,577**. *Total Allowable Administration \$409,515.*

Traditionally around the country CDBG entitlement communities are allowed to spend a maximum of 15% of their allocation on public service activities. However in 1983 the City of Portland was granted a waiver and HUD determined that any municipality spending more than 15% on public service activities could continue spending that amount. At the time Portland was expending 33% of the grant allocation and therefore has been allowed to continue to spend 33% on public services. *Total Allowable Public Services Amount \$633,359 (including a \$100,000 set aside for job creation support services). Amount Available for Development Activities \$1,166,703 (including \$300,000 set aside for job creation and microenterprise assistance).* In total \$1,640,172 or 91% of the CDBG allocation this year will go to serve low and moderate income persons, either directly through services or jobs, or indirectly by improving low to moderate income neighborhoods.

#	Project Name
1	CDBG COP Administration and Planning
2	CDBG Econ Dev-Micro Asst & Job Creation
3	CDBG Non-Profit Rehabilitation
4	CDBG Infrastructure Projects
5	Community Policing
6	HESG Projects
7	CDBG Employment Development Program
8	City HOME Housing Rehabilitation
9	City HOME TBRA
10	City Affordable Housing Development
11	County HOME Rehabilitation
12	County Affordable Housing Development
13	HDF Housing Rehabilitation
14	HOME Admin
15	HDF Rehab Project Staff Costs
16	Preble Street Resource Center

#	Project Name
17	Preble Street Food Programs
18	Opportunity Alliance Basic Needs
19	Preble Street Joe Kreisler Teen Center
20	Catherine Morrill/YFO Childcare Assistance Program
21	COP Healthcare for the Homeless
22	Wayside Food Programs
23	Amistad Peer Support and Recovery
24	Preble Street Florence House

**Table 7 – Project Information**

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

The City Council sets funding priorities, which this year were childcare, basic needs and job creation/microenterprise assistance. However, in the City of Portland the majority of allocations do address underserved needs of the City such as food (soup kitchen, food distribution programs) shelter (women's shelter and adult day shelter), safety (community policing) and child care. While all projects that requested funding would be beneficial to our City, due to limited dollars not all of the can be funded.

A map is attached which identifies the current CDBG eligible neighborhoods. As noted above, 91% of the CDBG allocation this year will go to serve low and moderate income persons, either directly through services or jobs, or indirectly by improving low to moderate income neighborhoods. CDBG funds are allocated through a competitive application process. To apply, organizations must attend a mandatory application meeting. Applications are available through the Housing and Community Development Office in City Hall and on the City's webpage. Applications are reviewed by a volunteer citizen allocation committee appointed by the City Council. The Allocation Committee sends its recommendations to the City Manager who forwards the funding recommendations to the City Council. The City Council conducts two public hearings before deciding on the final funding recommendations.

100% of the HOME Program funds will benefit households throughout Cumberland County earning at or below 80% of the area median income. The HOME Program budget is formulated by staff, endorsed by the City Council's Housing and Community Development Committee and Cumberland County's Municipal Oversight Committee. The City Council conducts two public hearings before deciding on the final HOME Program budget. Program guidelines and applications are available through the Housing and Community Development Office in City Hall and on the City's webpage.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

<b>1</b>	<b>Project Name</b>	CDBG COP Administration and Planning
	<b>Target Area</b>	Census Tracts 5, 6, and 10 PORTLAND, MAINE Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs Child Care Employment Development & Economic Development
	<b>Funding</b>	CDBG: \$409,515
	<b>Description</b>	Administration of the CDBG program and CDBG eligible planning activities.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This is for administration and planning. No families will benefit directly from this project.
	<b>Location Description</b>	While the focus will be on the eligible areas, eligible planning can happen throughout the City of Portland.
	<b>Planned Activities</b>	Manage the CDBG Grant, Long Range Planning efforts
<b>2</b>	<b>Project Name</b>	CDBG Econ Dev-Micro Asst & Job Creation

<b>Target Area</b>	PORTLAND, MAINE
<b>Goals Supported</b>	Transition Out of Poverty
<b>Needs Addressed</b>	Employment Development & Economic Development
<b>Funding</b>	CDBG: \$75,000
<b>Description</b>	This project is for two economic development projects. (1)Portland Micros- Microenterprise Creation \$15,000 and (2)Portland Food Co-Op Grocery Store- Job creation \$60,000
<b>Target Date</b>	6/30/2016
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>This is for two economic development projects.</p> <ol style="list-style-type: none"> <li>1. Portland Micros for the creation of Microenterprises. This is to provide technical assistance, business advice and services, customized training, and networking opportunities to help 12 new Americans/ families primarily of immigrant descent realize their dream of business ownership. Recipients will be 100% LMI.</li> <li>2. Portland Food Co-Op for the creation of 4 full time equivalent jobs, to assist three to six persons/ families where at least 51% are low to moderate income persons living in the City of Portland. The assistance provided will help to establish a full service community market focused on healthy, local, organic and natural groceries. The market will be open to the public 7 days a week.</li> </ol>
<b>Location Description</b>	<ol style="list-style-type: none"> <li>1. The Portland Micros are from various neighborhoods in the City, including Munjoy Hill, East bayside, Bayside, Parkside, West End, North Deering and Riverton. They will be working out of their homes or from local shops.</li> </ol> <p>The Portland Food Co-Op is located at 290 Congress Street in Census Tract 5, adjacent to the Portland Housing Authority's property Kennedy Park.</p>

	<b>Planned Activities</b>	<p>1. The Portland Micros will provide a complete course of instruction, training exercises, practices, networking events, advice and counseling for 12 micro-enterprise owners. 12 businesses assisted.</p> <p>2. Portland Food- Co-Op will open a grocery store cooperatively owned by members and open to the public that will offer a wide selection of high quality and fairly priced local, organic and natural foods and products. They will use CDBG funds to hire 4 FTEs which may hire 4-6 individuals. 1 business assisted, 4 jobs created.</p>
<b>3</b>	<b>Project Name</b>	CDBG Non-Profit Rehabilitation
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs Employment Development & Economic Development
	<b>Funding</b>	CDBG: \$166,627
	<b>Description</b>	This project is to provide assistance to renovate the building of three non-profit organizations. (1) Learning Works \$70,700 (2) Preble Street \$64,493 and (3) Milestone \$21,778 and \$9,656
	<b>Target Date</b>	6/30/2016
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>This project will assist three non-profit organizations upgrade their building which in turn will help them serve their target populations.</p> <p>1. Learning Works Renovation of Historic Property- 181 Bracket Street will benefit 1500 Portland residents, specifically at risk youth, immigrant community and low income families. 1500 persons, 1 building.</p> <p>2. Preble Street Resource Center Rehab at 5 Portland Street will benefit 700 adults and families who are homeless or living in poverty. 700 persons, 1 building.</p> <p>3. There are two projects for the Milestone Foundation Shelter at 65 India Street which will benefit 553 homeless men in Portland area with substance abuses and mental health issues. 553 persons, 1 building.</p>

	<b>Location Description</b>	<p>1. Learning Works Renovation of Historic Property is located at 181 Bracket Street. Census Tract 11, located in the West End.</p> <p>2. Preble Street Resource Center Rehab is located at 5 Portland Street. Census Tract 6, located in Bayside.</p> <p>3. There are two projects for the Milestone Foundation Shelter is located at 65 India Street, Census Tract 1, located in the India Street Neighborhood.</p>
	<b>Planned Activities</b>	<p>1. The Learning Works Project consists of repairing leaking roof, repair and repointing brick facade, rebuilding handicap access ramp, paint non-masonry exterior, complete siding, replace non-conforming windows, and install high energy heat pump.</p> <p>2. The Preble Street Project consists of renovating the shelter overflow space, replace or rehab to improve safety and functionality including repairing walls, ceilings and floors, refurbishing bathroom and showers, painting etc.</p> <p>3. The Milestone project consists of two projects 1) Renovate the shelter bathroom and 2) improve air quality.</p>
4	<b>Project Name</b>	CDBG Infrastructure Projects
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs Employment Development & Economic Development
	<b>Funding</b>	CDBG: \$625,076
	<b>Description</b>	There are four Public Services projects awarded for public infrastructure. (1)Oxford Street Crossing & Elm Street Sidewalk \$248,375 (2)North Boyd Street Multiuse Trail Phase II \$110,000 (3)St John/ Valley Streetscape Improvement Phase III \$210,504 (4) Big Belly Solar Compactors \$56,197
	<b>Target Date</b>	6/30/2016

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>The persons who will benefit from these infrastructure improvements will be all the residents of the CDBG eligible neighborhoods, a total of 22,655 people. As characteristics of CDBG eligible neighborhoods, at least 51% of these individuals are low to moderate income and all are Portland residents. The residents of specific neighborhoods will see more benefit when specific projects are built nearby, as specified here:</p> <ol style="list-style-type: none"> <li>1. Oxford Street Crossing &amp; Elm Street Sidewalk, CT-6 Bayside neighborhood, 2,697 people</li> <li>2. North Boyd Street Multiuse Trail Phase 2, CT-5 East Bayside neighborhood, 2,537 people</li> <li>3. St John/ Valley Streetscape Improvement Phase 3, CT- 13 St John/ Valley neighborhood, 3,335 people</li> <li>4. Big Belly Solar Compactors, all eligible neighborhoods, CT 1, 2, 5, 6, 10, 11, 12, 13, 20.02, 22,655 people</li> </ol>
	<b>Location Description</b>	<ol style="list-style-type: none"> <li>1. Oxford Street Crossing &amp; Elm Street Sidewalk, CT-6 Bayside neighborhood, 2,697 people</li> <li>2. North Boyd Street Multiuse Trail Phase 2, CT-5 East Bayside neighborhood, 2,537 people</li> <li>3. St John/ Valley Streetscape Improvement Phase 3, CT- 13 St John/ Valley neighborhood, 3,335 people</li> <li>4. Big Belly Solar Compactors, all eligible neighborhoods, CT 1, 2, 5, 6, 10, 11, 12, 13, 20.02, 22,655 people</li> </ol>
	<b>Planned Activities</b>	<ol style="list-style-type: none"> <li>1. Oxford Street Crossing &amp; Elm Street Sidewalk, create a safer a more accessible pedestrian network measured by improved sidewalks and intersection crossings, and more convenient streetscape including trees and lighting.</li> <li>2. North Boyd Street Multiuse Trail Phase II, extend the North Boyd Streert trail to connect Phase I (which ends at Fox Street) with the Bayside Trail</li> <li>3. St John/ Valley Streetscape Improvement Phase III, creating safe and continuous walking facilities and traffic calming street treatments which will help to improve biking and walkability.</li> <li>4. Big Belly Solar Compactors, all eligible neighborhoods, Increase quality of life through reduction of wind-blown litter and trash, decrease illegal dumping of household wastes by deploying more secure public waste Big Belly solar compactors.</li> </ol>
<b>5</b>	<b>Project Name</b>	Community Policing
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty

	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$150,000
	<b>Description</b>	The Portland Police Department will use CDBG to pay a portion of the salary of five Community Policing Coordinators. Coordinators are assigned to HCD eligible neighborhoods where they work closely with residents, social service agencies, businesses, community stakeholders and other city departments and government agencies to identify problems and develop suitable and effective programs and strategies to effect long-term changes in their respective neighborhoods.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will serve a total of 5,000 persons/ families of which 3,300 or 66% are low to moderate income Portland residents.
	<b>Location Description</b>	Community Policing stations are located: 109 Middle Street (Police HQ), 101 Atlantic Street (Munjoy Hill Community Policing Center/CDBG Eligible Neighborhood), 26 Portland Street (Mid Town Center/CDBG Eligible Neighborhood), 85 Grant Street (Parkside Center/CDBG Eligible Neighborhood), 251A Danforth Street (West End Center/CDBG Eligible Neighborhood), 44 Mayo Street (East Bayside Center/CDBG Eligible Neighborhood) and all Portland Housing neighborhoods. Census Tracts 1, 2, 5, 6, 10, 11 and 12.
	<b>Planned Activities</b>	Community Policing- provide a liaison between the neighborhood and the police department in six locations
<b>6</b>	<b>Project Name</b>	HESG Projects
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	ESG: \$150,336 Competitive McKinney-Vento Homeless Assistance Act: \$3,335,119

	<b>Description</b>	This is for all Emergency Solution Grant programs. The programs include: 1. Healthcare for the Homeless2. Family Shelter, essential services3. Family Shelter, homeless prevention4. Oxford Street Shelter, homeless prevention5. Administration
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Number of persons served at the Family Shelter, Essential Services Program 75 Number of persons served at the Family Shelter, Homeless Prevention Program 50 Number of persons served at the Oxford Street Shelter, Homeless Prevention Program 50 These are all very low and extremely low income families and individuals.
	<b>Location Description</b>	1. Healthcare for the Homeless is located on 20 Portland Street 2. Family Shelter is located at 54 and 55 Chestnut Street 3. Family Shelter is located at 54 and 55 Chestnut Street 4. Oxford Street Shelter is located at 203 Oxford Street 5. Administration is located at 196 Lancaster Street
	<b>Planned Activities</b>	Case management, housing counseling, rapid re-housing assistance
<b>7</b>	<b>Project Name</b>	CDBG Employment Development Program
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Transition Out of Poverty
	<b>Needs Addressed</b>	Employment Development & Economic Development
	<b>Funding</b>	CDBG: \$400,000

<b>Description</b>	The Employment Development Program is a competitive CDBG Program developed by the City of Portland to fund projects that create employment opportunities that move Portland residents out of poverty into sustained employment and financial stability. There are TWO proposal tracks: Microenterprise Assistance and Job Creation. The objective is to create employment opportunities through 1) job creation by investing in businesses with Portland locations to create 4 net new jobs, and 2) microenterprise assistance by providing targeted assistance to facilitate the creation of microenterprise businesses. The second objective is to provide support services specific to the new employee or person developing a microenterprise to improve professional capacity, financial stability and/ or their ability to maintain employment/ the new business.
<b>Target Date</b>	6/30/2016
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>1. Microenterprise Assistance (DA)- 21 new Americans or women and their families will be assisted by this project of which at least 51% will be low to moderate income Portland residents. Of this group 7 new Americans or women and their families all of which will be low to moderate income Portland residents will be assisted to create microenterprises.</p> <p>2. Job Creation Support Services (SS)- 100 new Americans and other minority and low income individuals and their families will be assisted by this project of which at least 67% will be low to moderate income Portland residents.</p> <p>2. Job Creation (DA)- 25 of the 100 new Americans and other minorities and low income persons assisted through the Support Services will be placed in jobs, of the 25 at least 67% will be low to moderate income Portland residents.</p>
<b>Location Description</b>	The majority of all the activities regarding the Employment Development Program will be located in Portland including the businesses, the assistance and the residence.

	<b>Planned Activities</b>	<p>1. Microenterprise Assistance (DA)- The lead agency and their partners will provide targeted microenterprise assistance to help aspiring entrepreneurs build their capacity to achieve economic self sufficiency.</p> <p>2. Job Creation (DA &amp; SS)- The lead agency and their partners will create an integrated system, the Portland Jobs Alliance, that prepares job seekers with low incomes, especially new Americans, to successfully enter the workforce while meeting the growing needs of Portland area businesses for qualified workers.</p>
<b>8</b>	<b>Project Name</b>	City HOME Housing Rehabilitation
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	HOME: \$105,000 Program Income Lead Safe Housing: \$69,589
	<b>Description</b>	Housing rehabilitation program will provide home repair assistance to income eligible homeowners.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 7 housing units will be assisted in the City of Portland HOME Rehabilitation Program. Assistance will be provided to low income households earning at or below 80% of the area median income
	<b>Location Description</b>	Throughout the City of Portland
	<b>Planned Activities</b>	Throughout the City of Portland
<b>9</b>	<b>Project Name</b>	City HOME TBRA
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Transition Out of Poverty

	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	HOME: \$135,314
	<b>Description</b>	Tenant Based Rental Assistance Program
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 110 extremely low income individuals or households will be assisted through this program
	<b>Location Description</b>	Througout the City of Portland
	<b>Planned Activities</b>	Tenant Based Rental Assistance typically consisting of security deposit, utility deposits and/or first months rent.
<b>10</b>	<b>Project Name</b>	City Affordable Housing Development
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	HOME: \$391,709 Housing Trust Fund: \$724,000 LIHTC: \$4,962,418
	<b>Description</b>	Affordable Housing Development projects which create rental or homeownership housing units however, conversion of non-residential property is also eligible.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 15 low and very low income families will be assisted.

	<b>Location Description</b>	City of Portland
	<b>Planned Activities</b>	The goal for the distribution of HOME funds is to promote and finance the development of affordable housing in the City of Portland. This housing may be rental or ownership housing designed for senior, multi-family, single-family, SRO units, or small apartment or cottage units as deemed appropriate for the City of Portland and with location consistent with the City of Portland's Comprehensive Plan. The City of Portland seeks development projects with a high standard of quality, design, and livability and would not require a contract or conditional zone (although other rezoning consistent with the City's Comprehensive Plan may be considered). Developments should promote efficient use of land, locations proximate to shopping, work places and community facilities. They should also incorporate high standards of energy efficiency and "green" design criteria.
11	<b>Project Name</b>	County HOME Rehabilitation
	<b>Target Area</b>	Cumberland County
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	HOME: \$228,000 Program Income Lead Safe Housing: \$69,589
	<b>Description</b>	Housing Rehabilitation Program - Owner Occupied Housing
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 15 housing units will be assisted; 100% of individuals and families assisted will be low income.
	<b>Location Description</b>	Throughout Cumberland County

	<b>Planned Activities</b>	Housing rehab projects typically include energy efficiency repairs and other basic home repairs such as heating system replacements, roof repairs and utility upgrades. A housing inspection and energy audit are completed on each property assisted.
<b>12</b>	<b>Project Name</b>	County Affordable Housing Development
	<b>Target Area</b>	Cumberland County
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	HOME: \$151,837
	<b>Description</b>	Affordable Housing Development Program is designed to promote and help finance the development of affordable housing in the communities of Cumberland County, not including the City of Portland. Funding for this activity includes a portion of the annual CHDO set-aside.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 5 new units available to low to very low income households will be created
	<b>Location Description</b>	Throughout Cumberland County, excluding the City of Portland
	<b>Planned Activities</b>	The goal is to promote and finance the development of affordable housing in Consortium communities <u>outside the City of Portland</u> . This housing may be rental or ownership housing or the conversion of non-residential property to housing units. Developments must be deemed appropriate for the community and location consistent with the community's Comprehensive Plan. The Consortium seeks developments with a high standard for quality, design and livability. Developments should promote efficient use of land, a location proximate to shopping, work places and community facilities and incorporate high standards of energy efficiency and "green" design criteria.

<b>13</b>	<b>Project Name</b>	HDF Housing Rehabilitation
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$150,179 Program Income Lead Safe Housing: \$200,000
	<b>Description</b>	Housing Rehabilitation Program - owner occupied housing and multi-family tenant occupied housing
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 10 low income households will be assisted.
	<b>Location Description</b>	Throughout the City of Portland
	<b>Planned Activities</b>	Housing rehab projects typically include energy efficiency repairs and other basic home repairs such as heating system replacements, roof repairs and utility upgrades. A housing inspection and energy audit are completed on each property assisted.
<b>14</b>	<b>Project Name</b>	HOME Admin
	<b>Target Area</b>	PORTLAND, MAINE Cumberland County
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	HOME: \$111,318

	<b>Description</b>	10% HOME set-aside for administrative costs of the program
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This is for administration of the HOME program. No families will benefit directly from this project.
	<b>Location Description</b>	HOME program activities can occur throughout the City of Portland and Cumberland County
	<b>Planned Activities</b>	Manage the HOME Program.
15	<b>Project Name</b>	HDF Rehab Project Staff Costs
	<b>Target Area</b>	PORTLAND, MAINE
	<b>Goals Supported</b>	Strong Neighborhoods
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$63,156
	<b>Description</b>	Rehab staff projected related costs
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 10 low to moderate income families will be assisted
	<b>Location Description</b>	Throughout the City of Portland
	<b>Planned Activities</b>	Administrative/salary project related staff costs.
16	<b>Project Name</b>	Preble Street Resource Center
	<b>Target Area</b>	Census Tracts 5, 6, and 10 Eligible Census Tracts

	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$45,000
	<b>Description</b>	A drop-in service center providing homeless adults and families with essential services - bathrooms, showers, clothing, phones, mail, support assistance, linkage to resources to help them move beyond homelessness (housing, healthcare, employment, and mental health services.)
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1,100 adults and families who are homeless or living in poverty
	<b>Location Description</b>	Program is located in the Bayside Neighborhood/Census Tract 6, a CDBG Eligible Neighborhood.
	<b>Planned Activities</b>	A drop-in service center providing homeless adults and families with essential services - bathrooms, showers, clothing, phones, mail, support assistance, linkage to resources to help them move beyond homelessness (housing, healthcare, employment, and mental health services.)
<b>17</b>	<b>Project Name</b>	Preble Street Food Programs
	<b>Target Area</b>	Census Tracts 5, 6, and 10
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$50,000
	<b>Description</b>	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House and Teen Center and a weekly food pantry distributing emergency food boxes to meet the nutrition needs of people who are homeless and living in poverty.

	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Provide meals to 4200 adults and families who are homeless or living in poverty
	<b>Location Description</b>	This Program is located in the Census Tract 5, 6, and 10
	<b>Planned Activities</b>	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House and Teen Center and a weekly food pantry distributing emergency food boxes to meet the nutrition needs of people who are homeless and living in poverty.
18	<b>Project Name</b>	Opportunity Alliance Basic Needs
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$62,400
	<b>Description</b>	Access to Basic Needs: Winter heat and summer food funding will be used to provide heat to LMI Portland households in need of emergency assistance in the winter and provide food to children at summer food sites in Portland.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 1760 LMI Portland individuals and families will be assisted
	<b>Location Description</b>	Opportunity Alliance has their Parkside Neighborhood Center in Census Tract 10 but serve summer food and winter heat in various locations throughout the city.

	<b>Planned Activities</b>	Provide 80 units of emergency heating assistance (approximately 100 gallons per unit) and 320 units of food which will allow LMI Portland residents to stabilize the situation in their households and will resolve or avert crises that could have a negative impact on health.
19	<b>Project Name</b>	Preble Street Joe Kreisler Teen Center
	<b>Target Area</b>	Census Tracts 5, 6, and 10
	<b>Goals Supported</b>	Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Overnight emergency shelter open 365 days for homeless and run-away youth 12-20 years old.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 youth will stay at the shelter and utilize over 5000 bed nights.
	<b>Location Description</b>	Located at 38 Preble Street in the Bayside Neighborhood, CDBG Eligible Census Tract 6.
	<b>Planned Activities</b>	Meet the safety and support needs of youth on the streets by providing over 5000 shelter bed nights; separate youth from the population of homeless adults who can place them at risk by providing shelter, services, meals; engage homeless youth to better meet their needs in a system designed specifically to address youth issues with a complete initial intake, safety plan and/or guardian notification and initial stabilization plan.
20	<b>Project Name</b>	Catherine Morrill/YFO Childcare Assistance Program
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Transition Out of Poverty
	<b>Needs Addressed</b>	Child Care
	<b>Funding</b>	CDBG: \$89,432

	<b>Description</b>	Partnership will provide subsidized child care services in high quality programs to LMI Portland families looking for work, working, participating in educational, vocational or social services or waiting for a state voucher. Social services will help ameliorate barriers to employment as well as to help them navigate DHHS's child care subsidy application process.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 23 LMI Portland families will be assisted
	<b>Location Description</b>	Program is located at 96 Danforth Street and 331 Cumberland Avenue
	<b>Planned Activities</b>	The program will provide subsidized child care to 15-30 LMI Portland families in need of affordable quality child care services so that they can be a productive member of the workforce, and in turn, move toward self-sufficiency. Case management social services to support LMI Portland parents on an "as needed" basis in order to reduce barriers to employment.
<b>21</b>	<b>Project Name</b>	COP Healthcare for the Homeless
	<b>Target Area</b>	Census Tracts 5, 6, and 10
	<b>Goals Supported</b>	Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$21,527
	<b>Description</b>	Provide assistance to persons suffering from multi-co-occurring disorders and provide crisis intervention for adults experiencing homelessness
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	126 LMI Portland individuals

	<b>Location Description</b>	20 Portland Street
	<b>Planned Activities</b>	Providing co-occurring, enhanced, trauma informed services such as outreach and engagement, screening, intake and orientation, assessment and treatment planning, individual and group therapy, basic case management, medication assisted treatment and crisis intervention for adults experiencing homelessness.
<b>22</b>	<b>Project Name</b>	Wayside Food Programs
	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	A collaboration to increase accessibility of nutritious foods for residents underserved by existing resources.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2550 clients will be served by this program of which approximately 72% will be LMI Portland residents.
	<b>Location Description</b>	Various locations throughout the city
	<b>Planned Activities</b>	A collaboration to increase accessibility of nutritious foods for residents underserved by existing resources via Mobile Food Pantries and Community Meals. These programs improve current conditions by supporting healthy eating habits and reducing food insecurity. Over time these programs decrease risks for chronic diseases and reduce financial burden of conditions like obesity, diabetes and cardiovascular disease upon our community.
<b>23</b>	<b>Project Name</b>	Amistad Peer Support and Recovery

	<b>Target Area</b>	Eligible Census Tracts
	<b>Goals Supported</b>	Strong Neighborhoods Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	A low-barrier community center which invites membership from adults in Portland who live with the symptoms of severe and persistent mental illness as well as addiction, homelessness or other life challenges.
	<b>Target Date</b>	6/30/2015
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	6760 LMI Portland individuals
	<b>Location Description</b>	66 State Street
	<b>Planned Activities</b>	A low-barrier community center which provides adults in Portland with severe and persistent mental illness a safe and welcoming community that treats everyone with dignity and respect and which fosters the belief that all people can lead full and productive lives.
<b>24</b>	<b>Project Name</b>	Preble Street Florence House
	<b>Target Area</b>	Census Tracts 5, 6, and 10
	<b>Goals Supported</b>	Transition Out of Poverty
	<b>Needs Addressed</b>	Basic Needs
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Emergency shelter providing safety, basic services, support and housing assistance for homeless women 24 hours a day/365 days a year.
	<b>Target Date</b>	6/30/2015

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 LMI Portland individuals
	<b>Location Description</b>	190 Valley Street
	<b>Planned Activities</b>	Provide gender specific safe shelter for women; provide access to basic immediate needs for homeless women; provide referral and linkages to community resources to help women move beyond homelessness.

## **AP-50 Geographic Distribution – 91.220(f)**

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

The Community Development Block Grant and HOME Grant funds are distributed throughout the City of Portland, Maine. Neighborhood improvements including sidewalks, streets and parks, plus the majority of public services, are found in the City's eligible areas. The eligible areas are sections of the City that have been identified through the 2000 Census as primarily residential areas where 51% of the residents are low to moderate income individuals or households. These areas are found primarily on the peninsula in Districts 1 and 2 and parts of District 3. The areas of the highest minority populations include Census Tracts 5, 6 and 10, which represents East Bayside, Bayside and Parkside neighborhoods respectively. The goal is to direct the majority of resources into these neighborhoods.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Census Tracts 5, 6, and 10	23
PORTLAND, MAINE	11
Eligible Census Tracts	21
Cumberland County	45

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

HOME and ESG, plus program income and reprogrammed funds saved from previous years. As a result there is \$2,209,577 of CDBG funds, \$1,123,188 of HOME funds, and \$150,336 of Emergency Solution Grant Funds.

For CDBG 63% of all of the funds distributed will go to the eligible areas, and 30% of that will be directed to Census Tracts 5, 6 and 10. The projects located in CT 5, 6 and 10 include the Portland Food- Co-Op job Creation, Preble Street Resource Center Rehab, Oxford Street Crossing and Elm Street Sidewalk, North Boyd Street Trail Phase 2, and several social service projects located in those areas including Preble Street, and Healthcare for the Homeless.

For the 33% of CDBG projects that fall into the eligible areas but not into CT 5, 6, and 10 projects include: Learning Works building rehab, Milestone shelter rehab, St John Valley Streetscape Improvement Phase 3, Big Belly Solar Waste Compactors, and several social service programs including

Community Policing, Opportunity Alliance basic needs, Catherine Morrill/ YFO subsidized Child care, Wayside and Amistad food distribution programs.

The 37% of CDBG funds City wide are primarily Planning and Administration, and economic development projects: Living with Peace and CEI Employment Development Program projects for job creation, micronenterprise assistance and job support.

66% of HOME funds are directed City wide in Portland and 34% are directed County wide as part of the Cumberland County HOME Consortium.

All ESG funds are distributed at Portland area shelters and are located within Census Tract 6.

## **Discussion**

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The City of Portland/Cumberland County HUD HOME Consortium (CCHC) began in May 2008. Through the Consortium the region captures additional funding for housing rehabilitation, rental housing development and tenant based rental assistance for low and moderate income persons throughout Cumberland County.

Portland retains independent operation of its HUD HOME program and will receive an annual direct allocation from the Consortium by formula defined in the Mutual Cooperation Agreement which was signed by all members of the Consortium. The second three-year Mutual Cooperation Agreement, which was signed on May 27, 2011, included an automatic renewal clause. Portland serves as the "Lead Entity" of the Consortium. The Consortium is in the last year of its current three-year agreement, which runs through June 30, 2015. The member communities are in the process of automatically renewing the Consortium for an additional three-year period.

As agreed upon in the Mutual Cooperation Agreement, the Cumberland County Community Development Municipal Oversight Committee (MOC) provides policy oversight for planning, operations, project selection and evaluation for the CCHC excepting activities conducted by the City of Portland. The MOC includes members of the Cumberland County Entitlement Jurisdiction (County) expanded to include the Town of Brunswick for HOME Program activities. The MOC will review the proposed HOME program design each year and the CCHC program application to HUD. The proposed HOME program design will define a strategy in sufficient detail to accommodate the collective and individual needs and priorities of the County and the Town of Brunswick.

<b>One Year Goals for the Number of Households to be Supported</b>	
Homeless	110
Non-Homeless	52
Special-Needs	0
Total	162

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

<b>One Year Goals for the Number of Households Supported Through</b>	
Rental Assistance	110
The Production of New Units	20
Rehab of Existing Units	32

One Year Goals for the Number of Households Supported Through	
Acquisition of Existing Units	0
Total	162

**Table 10 - One Year Goals for Affordable Housing by Support Type**

## Discussion

Affirmative Marketing. Portland has not funded any single projects containing five or more HOME assisted units. Portland does require that developers receiving HOME funds for new construction provide a copy of their affirmative marketing policy. Minority Outreach. Portland intends to meet the requirements of 24 CFR 92.350 for establishing and overseeing a minority and women's business outreach program through the following policies and procedures. Portland prohibits discrimination against any person in pursuit of business opportunities on the basis of race, color, national origin, religion, sex, age, disability or veteran status. Additionally, City policy prevents discrimination in employment, housing, access to public accommodations or in the extension of credit on account of sexual orientation. City policy provides equal opportunity for participating in all aspects of the City's contracting and procurement programs.

All CDBG sub-recipients are required to:(1)Comply with the Maine State Human Rights Act and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086; (2) Comply with non-discrimination in employment and contracting opportunities laws, regulations and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable; (3) Comply with Section 3 of the Housing and Urban Development Act of 1968, as amended; and in accordance, in all work made possible by or resulting from this Contract, affirmative action will be taken to ensure that residents (preferably lower income) of the City are given maximum opportunities for training and employment and that business concerns located in or owned in substantial part by residents of the City are to the greatest extent feasible, awarded contracts ; (3) Use its best efforts to afford small businesses, minority business enterprises and women business enterprises the maximum practical opportunity to participate in the performance of this contract. In all solicitations or advertisements for employees placed by or on behalf of the sub-receiptant, state that it is an Equal Opportunity or Affirmative Action employer. All housing contractors are required to:(1) Comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3), and 24 CFR Part 135, which implement Section 3; (2) Comply with Section 503 - Affirmative Action for Handicapped Workers. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified; (3) Not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take

affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex or national origin (4) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration without regard to race, color, religion, sex or national origin; (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965 and of the rules, regulations and relevant orders of the Secretary of Labor.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Portland Housing Authority currently owns and manages 994 active public housing units within 12 developments and four Asset Management Projects, representing 420 elderly/disabled units and 574 family units. The occupancy rate is 97% in all developments. All PHA units are in good condition and continue to provide decent, safe affordable housing for extremely low, very low and low to moderate income families and individuals. PHA is rated as a "high performer" under HUD's Public Housing Assessment System.

The PHA administers 1809 Section 8 Housing Choice Vouchers for very and extremely low income families and individuals in Greater Portland. Within the total number of vouchers administered, there are special programs for homeownership, chronically homeless individuals and homeless veterans. Utilization of vouchers and funding is always between 98% and 100%. PHA consistently scores 100% under HUD Section 8 Management Assessment Program.

### **Actions planned during the next year to address the needs to public housing**

**Sustainability:** Following the implementation of a \$4.3 million Energy Performance Contract in 2013 & 2014, the PHA will continue to monitor energy consumption and costs, look for additional ways to save energy and resources, improve sustainability and implement the agency's Green Policy approved in February 2014.

Another important component of the agency's Green Policy is the establishment of the recycling program in all developments over the next 18 months. Equipment will be purchased, a waste hauling contract will be signed and resident education will be undertaken.

**Public Housing Conversion:** 98% of Portland's public housing inventory is over forty years old and 20% is closer to 70 years old. Although they are safe and well maintained, they have not had a major investment in rehabilitation and modernization. HUD doesn't have the funding to help make large investments to ensure the long term viability of the housing. The PHA will explore available financing programs to make these major investments. PHA will convert public housing to another ownership model for affordable housing. The HUD RAD Program is one option for this type of conversion and capital investment.

**Demolition and Disposition:** Two important goals include the development of additional affordable housing and investment in PHA owned properties. The agency will utilize existing public housing property that may be vacant land, underutilized surface parking or land and or buildings that are identified as obsolete and beyond their useful life. When opportunities are identified, PHA will sell or

convey these properties using HUD's disposition and demolition procedures. The PHA identified several projects that may be opportunities for investment and redevelopment and appropriate for this process. In 2014 PHA will analyze the feasibility and consider making application to HUD to dispose of land with the possible demolition of housing units at these locations: Bayside East; parcel adjacent to 155 Anderson St.; PHA Administrative Offices at 14 Baxter Boulevard; Harbor Terrace; Front Street, Sagamore Village, Riverton Park and Kennedy Park (parcels to be determined at each site).

Resident Services: Resident services are an important part of PHA's mission to help achieve stability and success in the lives of their residents. Examples of major resident service programs and partnerships include: HUD Family Self-Sufficiency Program, Portland Police Depart., Portland Public Schools, PHA Study Centers, Boys & Girls Clubs of So. Maine, Portland Adult Education, Head Start Centers, Univ. of New England (UNE) School of Nursing, Univ. of So. Maine (USM) School of Nursing.

Family case management services will continue under the implementation of the HUD ROSS Grant for Resident Service Coordination. The Family Case Manager assists residents with coordination of educational, vocational and life skills support services.

Case management for persons with disabilities continues to be a priority. PHA has contracted with Preble Street to provide case management services to the disabled who are having a difficult time obtaining or maintaining their support services and are in jeopardy of losing their assistance or of eviction.

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

PHA will continue to utilize Tenant Council meetings as an effective way to distribute information regarding policies and services residents may not be aware of. The Tenant Councils are an important vehicle for obtaining input regarding proposed policy changes and management actions.

During the upcoming year PHA staff will work to development tenant councils in neighborhoods where they don't currently exist. The work will include building interest, leadership skills and techniques to maintain an active council, so residents can be informed and actively participate in their developments.

Along with the individual Tenant Councils that PHA supports, PHA will continue to support and meet with its Resident Advisory Board, PHANG (Portland Housing Association of Neighborhood Groups). PHANG has members from each Tenant Council. Its meets monthly with PHA staff and the Portland Police Department to share information and ideas.

Homeownership: The PHA administers the HUD Family Self Sufficiency Program for both Public Housing and Section 8 Housing Choice Voucher Programs. Homeownership is always discussed as part of the program orientation. When a FSS participant identifies homeownership as one of their goals, staff work with them on budgeting and refers them to a homebuyer counseling class. Due to the high cost of

homes in this area, only a few public housing residents have been able to purchase homes. However, over the last 10 years, PHA has assisted 49 Section 8 participants to purchase homes through the Section 8 Homeownership Program.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable. The PHA is not designated as "troubled" by HUD.

**Discussion**

Public Housing Applicants: As of May 1, 2013, the waiting list for public housing was approximately 1300 families and individuals. The majority of need is for apartments with one and two bedrooms. PHA continues to receive between 90 and 100 new applications per month. During FY 2013, 127 public housing units turned over and re-leased.

Section 8 Housing Choice Voucher Programs: PHA's Housing Choice Voucher (HCV) Program provides rental subsidies to a maximum of 1,809 households in the greater Portland area. The breakdown in Vouchers consisted of, 1,501 tenant-based voucher holders, 164 project-based vouchers, 49 homeownership vouchers, 55 Veterans Affairs Supportive Housing (VASH) vouchers, 40 vouchers set aside for chronically homeless disabled individuals.

VASH Rental Assistance Program: PHA has received two allocations of Veterans Affairs Supported Housing (VASH) vouchers since October 2009, and served 55 homeless veterans. Eligible veterans (as determined by the VA Mental Health Services office at Togus Hospital) are referred to PHA for housing assistance.

Homeownership: The PHA feels homeownership is an appropriate goal for many of its residents and voucher holders, and an important step in their ability to achieve self-sufficiency. Since its inception in 2001, 49 voucher holders have been assisted in purchasing their own homes under the Section 8 Homeownership Program, which allows voucher holders to use their monthly subsidies for mortgage payments. Often new homebuyers are linked to other local, state and federal resources to assist in the purchase.

Voucher Set Aside for Chronically Homeless Disabled Individuals: In April 2013, the PHA in partnership with the City's Department of Health and Human Services and Preble Street launched a new program to help chronically homeless disabled individuals obtain permanent housing and support services. PHA has set aside 40 vouchers for eligible participants living in the City's emergency shelters who will receive intensive case management from Preble Street. The first eligible participants received their vouchers in May 2013. As of April 1, 2014, 22 individual have received vouchers and services under this program.

Regional Section 8 Wait List: In April 2013, a partnership between the Portland Housing Authority, the

Westbrook Housing Authority and the South Portland Housing Authority launched its new centralized waiting list and database for Section 8 applicants. The three housing authorities now share a waiting list of applicants. The waiting list is now open for the first time in three years and accepting applications. As of April 1, 2014, there were over 4,000 applicants on the central waiting list. In June 2014, the on-line application component of this program will be opened.

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

In November of 2011, the Portland City Council created the Task Force to Develop a Strategic Plan to Prevent and End Homelessness (TF). The TF was chaired by Suzanne McCormick, President & CEO of the United Way of Greater Portland, business community leader Jon Jennings and former City Councilor Dory Waxman, and was comprised of business leaders, homeless providers, content experts, public safety and representatives from our two area hospitals. The TF completed its work in October of 2012 and following a City Council Work Shop on October 15th, submitted its final report to the full City Council on November 9th. The Task Force has created an Implementation Plan comprised of four overarching Recommended Actions: 1) Retooling the Emergency Shelter System, 2) Rapid Rehousing, 3) Increased Case Management and 4) Report Monitoring. The Council charged the Public Safety, Health & Human Services Committee with the Retooling the Emergency Shelter System and Increased Case Management, and the Housing & Community Development Committee with the Rapid Rehousing components of the plan.

There are six general themes of focus: Case Management, Rapid Rehousing, Outreach, Zoning Constraints, Special Population Housing and the Housing First Model.

Significant gains have been made to address the complex issues of homelessness since the plan was endorsed 10 months ago. The City, along with its many partners, has made great progress in some areas of the plan, but there remains a great deal to be done. We have faced several obstacles that were out of our control which have hindered progress, like Federal Sequestration and delays in program development and implementation.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

The HOME Team, Preble Street, and the City will continue to provide outreach services. Last year, the Home Team had over 8,000 street encounters with 476 individuals. Of these contacts, nearly 2,200 resulted in the HOME Team transporting the individual to a more appropriate location, diverting them away from Public Safety calls/transport. Preble Street's summer outreach program recorded 3,019 contacts with 439 individuals. The program reaches both teens and adults and those whose substance abuse and mental health needs create concerns for the community and public safety. In 2013 the City of Portland also created an Outreach Advisory Committee chaired by the Health and Human Services Director. The committee works on coordinating outreach efforts to the homeless and works in tandem with the Portland Police Department, Fire Department, hospitals and EMT staff. During the summer months outreach services are provided seven days per week. Preble Street staff provides

outreach services from 8 to 4 PM Mon to Fri and on weekends from 8 am to noon. Oxford Street Shelter staff provides outreach to homeless encampments, parks, woods, etc. on an as needed basis.

The Emergency Shelter Client Support & Services Plan Policy guides needs assessments. The policy requires clients to work with their case manager on a plan to secure permanent housing and clients who chose not to participate are asked to leave the shelter. Also, the Oxford Street Shelter housing placement team now focuses on housing long-term stayers, which has resulted in 81 housing placements for the period of January through March, 2014, 18 of whom were long term stayers who had stayed for over 5,000 bed nights of shelter. The City has also added a full-time case manager to work with families experiencing homelessness, resulting in locating permanent housing for 47 families and providing them with follow up case management and tenant education services. The City has also designated a full time housing counselor to work with the Preble Street Support Services for Veteran Families Program to prevent and end homelessness among veterans at the Oxford Street Shelter. The goal was to reduce veteran bed nights by 25% between July and December 2013. As of January 1, 2014 this goal has been met. In 2013, a total of 37 chronically homeless and 87 episodically homeless veterans were placed into permanent housing.

The Family Shelter partnered with the Maine State Housing Authority this year on the Fannie Mae Home Counseling grant which provide intensive follow up services to ensure clients who have experienced homelessness have a successful transition back to stable housing. \$12,000 was awarded for a part time counselor to focus on tenant/landlord and tenant/neighbor relationships. Clients are educated about effective communication, budgeting, and resources to maintain successful housing. The program served 44 individuals since August 2013 and maintains a recidivism rate of less than 5%.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Zoning Constraints: The Planning & Urban Development Department has begun an examination of the business zones along commercial corridors in Portland to explore what changes might be warranted to encourage housing development. They have also launched an overall assessment of the residential zones on the Peninsula (R-6 and R-7) to determine ways that the zoning might encourage appropriate infill housing development in a comprehensive fashion.

Special Population Housing: The United Way of Greater Portland is taking the lead on convening a group of stakeholder to investigate the feasibility of a Homeless Medical Respite Program. The group will research models that have been effective in other communities, potential funding sources and evaluate the need for such a program. The pilot program at York County Shelter, Inc. (YCSI) which provides sober shelter for Oxford Street Shelter consumers was finalized in the fall of 2013 and a total of 9 individuals have successfully made the transition from Oxford Street to YCSI.

Housing First: The Planning and Urban Development department has drafted a Pre-Development RFP for a new Housing First project.

Regional Approach: The Public Housing Authorities in Westbrook and South Portland have both made commitments to set aside Section 8 housing vouchers specifically for people experiencing long-term homelessness.

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

Rapid Rehousing: The Community Support Team Pilot was able to provide permanent housing with supportive services to 14 formerly chronically homeless single adults. This pilot project is a collaboration between the Portland Housing Authority (PHA), Preble Street and the City. The City's Tenant Based Rental Assistance program (TBRA) was implemented on April 1, 2014. This program uses a portion of the City's HOME funds (\$135,600). It is estimated that this program will assist 110 individuals with security deposits and/or first month's rent with an average of \$1,200 per client for the period of 4/1/14 to 3/31/15. In June 1, 2013 the City of Portland's Oxford Street Shelter and Family Shelter were awarded funds from the Maine State Housing Authority for the Home To Stay Program. The Family Shelter received \$75,000 and the Oxford Street Shelter \$100,000 to provide case management and rapid re-housing services to homeless individuals and families. The Home To Stay Program uses resources such as the Stability Through Engagement Program (STEP) short term housing subsidies and the Housing Choice Voucher Program to help individuals and families achieve permanent and stable housing. Working with a trained Navigator or case manager, participants learn and gain valuable skills to meet their health, housing, employment and other basic needs. In addition to the \$175,000 Home To Stay Program operating costs the Family Shelter received 8 Housing Choice Vouchers and \$75,000 in STEP short term 6-12 months housing subsidies. The Oxford Street Shelter received 12 Housing Choice Vouchers and \$100,000 in STEP subsidies. The original grant period was June 1, 2013 through May 31, 2014. The Maine State Housing Authority recently extended the grant to end on December 31, 2014 and awarded the Family Shelter an additional \$43,750 in operating costs, \$75,000 in STEP subsidies and 2 Housing Choice Vouchers. The Oxford Street Shelter was awarded \$58,333 in operating costs, \$100,000 in STEP subsidies and 4 housing Choice Vouchers. Portland signed on as a 100,000 Homes Campaign community last fall and since has embraced the philosophy of prioritizing housing resource for the community's most vulnerable citizens. Powered by community Solutions and supported by a broad base of national and local partners, the Campaign helps communities turn their services systems into solution systems capable of ending homelessness for good. This has resulted in Portland being recognized as a 2.5% Club community. This designation means that Portland is placing 2.5% of our chronically homeless into housing each month.

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

Mental Health: Riverview & Dorothea Dix are Maine’s two publicly-funded mental health hospitals that have adopted a discharge plan process that begins at admission, to connect clients back to community supports & housing. Maine DHHS’ top priority is to use BRAP to house those being discharged from psychiatric hospitals. The Opportunity Alliance works with Spring Harbor (private psychiatric hospital) to prevent patients from being discharged to homelessness. Portland homeless providers have regular discharge meetings with hospitals for “difficult to discharge” patients. Placements are in residential treatment facilities, market rate apartments, boarding homes & other federal, state, or locally-funded housing options, HOPWA, & VASH. Another resource is the Amistad Peer Center, which invites membership from adults in Portland who live with the symptoms of severe & persistent mental illness, addiction, homelessness, etc. Corrections: The Depart. of Corrections (DOC) & the Cumberland County jail include The Opportunity Alliance, Preble Street, and/or the City of Portland Oxford Street Shelter in pre-release planning for offenders & Maine DHHS funds Intensive Case Managers in corrections facilities to help with release planning. Placements are to families & friends, market rate apartments, boarding homes & other federal, state, or locally-funded housing options. Also, the DOC operates two pre-release programs for men & one for women that help prepare for successful reintegration. These programs require that inmates who have jobs pay room & board, restitution, & save money for security deposits. Youth: Preble Street provides 24-hour care to all unaccompanied youth through its Teen Center & night shelter, which includes three meals per day. Services include street outreach, support in transitioning back to their families or to other situations, health care, employment, education, mental health & substance abuse counseling, & legal assistance. Primary partners include Day One (substance abuse & mental health), City of Portland Public Health (health care), & Portland Adult Education Street Academy (education). Portland’s Plan to End/Prevent Homelessness includes goals to prevent homelessness among at-risk youth & to strengthen the CoC for youth who cannot return home, including a focus on rapid rehousing & transition to permanent or permanent supportive housing. Also, Preble Street received a substantial grant from the Depart. of Justice to establish the Greater Portland Coalition Against Sex Trafficking. This is a new collaboration between law enforcement, shelters, & other providers that primarily focuses on homeless youth, looking at both prevention & care for those who have been trafficked. Veterans: VA Maine Healthcare partners with Portland Housing Authority to administer VASH vouchers, & participates in ESAC. In 2013, the City of Portland Oxford Street Adult Shelter appointed a Veteran Liaison to conduct outreach to Vets, including those ineligible for VA assistance due to less than honorable discharge. Preble Street is a SSVF grantee, providing outreach, case management, housing search assistance, budget counseling & financial assistance to eligible homeless & at risk Vets & their families. In addition, there are two per-diem projects in York County to which Vets are referred. All

referred Veterans are helped to access entitlements, community resources, & VA benefits. Portland CoC will continue to use these strategies to reduce bed nights by another 25% in the first 6 months of 2014 to continue making progress toward the goal of ending all Vet homelessness in 2015.

**Discussion**

The City of Portland focuses a portion of its Community Development Block Grant Program funding to address non homeless special needs. Specific needs addressed by CDBG in this year’s action plan includes: services for persons with mental illness, handicap accessibility and services for individuals who are deaf or hard of hearing and blind or visually impaired.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City of Portland has been addressing barriers to affordable housing through regulatory reform on an ongoing basis, particularly through zoning, density requirements, and neighborhood strategies.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

#### Zoning Initiatives

The City has been reviewing a zone change for the East Bayside neighborhood which would change the residential zoning from R-6 to R-7. The R-7 offers the most housing density of any residential district in the zoning ordinance. The genesis of this proposal was an initiative by the Portland Housing Authority to construct a 45 unit affordable housing project on their East Bayside campus but required a R-7 designation. As part of a comprehensive review of residential housing in East Bayside, the City is considering a R-7 designation for all or a portion of the neighborhood. Past R-7 individual zone changes have been less than one acre, the East Bayside initiative has the potential to be the largest R-7 zone undertaken to date.

Housing incentives were incorporated into the B-7 zone which is the primary zone for the commercial area of the Bayside neighborhood. For developers seeking additional height under the Bayside Height Overlay Zone provisions, a minimum number of housing units must be incorporated into the development. In the case of the proposed midtown project, this provided an incentive to propose over 600 housing units as part of their development program.

The Planning Board rezoned an area on the edge of the downtown near Danforth Street to a central business district designation (B-3) which will allow a mixed use development including commercial and residential uses. This change leverages flexibility in zoning with an accommodation for additional housing.

#### Residential Density

The City is reviewing existing residential densities in several zones to determine if there are opportunities to increase residential density limits, and thus expand housing options. To that end, the City is looking at further adjustments to residential density of the B-2 and B-2b including more flexible

setback provisions to remove potential housing barriers.

The R-6 zone which is the primary residential density on the peninsula has a base density of 1,000 square of land area per dwelling for the first three dwellings with a requirement of 1,200 square feet of land area per dwelling for subsequent units such as new construction or building additions. A proposal to standardize the density for all dwelling units such as setbacks and lot coverage would provide further flexibility to encourage housing.

The City has considered a zoning change that would allow a project such as Thompson's Point the ability to incorporate housing at a density of 100 dwelling units per acre.

## **Discussion**

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

#### **Actions planned to address obstacles to meeting underserved needs**

In the City of Portland the majority of allocations do address underserved needs of the City. The proposed projects will be meeting underserved needs such as food (soup kitchen, free summer lunches for low income children, and community meals), shelter (teen shelter, women shelter, and adult day shelter), safety (five community policing offices), winter heat assistance, support for those with mental illness and substance abuse issues, healthcare for the homeless and child care.

#### **Actions planned to foster and maintain affordable housing**

Primary Goals: To ensure that an adequate supply of housing is available to meet the needs of all Portland Households now and in the future; to maintain, rehabilitate and restore the existing housing stock as a safe and important physical, economic and architectural resource for the community.

One Year Housing Goals: Rehabilitation City- 17, County- 15, Affordable Housing Development City -15 HOME assisted, County -5 HOME assisted..

City of Portland: In 2002 a comprehensive approach to housing in the City of Portland was defined in the report Housing: Sustaining Portland's Future. This document describes the housing needs and priorities that the City is continuing to work towards accomplishing. Specific policy goals were identified and include: ensure that an adequate supply of housing is available to meet the needs, preferences, and financial capabilities of all Portland households, now and in the future; maintain, rehabilitate, and restore the existing housing stock as a safe and important physical, economic and architectural resource for the community; seek opportunities for economic and social integration throughout the Greater Portland region by encouraging the development of a range of housing options that are available and affordable to all income levels in the region.

Portland's Comprehensive Plan encourages a manageable level of growth that will sustain the city as a healthy urban center in which to live and work and to achieve our shared vision for Portland. Portland encourages sustainable development patterns and opportunities within the city by promoting efficient land use, conservation of natural resources, and easy access to public transportation, services, and public amenities, and strives to ensure freedom of choice in housing type, tenure, and neighborhood for all, regardless of race, color, age, gender, familial status, sexual orientation, religion, national origin, source of income or disability.

Specific goals for PY 2014-2015 include the following:

- Assisting 17 owners to rehabilitate their homes.
- Expand our energy and heat-loss program, to more owner occupied rehab projects for low and moderate income individuals and other projects.
- Encourage the development of affordable rental and homeownership housing.
- Tenant Based Rental Assistance: assist 110 residents currently experiencing or at imminent risk of homelessness, and other very low income households, to obtain and maintain rental housing. Include security deposit assistance as needed to assist program participants or other at-risk or currently homeless people to move into permanent housing. Promote housing availability by completing an assessment of and as appropriate, begin to offer city owned property to construct affordable housing.

Cumberland County Consortium - The Priorities and the specific objectives for the non-Portland members of the Consortium for PY2013-2014 are: Housing Rehabilitation and Housing Development as a CHDO Activity, i.e. the provision of development subsidy funds to a certified Community Housing Development Organization (CHDO) for the development of either homeownership or rental housing.

### **Actions planned to reduce lead-based paint hazards**

The City of Portland has been committed to eliminating lead poisoning in children since 1995 when it received its first HUD Lead Hazard Control Grant. The control and elimination of lead-based paint remains a critical focus of the City of Portland in the housing rehabilitation program and over the years, 408 units have been made lead-safe in Portland. In past years Portland received Lead Hazard Control funds and has effectively and successfully addressed the lead hazards prevalent in the City's older housing stock. Lead-safe efforts will continue through the housing rehabilitation program, first-time home buyer program and lead program income funded projects.

Portland will also pursue lead-safe practices by leveraging funds as the lead entity for the Cumberland County HOME Consortium (CCHC). The Consortium will allow both parties to reach a much wider audience with their lead outreach and education efforts as well as produce a number of lead-safe units in other communities across Cumberland County. This joint effort results from a desire to provide cost-effective, efficient programs to benefit all communities of the region.

In addition, the City leads the County in its rehabilitation program. The program is geared to benefit low and moderate income families and households. An owner-occupied applicant in the City of Portland must prove that their income is less than 80% of the median area income with a child under six years of age. In order to remediate a rental unit the building must contain at least 50% of individuals who earn

50% of the area median income. Preference is given to rental units where children reside. Projects outside of the City of Portland will meet HUD income eligibility limits established for Cumberland County. Wherever possible, the City will utilize housing rehab program funds in combination with lead program income funds to complete additional units.

### **Actions planned to reduce the number of poverty-level families**

The City of Portland will continue over the next year to allocate a significant percentage of its Community Development Block Grant to social service programs and housing activities designed not only to improve the lives of families and individuals in poverty, but also to facilitate their transition out of poverty. Helping families move out of poverty as opposed to simply serving those in poverty is an important part of the City's Housing and Community Development Program. Emergency Solutions Grant funds will continue to be dedicated to assisting homeless families with children to become self-sufficient and avoid future episodes of homelessness. Total funds available to the City are insufficient to meet the needs of its citizens in poverty; however targeting funds to activities which support self-sufficiency can make a significant difference in the lives of many people. Below are just some of the most critical programs and services which the City plans to support:

- Quality child care from infancy to 12 years of age for low and moderate-income families. Subsidized childcare enables families to move from welfare to work.
- Microenterprise assistance and business creation.
- Job creation for local businesses.
- Day and night shelter with case management and counseling programs, night shelters specifically for teens and women.
- Access to summer food programs for low income youth and winter heating assistance.
- Healthcare for the homeless.
- Community meals.
- Peer support services for individuals with mental illness.
- New Affordable Rental Housing for low and moderate-income families and individuals.
- Stable affordable housing is the critical base people need to work on their other issues.
- Tenant based rental assistance to help families to be rapidly rehoused or maintain their current housing, to help build stability.

The City plans to continue to look at requests for funding and existing programs to see how CDBG, ESG and HOME funds can assist individuals and families in moving beyond poverty.

### **Actions planned to develop institutional structure**

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

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

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

Portland Housing Authority owns and manages twelve public housing developments with 994 dwelling units and administers 1,809 HUD Section 8 Housing Choice Vouchers. PHA is a partner in the Family Investment Center and funds other resident initiatives to improve residents' skills and education. PHA also oversees the modernization of its developments to improve their livability.

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

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

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City and the Portland Housing Authority have a long history of cooperation in several areas including community policing, development of affordable housing, recreational activities for at-risk youth, the Family Self-Sufficiency Program, Family Investment Center and applications to HUD for Section 8 certificates and vouchers for families, homeless and disabled persons. City staff and PHA staff communicate regularly and provide each other data for Annual Plans and reports.

City staff from the Health and Human Services Department and Housing and Community Development Division coordinates with other members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to develop the Homeless Continuum of Care, respond to the McKinney NOFA and monitor shelter bed usage for single adults, adolescents and families. ESAC members include shelter providers for singles, adolescents, mentally ill, women, families with children, victims of domestic violence, supported housing providers, mental health service providers, substance abuse service providers, health service providers and general services including day shelter providers for the homeless population. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends and to resolve problems within the continuum that may arise from time to time. City staff coordinates with all applicants and ESAC members to produce the community's McKinney application. The City's Community Development Program Manager attends ESAC meetings. Additionally HCD staff participates in the Maine Affordable Housing Coalition (MAHC). MAHC is a coalition of developers, Community Action agencies, public housing authorities, investors, housing and service providers, advocates and others working to increase the supply of quality, affordable rental housing throughout Maine. HCD staff is also a partner in a housing liaison system which is designed to work collaboratively with landlords, tenants, social service agencies and other community groups to address issues that impact the relationship between landlords and tenants.

In the City of Portland 33% of CDBG funds support social service agency programs. The funds support housing programs, homeless services, shelter, child care, support services for those with mental illness, meals for low income children, community meals, and health care for the homeless. City staff meets with the agencies throughout the year to provide technical assistance and ensure they are meeting HUD guidelines and regulations. Staff also assists in monitoring their progress and makes recommendations for more efficient services.

## **Discussion**

In 2007 the City of Portland applied for 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan. The funds were awarded in February 2008. The combined \$12 million will revitalize the distressed area of Bayside by stimulating residential and commercial economic development activities and creating jobs. In 2012 the City underwent negotiations with Federated Companies for the purchase and sale of seven parcels of land in the Bayside neighborhood. The project is slated to build a million square foot mixed use development, 471,000 square feet of which is slated for Phase I which will begin in FY14/15 and include up to 235 market rate housing units, 700 parking space garage, plus 43,000 square feet of retail/commercial space.

The specific community development objectives flow from activities required to relieve the blighted conditions and introduce economic activity: (1) remove blighted land uses (2) upgrade infrastructure (3) facilitate re-use by firms that complement downtown Portland and the city overall; (4) create a vital area of mixed business, residential, and recreational uses by building a parking garage to spur growth;

and (5) private sector job creation.

The project has been designed and received approval from the Portland Planning Board in January 2014. A legal appeal has been filed by opponents of the project. It is hoped that the legal appeal will be resolved this year to enable this project to proceed with construction. The City is aware of the 2014 fall deadline to draw down all remaining HUD 109 and BEDI grant funds and has been working with HUD regional staff on approaches to access these funds.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

As noted previously, 91% of the CDBG allocation this year will go to serve low and moderate income persons, either directly through services or jobs, or indirectly by improving low to moderate income neighborhoods. CDBG funds are allocated through a competitive application process. To apply, organizations must attend a mandatory application meeting. Applications are available through the Housing and Community Development Office in City Hall and on the City's webpage. Applications are reviewed by a volunteer citizen allocation committee appointed by the City Council. The Allocation Committee presents its recommendations to the City Manager who then forwards final funding recommendations to the City Council. The City Council conducts two public hearings before voting on the final recommendations. A map identifying the current CDBG eligible neighborhoods is attached.

100% of HOME Program funds will benefit households throughout Cumberland County earning at or below 80% of the area median income. The HOME Program budget is formulated by staff, endorsed by the City Council's Housing and Community Development Committee and Cumberland County's Municipal Oversight Committee. The City Council conducts two public hearings before deciding on the final HOME Program budget. Program guidelines and applications are available through the Housing and Community Development Office in City Hall and on the City's webpage.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	332,335
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>332,335</b>

## Other CDBG Requirements

1. The amount of urgent need activities 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 91.18%

### HOME Investment Partnership Program (HOME)

#### Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

Not applicable.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Homebuyer activities of down payment or closing cost assistance are not part of the PY 2014/2015 planned activities.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

Acquisition of units with HOME funds is not part of the PY 2014/2015 planned activities.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Refinancing of existing debt is not part of the PY 2014/2015 planned activities.

**Emergency Solutions Grant (ESG)**  
**Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

All applicants for service must initially be evaluated for eligibility by use of a standard centralized or coordinated assessment system. Assessment must include determination of income status and availability or lack of resources to sustain existing housing or obtain new housing. To be eligible, an applicant must meet the standards for homelessness or at risk of homelessness. Applicants are eligible for future services only if they have no other housing subsidies from local, state, or federal sources and have no other viable resources to keep or obtain housing. Further, applicants must have an annual income of less than 30% of area median income. The standard that must be used for calculating annual income is established in 24 CFR 5.609. The highest priority applicants for rapid rehousing are those currently homeless persons for whom a potential living unit has been identified and will be available in less than one (1) month.

Every eligible program participant or program household will be assigned a case manager who has experience working with people who are homeless as well as people at risk of homelessness. The case manager will be supervised by the Adult Shelter Coordinator of Support Services for the City's Oxford Street Shelter and Adult Overflow Community Shelter. The case manager will meet every week as a team with the entire Support Service case management unit to conduct case review to ensure policies and procedures are being followed. The case manager will work directly with each program participant or household to accomplish the following:

a) determination of the appropriate type of service needed and the amount of financial assistance that is required using guidelines approved by the City of Portland, b) Development of both a short-term and long-term service plan, c) Counseling concerning household needs, d) Monitoring and evaluating program participant progress on a schedule of no less than one-month intervals and more frequently according to need, e) Credit repaid (including credit counseling, budget management, debt management, and making realistic financial choices), f) Communication with landlords and utility companies, g) Assurance that program participants are receiving all needed services from essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service providers, including schools, child care services, legal services, financial resources, health and mental health services, dispute resolution, etc., h) Obtaining all needed local, state, and federal services to benefit the program participant, including public housing, employment assistance and job training, SNAP, SSI or SSDI, TAFDC, General Assistance, Medicaid, WIC, etc. All program participants must have full access to mainstream resources.

The following risk factors will be used to determine which individuals and families are provided assistance: length of homelessness, income status, health and/or mental health issues, domestic violence history, and crisis situations.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Portland CoC now uses a common intake form. Intake is coordinated but not yet centralized. Weekly joint staff meetings are held with Preble Street to assign youth clients to providers, and at Oxford Street to do the same for adults. All Portland CoC shelters are required to enter data into HMIS (except the DV shelter which uses a comparable database). Portland CoC is working on data sharing with other PHD providers. Info in HMIS will be shared between service providers; they will be able to see each other's entries. All shelters have adopted and are using a common support and services policy. In 2013 we will implement a process to rapidly assign clients to ensure they're working with most appropriate staff. This will help prevent duplicate service delivery and data entry. The City of Portland ESG program has written standards for providing ESG assistance and consistently applies those to all program participants.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

Portland CoC and ESAC (Emergency Shelter Assessment Committee) are actively involved in the ESG program, including the development of performance standards, operating procedures, and funding expenditures. The Portland CoC announced their annual solicitation for new project proposals on December 12, 2013. The application deadline for funding was January 2, 2014; applications were reviewed by the ESAC at their January 16, 2014 meeting. Additionally, the Portland CoC decided to reallocate funds from Transitional Housing Programs to Rapid Re-Housing Programs for families and Permanent Supportive Housing Programs dedicated to the chronically homeless. The ESAC is the central entity for planning, monitoring and decision-making for the HUD CoC Homeless Assistance Grant Application.

The Portland Social Service Division Director is one of the tri-chairs of the ESAC (Emergency Shelter Assessment Committee), and staffs the Portland CoC. He works closely year-round to coordinate funding and planning between emergency shelters and other homeless housing and service providers. MaineHousing also has an ad hoc Shelter Advisory committee, and the Portland Social Service Division Director and the Preble Street Executive Director participate in that to coordinate ESG policy statewide.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

Portland does meet the requirements of homeless participation through the Emergency Shelter

Assessment Committee or ESAC, a group of homeless providers who have collaborated to develop the Homeless Continuum of Care, respond to the McKinney NOFA and monitor shelter bed usage for single adults, adolescents and families. ESAC members include shelter providers for singles, adolescents, mentally ill, women, and families with children, and victims of domestic violence, supported housing providers, mental health service providers, substance abuse service providers, health service providers and general services including day shelter providers for the homeless population. The United Way and City of Portland initiated this group in 1987 to act primarily in an advisory capacity. ESAC is also the central entity for planning, monitoring, and decision making for the Department of Housing & Urban Development (HUD) Continuum of Care homeless Assistance Grant Application. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends and resolving problems within the continuum that may arise from time to time.

ESAC has two co-chairs; Robert Duranleau, Health & Human Services Department, Social Services Division and an individual from a community nonprofit organization. Currently, Preble Street, Homeless Voices for Justice is working to fill this position. Homeless Voices for Justice is a state-wide social change movement, organized and led by people who have struggled with homelessness. It is a grassroots effort based on the belief that true change occurs only when those affected by an unjust system are directly involved in addressing the injustices and in which disenfranchised people become empowered and gain leadership skills to organize and advocate for institutional change. Working with chapters in Alfred, Augusta, Brunswick, and Portland, Homeless Voices for Justice holds membership meetings at shelters and soup kitchens to strengthen communications between people experiencing homelessness. Our social change activities range from representation in planning bodies, to policy advocacy, to voter registration and community education, to direct action. A member from Homeless Voices for Justice always sits as one of the tri-chairs for the ESAC Committee.

5. Describe performance standards for evaluating ESG.

The performance of the Prevention goal of the Rapid Re-Housing/Prevention Client Navigation Program will be evaluated based on the number of individuals assisted that would have entered the shelter system “but for” the assistance provided by the City of Portland staff. The performance standards, as developed by the Continuum of Care, for the Prevention goal of the program are ensuring that: 1) services are provided to 20 people per year; 2) 100% of clients are assessed for barriers that threaten housing stability and provided with an overview of mainstream resources; 3) 50% of clients assessed are referred to appropriate mainstream resources; 4) 20% of clients are referred to employment services housing and or training program; 5) 100% of clients receiving financial assistance receive assistance with housing location and receive follow up services for 3 months.

The City of Portland Continuum of Care and Maine Continuum of Care were awarded HUD planning grants in January 2014. This grant ensures that the Portland and Maine Continuums of Care (MCOC & PCOC) comply with HEARTH Act regulations, improve performance on HUD strategic planning objectives, and strengthen the ability of both COCs to end and prevent homelessness.

The consultant will work with two separate committees, Coordinated Assessment Subcommittee and Program Monitoring & Evaluation Subcommittee that have members drawn from Maine and Portland COCs to: Explore and develop a single, coordinated intake and assessment process, including a draft workflow, and create a tool for coordinated intake and assessments. Review and draft recommendations for COCs to amend existing policies and procedures, or develop new ones, to ensure that Continuum and/or ESG-funded projects are in compliance with the HEARTH Act, including, without limitation: a) Draft recommendations that establish a year-round monitoring process and instruments to review and/or reallocate COC-funded projects, if necessary. b) Develop and draft written policies and procedures for consulting with ESG recipients on the plan for allocating ESG funds; ensuring that shelter policies are consistent with HEARTH Act regulations and performance measures. C) Draft recommendations that strengthen policies, procedures and instruments for year round monitoring and reporting of performance measures. d) Incorporate the decisions, policies and procedures resulting from this Planning Grant in future COC competitions.

Work will include: working with MaineHousing and City of Portland staff to plan meeting agendas and timetables; attendance at subcommittee meetings, minimum of four (4) in-person meetings; researching HEARTH Act regulations, national trends and best practice models; developing drafts for subcommittee review and COC presentation; incorporating edits; reporting milestone progress at full COC meetings in April, June, September, and December.

## **Discussion**

## **Discussion**

The City of Portland is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include City of Portland Departments and Divisions, outside social service agencies, and non-profit organizations. Monitoring each grant recipient ensures that the goals and objectives identified within the Action and Consolidated Plan are met. Performance reports are submitted on a quarterly basis by each public service agency receiving CDBG funds, unless they request monthly reporting. The reports are reviewed for accuracy, goals, performance measures, and compliance. If an agency is not meeting their target goals, or not reporting on time, this information is shared with the citizen review committee, who utilizes this information when allocating resources for the following year. On site monitoring of social service agencies is done on a rotating schedule.

City staff monitors each agency checking for compliance and eligibility. Copies of the monitoring reports are kept in the Housing and Community Development office. CDBG and HOME Housing Projects are monitored regularly to ensure that rent levels, income guidelines and occupancy are being met. All housing projects are entered into the Housing Database. Large rental projects are monitored through annual contact with the property management staff at each project.

Owner occupied rehab projects are monitored through an annual mailing to ensure owner occupancy and tenant occupancy requirements are being met. HomePort projects are monitored through an annual mailing to ensure owner occupancy. Owner Occupied 2 to 4 Units and Multi Family Rehab Program are monitored on an annual basis for occupancy and rental affordability compliance. Occupancy monitoring notices and tenant income verification forms are sent out on a quarterly basis. (HOME funds have not been a successful financing mechanism for multi-family rehab and therefore we have very few of these types of projects that require monitoring). Additionally any necessary housing inspections are completed. New Construction/CHDO Funded Rental Housing projects are monitored for tenant income certifications and site inspections. Site inspections are completed by the City's Housing Rehabilitation Specialist and include an inspection of all HOME assisted units as well as common areas and the exterior of each property.

Developers and/or their property managers provide the City with tenant income certifications on an annual basis coinciding with their reporting requirements from Maine Housing and/or tax credit monitoring/syndication organization.

To report timeliness the City's Finance Officer reports expenditures at month end and compares totals to total allocated funds. The resulting percentage is utilized to track timeliness. Monthly drawdowns are completed through IDIS.

Divisions in the Department funded under the 20% administrative cap submit plans identifying CDBG projects and the percentage of their time spent working on such projects, as well as identifying specific areas in eligible census tracts where the projects are taking place. This information, plus quarterly reports, is reviewed to ensure compliance with comprehensive planning goals and requirements.

All contracts for CDBG and HOME funds include provisions that include outreach to women and minority business owners.



## **PUBLIC NOTICE NOTICE OF PUBLIC COMMENT PERIOD CI**

PUBLIC NOTICE NOTICE OF PUBLIC COMMENT PERIOD CITY OF PORTLAND, MAINE April 12, 2014 to May 13, 2014 389 Congress Street Room 312, Portland, Maine 04101 2014-2015 City of Portland's HUD Consolidated Housing and Community Development Annual Action Plan Year 40 I Community Development Block Grant - \$2,209,577: \$409,515 admin and planning; \$866,703 development activities; \$400,000 employment development; and \$533,359 social services. I HOME Consortium with Cumberland County - City of Portland: \$1,123,178: \$111,318 admin; \$105,000 housing rehab; \$0 home ownership; \$135,314 tenant based rental assistance; and \$320,000 in affordable housing development; \$71,709 Community Housing Development Organization;. Cumberland County: \$228,000 housing rehab; \$0 home ownership; \$86,569 affordable housing development and \$65,268 in Community Housing Development Organization. I Housing Development Fund (HDF) - \$213,335: \$63,156 admin; \$150,179 housing rehab. I Emergency Solutions Grant - \$150,336; \$6,836 admin; \$35,391 homeless healthcare; and \$108,109 homeless prevention and rapid rehousing. The primary objective of City of Portland's Consolidated Housing and Community Development Plan is the development of viable urban communities that include decent housing, a suitable living environment, and expanded economic opportunities, principally for persons of low to moderate income and to aid in the prevention and elimination of slum and blight. There is a 30 day comment period beginning April 12, 2014 and ending May 13, 2014. To review the Consolidated Annual Action Plan or for more information please contact Housing and Community Development, Room 312 City Hall, 389 Congress Street or phone 874-8246. #5039417

Appeared in: ***Portland Press Herald/Maine Sunday Telegram*** on Saturday, 04/12/2014

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**PUBLIC NOTICE NOTICE OF PUBLIC HEARINGS MONDAY**

PUBLIC NOTICE NOTICE OF PUBLIC HEARINGS Monday March 10, 2014 at 5:30pm Monday March 17, 2014 at 5:30pm 389 Congress Street, Portland City Hall, Council Chambers, 30 DAY PUBLIC COMMENT PERIOD CITY OF PORTLAND, MAINE April 10, 2014 to May 9, 2014 389 Congress Street, Portland City Hall, Room 312 2014-2015 CONSOLIDATED HOUSING AND COMMUNITY DEVELOPMENT ANNUAL ACTION PLAN YEAR 40, estimated ? Community Development Block Grant Program \$1,945,492 ? HOME Investment Partnership Grant Program \$1,066,153 ? Emergency Solutions Grant Program \$143,208 The Portland City Council will hold two public hearings to consider the allocation of the above referenced program funds received by the City of Portland from the Federal Department of Housing and Urban Development (HUD). The primary objectives of the City of Portland's Five Year Consolidated Housing and Community Development Plan and the Annual Action Plan are the development of a viable urban community including decent housing, a suitable living environment, and expanding economic opportunities, principally for low and moderate income persons, and to aid in the prevention and elimination of slum and blight. For more information please contact Housing and Community Development Division, Room 312 Portland City Hall, 389 Congress Street, Portland Maine or 874-8731. #5009811

Appeared in: **Portland Press Herald/Maine Sunday Telegram** on Saturday, 02/22/2014

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A TRUE COPY  
ATTEST: Katherine L Jones  
Katherine L Jones, City Clerk  
Portland, Maine  
DATE 4-9-2014

Resolve 5-13/14  
Passage: 8-0 (Marshal recused) on 4/07/14  
As amended, \$30,000 from Healthcare  
for the Homeless to Florence House, 7-1 (Brennan)

Effective 5/7/2014

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)  
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 \$1,815,577 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 \$913,178, HOME Program income of \$210,000, HDF (Housing Development Fund) program income of \$213,335; and \$150,336 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 \$2,209,577 for the Community Development Block Grant Program; \$1,123,178 for the HOME Program; \$213,335 for the Housing Development Fund and \$150,336 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 and to expend \$119,000 in program income and \$275,000 in reprogrammed funds; \$913,178 of HOME Program funds and to expend \$210,000 in program income for a total of \$1,123,178; and to expend \$213,335 in program income from the Housing Development Fund; and \$150,336 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.



SUMMARY OF APPLICANTS 2014-2015

Clt.	Pn	Applicant	Program/Project	Request	Priority Impact/Goal	Guiding Principles	Partner/Colab	Capacity to Deliver	Focus Area Bonus	Penalty	Total	Committee Recomm Funding	Revised Focus Point	Updated Score W Revised Focus Points	City Manager's Recomm	CM Recomm Pct Final HUD Allocation 10-19-2014	Council Allocation	
																		20 pts
21	SET	CPD Police Dept	Community Policing	\$150,000								\$150,000				\$150,000	\$150,000	
				Total set-aside	\$150,000													
DRAFT																		
30	SS	BN	Proble 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	\$45,000
27	SS	BN	Proble Street	Food Programs	\$50,000	19.00	32.40	14.38	27.30	3.0	0.00	96.13	\$50,000	3.0	96.13	\$50,000	\$50,000	\$50,000
26	SS	BN	Opportunity Alliance	Access to Basic Needs Winter Heat & Summer Food	\$62,400	18.34	32.00	13.75	28.38	3.0	0.00	95.51	\$62,400	3.0	95.51	\$62,400	\$62,400	\$62,400
29	SS	BN	Proble Street	For Krainer Teen Center	\$30,000	18.88	31.63	14.38	27.51	3.0	0.00	95.42	\$30,000	3.0	95.42	\$30,000	\$30,000	\$30,000
36	SS	WS	Catherine Morris/Youth & Family Outreach	Childcare Assistance Program	\$89,432	18.88	31.01	14.23	27.66	3.0	0.00	95.10	\$89,432	3.0	95.10	\$89,432	\$89,432	\$89,432
34	SS	SN	CDP Healthcare for the Homeless	Behavioral Health Program/Healthcare for the Homeless	\$111,149	18.19	32.63	13.34	26.79	0.0	0.00	90.89	\$46,125	3.0	93.99	\$55,128	\$51,927	\$21,527
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	\$25,000
33	SS	SN	Amsted	Assisted Reer Support & Recovery Center	\$30,000	18.76	32.19	11.50	28.33	0.0	0.00	90.08		3.0	93.08	\$30,000	\$30,000	\$30,000
28	SS	BN	Proble Street	Florence House	\$30,000	17.51	31.13	13.25	27.46	3.0	0.00	92.58	\$30,000	3.0	92.58			\$30,000
25	SS	BN	CDP Social Services Division	After Hours Emergency Assistance Program	\$34,000	18.79	32.30	13.34	27.51	3.0	0.25	92.39	\$34,000	3.0	92.39			
31	SS-M	BN/WS	Mission, Inc	HOME Team - 2 year application	\$75,000	17.50	31.30	11.75	27.66	3.0	0.00	90.70		3.0	90.70			
24	SS	BN	Frankie Peabody Center	HIV Client Services	\$40,000	16.75	28.70	13.13	26.83	3.0	0.00	88.02		3.0	88.02			
37	SS	HS	Southern ME Agency on Aging	Social Service Support for Elderly & Disabled	\$20,116	17.54	30.01	12.50	26.81	0.0	0.25	87.32		0.0	87.32			
27	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							\$936,961			\$936,961	\$613,359	\$633,359	
				Total Requests	\$3,890,044							-\$1,602			-\$1,602	\$0		
DA	EDP	Costal Enterprises Inc	Job Creation Application	\$100,000								78.17	\$100,000			\$100,000	\$100,000	
SS	EDP	Costal Enterprises Inc	Job Creation Application, Support Services	\$240,000								78.17	\$240,000			\$240,000	\$240,000	
DA	EDP	Costal Enterprises Inc	Microenterprise Assistance Application	\$60,000								78.00	\$60,000			\$60,000	\$60,000	
\$400,000																		

**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

	HOME Portland	CDBG Allocation	HDF Allocation	TOTAL BUDGET
<b>REVENUES- Housing Programs</b>				
2014-15 HOME Consortium Admin (10% of allocation)	91,318			91,318
2014-15 HOME Consortium Programming	452,023			452,023
2013-14 HOME Program Income	200,000			200,000
Re-Allocated HOME Funds (funding from previous years)				0
2014-15 CDBG Administration				0
2014-15 CDBG Programming				0
2013-14 HDF Program Income			213,335	213,335
<b>REVENUE TOTALS (Portland)</b>	743,341	0	213,335	956,676

	HOME Portland	CDBG Allocation	HDF Allocation	TOTAL BUDGET
<b>EXPENDITURES SUMMARY= Housing Programs</b>				
<b>Administration</b>				154,474
HOME Admin Allocation (2014-15)	91,318			
HDF/CDBG Housing Staff (2014-15)			63,156	
<b>Programming</b>				802,202
HOME Consortium (2014-15)	452,023			
HOME Program Income (2013-14)	200,000			
Re-Allocated HOME Funds				
CDBG Programming (2014-15)				
HDF Program Income (2013-14)			150,179	
<b>EXPENDITURES SUMMARY TOTALS (Portland)</b>	743,341	0	213,335	956,676

	HOME Portland	CDBG Allocation	HDF Allocation	TOTAL BUDGET
<b>2014-15 HOUSING Budget by Activity (Portland)</b>				
Administration (10% allocation + 10% PI) PL1501/QS1501	111,318		63,156	174,474
Housing Rehabilitation (17 Projects @ \$15,000/project) QM1500/QB1500	105,000		150,179	255,179
Homeownership Assistance QJ1500	0			0
Tenant-Based Rental Assistance QT1501	135,314			135,314
Affordable Housing Development QK1500	320,000			320,000
CHDO QL1500	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

	HOME Consortium
<b>REVENUES- Housing Programs</b>	
2014-15 HOME Consortium Non-Portland Programming	369,837
2013-14 HOME County Program Income	10,000
	379,837
<b>2014-15 HOUSING Budget by Activity</b>	
Housing Rehabilitation (15 projects @ \$15,000/project) QP1500	228,000
Home Ownership QQ1500	
Affordable Housing Development	86,569
CHDO QR1500	65,268
	379,837

Emergency Solutions Grant BUDGET 2014-2015

<i>Emergency Solutions Grant Expenditures</i>	Final 2012-2013	Final 2013-2014	Budget 2014-2015
Homeless Healthcare Indigent Care: Essential Services	\$37,582	\$28,993	\$35,391
<b>Subtotal Homeless Healthcare</b>	<b>\$37,582</b>	<b>\$28,993</b>	<b>\$35,391</b>
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)			
<b>Subtotal Family Shelter</b>	<b>\$56,653</b>	<b>\$43,706</b>	<b>\$53,350</b>
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)			
<b>Subtotal Oxford Street Shelter</b>	<b>\$61,208</b>	<b>\$44,860</b>	<b>\$54,759</b>
<i>Administration and HMIS</i>	\$12,603	\$5,600	\$6,836
<b>TOTAL EXPENDITURES</b>	<b>\$168,048</b>	<b>\$123,159</b>	<b>\$150,336</b>

<i>Emergency Solutions Grant MATCH</i>	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			
<b>Subtotal Homeless HC MATCH</b>	<b>\$0</b>	<b>\$0</b>	<b>\$587,974</b>
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			
<b>Subtotal Family Shelter MATCH</b>	<b>\$56,653</b>	<b>\$43,706</b>	<b>\$53,350</b>
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			
<b>Subtotal Oxford St MATCH</b>	<b>\$61,208</b>	<b>\$44,860</b>	<b>\$54,759</b>
<i>Administration MATCH</i>	\$12,603	\$5,600	\$6,836
<b>TOTAL MATCH</b>	<b>\$130,464</b>	<b>\$94,166</b>	<b>\$702,919</b>

Revised Total= \$150,336

Order 173-13/14  
3/17/14

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.

A TRUE COPY  
ATTEST: Katherine L. Jones  
Katherine L. Jones, City Clerk  
Portland, Maine  
DATE 4-9-2014

**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:**

1<sup>st</sup> reading March 17 Final Action April 7

Can action be taken at a later date: \_\_\_\_\_ Yes  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.

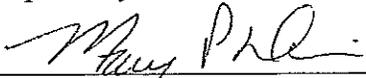
#### **VII. RECOMMENDATION**

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.

**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:**

1<sup>st</sup> 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.

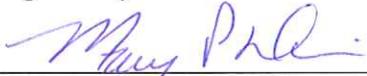
#### **VII. RECOMMENDATION**

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:

A handwritten signature in blue ink, appearing to read "Mary Davis", written over a horizontal line.

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.

## **City of Portland Council Meeting March 17, 2014**

*Steven Scharf, 250 High Street* - Mr Scharf said the Healthcare for the Homeless clinic floor should not be replaced if the program is not going forward.

*Christina Feller & Roger Rogonzu of Living with Peace* – They thanked the Committee for their funding recommendation. Ms Fuller said microenterprises are American businesses engaging in the economy and investing in immigrants.

*Tom Natalie and Joe McNally of Milestone* – They thanked the Council and the City Manager for recommending funding for their building improvements, but asked for support for the HOME Team, which provides assistance that the police and fire departments would not have to provide.

*Todd Goodwin and Andrea Napolitano, Milestone board members* – They spoke in support of the HOME Team and thanked the Council for their support in the past. They said the HOME Team saves lives and changes lives and provides a critical service in the City, and will not be able to continue without certain funding sources.

*Mark Swann, Preble Street* – He thanked the council for their support. He said he agreed with the recommendation to not fund the Healthcare for the Homeless Clinic floor since the future of the program is uncertain, however the Resource center is serving as an overflow shelter for the City and is utilized 24 hours a day, serves over a thousand meals a day and is in need of renovations for showers, floors, and walls. He said he was disappointed that Florence House is .01 point below the funding level and asked the Council to consider funding Florence House. He said many emergency shelters have closed in Portland in the past decade and the City needs strong, stable shelters.

*Tim McNamara, St. John/Valley Neighborhood Association* – He spoke in support of the St. John/Valley Phase III project, saying it would connect pedestrians to the area and improve safety and access, calm traffic, and beautify the area, improving the overall quality of life in the neighborhood.

*Lori Moses, Executive Director of Catherine Morrill* – She thanked the Committee and explained that Catherine Morrill along with Youth and Family Outreach uses CDBG funds to subsidize childcare for low income families, particularly those at McCauley House who are in recovery. She said she was disappointed the Development application was not recommended for funding as it was the final piece of a renovation project that was previously funded.

*Eric Knudson, Learning Works* – He thanked the Committee and said that this funding allows for long overdue renovations to the LearningWorks education center and office so that they can continue to provide services for at risk youth.

*Lawrence Gross, St. Lawrence Street, SMAA, former CDBG Priority Task Force member* – He agreed with the recommendation of eliminating bonus points next year and also recommended revising the definition of basic needs because the definition currently restricts the category to programs that provide temporary assistance, making a program like Meals on Wheels ineligible as Basic Needs.

## **City of Portland Council Meeting April 7, 2014**

*Gerard Salvo, CEI Workforce Development program* – He discussed the organization and the program, which would provide job placement and retention services for homeless, New Americans, and single parents, in coordination with many area partners, increasing communication about Social Service providers, and breaking down silos.

*Gloria LaBreque, member of Portland Food Co-op* – She thanked the Committee and said she was grateful that the City is supportive of a locally owned store that will hire New Americans referred from the adult ed program. She thanked the Council for the opportunity to contribute to the economic development of Portland

*Tae Chong, Portland resident and CEI employee* – He described the CEI program as innovative and unique, nationally. He said it would prevent people from falling behind and help them be self-sufficient. He also pointed out that the program goals were more aggressive than what HUD regulations require.

*Deb Friting, Portland Adult Ed, Carlon Homodoff, Catholic Charities Director for Refugee Services, and Claude Rwanje, Community Financial Literacy* – all spoke in support of CEI, as agency partners.

*Thomas Potosic, 36 State Street, was on the Taskforce to End Homelessness* – He talked about the Housing First model, which Florence House and Logan Place represent. He said CDBG has been an integral part of the Florence House budget, and that there is nowhere else for these women to go that provides 24/7 necessities such as food, showers, laundry, and case work, exclusively for women.

*Denise Parm, Donna Garnet, Mary Jo Scoffield, Hubeca Denison, Jeanine Houle of 190 Valley Street* – these women spoke in support of Florence House and described the positive impacts and life-saving role it has played in their lives.

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

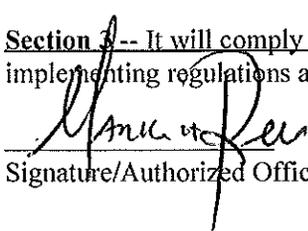
**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
Signature/Authorized Official

Date 5-13-14

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2014 , \_\_\_\_\_ (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** -- It will comply with applicable laws.

*Moni Pers*      5-13-14  
Signature/Authorized Official      Date

*City Manager*  
Title

**OPTIONAL CERTIFICATION  
CDBG**

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

  
\_\_\_\_\_  
Signature/Authorized Official

*5-13-14*  
Date

*City Manager*  
\_\_\_\_\_  
Title

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
\_\_\_\_\_  
Signature/Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

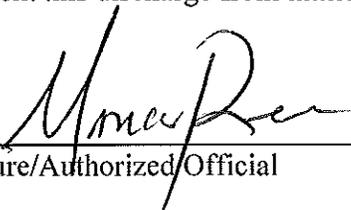
**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



\_\_\_\_\_  
Signature/Authorized/Official

5-13-14

\_\_\_\_\_  
Date

City Manager

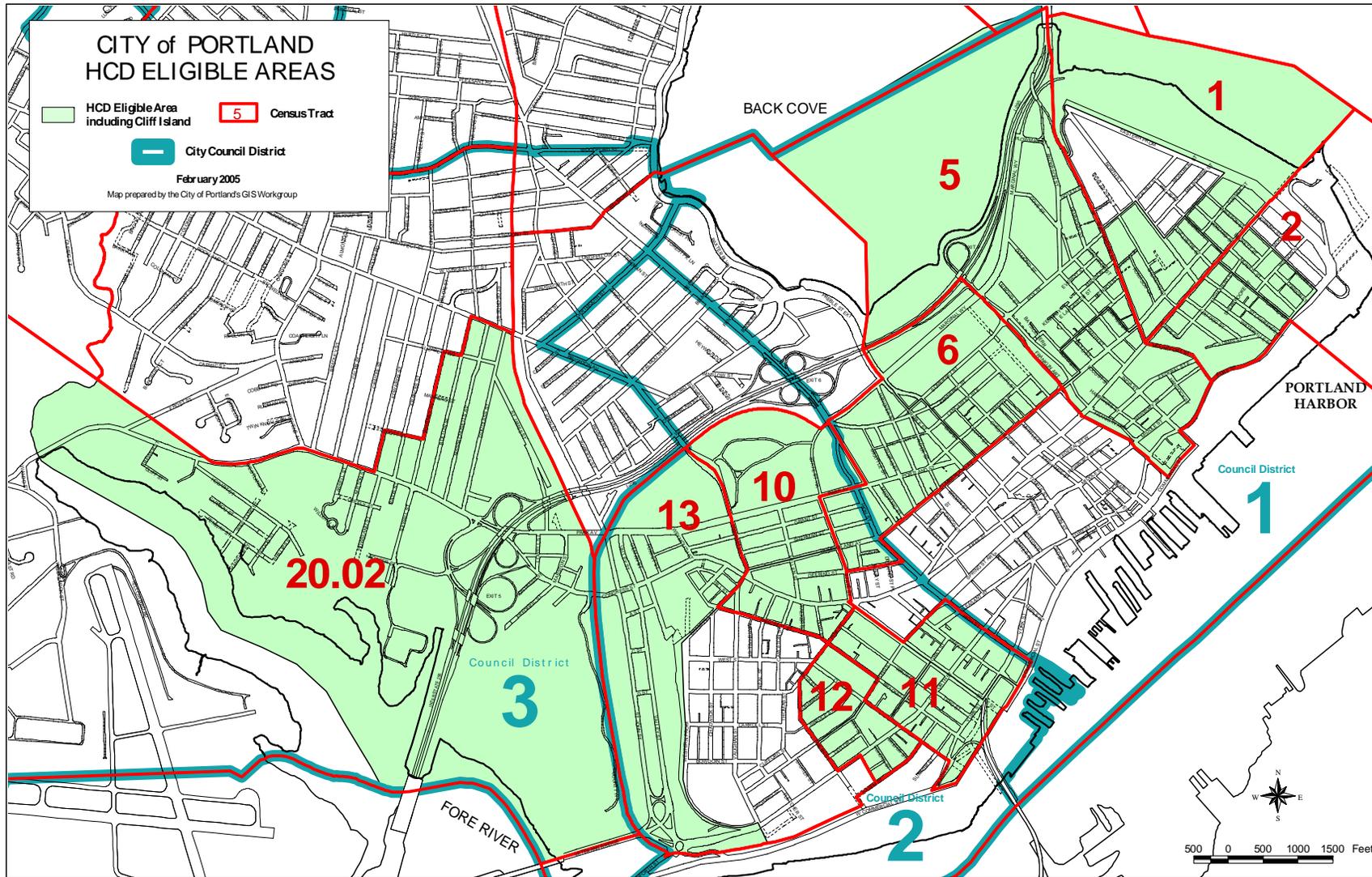
\_\_\_\_\_  
Title

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



**ENTITLEMENT ANNUAL ACTION PLAN COMPLETENESS CHECKLIST**  
**March 2014**

Grantee: <u>City of Portland</u>	
Reviewed by: _____	Date: <u>5/12/14</u>

**§91.220(a) Application**

Has the Standard 424 Form (including the organizational Data Universal System (DUNS) Number in block 8(c)) or the applicable programs been included with the correct dollar allocations and signed by the appropriate official? **Grantees that used the eCon Planning Suite can upload a scanned copy in the AD-25 screen, but they are still required to submit two original signed copies to HUD. One of the originals will be sent to FHEO.**

Yes  No  Page \_\_\_\_\_

**§91.220(b) Executive Summary**

1. A concise executive summary that includes the objectives and outcomes identified in the plan as well as an evaluation of past performance, a summary of the citizen participation and consultation process (including efforts to broaden public participation) (24 CFR 91.200(b)), a summary of comments or views, and a summary of comments or views not accepted and the reasons therefore (24 CFR 91.105(b)(5)). **See ES-05**

Yes  No  Page 2-4

**§91.220(c)(1) Resources and Objectives**

***Federal Resources***

1. Does Action Plan (AP) describe federal resources expected to be available to address priority needs and objectives identified in the AP? These resources include grant funds and program income. **See AP-15**

Yes  No  Page 22

**Note:** For a year 1 annual action plan that was submitted with a multi-year consolidated plan, these requirements are met by completing the SP-35 in the strategic plan. The AP-15 will appear in the annual action plan section with all the information from the SP-35, but it is not editable.

**Note:** Federal resources should include Section 8 funds made available to jurisdictions, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds, expected to be available to address priority needs and specific objectives identified in the strategic plan.

***Other Resources***

1. Does AP indicate resources from private and non-federal public sources that are reasonably expected to be made available to address identified needs? **See AP-15**

Yes  No  Page 22

**Note:** For a year 1 annual action plan that was submitted with a multi-year consolidated plan, these requirements are met by completing the SP-35 in the strategic plan. The AP-15 will appear in the annual action plan section with all the information from the SP-35, but it is not editable.

2. If applicable, does AP include a description of how matching requirements will be satisfied? **See AP-15**

Yes  No  Page 27

Match requirements:

- HOME: 25% match on all expenditures except planning and admin, CHDO operating, CHDO capacity building, and CHDO project specific expenses when repayment is waived by the PJ under §92.301
- ESG: All expenses must be matched dollar for dollar.

3. If applicable, did the grantee indicate publicly owned land or property located within the jurisdiction that may be used to carry out the purposes identified in the plan? **See AP-15**

Yes  No  Page 28

### **Annual Objectives**

1. Does AP provide description of the annual objectives the jurisdiction expects to achieve during the forthcoming year? **See AP-20**

Yes  No  Page 29-30

### **§91.220(d) Activities**

1. Does AP provide description of the activities the jurisdiction will undertake during the next year to address priority needs and objectives. This description shall estimate the number and types of families that will benefit from the proposed activities, the specific local objectives and priority needs that will be addressed by the activities using formula grant funds and program income the jurisdiction expects to receive during the program year, proposed accomplishments, and target date for completion of the activity. **See AP-35**

Yes  No  Page 30

2. Does this description describe the reasons for the allocation priorities and identify any obstacles to addressing underserved needs? **See AP-35**

Yes  No  Page 32

### **§91.220(e) Outcome Measures**

1. Does the include outcome measures for activities included in the AP in accordance with guidance issued by HUD? **See AP-35**

Yes  No  Page 31

### **§91.220(f) Geographic Distribution**

1. Does AP include a description of the geographic areas of the jurisdiction (including areas of low-income and minority concentration) in which it will direct assistance, providing rationale for the priorities for allocating investment geographically? **See AP-35**

Yes  No  Page 33-50

2. If appropriate, did the grantee estimate the percentage of funds they plan to dedicate to target areas? **See AP-50**

Yes  No  Page 46-47

### **§91.220(g) Affordable Housing Goals**

1. Did the grantee specify one-year goals for the number of households to be provided affordable housing through activities that provide rental assistance, production of new units, rehabilitation of existing units, or acquisition of existing units using funds made available to the jurisdiction? **See AP-55**

Yes  No  Page 48

1. Did the grantee specify one-year goals for the number of homeless, non-homeless, and special needs households to be provided affordable housing using funds made available to the jurisdiction? **See AP-55**  
Yes  No  Page 48

**Note:** The term affordable housing shall be as defined in 24 CFR 92.252 for rental housing and 24 CFR 92.254 for homeownership.

### **§91.220(g), Public Housing**

1. Did the grantee describe actions it plans to take during the next year to address the needs of public housing and actions to encourage public housing residents to become more involved in management and participate in homeownership? **AP-60**

Yes  No  Page 53

2. If the public housing agency is designated as “troubled” by HUD under part 902 of this title, did the jurisdiction describe the manner in which it will provide financial or other assistance to improve its operations and remove the “troubled” designation? **AP-60**

Yes  No  Page 53

### **§91.220(i)(1)(i-iv) Homeless and Other Special Needs Activities**

1. Did the grantee describe its one-year goals and specific action steps for reducing and ending homelessness through:
- Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs
  - Addressing the emergency shelter and transitional housing needs of homeless persons
  - Helping homeless person (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again
  - Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals who are:
    - Being discharged from publicly funded institutions and systems of care, such as health-care facilities, mental health facilities, foster care or other youth facilities, corrections programs and institutions?
    - Receiving assistance from public or private agencies that address housing, health, social services, employment, education or youth needs?

**See AP-65**

Yes  No  Page 55-58

2. Did the grantee specify the activities it plans to undertake during the next year to address the housing and supportive service needs for persons who are not homeless but require supportive housing (i.e. elderly, frail elderly, persons with disabilities (mental, physical, developmental, persons with alcohol or other drug additions), person with HIV/AIDS and their families, and public housing residents)? **See AP-65 and AP 35.**

Yes  No  Page 31

**Note:** AP65 does not specifically call out the needs described her or in §91.215(e). Users can discuss in the discussion text box. AP-35 describes the activities for the year, including projects users plan to undertake relative to this requirement.

### **§91.220(j) Barriers to Affordable Housing**

1. Did the grantee describe actions it plans to take to remove or ameliorate the negative effective of public policies that serve as barriers to affordable housing? Such policies, procedures, and processes include but are not limited to: land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. **See AP-75**  
Yes  No  Page 61-62

#### **§91.220(k) Other Actions**

1. Does the plan describe the following:
- a) Actions to meet underserved needs? **See AP-85**
  - b) Foster and maintain affordable housing, including the coordination of LIHTC with the development of affordable housing? **See AP-85**
  - c) Evaluate and reduce lead-based paint hazards? **See AP-85**
  - d) Reduce the number of poverty-level families? **See AP-85**
  - e) Develop and institutional structure? **See AP-85**
  - f) Enhance coordination between public and private housing and social service agencies? **See AP-85**
  - g) Address the needs of public housing, including providing financial assistance to troubled housing authorities? **See AP-85 and AP-60**
  - h) Encourage public housing residents to become more involved in management and participate in homeownership? **See AP-85 and AP-60**
- Yes  No  Page 51-52 and 63-67

#### **§91.220(l)(1) Program-Specific Requirements**

##### ***CDBG***

1. Did the jurisdiction describe activities planned with respect to all CDBG funds expected to be available during the program year (including program income that will have been received before the start of the next program year), except that an amount generally not to exceed ten percent of such total available CDBG funds may be excluded from the funds for which eligible activities are described if it has been identified for the contingency of cost overruns? **See AP-90**
4. Yes  No  Page 69
2. Does the AP include a description of CDBG funds expected to be available during the program year, including the following:
- a) any program income that will have been received before the start of the next program year and that has not yet been programmed;
  - b) proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in its strategic plan;
  - c) surplus from urban renewal settlements;
  - d) grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan; or
  - e) any income from float-funded activities?
- See AP-90**  
Yes  No  Page 69
3. Does the AP identify the estimated amount of CDBG funds that will be used for activities that benefit persons of low-and moderate-income? **See AP-90**  
Yes  No  Page 69

##### ***HOME***

1. Does AP provide for engaging in forms of investment which are not described in 24 CFR 92.205? **See AP-90**  
Yes  No  Page 70

**Note:** HUD's specific written approval to the jurisdiction is required for other forms of investment, as provided in §92.205(b). Approval of the consolidated plan or action plan under §91.500 or the failure to disapprove the consolidated plan or action plan does not satisfy the requirement for specific HUD approval for other forms of investment.

2. If HOME funds will be used for homebuyers, does the plan include guidelines for resale or recapture as required in 24 CFR 92.254? **See AP-90**  
Yes  No  N/A  Page 70

**Note:** Remember to complete the recapture/resale checklist. Approval of the consolidated plan or action plan under §91.500 or the failure to disapprove the consolidated plan or action does not satisfy the requirement for specific HUD approval for resale or recapture guidelines.

3. Does the PJ intend to use HOME funds to refinance existing debt secured by multi-family housing which is being rehabilitated with HOME funds? If so, does the AP explain what refinancing guidelines will be used? These guidelines must describe the conditions under which the PJ will refinance existing debt. At a minimum, the guidelines must:
- Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.
  - Require a review of management practices to demonstrate that disinvestment in the property has not occurred; that long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.
  - State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.
  - Specify the required period of affordability, whether it is a minimum 15 years or longer.
  - Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(g) or a federally designated Empowerment Zone or Enterprise Community.
  - State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including the CDBG program.

**See AP-90**

4. If the participating jurisdiction intends to use HOME funds for homebuyer assistance or for rehabilitation of owner-occupied single family housing and does not use the HOME affordable homeownership limits for the area provided by HUD, did it determine 95 percent of the median area purchase price and set forth the information in accordance with 24 CFR 92.254(a)(2)(iii)? **See AP-90**

Yes  No  N/A  Page 70

5. Did the jurisdiction describe eligible applicants (e.g., categories of eligible applicants), describe its process for soliciting and funding applications or proposals (e.g., competition, first-come first-serve) and state where detailed information may be obtained (e.g., application packages are available at the office of the jurisdiction or on the jurisdiction's Web site)? **See AP-90**

Yes  No  Page 13 and 74-75

6. The participating jurisdiction may limit the beneficiaries or give preferences to a particular segment of the low-income population only if described in the action plan. **See AP-90**

- Any limitation or preference must not violate nondiscrimination requirements in 24 CFR 92.350, and the participating jurisdiction must not limit or give preferences to students.
- A limitation or preference may include, in addition to targeting tenant-based rental assistance to persons with special needs, as provided in 24 CFR 92.209(c)(2), limiting beneficiaries or giving preferences to such

professions as police officers, teachers, or artists.

c) The participating jurisdiction must not limit beneficiaries or give a preference to all employees of the jurisdiction.

d) The participating jurisdiction may permit rental housing owners to limit tenants or give a preference in accordance with 24 CFR 92.253(d) only if such limitation or preference is described in the action plan.

Yes  No  N/A  Page \_\_\_\_\_

**Note:** Questions 4-6 may not be included in the Action Plan module yet. Grantees should address these items in the AP-90 narrative.

### **Emergency Solutions Grant**

1. Did the grantee include its written standards for providing ESG assistance? See 24 CFR 576.400(e)(2) and (e)(3) for the minimum standards. **See AP-90**

Yes  No  Page 71

2. If the Continuum of Care for the jurisdiction has established a centralized or coordinated assessment system that meets HUD requirements, did the jurisdiction describe that system? **See AP-90**

**Note:** The requirements for using a centralized or coordinated assessment system, including the exception for victim service providers, are set forth under 24 CFR 576.400(d). **See AP-90**

Yes  No  N/A  Page 72

3. Did the grantee identify its process for making subawards and describe how the jurisdiction intends to make its allocation available to units of general local government and/or private nonprofit organizations? **See AP-90**

Yes  No  Page 72

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), did the jurisdiction specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering and making policies and decisions regarding any facilities or services that receive ESG funding? **See AP-90**

Yes  No  Page 72

5. Did the grantee describe its performance standards for ESG activities? **See AP-90**

Yes  No  Page 73

6. Did the jurisdiction describe its consultation with each Continuum of Care that serves the jurisdiction in determining how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS?

Yes  No  Page 74

### **HOPWA**

1. Did the grantee specify one-year goals for the number of households to be provided housing through the use of HOPWA activities for:

(a) short-term rent, mortgage and utility assistance payments to prevent homelessness?

(b) tenant-based rental assistance?

(c) units provided in housing facilities that are being developed, leased or operated with HOPWA funds?

**See AP-70**

Yes  No  Page 60

2. Did the grantee identify the method of selecting project sponsors (including providing full access to grassroots faith-based and other community-based organizations)? **See AP-90**

Yes  No  Page 5 and 11

**§91.230 Monitoring**

1. Does the plan describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements? **See SP-80**

Yes  No  Page 74

**CERTIFICATIONS - 24 CFR 91.225**

**Note: Scanned copies of signed certifications can be attached in the AD-25 screen, though grantees must submit two original signed copies of all certifications to HUD. One set of certifications will be sent to FHEO.**

Are the general and specific certifications for each program funded complete and accurate, where applicable:

(a) *General*

- a. Affirmatively furthering fair housing?.....
- b. Anti-displacement and relocation plan?.....
- c. Drug-free workplace?.....
- d. Anti-lobbying?.....
- e. Authority of jurisdiction?.....
- f. Consistency with plan?.....
- g. Acquisition and relocation?.....
- h. Section 3?.....

Comments: Type comments here.

(b) *CDBG*

**Note:** The certification period for the CDBG program’s overall benefit requirements must be consistent with the period certified in the prior certification.

- a) Citizen participation?.....
- b) Community development plan?.....
- c) Following a plan?.....
- d) Use of funds (including years)?.....
- e) Excessive force?.....
- f) Compliance with anti-discrimination laws?.....
- g) Excessive force?.....
- h) Compliance with lead-based paint procedures?.....
- i) Compliance with laws?.....

Comments: Type comments here.

(c) *ESG*

- a) Match requirement? .....
- b) Discharge policy? .....
- c) Confidentiality? .....
- d) Not less than 10 years? .....
- e) Not less than 3 years? .....
- f) Limits for shelter for street outreach activities? .....
- g) Renovation will result in safe and sanitary buildings? .....
- h) Recipients will provide housing assistance and supportive services? .....
- i) Involvement of homeless individuals and families? .....
- j) Consistency with Con Plan? .....

Comments: Type comments here.

(d) *HOME*

- a. TBRA is consistent w/Plan? .....
- b. Use for eligible activities? .....
- c. PJ will monitor HOME assisted projects? .....

Comments: Type comments here.

(e) *HOPWA*

- 1) Meet urgent needs? .....
- 2) 3- or 10-year operation? .....

Comments: Type comments here.

**HUD APPROVAL – 24 CFR 91.500(b)**

The regulations at 24 CFR 91.500(b) state that HUD may approve or disapprove a plan or a portion of a plan for the three following reasons:

- a) If it is inconsistent with the purposes of the Cranston-Gonzalez National Affordable Housing Act (NAHA);
- b) If it is substantially incomplete; or
- c) If certifications applicable to the CDBG program are not satisfactory to the Secretary.

*NAHA* – If you believe the AP may be inconsistent with NAHA, use the following as a guide to make that determination:

- a) Does AP provide assistance to help families, not owning a home, to save for the down payment for the purchase of a home? Yes  No
- b) Does AP provide assistance to retain, where feasible, as housing affordable to low income families, those dwelling units provided for such purpose with federal assistance? Yes  No

- c) Does AP provide assistance to extend and strengthen partnerships among all levels of government and the private sector, including for- and non-profit organizations, in the production and operation of housing affordable to low-and moderate-income families? Yes  No
- d) Does AP provide assistance to expand and improve federal rental assistance to very low-income families? Yes  No
- e) Does AP provide assistance to increase the supply of supportive housing, which combines structural features and services needed to enable persons with special needs to live with dignity and independence? Yes  No

Comments: Type comments here.

**Incompleteness** - If you believe that AP may be substantially incomplete, use the following standards as guides in making your determination:

- a) Was AP developed without citizen participation or the required public consultation? .....
- b) Does AP fail to supply all required elements and meet all required standards of the consolidated plan regulations? .....
- c) Was a certification submitted by this jurisdiction rejected by HUD as inaccurate after HUD inspected evidence, provided notice, and afforded the jurisdiction an opportunity for comment? .....
- d) Does AP fail to provide a description of the manner in which the unit of general local government or state will provide financial or other assistance to a public housing agency if the PHA is designated as "troubled" by HUD? .....

**Unsatisfactory certifications** - If the certifications included in AP are not satisfactory, please explain why:

Type explanation here.

**CONCLUSION AND RECOMMENDATION:**

Based on my review of this Action Plan, in accordance with all applicable regulations, I recommend that the plan be  
 .....  
 [approved/disapproved]

Comments: Type comments here.

<p><b>SIGNED:</b></p>  <p>Reviewer: _____ Date: _____</p>
---

Program Manager: \_\_\_\_\_ Date: \_\_\_\_\_

CPD Director: \_\_\_\_\_ Date: \_\_\_\_\_

**HUD FOLLOW-UP QUESTIONS FOR ANNUAL ACTION PLAN 2014-2015  
(The changes noted below were incorporated into the Action Plan on IDIS)**

City Staff completed a quality check before submitting the Action Plan to HUD. The eCon Planning Suite Desk Guide states: “These errors and warnings may indicate that a requirement has not been met, which could potentially cause the HUD Field Office to not accept the plan submission as complete. **However, plans can be submitted even if the Quality Check warnings are not cleared. If a user believes the plan meets all Consolidated Plan requirements, the grantee can ignore the Quality Check warning and submit the plan to HUD.**”

- (1). Error, AP-35: No priority need designated for Project [CDBG Infrastructure Projects].
- (2). Error, AP-35: No priority need designated for Project [CDBG COP Administration and Planning].  
Error, AP-35: No goal outcome indicator designated for Project [ HOME Admin ].
  - When saving information in the AP-35 & 38 screens, I kept getting a nested exception error. I guess not all of my edits were saved when I made them after completing the quality check. These have now been addressed.
- (3). Warning, AD-25: No alternate or local data sources were designated for Needs Assessment and Market Analysis data.  
Warning, PR-10: No Consulting Organizations designated.  
Warning, PR-10: Cooperation and coordination between state and local government is blank.
  - These sections do not show up on the menu and therefore I was not able to access them. I believe this is because we do not have a consolidated plan entered in the system and are only adding one year action plans.
- (4). Warning, AP-05: One or more Executive Summary fields are blank.
  - As far as I can tell all seven sections on this page are completed.
- (5). Warning, PR-05: Contact information missing for one or more CPD programs
  - Again, as far as I can tell we identified contact information for each program
- (6). AD-26 Administration of the Annual Action Plan – you should uncheck HOPWA – the HOPWA grant that was moved to Frannie Peabody is Competitive, not entitlement
  - I attempted to uncheck HOPWA before submitting but was not able to do so on the AD-26 page.
- (7). AP-35 What are surplus funds? I think you must mean Unexpended CDBG Funds at end of Previous Report Period
  - Yes, these are unexpended prior year funds. Additional narrative has been added to the Action Plan document in the eCon Planning Suite to reflect this.

There is not enough detail on the individual activities. For example, all public services activities have been included in one project name – these need to be separated into individual activities

- As you requested, I entered each public service activity as a separate project. We have set-up our activities this way in the past, which essentially means you have to do set-up twice for each program - once as a "project" and then again as an "activity". However, Maeve, Amy and I all remember seeing/hearing guidance that suggested we could have broad-based project categories, like Public Services, and then have specific programs/activities identified under the project. Looking at other grantee action plans I see this done both ways. Very confusing and it creates additional work.

(8).AD-55 Verify Grantee/PJ - Program Contacts – there is no contact identified for ESG

- Contact is Robert Duranleau in the City's Social Service Division at 196 Lancaster Street. Detailed information has been added to the Action Plan document in the eCon Planning Suite.

(9).Federal Resources. The resources should include Section 8, lead funding, competitive HOPWA funding, as well as Section 108.

- Detailed information has been added to the Action Plan document in the eCon Planning Suite for Section 8, lead funding, competitive HOPWA funding and Section 108. However when I did a quality check the following Warnings came up

Warning, AP-15: Funding Source [ Section 108 ] is [ \$ 9007000 ] over or under allocated to projects in AP-35.

Warning, AP-15: Funding Source [ Section 8 ] is [ \$ 14975000 ] over or under allocated to projects in AP-35.

Warning, AP-15: Funding Source [ HOPWA ] is [ \$ 1500025 ] over or under allocated to projects in AP-35.

(10). Other Resources – the Source of ESG match must be identified

- The following information has been added to the Action Plan document in the eCon Planning Suite:

The ESG Program is expected to provide match funds in the amount of \$108,109 through the following resources: City's General Assistance program and state grants received from the Maine State Housing Authority.

(11). Annual Objectives. – The description of what is contained in these two (only two?). Objectives seems overly broad.

- The following information has been added to the Action Plan document in the eCon Planning Suite narrative (SP-25 and AP-20):

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. This was chosen because City management felt it was important to continue to serve the most vulnerable populations in our City. This is a new priority for this Action Plan year. CDBG projects that qualified for Basic Needs received additional bonus points in the review of applications.

Transition Out of Poverty: Transition individuals and families out of poverty into self-sufficiency, to stability, productivity and beyond, so each member of our community can reach their full potential and contribute to community life.

Strong Neighborhoods: Build strong, self-sustaining neighborhoods by promoting housing availability, improving the transportation system, increasing economic development, implementing environmental safe-guards, improving City services, working to prevent and end homelessness and promoting inter-governmental collaboration across regional, state and federal levels.

Goals and objectives are determined by a priority setting task force which re-establishes priorities every 3-5 years (Action Plan Page 2). I reference Page 2 of the Action Plan, which states:

"The primary goals of the action plan are to 1) Build strong, self-sustaining neighborhoods and 2) Transition individuals and families out of poverty into self-sufficiency, to stability, productivity and beyond, so each member of our community can reach their full potential and contribute to community life. Through this effort, projects and programs should be consistent with City and HUD goals, have measurable community impact, be diverse and available to low income residents, leverage other funding sources, and be sustainable. Each program or project should address one of the City of Portland's Priority Impact Initiatives: Housing, Work and Shop, Mobility and Accessibility, Safe Neighborhoods and Basic Needs. These goals in conjunction with the 2014 Common Goals and Objectives adopted by the City Council, enhance a city wide effort to promote housing availability, improve the transportation system, increase economic development, implement environmental safeguards, improve City services, prevent and end homelessness and promote inter-governmental collaboration across regional, state and federal levels."

How does housing rehab fit in?

- As noted on Page 42 of the Action Plan document in the eCon Planning Suite, Housing Rehabilitation meets the Strong Neighborhoods goal.

What exactly are basic needs?

- The following information has been added to the Action Plan document in the eCon Planning Suite narrative:

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. Examples include but are not limited to short term shelter, emergency food services, emergency heat assistance, urgent healthcare and other emergency services."

(12). AP-35 Could not identify outcome measures.

- As mentioned in a previous e-mail the numeric goals were entered in the eCon Planning Suite with the original Action Plan submitted however it appears not to show in the downloaded/printed version.

(13). 91.220 (k) Other Actions h) Encourage public housing residents to become more involved in management and participate in homeownership? Did not see this.

- The following information has been added to the Action Plan document in the eCon Planning Suite:

PHA administers the HUD Family Self Sufficiency Program for both Public Housing and Section 8 Housing Choice Voucher Programs. Homeownership is always discussed as part of the program orientation. When a FSS participant identifies homeownership as one of their goals, staff works with them on budgeting and refers them to a homebuyer counseling class. Due to the high cost of homes in this area, only a few public housing residents have been able to purchase homes. However, over the last 10 years, PHA has assisted 50 Section 8 participants to purchase homes through the Section 8 Homeownership Program.

(14). AP-90 ESG 3. Process for making subawards.....needs more detail

- The following information has been added to the Action Plan document in the eCon Planning Suite:

Portland CoC and ESAC (Emergency Shelter Assessment Committee) are actively involved in the ESG program, including the development of performance standards, operating procedures, and funding expenditures. The Portland CoC announced their annual solicitation for new project proposals on December 12, 2013. The application deadline for funding was January 2, 2014; applications were reviewed by the ESAC at their January 16, 2014 meeting. Additionally, the Portland CoC decided to reallocate funds from Transitional Housing Programs to Rapid Re-Housing Programs for families and Permanent Supportive Housing Programs dedicated to the chronically homeless. The ESAC is the central entity for planning, monitoring and decision-making for the HUD CoC Homeless Assistance Grant Application. The Portland Social Service Division Director is one of the tri-chairs of the ESAC (Emergency Shelter Assessment Committee), and staffs the Portland CoC. He works closely year-round to coordinate funding and planning between emergency shelters and other homeless housing and service providers. MaineHousing also has an ad hoc Shelter Advisory committee, and the Portland Social Service Division Director and the Preble Street Executive Director participate in that to coordinate ESG policy statewide.

Submitted to HUD on June 2, 2014

- (15). AP-70 HOPWA goals – this should be deleted, as these funds are not awarded to the City and as such they are not responsible for meeting these goals. **Removed from the Action Plan document in the eCon Planning Suite.**

Submitted to HUD on June 9, 2014

## HUD CORRECTED ANNUAL ACTION PLAN 2014-2015 – Submitted to HUD 06.09.14

Paula: As you requested, I entered a new Action Plan into the eCon Planning Suite so that our action plan template did not include HOPWA (as noted in your original review of our Action Plan).

When completing the quality check before submitting this corrected Action Plan, the Warnings shown below were generated. These were noted in our previous response.

- (1). Warning, AD-25: No alternate or local data sources were designated for Needs Assessment and Market Analysis data.  
Warning, PR-10: No Consulting Organizations designated.  
Warning, PR-10: Cooperation and coordination between state and local government is blank.
  - These sections do not show up on the menu and therefore I was not able to access them. I believe this is because we do not have a consolidated plan entered in the system and are only adding one year action plans.
- (2). Warning, AP-05: One or more Executive Summary fields are blank.
  - As far as I can tell all seven sections on this page are completed.
- (3). Warning, PR-05: Contact information missing for one or more CPD programs
  - Again, as far as I can tell we identified contact information for each program
- (4). Warning, AP-15: Funding Source [ Section 108 ] is [ \$ 9007000 ] over or under allocated to projects in AP-35.  
Warning, AP-15: Funding Source [ Section 8 ] is [ \$ 14975000 ] over or under allocated to projects in AP-35.
  - As per your original guidance, I did not address these warnings since they did not “make much sense”.

The following additional Warning was generated:

- (5). Warning, AP-15: Funding Source [ Other ] is [ \$ 4238418 ] over or under allocated to projects in AP-35.
  - I've double-checked these totals and reviewed the Action Plan and cannot identify where this error occurs. The “Other” resources and the “Other” expenditures appear to match.

I would also note that on Page 68 of the Corrected Action Plan you will find the chart entitled “One year goals for the number of households to be provided housing through the use of HOPWA”. Not sure why this was created by the program since I did not check HOPWA in the template and it does not show up on the AP-65 page in the eCon Planning Suite.

As noted before, the eCon Planning Suite Desk Guide states: “These errors and warnings may indicate that a requirement has not been met, which could potentially cause the HUD Field Office to not accept the plan submission as complete. **However, plans can be submitted even if the Quality Check warnings are not cleared. If a user believes the plan meets all Consolidated Plan requirements, the grantee can ignore the Quality Check warning and submit the plan to HUD.**”