



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

March 13, 2020

Jon P. Jennings, City
Manager City Hall
389 Congress Street
Portland, Maine 04101

Dear Mr. Jennings,

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

On a national level, HUD has released the 2020-2021 CDBG allocations. The City of Portland allocation is represented in the table below.

CDBG ALLOCATION	Year 46 FY 20-21
Planning and Administration Cap	\$395,196
Social Service Cap	\$644,347
Development Activities	\$902,098
TOTAL	\$1,941,642

As in past years, the need for CDBG funding continues to exceed the amount of funds available. The total funds requested for 2020 -2021 was \$3,775,949 resulting in a gap of \$1,834,307 between CDBG funding project requests and the amount available for allocation. The committee was faced with difficult choices in this year's recommendation process and struggled with which of the many strong applications for essential projects and services to recommend for funding. In making the final recommendation, the Committee focused on the scoring criteria and the information provided in each application in order to be fair to all applicants.

The following sections of this letter include a description of this year's process, how the applications were reviewed and scored, and our recommendations for funding.

APPLICATION PROCESS AND REVIEW

The mandatory applicant's meeting was held on October 23rd at 5:30pm in Room 24 of City Hall. CDBG Applications were made available on October 24, 2019 and submissions were due on Friday, November 22, 2019 by 4:00pm.

We received twenty one (21) Development Activities applications and sixteen (16) Social Service applications, along with an Administration and Planning application, for a total of \$3,775,949 in funding requests. There was a total of \$2,196,715 requested for Development Activities with \$902,098 in anticipated funding, and \$1,190,050 in Social Service requests with \$644,347 of anticipated funding.

The Allocation Committee Review and Funding Methods

Our Committee first met for this funding year on December 12, 2019. The Committee met nine (9) times to discuss Administration and Planning, Development Activities, and Social Service applications.

The Committee members read each application individually prior to the meeting in which the application was to be reviewed and discussed as a group. When questions about the applications arose, staff documented the questions and forwarded them to the applicant to respond, and applicant responses were then shared with the Committee and reviewed. Allocation Committee members then scored each application individually, using the scoring matrix structured in accordance with the priorities established by the City Council.

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

Funding Caps

The funding caps remain the same from the previous year and were set by the City Council at \$150,000 for social service applicants and \$250,000 for development activities.

RECOMMENDATIONS

Administration and Planning Funding

The Committee reviews information regarding Administration and Planning, but does not score the application competitively. Administration funding is essential for operating the CDBG program and reporting to HUD. The Planning & Urban Development Department submitted a budget of \$387,713 with the understanding that Administration and Planning funding is limited to 20% of the entire CDBG budget. This year, we anticipate the 20% cap to be \$395,196

Development Activities Funding

The Committee received twenty-one (21) Development Activity applications requesting \$2,196,715 which includes both construction activities and economic development initiatives. For 2020-2021 \$902,098 is available for Development Activity funding. The City Council's *85% Rule for Development Activities* specifies that a maximum of 85% of the Development Activity funding can go to fund City applicants, with a minimum 15% reserved for outside organizations. In addition to the *85% rule* a public infrastructure set aside of up to 60% of the City's maximum 85% request remains in effect. For 2020-2021, the Committee's recommendations fall within these established guidelines. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation.

Organization	Program	Request	Points	Committee Recommendation
Community Housing of Maine	Middle Street Apartments	\$200,000	87.67	\$200,000
COP Public Works	Freshman Alley Lighting	\$50,000	86.00	\$50,000
C.E.I	Portland Microenterprise Assistance Program (PMAP)	\$48,000	86.00	\$48,000
COP Dept. of Parks, Recreation, and Facilities	Riverton Elementary School ADA Inclusive Playground	\$40,680	85.44	\$40,680
Catherine Morrill Day Nursery	Energy Efficient Improvement Plan	\$59,724	84.78	\$59,724
Portland Housing Development Corporation	Washington Gardens	\$184,150	84.44	\$184,150
COP Public Works	Bayside Area Sidewalk	\$249,000	84.33	\$249,000
Port Resources	Group Homes Heat Pump Project	\$21,000	83.88	\$21,000
COP Economic Development	Business Assistance Program	\$205,000	83.67	\$49,544

Social Service Funding

The Committee received sixteen (16) Social Service applications, including a \$150,000 request from Community Policing, which will be funded through a set-aside. A total of \$1,190,050 in Social Service requests were received with \$644,347 in available funding. The City Council's *45% Rule for Social Services* specifies that a maximum of 45% of the Social Service funding can go to fund City applications, and a minimum of 55% must go to outside requests. The Committee's recommendations for 2020-2021 fall within these established guidelines. The following table lists in descending scoring point order the applicant organization, program, funding request, and committee recommendation.

Organization	Program	Request	Points	Committee Recommendation
COP -PPD	Community Policing	\$150,000	Set aside	\$150,000
Wayside Foods	Direct Service Program	\$34,000	95.44	\$34,000
Preble Street	Florence House Women's Shelter	\$20,000	94.33	\$20,000
Preble Street	Food Programs	\$43,568	94.11	\$43,568
COP Oxford Street Shelter	Long Term Stayers Community Integration	\$71,049	93.56	\$71,049
Milestone	Homeless Outreach and Mobile Engagement (HOME)	\$120,000	92.56	\$120,000
Preble Street	Joe Kreisler Teen Shelter	\$26,140	92.56	\$26,140
Catholic Charities/ ILAP	Immigrant Legal Services	\$93,811	92.22	\$93,811
COP Public Health	Mobile Medical Outreach	\$75,000	91.69	\$75,000
Furniture Friends	Basic Necessities Expansion	\$25,000	91.31	\$10,779

Due to the high number of strong applications and deserving applicants, the CDBG Allocation Committee found it challenging to prioritize which projects would have the greatest impact. The committee was focused on understanding the needs of the community, though many applications contained strong anecdotal evidence of immediate needs, the committee tried to reward applications addressing specific performance/outcome data, social and societal trends, complementary vs. competing or duplicative programs, and the demand for services from different constituencies in the City.

In particular, the Committee was interested in fostering partnerships between organizations to maximize the impact and efficiency of their programs. The Committee observed that partnerships and cooperation reduce duplicative services and can make the most of the limited funding available. In addition, the committee believes organizations working together are more likely to launch successful, effective, and sustainable programs.

ADDITIONAL CONSIDERATIONS

The Committee believes that the Development applications recommended for funding represent a favorable balance of priorities, including increasing available housing, fostering environmental sustainability, eliminating blight, increasing access, and creating opportunities for economic development. The committee did want to note to the City Manager and City Council that due to the \$250,000 funding maximum, the scoring results, and the committee's ability to only fully fund projects, the Development funding recommendation is somewhat "top heavy" in awarding three (3) projects ~70% of the available \$902,908 in funding. While we acknowledge the strength of these applications and the resulting high scores, we would recommend consideration of distributing some of the funds from the more highly funded projects to some of the other applicants who requested significantly less and whose scores fell just below the funding threshold. Specifically, if organizations such as Community Housing of Maine, Portland Housing Development Corporation, and the City of Portland Public Works could achieve their desired goals with slightly less of an award and/or the City Manager has Program Income available, applicants such as Catherine Morrill Day Care Life Safety Repairs project and the City of Portland Office of Economic Development Hungry for Success program could be fully funded. Notably, both applications scored within 1.4 points of the funding threshold but were more than 2.6 points above the applications scoring beneath them, reinforcing the case for funding inclusion consideration for 2020-2021. An alternative funding distribution option would be to more fully fund the City of Portland Office of Economic Development Business Assistance Program application, which would otherwise be partially funded at \$49,544 or ~24.2% of their requested amount.

In terms of the Social Services recommendations, we believe the scores reflect a balanced approach to addressing the range of community needs reflected by the applications. However, we want to call attention to the fact there are three (3) applications falling just below those that received the Committee's recommendation for full funding. These applications are separated by just over half a point and are all highly valued by the Committee members as important to the City's overall social service resources. As with the Development applications, we recommend and welcome City Manager and City Council consideration for distributing funding from higher scoring, higher funding requested

projects or accessing discretionary or Program Income to fund (or partially fund) worthwhile applications such as Furniture Friends (partially funded), Catherine Morrill Day Care's Voucher Program, or Portland Adult Education's New Mainers Resource Center Job Search Support Project. Such consideration could further extend the reach and impact of the valuable financial resources and diversity of the organizations receiving support.

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

SUMMARY

All projects that requested funding would be beneficial to our City, however due to limited dollars, not all were recommended for funding through this program. This is a competitive process; each applicant competed against all other applicants in their respective Development and Social Services categories. The projects that are not being recommended for funding scored lower in each of the evaluation categories, and therefore in total points. A spreadsheet is attached which provides all scores for each application.

As always, the Committee will continue to look for ways to improve the efficiency, effectiveness and transparency of the program. In particular, given the beginning of a new five year CDBG cycle, we have taken special care to pass along ideas and recommendation to the recently established Priority Task Force to continue improvement in the application, assessment, and scoring process. We welcome comments, suggestions, and feedback both from the Council and the public.

We thank you for your commitment to this program and hope you are satisfied with the results. We are especially grateful for our appointments to the Annual Allocation Committee, providing us with the opportunity to participate in this program, and offer our recommendations for your consideration. We look forward to seeing you on March 26th and hearing your response.

Sincerely,

The CDBG Annual Allocation Committee for Program Year 2020-2021

Matthew Purington, Chair
Lucinda Pyne
Leslie Clauge
Brad Hanscom
Lawson Condrey

D. Kelley Young, Vice Chair
Samuel Martin
Edward Loro
Stephan Houdlette

Attachments: CDBG Allocation Committee Funding Recommendations 2020-2021 (spreadsheet)

CDBG Recommendations 2020-2021

Administration and Planning					Priority Impact/ Goal	Guiding Principles	Capacity to Deliver	Partner/ Collabor	Total	Committee Recommendation	City Manager Recommendation	Council Allocation
Type	Priority	Organization	Program/ Project	Request	33 pts	30 pts	25 pts	12 pts				
1	AP	All	Planning & Urban Dev Dept.	CDBG Admin and Planning	\$389,184					\$389,184		
				<i>Total Admin & Planning Available</i>	\$395,196					<i>Subtotal:</i>	\$389,184	\$0

Development, Economic Development and Construction

Type	Priority	Organization	Program/ Project	Request	33 pts	30 pts	25 pts	12 pts				
10	CON	HA	Community Housing of Maine	Middle Street Apartments	\$200,000	30.3	25.9	21.3	10.1	87.67	\$200,000	
2	CON	NI	COP Public Works	Freshman Alley Lighting	\$50,000	29.8	26.8	20.7	8.8	86.00	\$50,000	
19	ED	EO	C.E.I	Portland Microenterprise Assistance Program (PMAP)	\$48,000	28.1	26.0	22.0	9.9	86.00	\$48,000	
5	CON	NI	COP Dept. of Parks, Recreation and Facilities	Riverton Elementary School ADA Inclusive Playground	\$40,680	26.2	26.6	23.8	8.9	85.44	\$40,680	
9	CON	LMC	Catherine Morrill Day Nursery	Energy Efficiency Improvement Plan	\$59,724	30.6	25.4	21.2	7.6	84.78	\$59,724	
12	CON	HA	Portland Housing Development Corporation	Washington Gardens	\$184,150	27.8	26.8	23.0	6.9	84.44	\$184,150	
3	CON	NI	COP Public Works	Bayside Area Sidewalk	\$249,000	30.00	25.2	20.6	8.6	84.33	\$249,000	
14	CON	HA	Port Resources	Group Homes Heat Pump Project	\$21,000	26.9	27.9	20.6	8.5	83.88	\$21,000	
20	ED	EO	COP Economic Development Dept.	Business Assistance Program (BAP)	\$205,000	28.8	24.0	21.1	9.78	83.67	\$49,544	
8	CON	LMC	Catherine Morrill Day Nursery	Life Safety Repairs Project	\$30,300	29.9	23.7	22.0	7.3	82.89		
13	CON	HA	Portland Housing Development Corporation	Harbor Terrace	\$155,000	27.9	26.1	21.9	6.9	82.78		
22	ED	EO	COP Office for Economic Opportunity	Hungry for Success	\$36,270	27.7	22.9	21.1	10.7	82.33		
18	CON	NI	First Parish Church	"A Church for EveryBODY" Accessibility Project	\$75,000	23.9	25.4	21.6	8.8	79.67		
4	CON	NI	COP Public Works	Sidewalk Curb Ramp ADA Improvements	\$50,000	30.3	25.3	20.3	0.0	76.00		
11	CON	HA	Portland Housing Authority	Franklin Towers Security Upgrades	\$142,000	23.2	23.6	21.4	7.3	75.56		
16	CON	NI	Maine Irish Heritage Center	Upper Sanctuary Accessibility	\$15,000	23.2	21.9	20.3	8.4	73.89		
15	CON	NI	Maine Irish Heritage Center	Front Stairway Restoration	\$17,000	22.7	21.0	19.6	8.2	71.44		
7	CON	LMC	Bethel Kids Care		\$180,631	27.7	20.8	16.6	5.6	70.56		
6	CON	NI	COP Portland Fire Department	Fire Alarm System Bramhall Station	\$40,000	22.2	23.0	19.9	0.00	65.11		
21	ED	EO	COP Economic Development Dept.	Façade Forest Ave	\$150,000	20.7	17.8	19.2	7.4	65.11		
17	CON	NI	Portland Museum of Art	Maine Entrance Accessibility Improvements	\$247,960	18.9	20.8	16.6	7.6	63.88		
				Estimated Total Development, Econ Dev. & Construction Requests	\$2,196,715							
				<i>Total HUD Allocated Development Funds Available</i>	\$902,098					<i>Subtotal:</i>	\$902,098	\$0
				Total Funds Available to City Manager and Council (HUD Funds + TIF)	\$992,098					<i>Subtotal:</i>		\$0
				<i>* TIF Funding = \$90,000</i>								

