

PORTLAND MAINE CUMBERLAND COUNTY HOME CONSORTIUM



ANNUAL ACTION PLAN 2019 - 2020

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

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The City of Portland, Maine receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) for the following programs: Community Development Block Grant, HOME Investment Partnership, and Emergency Solutions Grants. The City of Portland is the lead entity in a HOME Investment Partnership Consortium with Cumberland County. As a condition of the funds, the City of Portland, Maine must submit a Consolidated Annual Action Plan that describes how these funds will be used to address the needs goals and priorities outlined in the 2016-2020 Consolidated Plan which was approved by HUD for the City of Portland. This Consolidated Annual Action Plan is for program year 2019 (PY19) of the 2016-2020 Consolidated Plan.

The allocation of these funds were vetted through a public process which began in October of 2018. The process is consistent with the City's Citizen Participation Plan and utilizes public outreach, community meetings, citizen review committees, social media and the City's website, and public hearings.

For the 2019 Program Year, the City of Portland and the Cumberland County HOME Consortium received \$3,075,132 in entitlement funding from the three HUD formula grant programs; \$1,893,566 for CDBG, \$1,020,693 for HOME, and \$160,873 for ESG.

A note about the Program Year 2019 budget, while the grant amounts for the CDBG and HOME programs are final, the program income amount is an estimate. The available prior year funds are also an estimate of the amount of grant funds that remain uncommitted (as of 5/30/19) from prior budget year/s. These estimates will be adjusted from time to time as final amounts are known.

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 objectives and outcomes identified in this Action Plan are consistent with the 2016-2020 Consolidated Plan and based on a combination of HUD-provided data, independent research, community outreach, consultation with various agencies and service providers, and the established goals and priorities of the City of Portland and the Cumberland County HOME Consortium. All programs

and activities funded through the CDBG, HOME and ESG programs will help to fulfill one of these four goals:

1. Neighborhood Investment & Infrastructure- Create strong, safe accessible and vibrant neighborhoods
2. Housing Availability- Increase housing availability and affordability
3. Economic Opportunity – Create Economic opportunities to transition people out of poverty
4. Address the Needs of the Growing Homeless Population - Prevent and Reduce Homelessness

3. Evaluation of past performance

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

Limited financial resources are the City's biggest constraint to meeting the needs and goals of our community. Year after year, the request for funding far exceeds the amount of funds available through the City's CDBG, HOME, and ESG programs. That being said, the use of the HUD funds allows for an increase in leveraged funds through many of the program's sub-recipients. In order to maximize the effectiveness of the HUD funds distributed within our Community, each sub-recipient's application for HOME and CDBG goes through an extensive evaluation process.

The needs, goals, and priorities identified in this Action Plan represent a continuing evaluation and evolution of the City's CDBG, HOME and ESG programs. As new information becomes available about the needs of our community, the HCD staff work with City officials to make sure that the goals of the HUD programs are align with the direction and goals of the City. Through the continued evaluation process, the HCD staff is able to make sure that the needs of the City are being address in every funding cycle.

As required by HUD, the City of Portland submits a Consolidated Annual Performance and Evaluation Report (CAPER) at the end of each program year. This report offers a complete evaluation of the performance and accomplishments of all CDBG, HOME and ESG funded activities. The CAPER reports are available in the HCD office as well as the City of Portland's website. <https://www.portlandmaine.gov/762/Plans-Reports>

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The City of Portland strongly encourages citizen participation in the CDBG, HOME and ESG allocation process. The City follows the guidelines written in our Citizen Participation plan. The public is given an opportunity to learn about the programs and budgets as well as speak at the following meetings: District meetings in the fall, CDBG Allocation Committee meetings, ESG meetings at the Maine Continuum of

Care and Emergency Shelter Assessment Committees, Housing program budget meeting at the Council's Housing Committee, and two public hearings in March and April with the full City Council. Additionally, the CDBG applications are made available to the public through a hard copy in the HCD office. Lastly, staff encourage any member of the public that has questions about the programs or budgets to set up a meeting with staff.

A copy of the City's Citizen Participation Plan is made available to the public on the City's website and a hard copy is available in the HCD Office. As part of our continual evaluation process, HCD Staff periodically review the Citizen Participation Plan to evaluate its consistency with the goals of the City as well as HUD requirements.

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.

The Annual Action Plan public comment period was held from April 1 to May 1, 2019. During the March 18th public hearings, many organization representatives spoke about the need for CDBG funds for the following programs; Port Resources, Catholic Charities and the Immigration Legal Advocacy Project, CEI Microenterprise Assistance, Amistad Peer Outreach Worker Program, Furniture Friends, all four Preble Street Programs, Child Care Voucher Program, The Center for Cultural Production, Mayo Street Arts, Spurwink Medication Assistance Program, and Alpha One Critical Access Ramp Program. A full list of public comments is included with the grantee unique appendices. This year staff asked anyone that would like to turn in a written version of their public comments to do so. A copy of these written public comments as well as a summary of the public comments from the March 18th meeting are attached as part of the Grantee Unique Appendices. The video stream of the Council Meeting can be watched here: https://townhallstreams.com/stream.php?location_id=42&id=20015

During the April 22nd public hearing, many organization representatives and one member from the community spoke about the need for CDBG funds for the following programs; Center for Cultural Production, Furniture Friends, Boys and Girls Club of Southern Maine, Immigrant Legal Advocacy Project, Milestone HOME team, Spurwink Medication Assistance Program, Quaility Housing Coalition, Oxford Street Shelter, Portland Public Health, and one community member from the West Bayside neighborhood, a CDBG target area. A summary of the public comments are attached as part of the Grantee Unique Appendices. The video stream of the Council Meeting can be watched here: https://townhallstreams.com/stream.php?location_id=42&id=20017

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

All comments and views were accepted.

7. Summary

The focus of this year's Annual Action plan is to carry out activities that help the City of Portland reach the goals listed in our Five-Year Consolidated plan. Every activity being carried out as part of this year's Annual Action Plan makes strides toward the goals of 'Addressing the Needs of the Growing Homeless Population', 'Housing Availability', 'Economic Opportunity', or 'Neighborhood Investment and Infrastructure'.

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

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

The following are the agencies/entities 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, SS Division
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

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, a local non-profit organization that provides case management services to individuals with HIV/AIDS.

The Annual Action Plan was written by staff in the Housing and Community Development Division (HCD). However, numerous individuals and entities were involved in the process, recommendations, and decision making that defined the details of this Plan.

All CDBG applications for 2019-2020 funding were submitted to the HCD Staff. There were twenty (20) requests for social service funding from seventeen (17) different entities, and eleven (11) requests for development activity funding from eleven (11) different entities. 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 seven (7) community members who were vetted through an application process and appointed by the

Portland City Council. The CDBG Allocation Committee read, reviewed, and scored all applications. The Committee recommended funding allocations to the City Manager based on priorities, information provided, performance, and capacity of the applicants. Allocation Committee meetings were open to the public, the dates and times of which were posted on the City's website in the online calendar.

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

The HOME Budget is developed by HCD staff and presented to the Housing Committee. The Housing Committee consists of three of the nine City Councilors. This is a public meeting which is advertised on the City website with notices sent to housing partners, neighborhood organizations and other interested parties who have registered to receive notice of these meetings. Public Comment is taken at the meeting.

The Emergency Solutions Grant was presented to the Continuum of Care and the Emergency Shelter Assessment Committee. The Continuum of Care and the Emergency Shelter Assessment Committees reviewed the allocation and both committees voted unanimously to approve the budget and activities that are included in this Annual Action Plan.

The Action Plan budgets for CDBG, HOME and ESG, were presented and discussed at two public hearings on March 18 and April 22 consistent with the Citizen Participation Plan. Public comment was taken at both Council meetings. The Council unanimously approved the program allocations and estimated budget for the CDBG, HOME and ESG programs.

Consolidated Plan Public Contact Information

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AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Portland Housing and Community Development Division works with other City divisions and departments, regional coalitions, state programs, community stakeholders, and county partners to set and 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 Annual Action Plan. Technical assistance is provided, upon request, to any organization that would like to develop proposals for funding under the City's Housing and Community Development Programs.

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(l)).

In the City of Portland, 33% of CDBG funds support public service programs. These public service programs work in collaboration with ESG, HOME and CDBG development programs to create a continuum of care and economic opportunities for all LMI Portland residents. During the CDBG application review process, addition points are awarded to organization that show strong collaboration with other housing and public service providers.

The City & the Portland Housing Authority (PHA) 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 of Portland and PHA staff communicate regularly and provide each other with data for plans and reports. The City of Portland and Cumberland County also collaborate with the other Public Housing Authorities in Cumberland County, including South Portland, Westbrook, and Brunswick.

Housing and Community Development staff also serve on or participate in several committees and coalitions that support the goal of collaboration between housing providers, mental health services and other social service providers. Staff serve on or attend the following: Maine Affordable Housing Coalition, Age Friendly Portland Steering Committee, Maine Continuum of Care, Emergency Shelter Assessment Committee, and United Way's Thrive 2027 Data and Evaluation Committee.

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.

This year \$433,585 CDBG public service funds will go directly to efforts to address the needs of homeless persons or persons at risk of homelessness. An additional \$56,469 will go to housing follow up services for chronically homeless individuals who have recently been housed.

The City of Portland also allocated \$143,571 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 security deposits and/or first month's rent and will be available to currently homeless or those in danger of becoming homeless. The City receives ESG funds in the amount of \$160,875. The funds are used to staff programs that rapidly re-house individuals and families staying in the City shelters. As well as to provide services to individuals and families at risk of entering the shelter system. In addition, the city has a policy that requires any new rental housing development receiving assistance through Tax Increment Financing and/or a HUD HOME or CDBG subsidy from the City, be required to provide 10% of the rental units in the development for individuals or families currently living in a Portland shelter.

City staff from the Health and Human Services Department and Housing & Community Development Division coordinate with other members of the Emergency Shelter Assessment Committee (ESAC) and the United Way of Greater Portland to support the Homeless Continuum of Care, respond to the McKinney Vento 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, 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. ESAC also produces monthly and quarterly statistics on shelter usage and provides a forum to discuss new programs, resource availability, emerging trends to resolve problems within the continuum that may arise from time to time. City staff also coordinate the Point in Time Survey each year.

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

In 2017 the Portland Continuum of Care and the Maine Continuum of Care voted to merge and become one continuum of care for the entire state. Staff participate in monthly Continuum of Care meetings. Continuum of Care evaluated and unanimously voted to approve Portland's 2019-2020 ESG estimated budget.

In 2018, with assistance from HUD technical assistance provider, Cloudburst, the City produced an updated set of policies of procedures that align with the goals of the City and Maine Continuum of Care.

City staff have also taken the lead in scripting the universal intake forms that will be used by 211 and shelter's across the state as part of the HMIS data entry system.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	City of Portland
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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 barriers to affordable housing, and lead based paint remediation. 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 adults, and chronically homeless individuals. The Public Works Department is responsible for infrastructure needs and projects. The Recreation and Facilities Department is responsible for building maintenance and renovations. The Executive Department, which includes the City Manager, is responsible for providing policy guidance and an interdepartmental vision and budget for the City.
2	Agency/Group/Organization	CUMBERLAND COUNTY
	Agency/Group/Organization Type	Housing Other government - County
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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.
3	Agency/Group/Organization	Portland Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Portland Housing Authority was consulted to provide information regarding housing and public housing needs.
4	Agency/Group/Organization	Community Housing of Maine
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Community Housing of Maine provides housing to vulnerable populations including the elderly, disabled, people experiencing mental illness, people with developmental and intellectual disabilities, people recovering from addiction, veterans, victims of domestic violence and persons living with HIV/Aids.
5	Agency/Group/Organization	Westbrook Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Westbrook Housing Authority was consulted to provide information regarding housing and public housing needs.
6	Agency/Group/Organization	South Portland Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The South Portland Housing Authority was consulted to provide information regarding housing and public housing needs.
7	Agency/Group/Organization	Brunswick Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Brunswick Housing Authority was consulted to provide information regarding housing and public housing needs.
8	Agency/Group/Organization	Milestone Foundation
	Agency/Group/Organization Type	Services-homeless Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Milestone provides health and basic needs outreach to the most vulnerable populations including the disabled, people experiencing mental illness, people with developmental and intellectual disabilities, and people suffering from addiction. Milestone coordinates with HCD Staff, the City's Police Department, and other social service and health providers in the City.
9	Agency/Group/Organization	Preble Street
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services-homeless Services-Health

What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Preble Street is seen by the City as an integral partner in the shelter and basic needs of the City's most vulnerable population. Preble Street is consulted by the City on a regular basis due the their teen shelter, women's shelter, food program, and resource center.

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

All agencies pertaining to public services available in the City Portland and housing services available in Cumberland County and the City of Portland were consulted.

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	Maine Continuum of Care	The Maine Continuum of Care, which merged with the Portland CoC in 2017 has a goal of ending homelessness
Portland's Plan 2030	City of Portland Planning and Urban Development Department	The City of Portland's 2017 comprehensive plan will guide the planning and design decisions of the City of Portland. Future housing initiatives will align with the new comprehensive plan for the City.

Table 3 – Other local / regional / federal planning efforts

Narrative

The City of Portland strives to consider all applicable local, regional, state, and federal planning efforts when preparing the Annual Action Plan and Five year consolidated plan. The list above is a representation of the most prominent strategic planning efforts that directly impact the goals and priorities of this Annual Action Plan.

There are four public housing authorities in the Consortium; Westbrook Housing Authority, South Portland Housing Authority, Portland Housing Authority, and Brunswick Housing Authority. In 2016, Portland Housing Authority (PHA), the largest of the four housing authorities, developed their five year plan, annual agency plan, and capital fund plan; the City worked closely with the PHA to collaboratively develop housing goals for the City's five year consolidated plan.

Social Service and homeless shelter staff were consulted to include input on housing the city's most vulnerable populations. Housing and Community Development staff have attend Continuum of Care and Emergency Shelter Assessment Committee meetings to stay updated on shelter bed usage, housing successes and needs for this population, and to receive input from Homeless Voices for Justice, a local grassroots effort involved in affecting change for Portland's homeless populations.

City of Portland Public Works Department was consulted on the need for public services in the city, specifically within CDBG eligible neighborhoods. Additionally, several CDBG-funded non-profit social service and basic needs providers are consulted because of their expertise in assisting the city's most vulnerable populations.

AP-12 Participation - 91.401, 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

HCD staff strive to make every effort to encourage public comment and participation. This year staff teamed up with the City's executive branch to host the well-established district meetings. In addition, a sixth meeting was added to address the needs of Portland's immigrant population. The meeting was held on a weekend to encourage attendance, and interpreters were provided for attendees with questions and comments. The decision was made to co-host these meetings as a way to reach residents that do not normally attend the community development meetings.

To promote the district meetings, a postcard was sent to every resident in the City. Over 400 residents attended the District Meetings. The meetings informed the public of CDBG and HOME programs and services available to them. The meetings also helped to gather public comment and input on the needs in our community, plus ideas for CDBG and HOME projects and ways we can improve the effectiveness of our CDBG and HOME funds.

For CDBG, there was a mandatory applicants meeting to inform all potential CDBG applicants of the information needed to apply for CDBG funding. There were fifty-two (52) attendees representing forty-seven (47) organizations. The CDBG Allocation Committee met eleven times. Each meeting was advertised on the City calendar and website. The committee reviewed and discussed CDBG applications at these meetings. In addition, the committee discussed policy and procedure changes to improve the CDBG application and funding process. HOME funds were reviewed and discussed at the Housing Committee. Priorities and funding allocations were reviewed and approved at these meetings. Public comment, if any, was taken. The Emergency Solutions Grant was presented and discussed at the Portland Continuum of Care meetings and also the Emergency Shelter Assessment Committee meetings. The Continuum of Care voted to approve the funding allocations and priorities unanimously. The funding allocations and action plan were advertised in the paper. The Action Plan budgets for CDBG, HOME and ESG were presented to the City Council at the March 18 and April 22 Council Meetings.

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	Public Meeting	Non-targeted/broad community	Over 400 people attended the 6 District meetings held in December of 2018. Approximately 7 people requested additional information about CDBG and HOME related programs.	Approximately 7 people requested additional information about CDBG and HOME related programs. Many other residents took informational flyers. No formal public comments were submitted, though several members of the public asked questions about eligibility and status of ongoing projects.	All comments were accepted.	

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	Public Meeting	Non-targeted/broad community	Two City wide Public meetings were held on March 18 and April 22, over 50 people attended each meeting. 23 people gave public comment.	A summary of comments are attached in the unique grantee appendices. A video stream of the meetings can be watched here: March 18 https://townhallstreams.com/stream.php?location_id=42&id=20015 and April 22 https://townhallstreams.com/stream.php?location_id=42&id=20017	All comments were accepted	
3	Newspaper Ad	Non-targeted/broad community	Placement of Legal Notice notifying citizens of the Action Plan key dates and deadlines, contact information, and two citywide hearings on 3/18 and 4/22.	Please see attachment	All public comments were accepted	

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	Email	Non-targeted/broad community	<p>Emails were sent to 331 individuals soliciting their comments and inviting their participation at public hearings. Emails were sent 3 times: (1) When the City Managers recommendations were released, (2) three days before the first public hearing, (3) 1 day before the second public hearing.</p>	Please see attachments	All public comments were accepted.	

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	Internet Outreach	Non-targeted/broad community	A 'City News Flash' was emailed to 850 subscribers announcing the release of CDBG scores as well as the public hearings.	Please see attachment	All public comments were accepted.	

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	The Maine CoC and ESAC committees met on March 21st to discuss the ESG budget. Both meetings were open to the public, a total of 1 member of the public attended the ESAC meeting and no members of the public attended the CoC meeting.	No comments received	All public comments were accepted.	

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	Public Meeting	Non-targeted/broad community	On 3/27/2019 The Housing Committee reviewed the HCD Housing budget which includes CDBG program income and HOME funds. No members of the public gave public comments.	Please see attachments	All public comments were accepted.	

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)
8	Internet Outreach	Non-targeted/broad community	During Community Development week we had an online and paper survey available regarding our goals and priorities. We had individuals rank the major goal categories as well as select areas that they think CDBG money should go towards	62 people took the survey with 60 being online and 2 in paper form. Please see survey results attached	All responses were accepted	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

For the Year 3 Annual Action Plan, the anticipated resources include federal CDBG, HOME, and ESG funds. The amount of each of these resources is dependent on their respective federal allocations, which can be unpredictable. The HOME and CDBG program saw an increase in funding for Year 3. Estimates assume level funding for the next two years. The Year 3 Annual Action Plan also includes resources from a Section 108 loan, a local housing trust fund, and program income from two former HUD programs; UDAG and Healthy Home/Lead Safe Housing. The Section 108 funding is to build a parking garage in the Bayside neighborhood through a project called Midtown. Once funds are expended no more are expected. The Local Housing Trust Fund is funded through various City Programs such as the Housing Replacement Ordinance, Short Term Rental registration, and Inclusionary Zoning fee in lieu. In 2017, the City sold a parking garage that was originally purchased with UDAG funds, the sale was a onetime payment, \$20,000 from the proceeds from the sale will be used for a CDBG eligible activity each year. Finally, payments on the healthy home/Lead Safe Housing are typically made when owners sell or refinance their homes and are therefore

unpredictable. Estimates are based on past years income.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	1,893,566	45,000	57,242	1,995,808	2,033,278	
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	1,020,693	74,887	74,039	1,169,619	1,133,747	

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	160,873	0	0	160,873	153,389	
Housing Trust Fund	public - local	Acquisition Homeowner rehab Housing Multifamily rental new construction Multifamily rental rehab New construction for ownership	1,275,820	0	0	1,275,820	0	Local Housing Trust Funds allocated under an annual plan that is approved by the City Council. The Housing Trust Funds are available for affordable and workforce housing development, up to 120 AMI for sale units, 100 AMI for rental units.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Other	268,741	0	0	268,741	0	Utilizing program income generated by the lead hazard control grant, will abatement approximately 25 units

Table 2 - 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. This year’s projects are expected to leverage \$9,828,130 from the CDBG investment of \$1,922,808. The CDBG Program Application process discourages applicants from using CDBG funds as the sole source of project funding. Applicants must include other resources as leveraged funding.

The HOME Program leverages considerable funds, primarily through the Affordable Housing Development Program. This program leverages funding from several sources including Low Income Housing Tax Credits, state and federal Historic Tax Credits, state funds from the Maine State Housing Authority and local Housing Trust Funds. 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 expends General Assistance funds for this purpose, well in excess of the required HOME program match and will continue this assistance.

The ESG Program is expected to provide match funds equal to the amount of ESG funds allocated through the City's General Assistance fund.

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

Over the past several years the Housing Committee has tasked staff with identifying publicly owned land and property located within the jurisdiction that can be used for affordable housing. The City recently sold 4 parcels of land in the Bayside Neighborhood that will be include affordable housing. The parcels are:

- 1) 60 Parris Street: 20 condominiums will be priced for affordability to households earning 120% AMI for the initial sale. 3 units will be sold at market price.
- 2) 178 Kennebec Street: Of the proposed 46 rental units, 78% of the units will be priced at 60% AMI or less. 22% will be at market rate.
- 3) 65 Hanover Street: Approximately 25 proposed total units of which at least 25 units will be affordable to low and moderate income households.
- 4) 44 Hanover Street: Proposing 16 rental units (total number of units is unknown as of yet) priced at \$1,000 per month (which is approximately 80% AMI).

The City also passed new provisions governing tax acquired property in Portland wherein any profits from subsequent sales will be allocated to the City's Housing Trust Fund. Over the next few years, the HCD staff will continue to identify additional city-owned properties for affordable housing development.

Additionally, the City has created shelter over-lay zones as a first step in creating a new city shelter that will hold 200 beds and be open 24 hours a day. This new shelter aligns with the City's 10 year plan to end homelessness and the City's Continuum of Care plan. The new shelter also aligns with the "Addressing the Needs of the Growing Homeless Population" goal in our Five Year Consolidated Plan.

Finally, the City works with social service providers and housing developers that would like to address the need for additional types of housing in our community, such as: housing for physical and mental disabilities; substance use disorders; and seniors.

Discussion

The City of Portland secured HUD 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan to support revitalization of the distressed area of Bayside by stimulating residential and commercial economic development activities and creating jobs.

One of the catalysts to support the Bayside area-wide revitalization is a public-private partnership to construct an 800 space parking garage with ground level commercial space. Despite unanticipated delays, the city is hopeful that the parking garage will be under construction during FY2019.

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	Neighborhood Investment & Infrastructure	2016	2020	Non-Housing Community Development	PORTLAND, MAINE Eligible Census Tracts CDBG Target Neighborhoods Bayside Neighborhoods	Neighborhood Investment & Infrastructure	CDBG: \$574,332	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 12475 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 5000 Persons Assisted
2	Economic Opportunity	2016	2020	Economic Development	PORTLAND, MAINE Eligible Census Tracts CDBG Target Neighborhoods Bayside Neighborhoods	Economic Opportunity	CDBG: \$371,805	Public service activities other than Low/Moderate Income Housing Benefit: 120 Persons Assisted Jobs created/retained: 20 Jobs Businesses assisted: 6 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Housing Availability	2016	2020	Affordable Housing Public Housing	PORTLAND, MAINE Eligible Census Tracts Cumberland County	Housing Availability	CDBG: \$56,024 HOME: \$1,060,061 ESG: \$55,065 Housing Trust Fund: \$1,275,820	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 22 Households Assisted Rental units constructed: 74 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 160 Households Assisted
4	Address the Needs for Growing Homeless Population	2016	2020	Homeless	PORTLAND, MAINE Eligible Census Tracts CDBG Target Neighborhoods Bayside Neighborhoods	Address the Needs for Growing Homeless Population	CDBG: \$444,949 ESG: \$93,745	Public service activities other than Low/Moderate Income Housing Benefit: 13715 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 50 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 96 Households Assisted Homeless Person Overnight Shelter: 131 Persons Assisted

Table 3 – Goals Summary

Goal Descriptions

1	Goal Name	Neighborhood Investment & Infrastructure
	Goal Description	Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility and livability through age-friendly designs and 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.
2	Goal Name	Economic Opportunity
	Goal Description	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.
3	Goal Name	Housing Availability
	Goal Description	Increase housing availability & 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 and age-friendly housing in significant development projects
4	Goal Name	Address the Needs for Growing Homeless Population
	Goal Description	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.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Portland's Housing and Community Development Program will enter into the PY 2018-2019 budget cycle with the following funding allocations: \$1,922,808 in CDBG which consists of \$1,895,922 in direct HUD allocation, \$11,886 in reprogrammed funds, and \$15,000 in CDBG housing program income; \$157,131 in Emergency Solutions Grant funding; and \$1,302,957 HOME allocation as part of the Cumberland County HOME Consortium, which consists of \$1,151,710 in direct HUD allocation; \$120,000 in program income, and \$31,247 in recaptured funds. \$856,911 is designated for City of Portland use and \$446,046 is designated for the County. An additional \$60,000 in Housing Development Funds/CDBG housing program income is available.

#	Project Name
1	HCD Grant Administration
2	CDBG Planning
3	City of Portland Business Assistance Program
4	COP Bicycle and Pedestrian infrastructure
5	Mayo Street Arts Wheel Chair Access Ramp
6	Port Resources Group Home Rehab
7	CEI - Portland Microenterprise Assistance Program
8	COP-DPW Kennebec Street Lighting
9	Alpha One Critical Access Ramp Program
10	Learning Works Renovation of Historic Education Facility
11	Boys and Girls Club Energy Efficiency Improvements
12	COP DPW Elm Street Sidewalk
13	Community Policing
14	Amistad Peer Outreach Worker
15	Catherine Morrill Day Nursery
16	Milestone HOME Team
17	PPH Mobile Medical Outreach
18	Wayside Foods - Direct service program
19	HHS Long-term Stayers
20	Portland Adult Educations New Mainers Resource Center
21	Spurwink Medication Assisted Treatment Program
22	Preble Street Food Programs
23	Homeless Programs, ESG
24	HOME Administration
25	TBRA
26	City Affordable Housing Development
27	County HOME Affordable Housing Development

Table 4 – Project Information

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

Nearly all of the City's CDBG, HOME and ESG funds go to addressing underserved needs in Portland. The allocation process and priorities for CDBG, HOME and ESG is described below. The largest obstacle to addressing the underserved needs is limited funding. The needs of the underserved continue to increase in the City of Portland, but the funding resources remain limited.

Community Development Block Grant: 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. This year the only funds that are not directly going to serve low to moderate income persons are the funds for administration and planning. As mentioned under the 'AP-15 Expected Resources', the City of Portland sold the Cotton Street Parking garage in 2017, which was originally purchased with UDAG funds. As part of this sale, the City Council has decided to spend \$20,000 from the proceeds each year on a CDBG eligible activity. This year the Council has decided to spend this \$20,000 on the Preble Street Florence House Women's shelter and the Preble Street Teen Shelter, allocating \$10,000 to each program. Both of these programs have received CDBG funding in the past. Florence House offers a safe place for homeless women, many of who have experience domestic violence or assault. The Teen Shelter is the only specialty shelter for youth and provides 24 care and case management for at risk teens.

HOME: The HOME Program budget is formulated by staff, endorsed by the City Council's Housing 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. As of the 2019-2020 program year, the HOME program will be focused on housing development. Therefore, the Consortium's Housing Rehabilitation Program will not be offered. CDBG Housing Funds have been set aside for an emergency repair program.

Emergency Solutions Grant: The Emergency Solutions Grant funding is formulated by staff and presented to the Maine Continuum of Care and the City's Emergency Shelter Assessment Committee. The funding supports shelter operations, homeless prevention, rapid rehousing, and HMIS.

AP-38 Project Summary
Project Summary Information

1	Project Name	HCD Grant Administration
	Target Area	PORTLAND, MAINE
	Goals Supported	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	Needs Addressed	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	Funding	CDBG: \$364,958
	Description	Manage the Grant. Comply with grant requirements and reporting. Follow federal regulations
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	These funds are for the administration of the CDBG program, no funds will directly benefit families
	Location Description	389 Congress Street Room 312 & 313, Portland, Maine 04101
	Planned Activities	Manage the Grant. Comply with grant requirements and reporting. Follow federal regulations
2	Project Name	CDBG Planning
	Target Area	PORTLAND, MAINE
	Goals Supported	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	Needs Addressed	Neighborhood Investment & Infrastructure Housing Availability Economic Opportunity Address the Needs for Growing Homeless Population
	Funding	CDBG: \$22,755
	Description	Long Range Planning efforts, including transportation planning.
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	These funds are for long range CDBG eligible planning. No funds will directly benefit families in Portland.
	Location Description	389 Congress Street 4th Floor, Portland, ME 04101
	Planned Activities	Long Range Planning efforts, including transportation planning.
3	Project Name	City of Portland Business Assistance Program
	Target Area	PORTLAND, MAINE
	Goals Supported	Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$204,742
	Description	This program will provide grant funds to new and expanding Portland Businesses to create 20 net new jobs for low/moderate income Portland residents. This will also encourage job skills training and strengthen Portland's HCD eligible neighborhoods.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	20 of businesses and 20 low/moderate income Portland residents will benefit from this project.
	Location Description	The location of each business will be determined, but location of the administering office is 389 Congress Street, Room 307, Portland ME 04101
	Planned Activities	This program will provide grant funds to new and expanding Portland Businesses to create 20 net new jobs for low/moderate income Portland residents. This will also encourage job skills training and strengthen Portland's HCD eligible neighborhoods.
4	Project Name	COP Bicycle and Pedestrian infrastructure
	Target Area	Eligible Census Tracts Bayside Neighborhoods
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$23,942
	Description	The project will add bike racks and seasonal bike carrols to two central areas of downtown. In addition, the bike racks and carrols will have free bicycle repair kits. Lastly, wayfinding signs will be added to the downtown district and include directions in multiple languages to include Portland's immigrant population.

	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1945 individuals that rely on bicycle transportation
	Location Description	Portland, ME 0
	Planned Activities	The project will add bike racks and seasonal bike carrols to two central areas of downtown. In addition, the bike racks and carrols will have free bicycle repair kits. Lastly, wayfinding signs will be added to the downtown district and include directions in multiple languages to include Portland's immigrant population.
5	Project Name	Mayo Street Arts Wheel Chair Access Ramp
	Target Area	Eligible Census Tracts
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$74,904
	Description	To construct a wheelchair access ramp to the main entrance of the building so that the center will be accessible to all youth, families, artists, audience members, and people in the neighborhood who participate in programs.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	70 LMI children
	Location Description	10 Mayo Street Portland, ME
	Planned Activities	To construct a wheelchair access ramp to the main entrance of the building so that the center will be accessible to all youth, families, artists, audience members, and people in the neighborhood who participate in programs.
6	Project Name	Port Resources Group Home Rehab
	Target Area	PORTLAND, MAINE Eligible Census Tracts
	Goals Supported	Neighborhood Investment & Infrastructure Housing Availability
	Needs Addressed	Housing Availability
	Funding	CDBG: \$16,077

	Description	All three group homes listed in this proposal have needs relating to safety and/or quality of life. These needs include: three new entrance doors, a new generator and generator panel, cement walkway to connect back entrances of a duplex and four new porch columns. A CDBG award to perform these renovations will help Port Resources to meet the HUD program objective to "create a suitable living environment" for the people we serve who have developmental disabilities and mental health challenges.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	15 individuals with developmental disabilities
	Location Description	72 Emery Street, 271 Woodford Street, 42 Maggie Ln Portland, ME
	Planned Activities	All three group homes listed in this proposal have needs relating to safety and/or quality of life. These needs include: three new entrance doors, a new generator and generator panel, cement walkway to connect back entrances of a duplex and four new porch columns. A CDBG award to perform these renovations will help Port Resources to meet the HUD program objective to "create a suitable living environment" for the people we serve who have developmental disabilities and mental health challenges.
7	Project Name	CEI - Portland Microenterprise Assistance Program
	Target Area	PORTLAND, MAINE
	Goals Supported	Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$47,937
	Description	CEI and Cultivating Community will help at least 50 New American and/or female low/moderate income Portland Residents start six microenterprise businesses in Portland by providing intensive business advising and farm training.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	At least 50 new Americans and/or female low/moderate income Portland residents, of which 6 will start microenterprise businesses.
	Location Description	Portland, ME

	Planned Activities	CEI and Cultivating Community will help at least 50 New American and/or female low/moderate income Portland Residents start six microenterprise businesses in Portland by providing intensive business advising and farm training.
8	Project Name	COP-DPW Kennebec Street Lighting
	Target Area	Bayside Neighborhoods
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$102,869
	Description	Install ten streetlights on Kennebec Street between Brattle Street and Elm Street as a complement to the Somerset/Kennebec Street Realignment Project. Combining these two projects will create construction efficiencies and minimize the disturbances to the neighborhood, its pedestrians and vehicle traffic. When complete, the enhanced roadway and lighting conditions on Kennebec Street will function as a gateway to both the Bayside Neighborhood and the City, thereby making it safer and more attractive for economic growth.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	1840 individuals living in the surrounding area. The area is a target neighborhood and consists of a large number of LMI families/individuals. The area is also near a majority of the City's social service agencies.
	Location Description	West Bayside Neighborhood/ Kennebec Street Portland, ME
	Planned Activities	Install ten streetlights on Kennebec Street between Brattle Street and Elm Street as a complement to the Somerset/Kennebec Street Realignment Project. Combining these two projects will create construction efficiencies and minimize the disturbances to the neighborhood, its pedestrians and vehicle traffic. When complete, the enhanced roadway and lighting conditions on Kennebec Street will function as a gateway to both the Bayside Neighborhood and the City, thereby making it safer and more attractive for economic growth.
9	Project Name	Alpha One Critical Access Ramp Program
	Target Area	PORTLAND, MAINE
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	CDBG: \$39,947

	Description	Alpha One would provide 7 ramps to moderate to low income household residents of the City of Portland, giving them the opportunity to be included in activities outside the home. These ramps will allow homes to become accessible, providing a safe means of egress.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	7 low to moderate income individuals with mobility/disability issues
	Location Description	Portland Maine)various locations)
	Planned Activities	Alpha One would provide 7 ramps to moderate to low income household residents of the City of Portland, giving them the opportunity to be included in activities outside the home. These ramps will allow homes to become accessible, providing a safe means of egress.
10	Project Name	Learning Works Renovation of Historic Education Facility
	Target Area	PORTLAND, MAINE
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$81,895
	Description	This project will (1) make final improvements to the aging and crumbling exterior of our historic education facility, (2) improve classrooms and offices at our headquarters that host two education and workforce preparedness programs onsite for New Mainers (English Language + Literacy) and disconnected youth (Youth Building Alternatives) and (3) improve the building's energy efficiency.
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	3000 low income children and young adults
	Location Description	181 Brackett Street Portland, ME
	Planned Activities	This project will (1) make final improvements to the aging and crumbling exterior of our historic education facility, (2) improve classrooms and offices at our headquarters that host two education and workforce preparedness programs onsite for New Mainers (English Language + Literacy) and disconnected youth (Youth Building Alternatives) and (3) improve the building's energy efficiency.
	Project Name	Boys and Girls Club Energy Efficiency Improvements

11	Target Area	Eligible Census Tracts
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$49,935
	Description	Install solar panels to the club house
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	3000 LMI children between the ages of 5-18
	Location Description	277 Cumberland Ave
	Planned Activities	Installing solar panels to reduce operating costs. The solar panels will also provide an education component to the Boys and Girls Club of Southern Maine's programming
12	Project Name	COP DPW Elm Street Sidewalk
	Target Area	Bayside Neighborhoods
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$222,607
	Description	Design and reconstruct concrete sidewalks on the western side of Elm Street from Oxford Street to Lancaster Street and on the southern side of Oxford Street from Alder Street to Cedar Street
	Target Date	6/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	2690 LMI individuals living in the surrounding area.
	Location Description	West Bayside
	Planned Activities	Design and reconstruct concrete sidewalks on the western side of Elm Street from Oxford Street to Lancaster Street and on the southern side of Oxford Street from Alder Street to Cedar Street. The scope of work also includes new vertical granite curbing, ADA-compliant ramps, signage, and striping. The goal of the project is to connect previously reconstructed ramps and other pedestrian improvements into a greater network of <u>accessibility for Bayside.</u>

13	Project Name	Community Policing
	Target Area	PORTLAND, MAINE
	Goals Supported	Neighborhood Investment & Infrastructure
	Needs Addressed	Neighborhood Investment & Infrastructure
	Funding	CDBG: \$150,000
	Description	Community Policing
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	5,000 residents of Portland are helped annually at the 5 community policing centers.
	Location Description	Portland, ME (various locations)
	Planned Activities	The Portland Police Department will utilize grant funds to pay a portion of the salary of five Community Policing Coordinators who will work closely with residents, social services agencies, businesses, community stakeholders, and other city departments to create effective programs and strategies to effect long-term change in their respective neighborhoods.
14	Project Name	Amistad Peer Outreach Worker
	Target Area	PORTLAND, MAINE
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$51,264
	Description	Peer Outreach worker
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	4500 individuals struggling with homelessness, mental health, and substance misuse.
	Location Description	66 State Street Portland, ME 04101

	Planned Activities	Provide coaching sessions with the peer coach, either over the phone, in person on the street, or in person over a cup of coffee. Coaching clients are referred to Amistad by area hospitals, who see this population as frequent users of emergency departments, as well as by the community health center, city shelters and resource center, Cumberland County Sheriff's department, Portland Police department, area psychiatric service providers, Milestone Foundation (a CDBG recipient), and other service providers in the community.
15	Project Name	Catherine Morrill Day Nursery
	Target Area	PORTLAND, MAINE
	Goals Supported	Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$75,049
	Description	Child care voucher program
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	30 low/moderate income Portland families
	Location Description	96 Danforth Street, Portland, ME 331 Cumberland Ave, Portland, ME 215 Congress Street, Portland, ME 71 Herman Ave, Portland, ME 87 High Street, Portland, ME
Planned Activities	The program will provide subsidized child care to approximately 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.	
16	Project Name	Milestone HOME Team
	Target Area	PORTLAND, MAINE
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$113,844
	Description	Homeless outreach and Mobile Engagement Team
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	500 homeless individuals
	Location Description	65 India Street, Portland ME 04101
	Planned Activities	The HOME Team will provide daily street outreach, interventions, referrals, and transportation to highly intoxicated, homeless individuals. The HOME Team's Housing Navigator will assist Milestone's long-term shelter stayers secure and maintain housing; Milestone's partners, Amistad and Maine Homeless Veterans Alliance will provide follow-up care to ensure clients remain housed.
17	Project Name	PPH Mobile Medical Outreach
	Target Area	CDBG Target Neighborhoods
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$29,944
	Description	Medical access to homeless individuals
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	300 homeless individuals
	Location Description	203 Oxford Street and various hotspots across the Portland peninsula
	Planned Activities	The Mobile Medical Outreach Program will provide Portland's vulnerable homeless population with access to paramedics, in both the shelter and community setting, who are specially trained in community education and medical services. In an effort not to duplicate services, this project is aligned with local primary care and other social service providers to enhance the continuum of care.
18	Project Name	Wayside Foods - Direct service program
	Target Area	PORTLAND, MAINE
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$33,940
	Description	mobile food pantry
	Target Date	6/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	3900 homeless and low income individuals
	Location Description	The mobile food pantries will deliver at various locations around Portland. The community meals will also take place at various locations across Portland, all located in predominately low income neighborhoods.
	Planned Activities	Waysides Direct Services program works to prevent and reduce homelessness by increasing access to nutritious food for economically vulnerable community members in Greater Portland through 5 Mobile Food Pantries and 13 weekly Community Meals. All of Waysides work is rooted in cross sector partnerships and focused on strengthening the quality and quantity of social ties and support networks. Every month 1,200 different individuals receive 9,500 meals through Waysides Direct Services program.
19	Project Name	HHS Long-term Stayers
	Target Area	CDBG Target Neighborhoods
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$56,469
	Description	housing case management for the chronically homeless
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	50 homeless individuals
	Location Description	Various locations
	Planned Activities	This programs sole focus is to help formerly homeless persons recover from the trauma of homelessness, assisting their integration into their new neighborhoods, improving their health and quality of life, and reducing returns to homelessness and expensive emergency services.
20	Project Name	Portland Adult Educations New Mainers Resource Center
	Target Area	PORTLAND, MAINE
	Goals Supported	Economic Opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$44,077

	Description	ESL and job training for new mainers
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	90 individuals that belong to the City of Portland's immigrant population
	Location Description	14 Locust Street Portland, ME 04101
	Planned Activities	The program will offer additional classes to their advanced ESL students in the areas of job interview and resume skills, financial literacy, as well as transcript/degree translations for immigrants with foreign degrees.
21	Project Name	Spurwink Medication Assisted Treatment Program
	Target Area	PORTLAND, MAINE
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$51,915
	Description	substance abuse services
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	50 individuals struggling with substance use disorder
	Location Description	62 Elm Street Portland, ME 04101
	Planned Activities	MAT will be offered through our Spurwink Adult Behavioral Health (SABH) program at 62 Elm St in the Bayside neighborhood. The target population is low to very low-income people who have struggled to access MAT, including those who are homeless, at risk of homelessness, and/or are uninsured. The program will help clients manage their symptoms, successfully navigate the service delivery system, and move towards the ability to find safe stable housing.
22	Project Name	Preble Street Food Programs
	Target Area	PORTLAND, MAINE
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	CDBG: \$43,496

	Description	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House, and Teen Center and a food pantry distributing emergency food boxes weekly or by appointment to meet the nutrition needs of people who are homeless and living in poverty
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	4,140 low and extremely low income Portland residents many of who are homeless.
	Location Description	252 Oxford Street Portland ME 04101 190 Valley Street Portland ME 04101 343 Cumberland Avenue Portland ME 04102
	Planned Activities	Three soup kitchens serving 3 meals a day, 365 days a year at the Resource Center, Florence House, and Teen Center and a food pantry distributing emergency food boxes weekly or by appointment to meet the nutrition needs of people who are homeless and living in poverty
23	Project Name	Homeless Programs, ESG
	Target Area	PORTLAND, MAINE
	Goals Supported	Address the Needs for Growing Homeless Population
	Needs Addressed	Address the Needs for Growing Homeless Population
	Funding	ESG: \$160,873
	Description	Emergency Solutions Grant programs, including Family Shelter essential services; Family Shelter homeless prevention; Oxford Street Shelter rapid rehousing; Oxford Street Shelter homeless prevention; and administration and HMIS.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	All individuals and families living in or entering the City of Portland Shelter system that qualify for rapid rehousing, essential services, or homeless prevention will benefit from this activity, roughly 227 people
	Location Description	203 Oxford St, Portland ME 04101 and 54 Chestnut St, Portland ME 04101
	Planned Activities	This is for all Emergency Solutions Grant programs, including Family Shelter essential services; Family Shelter homeless prevention; Oxford Street Shelter rapid rehousing; Oxford Street Shelter homeless prevention; and administration and HMIS.
	Project Name	HOME Administration

24	Target Area	PORTLAND, MAINE
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	HOME: \$109,558
	Description	HOME set-aside for administrative costs of the program; Manage the HOME Program including affordable housing development, TBRA and HUD reporting.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This is for administration of the HOME program. No families will benefit directly from this project.
	Location Description	HOME Program activities can occur throughout the City of Portland and Cumberland County, specific locations to be determined.
	Planned Activities	HOME set-aside for administrative costs of the program; Manage the HOME Program including affordable housing development, TBRA and HUD reporting.
25	Project Name	TBRA
	Target Area	PORTLAND, MAINE
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	HOME: \$143,571
	Description	Tenant Based Rental Assistance Program operated by the City of Portland out of the General Assistance Office
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 160 extremely low income individuals or families will be assisted through this program.
	Location Description	Various
Planned Activities	Tenant Based Rental Assistance Program operated by the City of Portland out of the General Assistance Office	
26	Project Name	City Affordable Housing Development
	Target Area	PORTLAND, MAINE
	Goals Supported	Housing Availability Address the Needs for Growing Homeless Population

	Needs Addressed	Housing Availability Address the Needs for Growing Homeless Population
	Funding	HOME: \$493,265 Housing Trust Fund: \$1,275,820
	Description	Affordable housing development projects which create or maintain affordable rental housing units.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	4 low/moderate income families
	Location Description	Various in Portland
	Planned Activities	The goal for the distribution of HOME funds is to promote and finance the development of affordable housing in the City of Portland. Rental housing for seniors, multi-family, SRO units.
27	Project Name	County HOME Affordable Housing Development
	Target Area	Cumberland County
	Goals Supported	Housing Availability
	Needs Addressed	Housing Availability
	Funding	HOME: \$423,225
	Description	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.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	4 low/moderate income families
	Location Description	Throughout Cumberland County, not including the City of Portland

	Planned Activities	<p>The goal is to promote and finance the development of affordable housing in Consortium communities outside the City of Portland. This housing may be rental or ownership housing or the conversion of nonresidential 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.</p>
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AP-50 Geographic Distribution - 91.420, 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 City of Portland's priority to allocating resources is to focus them on the areas of the jurisdiction that are in the most need. To determine this, the City considered which areas of the City have the highest combination of poverty, minorities, single parents, oldest housing stock, and housing problems. These are located in Census Tracts 5, 6 and 10, which represents East Bayside, Bayside and Parkside neighborhoods respectively. As mentioned in the City's 2016-2020 Consolidated Plan, Portland is considering a Neighborhood Revitalization Strategy Area to help increase investment in these neighborhoods.

In 2015 the City created a 'targeted neighborhood investment' area; starting with the Bayside Neighborhoods and moving to a different neighborhood every 2-7 years, depending on community and public infrastructure needs. The Bayside Neighborhoods were chosen as the first targeted neighborhood investment area due to a combination of this area having the highest percentage of LMI residents, a lack of adequate housing and public infrastructure, as well as a high potential for private investments. Street work, sidewalks, lighting, parks, playgrounds, and other area benefit projects will be located in the target neighborhoods to benefit the low and moderate income individuals and families that live there. Due to the amenities and proximity to services, many HOME funded affordable housing projects are also located in the target neighborhoods.

Housing rehabilitation and new construction benefit individual persons or households who are low to moderate income, and therefore HOME funds can be spent throughout the City and County, which are the next geographic area priorities.

The percentages listed in the below table do not include program administration. The program administration funds are not tied to a target area of the City or County

Geographic Distribution

Target Area	Percentage of Funds
PORTLAND, MAINE	53
Eligible Census Tracts	10
Cumberland County	0
CDBG Target Neighborhoods	17
Bayside Neighborhoods	20

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City's goal is to allocate funds to areas of the City with the highest need. As shown in the above table, the majority of funds allocated fall in the City of Portland and Cumberland County target areas. Many of the CDBG social service activities and economic development activities, as well as all of the HOME and ESG activities, are based on the type of person served, not the location. Therefore, the final percentage of funds allocated for the Bayside Neighborhood, CDBG

Target Neighborhoods, and Eligible Census Tracts target areas may increase, but the program is not specifically targeting a resident in a particular neighborhood.

Several of the CDBG social service programs target LMI residents living in CDBG Target Neighborhoods, this is done to increase the efficiency of these particular programs. In addition to the social service programs, the CDBG public infrastructure sidewalk improvement project will take place in target area Bayside Neighborhoods.

Discussion

As mentioned in the Five Year Consolidated plan, the City is considering creating a Neighborhood Revitalization Strategy Area in the neighborhoods of the City with the highest concentration of poverty, minorities, single parents, oldest housing stock, and housing problems. More consideration of a Neighborhood Revitalization Strategy Area will be given over the remaining two years of the Five Year Consolidated Plan and in conjunction with the creation of a new Five Year Consolidated Plan.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The City of Portland currently has a 2% vacancy rate, the tight housing market contributes to the need to build more affordable housing in the greater Portland area. The City of Portland and the Cumberland County HOME Consortium strive to increase the amount of decent, safe, and affordable housing available throughout Cumberland County. The City uses ESG and CDBG funds in addition to the HOME funds to fulfill this goal.

As part of the City’s 10 year plan to end homelessness, the City has opted to use \$143,571 of its HOME allocation to serve an estimated 160 homeless families via tenant-based rental assistance (TBRA) program. The City’s affordable housing providers work with social service providers to move individuals out of homeless and into affordable housing.

This year, CDBG will fund a ‘Housing Follow-Up Services’ program that will provide follow up services to individuals who have moved from chronic homelessness to permanent housing. This program is been proven very successful at preventing individuals from returning to homelessness. Through the CDBG funding, this program will be able to expand to more clients.

One Year Goals for the Number of Households to be Supported	
Homeless	160
Non-Homeless	78
Special-Needs	0
Total	238

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	160
The Production of New Units	78
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	238

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

In 2016 the City of Portland implemented a policy requiring any new rental housing development receiving assistance through Tax Increment Financing and/or HOME or CDBG subsidy from the City, to set aside 10% of the rental units in the development for individuals or families currently living in a City of Portland shelter.

The City would be responsible for providing referrals, providing or coordinating supportive services to eligible homeless populations who become tenants of the housing, including assuring tenants qualify for the housing, providing or locating

financial resources such as Section 8, General Assistance, or other resources to assist with monthly rent payment. Individual services would be dependent upon the particular requirements of the individual tenants and specific to their needs and goals, and would be subject to eligibility at the City. All tenants referred would meet income, homelessness criteria, and other requirements so as to be fully qualified for the housing. City staff would work to provide a variety of support services to assist homeless individuals, enhance their self-esteem, secure housing, and work towards a self-sufficiency plan. Long term support services would be provided through collaboration with other area service providers.

In addition, the City has implemented the Rental Housing Advisory Committee as part of the Tenant Housing Rights Ordinance adopted by the City in 2016. The Committee will be comprised of 9 residents of the City of Portland appointed by the Council. It will be co-chaired by one land lord representative and one tenant representative. The Committee's duties are to: provide the Housing Committee with recommendations and proposals for improvements, modifications, or changes regarding landlord and tenant policy issues; and identify educational opportunities, seminars, and materials that would be useful to landlords and tenants. The City Council is expected to appoint committee members in June, 2019.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

The Portland Housing Authority (PHA) provides quality, affordable housing opportunities to Portland's LMI residents. PHA partners with the City of Portland, clients, and community organizations to enhance the quality of life in the community.

PHA plans to expand its current inventory of affordable housing and be part of the ongoing solution to the City's critical shortage of affordable housing. Additionally, the agency continues to take steps to help address the housing needs identified in its annual and 5-year plans (2015-2019 Strategic Plan). In addition to creating new housing, PHA maintains an aging housing stock that will require substantial renovation and redevelopment over the next 10 years to maintain the quality of its housing opportunities for its residents.

Through the HOME Consortium, the City of Portland and Cumberland County work with Westbrook Housing Authority, South Portland Housing Authority, and Brunswick Housing Authority to assure quality, affordable housing opportunities to LMI residents in Cumberland County.

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

Two important goals in Portland Housing Authority's 5 Year Plan (2015 to 2019) include the development of additional affordable housing and investment in PHA owned properties. The Portland Housing Authority is in the initial stages of converting its entire portfolio of public housing to the HUD Section 8 model. This is being done under two HUD conversion programs; 945 units in the Rental Assistance Demonstration Program (RAD), and 50 units in the Section 18 Demolition/Disposition Program. In 2019 and 2020, Phase I of the RAD Program will convert 387 units. Also, in 2019 and 2020, PHA will submit its final plan for approval and financing for the Front Street Redevelopment Program under the HUD Section 18 Program. Planning for the remaining phases of the RAD conversion will be ongoing for the next 5 to 8 years.

Construction of new housing and the purchase and renovation of non-public housing will also occur in 2019-2020. The construction of 58 Boyd Street with LIHTC financing consisting of 55 units is underway. Also, the renovation of 47-49 Boyd Street into 12 affordable units will be ongoing.

Financing for the public housing conversion and other development projects will come from a variety of sources and will

multi-layered as needed within each project. Financing sources may include;

- Private Debt Financing
- City of Portland: HOME Program, CDBG Program and Housing Trust
- Federal Home Loan Bank Affordable Housing Program (AHP)
- Maine State Housing Authority: Low Interest Loans and Subsidy Program
- Maine State Housing Authority: Low Income Housing Tax Credit Program
- Maine State Historic Tax Credits
- Federal Historic Tax Credits
- EPA Brownfields Program

PHA Resident Services:

PHA provides a wide range of resident services and activities for youth, adults and families all for goal of improving the quality of life and providing the opportunity to succeed. Coordination with and referrals to human service agencies and community support organizations is an important theme of this work. For families, the focus is on comprehensive wrap around services and two generation programming for families. Case management for disabled persons and educational and community service programming for youth. Programming also focuses on economic empowerment and financial literacy through job skills training and ESL classes. Funding comes from a wide range of sources, including; HUD Grants (FSS and ROSS), United Way of Greater Portland, foundations such as the John T. Gorman Fund and Maine Community Foundation. A sample of PHA's major resident service efforts and partners includes;

- Youth Programming:Boys and Girls Clubs in Sagamore Village and Riverton ParkPHA Study Centers in Sagamore Village, Riverton Park, Kennedy Park, Front StreetPNA Scholarships: KeyBank Community FoundationCHEETA ProgramHealth Programming:Greater Portland Health: Centers in Franklin Towers and Riverton ParkUSM School of Nursing: Sagamore Village Health CenterShalom House: Mental health case management servicesFamily Services:Family Self-Sufficiency Program: HUD and John T. Gorman FundFamily Case Management Services: HUD ROSS GrantEMPOWERME family wrap around counseling and services: United WayHead Start Programs in Riverton and Kennedy Park: The Opportunity Alliance

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

Portland Housing Authority

- Periodic community meetings with residents
- Organize resident activities and events (health fairs, block parties, etc.) in coordination with other community organization that encourage resident participation
- Assist with the organization of resident councils where none exist
- A new website with inactive features for residents to engage staff
- Quarterly meetings with recently reorganized Resident Advisory Board (RAB) to obtain input on agency plans

and resident needs.

- PHA holds Board meetings at different public housing sites at least three times a year.
- Newsletters in certain developments
- The Section 8 Housing Choice Voucher Homeownership Program that offers counseling and financing to voucher holders how wish to use their subsidy to purchase a home.

Westbrook Housing Authority

- Survey residents to identify optimal method, frequency and desired content of communication
- Educate residents on existing Agency communications
- Based on survey results, build and implement a communication plan, potentially to use such methods as Presidents' meetings, Resident Councils, social media, website, email/phone blasts or other tools as appropriate
- Expand use of our facilities for community partners (satellite offices, conference rooms, community rooms) in keeping with agency policies
- Establish new working relationships with neighboring communities as development partners
- Strengthen economic and development connections with City of Westbrook

South Portland Housing Authority

- Each month South Portland releases an activities calendar with all of the activities available to the residents. These activities include; picnics, senior and health expos, bus services to Walmart, the mall, and the grocery store, breakfast outings, and many other activities.
- Implement a volunteer management plan to maximize volunteer effectiveness and recognize efforts
- Increase the number of Family Self Sufficiency participants by 10% annually

Brunswick Housing Authority

- Residents hold monthly meetings to discuss ideas and plan activities
- Staff and Residents hold family development meeting meetings where activities and family trainings are planned. This includes summer lunch programs, after school programs, and family trainings

Brunswick Housing builds single family homes. These homes are advertised to residents. Qualifying residents then work with Coastal Enterprises Inc. to participate in homeownership counseling. The program has been very successful.

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

n/a

Discussion

Portland and Cumberland County's vitality depends on the availability of a diverse array of housing options, particularly

apartments, which are often the first and often the only choice for working professionals, immigrants and families.

The Portland Housing Authority has strategic plans in place to participate in the City's efforts to increase housing for LMI Portlanders, including building in-house housing development capacity; prioritize development; utilize program reserves to seed fund development opportunities; redevelop PHA properties and utilize excess land for development opportunities; continue to seek financing programs for new housing development; and partner with non-profit housing developers for developments beyond the capacity of PHA. All three Cumberland County housing authorities work closely with their local governments and surround communities to address emerging needs affecting their residents and the availability of adequate housing.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

Portland homeless shelters, including the Joe Kreisler Teen Shelter, Portland Family Shelter, Safe Haven, Milestone, Oxford Street Shelter for Men and Women, and the Preble Street Florence House Women's Shelter, sheltered an average of 510 individuals per night last year. This number exceeds bed capacity among all shelters by over 100 individuals including providing hotels from overflow at Through These Doors (formerly Family Crisis) and accommodating overflow mats at Preble Street Overflow Shelter (average of 75 per night).

The City's Family shelter has been experiencing an unprecedented volume of clients. Many of the clients are asylum seekers, which adds to the complex nature of moving clients out of the shelter and into permanent housing. The shelter continues to run one overflow on a nightly basis located at either the Salvation Army or 58 Chestnut.

All homeless shelter providers in Portland meet once a month at the Emergency Shelter Assessment Committee meetings to discuss the recent trends and ways to better serve Portland's growing homeless population.

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 Maine State Housing Authority coordinates the efforts of homeless shelters, outreach groups, and volunteers who participate in an annual Point in Time Survey of State of Maine and City of Portland homeless populations. The annual census is required of all states at this time of year by U.S. Department of Housing and Urban Development, and the count provides a snapshot of the number of individuals and families in shelters and on the streets on a given night.

The Homeless Outreach and Mobile Engagement (HOME) Team is a collaboration between the City of Portland, the Portland Downtown District and Milestone Foundation, a non-profit social service provider, to provide outreach and community supports to those with chronic health, mental health and substance abuse issues living on the streets of Portland. The HOME team has become part of the emergency service delivery system for businesses and community members.

In addition, Amistad, a Portland-based non-profit organization, and Portland Downtown (a 501c4) have created a Peer Outreach Worker pilot program, funded by CDBG that will allow a peer outreach worker to connect with clients that live with mental illness, often times co-occurring substance abuse disorders, and often times experience homelessness. The outreach worker will then collaborate with the Milestone Foundation, the City's Shelters, local hospitals, and Portland Downtown businesses to get the client the services they need.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency Shelter: As mentioned above, the City of Portland has a connected network of homeless shelters, yet the number of individuals seeking shelter often out numbers the available beds. The City run shelters have a policy of not turning away an individual due to the shelter reaching capacity, therefore, the City contracts with various organizations,

such as Preble Street and the Salvation Army to run shelter overflow sites on a nightly bases.

Transitional Housing:

Scattered site programs including Shelter Plus Care and other subsidies are used in the housing first model.

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. Maine Housing Authority continues to provide Housing Choice Vouchers for those homeless individuals who have a high acuity.

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

The ESAC Long Term Stayer's Committee Initiative is focused on housing the longest stayers in homelessness in Portland. Since the initiative began in April of 2015 a total of 234 Housing First Placements have been made. This group collectively had more than 295 years of homelessness and more than 107,865 total bed nights. 75 of these placements occurred in 2018. This initiative has greatly helped to decrease the need for overflow shelters in Portland. The CDBG funded Housing Follow up Services for Long Term Stayers program helps individuals who have been placed into housing from returning to homelessness. Additionally, the goal of the City of Portland's Emergency Solutions Grant program is to provide rapid re-housing services to individuals staying at the shelter and to provide prevention services to individuals facing homelessness in the community. In PY 19/20 there is \$54,200 for rapid rehousing and \$12,950 in homeless prevention for the Oxford Street Shelter. The projected annual goal for Oxford Street Shelter is to serve 96 people who are literally homeless and 6 people who are at risk of homelessness. Likewise, the Family Shelter has \$27,000 for homeless prevention and \$51,200 for Essential Services. The goal for the Family Shelter is to serve 30 families totaling 100 individuals who are literally homeless and 7 families, totaling 25 individuals who are at risk of homelessness. Additionally, the shelters have a goal of no more than 10% recidivism. The goal is to ensure the 102 clients at Oxford Street and 30 families totaling 100 individuals at the Family Shelter will have success in housing.

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 (\$143,571). There is a centralized intake with a single point of contact located at the Oxford Street Shelter and Family Shelter, utilization of a rapid re-housing approach with a particular focus on reducing recidivism; as such clients are assigned a case manager to provide follow-up care services. Follow-up services provided will have a strong emphasis on connecting clients to other mainstream resources to ensure long term housing success. Additionally, in 2016 the City of Portland implemented a policy requiring any new rental housing development receiving assistance through Tax Increment Financing and/or HOME or CDBG subsidy from the City, to set aside 10% of the rental units in the development for individuals or families currently living in a City of Portland shelter.

The ESHAP Program is modeled after a rapid re-housing approach that provides housing stability services to persons who are experiencing homelessness. This project is funded by Maine Housing and covers both city-operated shelters;

the Oxford Street Shelter and the Family Shelter. The ESHAP Program assists homeless clients seeking permanent housing with education, services and support to meet their health, housing, and employment needs in order to overcome barriers to obtaining and maintaining housing. The goal is to help participants achieve permanent stable housing. Participants are assigned a Navigator who has experience in working with people who are experiencing homelessness. Navigators conduct assessments to determine the best course of action and customize a plan that best suits each individual's housing needs. The combination of the City's Long Term Stayers Initiative, the Emergency Solutions Grant, Tenant Based Rental Assistance, and ESHAP program help to prevent homelessness and rapidly rehouse individuals who become homeless in Portland.

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.

The City's After Hours Program assures access of emergency services to low-income 'at-risk' individuals and families, including help with placement in appropriate shelters/warming centers and assists with basic needs such as medication, food, baby formula, diapers, and heating. The program offers a hotline service 365 days a year, 24 hours a day.

The Greater Portland Addiction Collaborative has brought together local hospitals, City Programs, Police, community detox centers, SUDs treatment providers, crisis providers, housing and employment providers, recover community, and the peer recovery center is to provide high quality treatment and fill the gaps to ensure that individuals receive the care they need upon discharge.

Discussion

The National Opioid crisis has been having a great impact on the need for homelessness and substance abuse services in Portland. The City's one and five year goals are to create a safety net of programs through a combination of CBDG, HOME, ESG, other federal and local resources.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

In 2015 the City Council passed a suite of ordinance changes, referred to as the “Encourage & Ensure” housing package, which would encourage greater housing development while still preserving City residents' quality of life and housing affordability. Encourage and Ensure is a two-pronged approach designed to encourage housing development by removing barriers to the creation of traditional urban housing types while ensuring the inclusion of affordable workforce housing in significant development projects. Part of this approach included changes to Division 30 of the City's ordinance which refers to affordable housing. This change provides additional density through development incentives as well as adding an inclusionary zoning requirement for workforce housing.

In 2016, the City Council passed a new Tenant Housing Rights Ordinance aimed at providing additional education and protections for tenants. The ordinance established a new tenant/landlord committee, required landlords to provide a City issued document describing tenancy at will to tenants, and extended minimum rent increase notices to 75 days.

Following the implementation of the City's new Comprehensive Plan in 2017, The City will be rewriting the land use zoning code. Portland's Land Use Code includes zoning, historic preservation, site plan and subdivision standards, environmental regulations, affordable housing provisions, and more.

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

Within the past two years the Planning Department has created or revised a wide variety of ordinances to help promote additional housing development and preserve housing affordability. Several zoning changes were approved to help minimize the barriers to building affordable housing. These include changes to the B2 zone to increase allowed housing densities to 100 units/acre and revisions to the R6 zone that would increase density from 45 to 60 units per acre, reduce parking requirements, and reducing minimum lot size. Parking requirements were also reduced for residential uses in the B3, B5, B6 and B7 business zones in an effort to allow for more housing density and reduce the financial costs associated with new developments.

Recent revisions to the code eliminated residential density limits in B1 and B2 business zones. Allow the use of fee-in-lieu of parking in off-peninsula business zones. Amendments were made to the downtown height overlay map to increase housing height limits from 45' to 65' in certain areas of the City. Revised the use of accessory dwelling units in island residential zones provided they limit occupancy to year round tenants whose income qualifies them as workforce households. Similar revisions were made for ADU's in the R5 zone within existing structures as long as the units were restricted to households earning up to 80% of AMI. In addition, the City expanded projects that qualify for density bonuses associated with the creation of affordable housing. In 2018 Portland administered the Portland Water District Efficiency and Repair Services Program with the Portland Water District to provide financial assistance to low-income residential customers for the repairs and improvements that reduce water consumption through the installation of plumbing fixtures and water saving devices. Also in 2018, Portland adopted Inclusionary Zoning for Hotel projects in recognition that hospitality development creates a need for new affordable housing due to the low wages paid to its

employees. The conglomeration of these initiatives will help to reduce barriers to building additional affordable housing in Portland. Listed below are recently adopted or revised policy tools, zoning ordinances and funding resources at the City's disposal for addressing issues related to housing affordability in Portland. List of Tools

- Inclusionary Zoning
- Portland Water District Efficiency and Repair Services Program
- Expedited review of housing projects containing low-income or workforce housing.
- Selling City Owned Land for Housing Development
- Amended Zoning to Allow for Additional Housing Development B-1, B-2, B-3, B-4, B-6, R-6
- Up to 25% Density Bonus, Section 14-484 Increased Allowable Heights
- ADU Amendments encouraging Workforce Housing in R-5, IR-1, and IR-2 Zones
- Reduced Parking Requirements & Fee-In Lieu Option
- Amended Housing Replacement Ordinance
- Reduced Fee's for Affordable Housing Development
- Transportation Improvements to Allow for Greater Density
- Housing First Model India Street Form Based Code
- Housing Investment Policy
- Housing Trust Fund Annual Plan
- Financial Resources
- HOME Funds for Housing Development
- CDBG Funds
- Housing Development Funds – CDBG Housing Program Income
- Housing Trust Fund
- Affordable Housing Tax Increment Financing (AHTIF's)
- Affordable Housing Revolving Loan Fund
- Selling City Owned Land at Less Than Market Value
- Tenant Based Rental Assistance Vouchers
- Residential Rehab Program
- Lead Safe Program
- Tax Acquired Properties to Capitalize the Housing Trust Fund
- Portland Water District grant

Discussion

Since 2000 the City has contributed approximately \$28.1 million dollars to aid in the construction of 1,283 affordable housing in Portland. Of these affordable units, two projects, consisting of 24 units, were built as home ownership. The remainder of the units have all been developed as rental properties. When accounting for all of its various subsidies, the City of Portland contributes, on average, approximately \$21,914 per unit to support the development of housing.

Over the past four years, the City's Housing Committee has solicited information from a diverse group of stakeholders to solicit policy suggestions, parse out best practices, and fully understand the housing concerns of those on the ground level. As part of the process, the Committee has collected a list of ideas for actionable next steps to address community concerns as they relate to housing. The Housing Committee continues to examine the adoption of policies that further the goals of fair housing, encourage the development of additional housing, and provide and preserve additional affordable housing stock for the City. The end goal of this process is to create a market of decent, safe, and affordable housing units for a diverse range of households.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The Housing and Community Development Division (HCD) seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expand economic opportunities for low and moderate income persons. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including for-profit and non-profit organizations. The City of Portland supports this mission and works to address obstacles to meet underserved need, maintain affordable housing, reduce lead based paint, reduce the number of poverty level families, develop institutional structure to help achieve its goals and enhance coordination between private and public entities.

Actions planned to address obstacles to meeting underserved needs

In the City of Portland, the vast majority of CDBG, HOME, and ESG allocations go to addressing underserved needs of the City. The proposed CDBG projects will be meeting underserved needs such as food (soup kitchen and community meals), shelter (teen shelter, women shelter, and adult day shelter), safety (five community policing offices), support for those with mental and physical illnesses and substance use disorders, and child care. The HOME grant funds help persons gain or maintain housing through the Tenant Based Rental Assistance Program and build affordable housing for low income families who cannot afford housing otherwise. Additionally, the Emergency Solutions Grant meets the needs of individuals and families by gaining or maintaining housing throughout their homeless prevention or rapid rehousing initiatives, along with maintaining shelter costs for the city's most vulnerable populations.

Actions planned to foster and maintain affordable housing

The City is committed to fostering and maintaining affordable housing. As mentioned earlier, the City's Housing Committee is examining the adoption of policies that further the goals of fair housing, encourage the development of additional housing, and provide and preserve additional affordable housing stock for the City.

Portland's Year 4 Housing Goals include:

- Affordable Housing Development City -4 HOME assisted, 70 Housing Trust Fund assisted; County -4 HOME assisted; and
- HOME assisted, Tenant Based Rental Assistance City 160 individuals and families.
- Assisting property owners to remediate LBP hazards in 29 units.
- ESG Tenant Based Rental Assistance 96 individuals and families
- Promote housing availability by continuing to assess and as appropriate, offer city owned property to construct affordable housing.

City of Portland: 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.

Cumberland County Consortium: The priority and the specific objective for the non-Portland members of the Consortium for PY2019-2020 is Housing Development including 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. Over the years, 450 units have been made lead-safe in Portland. Within the Lead Hazard Control grant program, Portland has effectively and successfully addressed lead hazards prevalent in the City's older housing stock.

In addition, this program is geared to benefit low and moderate-income families and households. A grant applicant who is in an owner-occupied building 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 residing in the unit. In multi-unit, non-owner-occupied buildings, 50% of the units must qualify at 50% of the area median income. Priority is given to rental units where there is an active abatement order or where young children reside. Projects outside the City of Portland need to meet HUD income eligibility limits established for Cumberland County.

The 2016-2019 Lead Hazard Control grant from HUD will complete lead hazard control work in 88 units. A Healthy Homes inspection is also performed on all qualifying units to address code violations, and health and safety issues.

Portland also addresses lead-safe practices by leveraging funds as the lead entity for the Cumberland County HOME Consortium (CCHC). The Consortium allows both programs 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.

Actions planned to reduce the number of poverty-level families

The City of Portland allocates 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. Below are just some of the most critical programs and services which the City plans to support with the CDBG, HOME and ESG funds:

- Quality child care from infancy to 5 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.

- Community meals and mobile food pantries
- Medical outreach to individuals on the streets and in the Oxford Street Shelter
- Homeless outreach and engagement program to assist individuals in crisis to access necessary services.
- Street Outreach for individuals experiencing homelessness
- Creation of stable affordable housing units
- Tenant based rental assistance to help families to be rapidly rehoused or maintain their current housing, to help build stability.
- Homeless prevention services to individuals facing homelessness.
- Rapid rehousing for individuals staying at the Oxford Street Shelter and Family Shelter.

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. 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. 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 various City Departments, the Portland Housing Authority, and an integrated network of non-profit housing and social service providers.

The City of Portland Housing and Community Development (HCD) 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 new construction programs as well as monitor's all outstanding loans associated with the former HomePort program. By the Fall of 2019, the HCD Division will have staffed a new Compliance Officer position to ensure that all programs comply with local and federal regulations.

City of Portland Social Services Division administers the General Assistance Program, the ESG funds, 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.

Non-Profit Housing and Social Service Agencies play a large role in directly providing housing and economic development 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

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The City of Portland requires proof of organizational collaboration in the form of a memorandum of agreements, letter of support, or demonstrated outreach for all applications. In the CDBG scoring process, organizations and entities who demonstrate collaboration with other organizations and entities receive higher allotted points.

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, 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 and Continuum of Care 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. As part of the Tenant Housing Rights Ordinance enacted in 2016, the City established a Rental Housing Advisory Committee (RHAC). Due to a failed citizen led rent control initiative in 2017 and adjustments to the structure of the committee in 2018, members of the RHAC were only recently appointed by the City Council. As per the local ordinance RHAC membership includes a legal representative for both landlords and tenants, 3 landlords, 3 tenants and a member that is neither a tenant nor a landlord. The RHAC is tasked with providing the City Council's Housing Committee with recommendations or proposals for improvements, modifications, or changes regarding landlord and tenant policy issues; and identifying educational

opportunities , seminars, and materials that would be useful to landlords and tenants.

HCD Staff serve on the Age Friendly Portland Steering Committee, with the goal of planning and preparing for the aging population in Maine. The Steering Committee collaborates with senior care social service providers and is the processes of implementing Age Friendly street design practices into the Planning and Urban Development's Comprehensive Plan. Additionally, the committee is implementing an Age Friendly Business recognition program for downtown businesses.

In the City of Portland 33% of CDBG funds support social service agency programs. City staff meet 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

As mentioned earlier, The City of Portland secured HUD 108/BEDI funds in an amount of \$1.2 million in Brownfields Economic Development Initiative (BEDI) and \$10.8 million in Section 108 loan to support revitalization of the distressed neighborhood of Bayside by stimulating residential and commercial economic development activities and creating jobs.

One of the catalysts to support the Bayside neighborhood revitalization is a public-private partnership to construct an 800-space parking garage with ground level commercial space. A number of unanticipated delays have interfered with this planned investment. City staff are working with the developer of the parking garage to move forward with this investment.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The City of Portland works hard to ensure that the program specific requirements of the Community Development Block Grant, HOME Investment Partnership Program, and the Emergency Solutions Grant program are met on a timely basis.

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	45,000
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
Total Program Income:	45,000

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.	83.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(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 assistance are not part of the PY19/20 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 FY19/20 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 PY19/20 planned activities

Emergency Solutions Grant (ESG)

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 be at risk of becoming homeless. 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:

- 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;

- Development of both a short- and long-term service plan;
- Counseling concerning household needs;
- Monitoring and evaluating program participant progress on a schedule of no less than one-month intervals and more frequently according to need;
- Credit repair (including credit counseling, budget management, debt management, and making realistic financial choices);
- Communication with landlords and utility companies;
- 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.; and
- 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.

All CoC shelters are required to enter data into HMIS (except the DV shelter which uses a comparable but separate database for client confidentiality). Portland CoC is working on data sharing with other PHD providers. Info in HMIS will be shared between service providers. All shelters have adopted and are using a common support and services policy. To prevent duplicate service delivery and data entry, a process was implemented to rapidly assign clients to ensure they are working with appropriate staff. The City of Portland ESG program has written standards for providing ESG assistance and consistently applies those to all program participants. The Portland CoC is working in collaboration with the Balance of State to create a coordinated assessment system. Grant funds from the Betterment Fund have been secured to work to create a coordinated assessment throughout the State.

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. There are no sub-awards for ESG. The City of Portland utilizes ESG funding for the Family Shelter and Oxford Street Shelter and for homeless prevention and rapid rehousing programs.

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 meets the homeless participation requirements in 24 CRF 576.405(a). A formerly homeless individual serves as Tri-Chair of the City's ESAC committee, he also serves on as a member of Homeless Voices for Justice, a state wide advocacy group. Additionally, the ESAC Committee, which is a collaborative of social services agencies, community representatives, businesses and consumers to identify, monitor, advocate, plan, encourage consumer input and involvement in, and facilitate collaborative decision making around all shelter, housing and support issues concerning homeless teens, adults, and families. The United Way and the City of Portland first established ESAC in 1987 as a purely advisory entity. 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 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.

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; and 5) 100% of clients receiving financial assistance receive assistance with housing location and receive follow up services for 3 months.

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. HCD staff reviewed and updated their monitoring materials and created a more streamlined checklist and report for onsite monitoring. On site monitoring of social service agencies is done on a rotating schedule, this past year we monitored all public service agencies receiving funds. There were no major findings as a result of the monitoring process.

City staff monitor 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.

Former housing rehab projects are monitored through an annual mailing to ensure owner occupancy, and rental affordability compliance requirements are being met. Former HomePort projects are monitored through an annual mailing to ensure owner occupancy. 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 the city has 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. Beginning with the 2019-2020 program year, physical site inspections will be completed by MaineHousing under a Memorandum of Understanding with the City of Portland.

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 Senior Accountant 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.