

**CITY OF SOUTH PORTLAND  
COMMUNITY DEVELOPMENT  
ANNUAL ACTION PLAN  
JULY 1, 2023 – JUNE 30, 2024**

**BACKGROUND**

The City of South Portland receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development (HUD) via a set-aside from Cumberland County. The partnership with Cumberland County, which is entering its 16<sup>th</sup> year, continues to be successful for both parties. South Portland receives from Cumberland County 23% of the value of the total allocation that the City of Portland receives each year. The funding amount that the city will receive for 2023-2024 projects is **\$423,900** with an additional **\$170,000** set aside for City of South Portland infrastructure projects that have been recaptured from previous projects.

Funded projects must meet a national objective of benefitting low-moderate income persons or neighborhoods, eliminating slum/blight in the community, or addressing an urgent need such as a natural disaster. Eligible project activities include public facilities, infrastructure, housing rehabilitation, economic development, public services, planning, and administration. Public service activities are capped at 15% of the annual allocation amount and planning/administration activities are together capped at 20% of the annual allocation amount.

**PROJECT SELECTION**

In order to identify specific projects, the Community Development department conducts a competitive grant application process for program funds. City of South Portland departments as well as external agencies apply through this process. Their applications are then reviewed by the Development Advisory Committee (CDAC), a group of 7 South Portland residents. The CDAC makes funding recommendations to the City Council for approval.

## **PUBLIC SERVICES**

The Public Service program provides funding to local public service activities that directly benefit citizens of South Portland. Eligible costs include operating expenses, staffing costs, equipment/supplies, and program materials. HUD caps public service programs to 15% of the County's entitlement funding. The City of South Portland shares this cap with the other communities in the Cumberland County program. South Portland's 2023-2024 cap is approximately **\$63,570**.

### **Domestic Violence Outreach Support Services –Through These Doors**

Through These Doors Formerly known as Family Crisis Services, provide advocacy for domestic violence victims in South Portland, including home visits, crisis hotline assistance, emergency shelter, and assistance with court protection orders.

Application Request:           \$ 10,000

CDAC Recommendation:       \$ 9,595

### **Redbank Neighborhood Resource Hub Personnel- The Opportunity Alliance**

This request provides partial funding for the staffing of the Resource Hub in the Redbank Neighborhood. Over 80% of households in the Redbank neighborhood are low-moderate income. The Hub works to promote neighborhood and community connections and governance with the ultimate goal of reducing the number of vulnerable families and child abuse cases. Community engagement opportunities created by the Hub include a summer breakfast program, neighborhood connection night, a neighborhood farmer's market, a weekly bread bank, English classes, after school activities, and resources and referrals to services.

Application Request:           \$ 25,000

CDAC Recommendation:       \$ 17,595

### **Southern Maine Agency on Aging – Meals on Wheels**

The Southern Maine Agency on Aging is requesting funding for the Meals on Wheels program. All meals provided through our Meals on Wheels program are approved by a Maine registered dietitian. The food is prepared in USDA inspected kitchens through a local Maine company and each meal are designed to meet one-third Federal Dietary Reference Intake (DRI) for a healthy and balanced diet.

Application Request: \$15,000

CDAC Recommendation: \$7,095

### **Greater Portland Family Promise - Homelessness Prevention and Housing Stabilization -**

Greater Portland Family Promise (GPFP) is seeking CDBG funds to help families achieve sustainable independence through their Homeless Prevention and Housing Stabilization programs. Through the Homelessness Prevention program case managers help families to apply for public benefit programs (SNAP, TANF and Maine Care), access healthcare, education, food and to secure housing.

Application Request: \$20,000

CDAC Recommendations: \$15,095

### **Middle School Outdoor Club & Brick Hill Ski Club – Ski Equipment Purchases and Lessons**

MCO & BHSC are requesting funds to purchase beginner sets of skis, poles, boots and equipment to groom trails. The groomer will allow the club to have a longer season with better conditions for students to learn how to ski on. The school will be offering two after school options. 2days/week there will be learning to ski and skiing socially and another 2days/week will be for the Nordic Team to train and develop the techniques used to compete in races. The growing program needs more equipment to make sure any child who wants to participate has access.

Application Request: \$ 13,000

CDAC Recommendation: \$ 7,095

### **Out of School Care- City of South Portland Parks & Recreation**

This program provides funding for South Portland youth who want to participate in out of school care programs. This would include afterschool adventures, summer rec camp, and vacation camp. The program would be eligible for children entering grades K-8. Funding for this program will subsidize full and partial scholarships for low income students for the fiscal year.

Application Request: \$ 15,000

CDAC Recommendation: \$ 7,095

### **Quality Housing Coalition- Project HOME at School**

The Quality Housing Coalition is requesting funds to support additional staff associated with expanding services into South Portland. The Quality Housing Coalition works with local landlords to remove barriers to housing for those most in need. Funding from CDBG will enable QHC to establish the Project HOME at School program in partnership with the South Portland School Department. The program will expand on the existing infrastructure of QHC's Project HOME by establishing a strong partnership with the McKinney-Vento program in South Portland. The McKinney-Vento program serves students who are experiencing homelessness and those at risk of becoming homeless.

Application Request: \$ 67,699.40

CDAC Recommendation: \$ 0.00

**South Portland Fire Dept. – Community Outreach, Community Health and Resource Paramedic**

The Community Health and Resource Paramedic (CHRP) is the extension of South Portland Fire Departments Community Outreach, a group of EMS providers engaging with some of the most marginalized members of our community in hopes of reducing overall health disparities. The mission of the CHRP would be to continue the work of the Community Outreach and to further reduce socioeconomic disparities for all low to moderate income (LMI) residences within the city while focusing on four distinct call types. The object of the CHRP will be to reduce recurrent transport and/or admission of clients suffering from mental health and co-occurring disorders, diabetes, chronic obstructive pulmonary disease (COPD), and falls.

Application Request: \$25,000  
CDAC Recommendation: \$0.00

**PUBLIC INFRASTRUCTURE/IMPROVEMENTS**

**City of South Portland –Redbank Community Center Improvements**

The Redbank Community Center is an aging building that hosts numerous programs, activities and events. The funds are needed to replace two sets of double doors, replace current scoreboard, add a second scoreboard and overlay the parking lot to help pro-long the life of the lot.

Application Request: \$65,000  
CDAC Recommendation: \$65,000

**City of South Portland – Westbrook Street Shared Use Path**

The City is requesting funds to complete the final phase of the project that would extend the multiuse path from the 295 overpass to Western Ave. Once completed the multiuse path will facilitate continuous pedestrian facilities from the Redbank neighborhood to the new consolidated middle school on Wescott Street.

Application Request: \$400,000  
CDAC Recommendations \$374,330

**Preble Street – Food Security Hub**

Preble Street is pleased to request seed money to launch critical renovations to our new and innovative Food Security Hub (FSH). CDBG funding will help us build out the kitchen to increase food processing, preparation and storage capacity and to ensure the building is up to code and industry standards. The scope of work includes mechanical, electrical, flooring, and specialty improvements. Mechanical upgrades include the heating, cooling, plumbing, and refrigeration systems necessary to process large volumes of food and ensure the safety of all kitchen operations.

Application Request: \$200,000  
CDAC Recommendations \$36,000

**ADMINISTRATION (Limited to 20% Cap):**

**Program Administration**

The administration of the CDBG Program includes expenses for staff time, telephone, utilities, supplies, travel, advertising, and technology. At the end of the fiscal year, excess funds that are not expended on administration costs are reallocated to other eligible projects.

Staff Recommendation:       \$ 55,000

CDAC Recommendation:       \$ 55,000

**CITY OF SOUTH PORTLAND**  
**COMMUNITY DEVELOPMENT**  
**CITIZEN PARTICIPATION PLAN**  
**FOR THE CUMBERLAND COUNTY**  
**5 YEAR CONSOLIDATED ANNUAL ACTION PLAN**

**BACKGROUND**

The United States Department of Housing and Urban Development (HUD) requires the County of Cumberland as a HUD Entitlement Jurisdiction to adopt and follow a Citizen Participation Plan. The plan is a condition of receiving funds under the Community Development Block Grant program. Cumberland County as a HUD Entitlement Jurisdiction has adopted this Citizen Participation Plan to encourage participation of residents in compliance with section 104(a)(3) of the Housing and Community Development Act of 1974. The Plan strongly encourages residents to participate in the development of the Five Year Consolidated Plan, Consolidated Annual Performance Evaluation Report (CAPER), Consolidated Annual Action Plan and any substantial amendments to the documents as necessary.

The purpose and principal focus of the Citizen Participation Plan is to ensure that the County undertakes an effective public process encouraging input and participation from residents, non-profit organizations, community officials, Public Housing Authorities, and interested parties. The Plan's focus is to provide formal and informal mechanisms to encourage and facilitate input particularly from low and moderate income persons and organizations that represent and provide services to low and moderate income persons.

In its initial program year, the County established two set-aside allocations for the City of South Portland and the Town of Bridgton. These communities will hold public meetings concerning the expenditure of CDBG program funds within their jurisdictions. These meetings will be coordinated by County and municipal program staff.

Within the current Citizen Participation Plan, the parameters for minor amendment pertaining to the two Set Aside communities are not clearly identify. As part of the County's 2022-2026 5 Year Consolidated Annual Action Plan, they will be submitting an updated Citizen Participation Plan that formalize those processes moving forward.

An amendment to the Consolidated Plan may be necessary for a variety of reasons including but not limited to: other funding becoming available to complete a project, another project of the same nature is deemed a better solution, changes in data that reflect the need to reconsider projects and/or priorities, and/or another project is deemed to have a higher priority. Also, programmatic or budget changes may occur including but not limited to the following: new activities, overrun/under-run situations, fund transfers, and/or reductions/increases in HUD Entitlement funding.

**Acton Required by City Council:** Review and Vote to include the following text within the County's Plan specific to South Portland, this will formalize a process already being done at the County level. Below is the Section C of the minor amendment. This is a summary of the procedural process CDBG staff will follow in the event of a minor amendment. Any changes that are beyond minor, are substantial. Substantial amendments require a written submission to and approval by the U.S. Dept. of HUD prior to implementation, South Portland City Council will be included in this process.

***C. Minor Amendment for Set A Side Communities.***

The following Minor Amendments of the South Portland CDBG program will be reviewed and approved by the South Portland CDBG Coordinator and provided to the CDAC on annual basis. The CDAC meetings are open to the public, the funding changes will be available to the public as part of the CDAC agenda packet and meeting minutes. All meeting times and agenda materials are available via the City of South Portland website.

1. Moving any unspent funds from a completed project to the South Portland CDBG Unallocated funds account.
2. A minor change in the purpose, scope, location, or type of beneficiaries of a previously approved activity.
3. Any increase or decrease of a previously approved project where the increase or decrease is less than 15% of the total Public Services annual allocation or 10% of the Public Infrastructure programs annual allocation.

The following Minor Amendments of the South Portland CDBG program will be given to the CDAC for review and recommendation. The CDAC meetings are open to the public, the funding changes will be available to the public as part of the CDAC agenda packet and meeting minutes. All meeting times and agenda materials are available via the City of South Portland website.

1. Any increase or decrease of a previously approved project where the increase or decrease is more than 15% of the total Public Services annual allocation or 10% of the Public Infrastructure programs annual allocation but less than 25% of South Portland's Annual CDBG Allocation from the current year.
2. Creation of a new CDBG activity where the activity budget is less than 25% of South Portland's Annual Allocation.

The Following Minor Amendments of the South Portland CDBG program will be reviewed by the CDAC and sent to the South Portland City Council for approval.

1. Any increase in funding for any previously approved or newly created activity that increases the budget by over 25% of South Portland's annual allocation for the current year. \*If the change is large enough to constitute a Substantial Amendment for the Cumberland County CDBG Entitlement Jurisdiction's overall program, a public hearing will be held at the City Council meeting.

### **Substantial Amendments**

All Substantial Amendments are required to go through the Cumberland County Substantial Amendment process, even if the origin activity takes place in a set-aside Community. A Substantial Amendment is defined as:

- The County proposes to use more than 25% of its fiscal year allocation, from any one HUD program, to undertake one or more new activities.
- The County proposes to alter the location or beneficiaries of previously approved activities whose cost exceeds 25% of the fiscal year allocation for any one HUD program.
- The County proposes to alter the 5-year Consolidated Plan strategy by adding a new priority, previously not considered, to undertake new activities with the fiscal year.

Substantial amendments require a written submission to and approval by the U.S. Dept. of HUD prior to implementation. Prior to submission to HUD the following will be completed:

- 1) The South Portland City Council or Bridgton Board of Selectmen will hold a public hearing and approval the funding changed when applicable.
- 2) The MOC will review the proposed change and recommend action to the County Commissioners.
- 2) A legal notice will be placed in the Portland Press Herald describing the proposed change a minimum of 15 working days prior to consideration by the County Commissioners.
- 3) The County Commissioners will hold a Public Hearing on the proposed change(s) prior to review and adoption.

## 2023 CDBG Review Team Recommendations

Applicants	Project	Average	Request	Recommendation
<b>PUBLIC INFRASTRUCTURE / FACILITIES</b>				
South Portland	Redbank Community Center Improvements	92.00	\$65,000.00	\$65,000.00
South Portland	Westbrook Street Shared Use Path	86.67	\$400,000.00	\$374,330.00
Preble Street	Food Hub	86.50	\$200,000.00	\$36,000.00

**Total: \$475,330.00**

PUBLIC SERVICE		Project	Average	Request	Recommendation
Through These Doors	DV Advocacy Support Services		96.67	\$10,000.00	\$9,595.00
The Opportunity Alliance	The HUB		90.83	\$25,000.00	\$17,595.00
Southern Maine Agency on Aging	Meals on Wheels		89.50	\$15,000.00	\$7,095.00
Greater Portland Family Promise	Homeless Prevention and Housing Stabilization		87.50	\$20,000.00	\$15,095.00
Middle School Ski Club	Ski Equipment and Lessons		86.83	\$13,000.00	\$7,095.00
South Portland Rec.	Out of School Care - Summer Camp Scholarships		83.33	\$15,000.00	\$7,095.00
Quality Housing Coalition	Project HOME at School		76.83	\$67,699.40	
South Portland Fire Dept.	Communtiy Outreach		62.17	\$25,000.00	

**Total: \$63,570.00**

			<b>Total:</b>	<b>\$538,900.00</b>
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Public Services Available:	\$	63,570.00	
Development Available:	\$	475,330.00	
<b>Total Available For Projects:</b>	<b>\$</b>	<b>538,900.00</b>	* Includes City Set Aside
Admin Available:	\$	55,000.00	
<b>Total City Funding:</b>	<b>\$</b>	<b>593,900.00</b>	* Includes City Set Aside