



# Community Development Block Grant Program

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## City of Portland Social Service Grant Application

July 1, 2021 – June 30, 2022



**DUE: 4:00pm Friday December 11, 2020**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
PROGRAM YEAR 2021-2022  
APPLICATION**

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# I. APPLICATION INSTRUCTIONS

## A. INTRODUCTION

The City of Portland CDBG program is designed to foster innovative and creating programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding innovative programs. Our goal in funding a program is to help get it off the ground or successfully expand. We strongly encourage new and innovative programs to apply for the 2021-2022 round of CDBG funding.

## B. FEDERAL HUD REGULATIONS

**1. NATIONAL OBJECTIVES:** To be considered for CDBG funding a program or project must meet the following National Objective:

**a. Benefit to Low to Moderate Income (LMI) Persons**

To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the *area median income* (AMI) as set forth in the chart below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

### FY 2020 HUD Low to Moderate Income Guidelines for Portland, Maine\*\*

Number in Household	1	2	3	4	5	6	7	8
<b>80% of Area Median Income</b>	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650
<b>50% Area Median Income</b>	\$35,150	\$40,150	\$45,150	\$50,150	\$54,200	\$58,200	\$62,200	\$66,200
<b>30% of Area Median Income</b>	\$21,100	\$24,100	\$27,100	\$30,100	\$32,550	\$34,950	\$37,350	\$39,750

\*\* New income guidelines are expected prior to grant award. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.

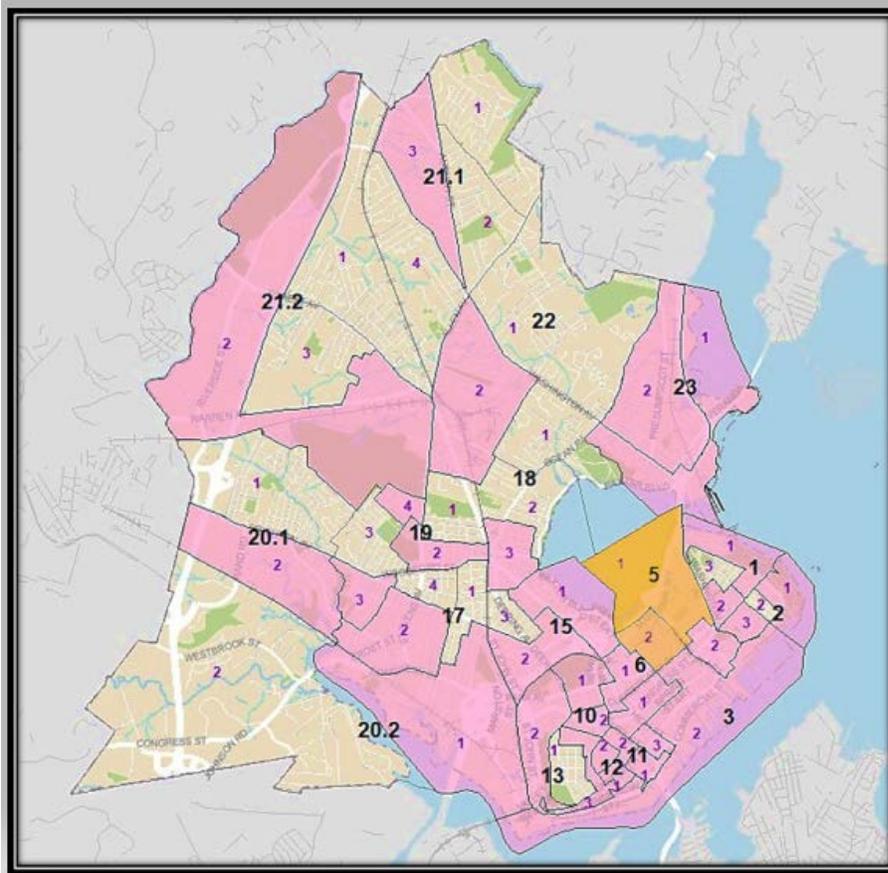
There are two approaches for meeting the Low to Moderate Income qualifications:

- i. *Low to Moderate Income Limited Clientele (LMC)*: an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on *household size and income*, that *at least 51%* of the clientele are persons whose household income does not exceed the LMI limit.

There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include *abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers*.

- ii. *Low to Moderate Income Area Benefit (LMA)*: an activity, which is *available to benefit all the residents of an area* qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map below and also include Cliff Island, plus Portland Housing Authority. The below map can also be found online at:

<http://www.portlandmaine.gov/DocumentCenter/View/26122/2019-Census-map--CDBG-Eligible-Block-Groups->



Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the HCD Staff to determine eligibility. The current map is based on the 2015 Census and the American Community Survey.

**2. LIST OF ELIGIBLE ACTIVITIES:** In addition to meeting a National Objective, each project must be an Eligible Activity, including:

Social services, or public services, include but are not limited to job training, childcare, educational programs, senior services, food services, and homeless services.

**3. LIST OF INELIGIBLE CDBG ACTIVITIES**

- a. Improvements to buildings for the general conduct of government.
- b. General government expenses.
- c. Political activities and lobbying.
- d. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
- e. Operating and maintenance expenses.
- f. New housing construction.
- g. Income payments.

- h. Supplanting or substituting expenses currently paid for by other sources.
4. **PROGRAM/PROJECT OBJECTIVES:** Once a national objective and eligible activity have been identified, each proposal must address *one* of the following objectives:
  - a. **Creating Suitable Living Environments**
  - b. **Providing Decent Affordable Housing**
  - c. **Creating Economic Opportunities**
5. **CITY REQUIREMENTS:** The City of Portland has added the following requirements to supplement the Federal Requirements:
  - a. **Conflict of Interest:** Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City's CDBG Annual Allocation Committee.
  - b. **Domestic Partner Ordinance:** All recipients must adhere to the Domestic Partner Ordinance of the City of Portland, Chapter 13.6.
  - c. **Additional City Requirements:** Post award requirements are listed in Section I. Post Award and Sub-Recipient Criteria.

## C. CITY OF PORTLAND'S CDBG GOALS & PRIORITIES

### 1. GOALS

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods-* Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.
- **Housing Availability-***Increase housing availability and affordability-* Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.
- **Economic Opportunity-** *Create economic opportunities to transition people out of poverty-* Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and

ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

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

## 2. GUIDING PRINCIPLES

- **Consistent.** All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements; City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at:  
<http://www.portlandmaine.gov/762/Plans-Reports>
- **Measurable Community Impact.** Programs and projects will be evaluated based on how well they create a significant and measurable community impact.
- **Diversity and Inclusiveness.** Programs and projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.
- **Priority to Lower Incomes.** Priority will be given to projects and programs that serve the lowest income persons.
- **Leveraged Funding.** CDBG cannot be the only source of funding for a program or project; leveraging other funds is essential.
- **Location.\*** Projects should be complimentary to other requested or existing projects and/or focus on targeted locations within the eligible neighborhoods, for example: neighborhood commerce districts, proximity to new affordable housing development, and identified troubled areas, etc.
- **Sustainability.\*** Programs and projects must demonstrate positive impacts on the environment and be energy efficient.

*\*Does not apply to social service applications.*

## 3. PRIORITY IMPACT LEVEL

- **Neighborhood Investment and Infrastructure-** *Create strong, safe, accessible and vibrant neighborhoods.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Community policing, public infrastructure in target neighborhoods (this year's targeted area is the Bayside Neighborhood), Accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit

rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.

- **Housing Availability-** *Increase housing availability and affordability.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.
- **Economic Opportunity-** *Create economic opportunity to transition out of poverty.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, microenterprise assistance, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).
- **Address the Need of the Growing Homeless Population-** *Prevent and reduce homelessness.* Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.

#### 4. SET ASIDES PROGRAM YEAR 2021-2022

- \$150,000 set aside for Community Policing, non-competitive

### D. APPLICATION GUIDELINES

#### 1. APPLICATION CHOICES:

- a. **Social Service Application:** Provide an eligible social service that serves 51% low to moderate income Portland residents. *Please complete and submit Section II Social Service Application, the Application Budget Form, plus relevant attachments.*

#### 2. FUNDING REQUEST RESTRICTIONS:

The City Council has imposed a number of restrictions regarding the amount of funds that can be requested per applicant.

- a. **Minimum Grant Request**

\$10,000 Social Services

- b. **Maximum Grant Request**

\$150,000 Social Services

- c. **Maximum Cumulative City Request**

45% of funding available for Social Services can go to City programs

### 3. SUBMISSION GUIDELINES

All applications must follow the formatting described below or be subject to penalty points:

- a. Separate applications for each program requesting funds shall be submitted;
- b. Applications must be typewritten;
- c. White 8 ½ x 11” paper; with 1” margins;
- d. Text must be Times New Roman 12pt for the narrative, single spaced with double spacing between paragraph, the Summary and Worksheet may use Times New Roman 11 pt;
- e. All sections and narrative questions must be labeled, page numbering is encouraged;
- f. Maps and larger sections must be shrunk to fit onto an 8 ½ x 11” paper;
- g. The check list provided must be completed and submitted with the application;
- h. Page limits listed on the check list must be followed, additional pages may not be forwarded to the Committee for review;
- i. Required and supporting documents shall be labeled and placed in an appendix. Extraneous information will not be considered;
- j. Required documents must be attached:

Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent agency operating budget; most recent audit or if not available the most recent 990 financial statement.

- k. Supporting Documents (subject to scoring)
  - i. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
    - a. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
    - b. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
    - c. These documents should be specific about how the organizations service is enhanced through the collaboration. In addition, the document should describe where the service and collaborator fits on the “continuum of care”.

- ii. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
  - iii. Project Timeline: describes when the program will occur with specific dates and times
- l. One (1) full electronic version, submitted via email
- m. All applications shall be complete, approved, and signed by the owner, the Board of Directors, or the Executive Director authorized by the Board.

## E. DEADLINES

1. **MANDATORY APPLICATION MEETING:** This is a mandatory meeting. Applicants are required to attend.

**MEETING: Tuesday November 10, 2020 at 5:30pm**  
**Virtual meeting via Zoom**

2. **SUBMISSION DEADLINES** One electronic version must arrive by the deadline. Each applicant will receive a notification of application receipt from the City's Housing and Community Development Division.

**DEADLINE: Friday, December 11, 2020 at 4:00pm**

***Applications must be submitted electronically to:***

Kelley Walsh

HCD Program Manager

[kwalsh@portlandmaine.gov](mailto:kwalsh@portlandmaine.gov)

207-874-8731

**NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED.**  
**POINTS WILL BE DEDUCTED FOR INCOMPLETE SUBMISSIONS.**

## F. REVIEW PROCESS AND SCORING

### 1. REVIEW PROCESS

The Housing and Community Development staff will review all applications and designate the priority impact level of each application; allocating 11 points for 'High Priority' and 7 points for 'Priority'. The CDBG Annual Allocation Committee will then review and score all applications based on need, goal, guiding principles, and other scoring categories. The staff of Housing and Community Development will prepare a list of the rated applications from highest score to lowest score for the City Manager, Mayor and City Council. A draft time-line for the Allocation Committee is below and is also available on the website: <http://www.portlandmaine.gov/491/CDBG-Annual-Allocation-Committee>

**November 10, 5:30pm**      **Mandatory Pre-Application Meeting for Applicants**

**November 11**              **Applications are available**

**December 11, 4:00pm**      **Applications DUE**

Jan 2021- March 2021      Allocation Committee reviews & scores all applications

March 2021                  Allocation Committee recommends funding allocations

April 2021                    City Mngr. recommends funding allocations to Council

**April/May**                    **Portland City Council Public Hearings, dates TBD**

May 15                         Staff submits the Annual Action Plan to HUD

### 2. SCORING CATEGORIES AND POINT DISTRIBUTION

<b>SCORING CATEGORY, SEE I.B FOR MORE INFORMATION</b>	<b>POSSIBLE POINTS</b>
<b>Guiding Principles:</b> measurable community impact, diversity and inclusiveness, priority to lower incomes, consistent with city goals, plans, or initiatives	30 points
<b>Capacity to deliver,</b> including financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability	25 points
<b>Goal, Priority Impact Level &amp; Community Need</b>	33 points
<b>Partnership/Collaboration,</b> points distributed based on highest submitted documentation (MOA, LOS or Outreach) <ul style="list-style-type: none"> <li>• Memorandum of Agreement (MOA)</li> <li>• Letter of Support (LOS)</li> <li>• Demonstrated Outreach</li> </ul>	MOA maximum of 12 points LOS maximum of 9 points Outreach maximum of 6 points

<b>PENALTY</b>	<b>POINTS DEDUCTED</b>
<b>Missing section/s</b>	1 point deducted per item
<b>Failing to follow Submission Guidelines,</b> section I.C.3 (including but not limited to: application not typed, page limits, max/min request amounts, etc)	0.25 point deducted per instance
<b>Errors</b> (e.g. in budget calculation)	0.25 points deducted per instance

### 3. APPEALS PROCESS ON SCORING

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

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

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the City Manager or his/her designee determines that, if granted, the appeal would result in a change to the appellant’s application score sufficient to result in a grant award or a higher grant award, the City Manager or his/her designee (“Hearing Officer”) shall schedule the matter for a hearing. The hearing must be held within five days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within three days after the completion of the hearing. The date of the hearing and the date by which the written decision must issue may be extended by agreement between the appellant and the City.

If an appeal is granted, the Hearing Officer’s decision shall state the additional points awarded to the applicant and be transmitted to the Allocation Committee within 3 days

after the completion of the hearing with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

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

## **G. RESERVATION OF RIGHTS**

The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG funding for this fiscal year, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the City.

The City of Portland reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

## **H. POST AWARD AND SUB-RECIPIENT CRITERIA**

All awards are subject to the City's receipt of its annual appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-contract negotiations with the recipient.

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, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City of Portland's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Housing and Community Development Office.

Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG funds. The forfeited funds will be then returned to the CDBG program for reallocation.

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Portland and a contract between the City of Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction jobs can begin. This date will be July 1, 2018 unless otherwise notified.
- Program years begin when HUD has approved Portland's Annual Action Plan, projected to be July 1, 2021. Social Service Programs have one year to complete their program, ending June 30, 2022.

- CDBG recipients must sign the contract no later than July 1, 2021 or the award may be forfeited and the funds returned to the CDBG program for reallocation.
- CDBG recipients shall ensure recognition of the role of the City of Portland Community Development Block Grant in providing services.
- All recipients must provide the following insurances:
  - Liability Insurance of \$400,000 with the City of Portland listed as an additional insured
  - Worker's Compensation Insurance (if you have employees)
  - Unemployment Insurance (if you have employees)
  - Crime coverage or a fidelity bond
- CDBG recipients will be required to maintain accurate records documenting the targeted populations and/or areas being served by the program or project, and to provide quarterly reports to the City demonstrating that eligibility requirements are being satisfied. The CDBG recipient must collect and track data elements associated with the program/project requesting funding.
- Recipients may be asked to provide a year-end summary reporting accomplishments and outcomes to be provided to HUD and the public. This includes a description of the impact or outcomes of the program or project. Quarterly updates may be requested and must be provided. If requested, funded recipients must comply.
- For social service programs, sub-recipients are required to:
  - Collect and track data elements associated with the program/project requesting funding. These elements may include: number of persons/ households served, family size, race/ethnicity, income documentation, residency documentation, verification that an individual meets a HUD defined presumed benefit individual. Additional elements may be required to be collected and tracked depending upon the nature of the program.

**Please note:** number of persons served cannot be the unit of service provided. Sub-recipients must provide documentation of both 1) persons/households served and 2) units of service provided.
  - Submit performance reports to the City on a quarterly basis. The reports are reviewed for accuracy, performance measures and compliance. In addition, on-site monitoring/auditing of social service agencies for ongoing compliance and eligibility is done by the City on an annual basis to ensure income guidelines and residency are being met and goals are being reached.
- Payments: Invoices or requests for payments will be paid based on a fee per unit of service provided; backup substantiating the invoice is required. Quarterly funding requisitions will then be based upon the number of units provided and the cost for delivering that service.

## COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2021-2022

### II. SOCIAL SERVICE APPLICATION

#### COMPLETE APPLICATION CHECKLIST

Please submit each section of the application, including this checklist:

- A. Social Service Cover Page**, *limit 1 page*
- B. Social Service Worksheet**, *limit 2 pages*
- C. Social Service Narrative**, *limit 7 pages*
- D. Budget: Revenues and Expenditures**, attached separately, *limit 1 page*  
*Budget worksheet MUST match budget listed on the Cover Page, Summary page, and in the narrative*
- E. Social Service Summary**, *limit 1 page*  
[Complete this section in whole; this is the only form forward to the City Council]

#### Required documents for non-profit organizations:

- Verification of 501(c)3 Status**, *limit 1 page*
- Agency Organizational Chart** to show how the proposed program fits into the overall organizational structure; include program staff or positions, *limit 1 page*
- Most Recent Agency Operating Budget Summary**, *limit 1 page*
- Most Recent Independent Auditors Report and identified findings** or *if an Audit is not available* the most recent 990 Financial Statement
- Complete list of Board Members**

#### Supporting documents (subject to scoring):

- Project Timeline** may be included in narrative or attached separately
- Memorandum of Agreement**, *limit 2 pages*: may be one MOA that is two pages long or two MOAs that are one page each.
- Letter of Support**, if there is no MOA; a letter of support may be submitted. *Limit 2 pages: can be one letter that's two pages long or two letters that are one page each.*

Signature of the President or Executive Director

Date

**A. SOCIAL SERVICE COVER PAGE, limit 1 page**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
 PROGRAM YEAR 2021-2022**

Application Type	<input type="checkbox"/> Standard Social Service		
Operating Agency			
Program Name			
Mailing Address			
Address Services are Delivered			
Executive Director		Phone	Email
Project Director		Phone	Email
Financial Contact		Phone	Email
Person who completed the Application		Phone	Email
Amount of CDBG Funds Requested	\$	Total Program Budget	
		\$	
DUNS Number		Tax ID	

**B. SOCIAL SERVICE WORKSHEET, limit 2 pages**

1. **HUD National Objective.** Indicate which National Objective this program activity will address; choose one. Refer to National Objective description p. 3 for additional information.

- Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualifies as LMI Portlanders.

Does this activity benefit a population that HUD presumes to be low to moderate income, including *abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers*?

- No     Yes (please circle appropriate population)

- Low and Moderate Income Area Benefit (LMA):** an activity *which is available to benefit all the residents of an eligible area/census tract*, plus housing authority properties.

***If you choose LMA, please provide a map and outline on the map the area that your program serves.***

2. **HUD Program Objectives.** Indicate which HUD program objective this program will address; choose one:

- Creating a Suitable Living Environment**
- Providing Decent Affordable Housing**
- Creating Economic Opportunity**

3. **Primary Goal.** Indicate the primary goal your program or project addresses; choose one. Refer to the instructions p. 6 for additional information.

- Neighborhood Investment and Infrastructure:** *Create strong, safe accessible and vibrant neighborhoods*
- Housing Availability:** *Increase housing availability and affordability*
- Economic Opportunity:** *Create economic opportunities to transition people out of poverty*
- Address the Needs of the Growing Homeless Population:** *Prevent and reduce homelessness*

4. **Beneficiaries.**

A. Describe the beneficiaries or clients served by the program.	A.
B. How many will be served by the proposed program? (unduplicated -per year)	B.
C. How many are <i>residents of Portland</i> ?	C.
D. How many are <i>low to moderate income residents of Portland</i> ? See income data in the instructions	D.
E. What percentage of total clients are low to moderate income residents of Portland? ( <i>To calculate = D/B * 100; Must be &gt; 51%</i> )	E.

5. **Units of Service.** Describe the type of unit of service provided by the program.

A. Describe the type of unit of service provided by the program.	A.
B. How many units of service will be provided by the program?	B.
C. What is the cost per unit of service?	C.
D. Explain the relationship between the cost per unit of service and the total program budget.	D.
E. What percentage of the total budget is CDBG?	E.

6. **Program Objectives and Outcomes.** Please list below.

Program Objectives	Outcomes/ Community Impact

7. **Employees.** Program specific, not for the entire organization.

A. How many employees are currently employed in this program?	A.
B. How many employees will be employed in this program if it receives CDBG funding?	B.
C. How many employees will be employed in this program if it does not receive CDBG funding?	C.

8. **Documentation**

A. How will the beneficiaries' information be collected and documented?	A.
B. How will the units of service be tracked and documented?	B.
C. How will the outcomes be measured, collected, and documented?	C.

*Please limit the Social Service Worksheet to 2 (two) Pages.*

## C. SOCIAL SERVICE NARRATIVE

In a separate document please answer the following questions; you have **seven** total single-sided pages. Be as direct and specific as necessary. Please include question headings, but in order to save space please *do not* restate the question in your response.

### 1. Program Description

Describe the program being proposed.

### 2. Community Need Description

Describe the scope of the community problem or need the program addresses. Reference plans, reports, data, or past experience as applicable.

### 3. Measurable Community Impact

Describe program outcomes and the impact it will have on the community. Include how progress will be evaluated in reaching these goals

### 4. Goal

Choose and describe how this program meets one of the goals of the CDBG program  
1) *Neighborhood Investment and Infrastructure* - Create strong, safe, accessible and vibrant neighborhoods; 2) *Housing Availability* –Increase Housing availability and affordability; 3) *Economic Opportunity* – Create economic opportunity to transition people out of poverty; 4) *Address the needs of the growing homeless population*-prevent and reduce homelessness

### 5. Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities (descriptions on page 7).

### 6. Guiding Principles

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives (descriptions on page 6-7).

### 7. Partnerships, Collaboration, and Outreach

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. *Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.*

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

### **8. Readiness to Proceed**

Describe the program's timeline with specific dates and times, including start dates, end dates and milestones as applicable.

### **9. Experience Providing Service**

Describe the applicant's experience in delivering and managing this or similar programs.

Please summarize current licensing and accreditations obtained.

### **10. Financial Need**

Describe why CDBG funds are necessary to this program.

How will this program continue if CDBG funding is not awarded?

### **11. Leveraged Funding Narrative**

Describe all other sources of funding for this program or project. Identify which sources are secured and which are projected. Include in-kind donations that may be used to supplement expenses where applicable.

### **12. Budget Narrative**

Provide a narrative explaining the budget and expenses for the program. *Describe exactly what and who CDBG will pay for in this program.*

If this program was funded by CDBG in the previous year (Program Year 2019-2020) and if you are requesting an increase from last year's allocation, you must explain why the increase is necessary and what expansion of service is being provided.

Please ensure that budget amounts listed in the narrative match the cover page, summary and budget worksheet.

## **D. BUDGET: REVENUES AND EXPENDITURES, limit 1 page.**

Complete separate Excel budget form.

**E. SOCIAL SERVICE SUMMARY, limit 1 page, (*This is the only page that goes to Council*)**

<b>Application Type</b>	<input type="checkbox"/> Standard Social Service		
<b>Operating Agency</b>			
<b>Program Name</b>			
<b>Funds Requested</b>	\$		
<b>Program Summary</b>			
<b>HUD National Objective</b> <i>Refer to Section II.B.1</i>	<input type="checkbox"/> Low to Moderate Income Limited Clientele, will this serve a population HUD presumes to be low income? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Low to Moderate Income Area Benefit, if chosen describe service area: Service area:		
<b>HUD Program Objective</b> <i>Refer to Section II.B.2</i>	<input type="checkbox"/> Creating Suitable Living Environment <input type="checkbox"/> Providing Decent Housing <input type="checkbox"/> Creating Economic Opportunity		
<b>Primary Goal</b> <i>Refer to Section II.B.3</i>	<input type="checkbox"/> Neighborhood Investment <input type="checkbox"/> Economic Opportunity	<input type="checkbox"/> Affordable Housing <input type="checkbox"/> Prevent/Reduce Homelessness	
<b>Beneficiaries/ Clients Served - Refer to Section II.B.4</b>			
Client Description			
Number of Clients Served			
Number of LMI Portlanders			
LMI Portland Percentage			
<b>Units of Service - Refer to Section II.B.5</b>			
Type of Unit of Service			
Number of Units Provided			
Cost per Unit of Service	\$		\$
<b>Outcomes - Refer to Section II.B.6</b>			
<b>Budget - Refer to Section II.D Budget</b>			
\$	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)		
\$	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)		
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]		
<b>Leveraged Funds - Refer to Section II.D Budget</b>			
\$	Federal	\$	Other grants
\$	State	\$	Endowment
\$	County	\$	Private Funds
\$	City ( <i>not CDBG</i> )	\$	Gifts in kind

## D. BUDGET FORM , *limit 1 page*

Complete one program budget spreadsheet for each program application.

Feel free to edit categories under Revenues or Expenditures as relevant to your program or project.

PROGRAM OR PROJECT NAME: \_\_\_\_\_

OPERATING AGENCY: \_\_\_\_\_

CDBG Program Year (PY): July 1, 2021- June 30, 2022 \*

REVENUES	Please indicate: Secured or Projected	Revenues TOTAL
CDBG Request 2021-2022		
Other HUD Funds (please list)		
a.		
Other Federal Funds (please list)		
a.		
b.		
State/ County Funds (please list)		
a.		
b.		
City Funds		
Private Funds (Grants, Fundraising, etc, please list)		
a.		
b.		
In Kind Services		
<b>TOTAL PROGRAM or PROJECT REVENUE</b>		

EXPENDITURES	Expenditures CDBG	Expenditures All Other Sources	Expenditures TOTAL
Administration			
Employee Salaries			
Employee Fringe Benefits			
Professional Services/ Consultant			
Equipment			
Materials/Supplies			
Office Space (Program only)			
Construction costs			
Insurance			
Advertising & Public Information			
Other, please specify			
a.			
b.			
c.			
d.			
e.			
<b>TOTAL PROGRAM or PROJECT EXPENSES</b>			

\* A second Budget form will need to be submitted for multi-year social service requests.