

**CITY OF SOUTH PORTLAND**  
**COMMUNITY DEVELOPMENT**  
**ANNUAL ACTION PLAN**  
**JULY 1, 2019 – JUNE 30, 2020**

**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 13<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.

**2019-2020 FUNDING**

At this time, HUD has not provided funding allocations for the 2020 fiscal year. The following recommendations from the Community Development Advisory Committee (CDAC) assume level funding and use last year's allocation number of \$436,062. The Committee and staff recommends that the Council approve the current recommendations of the CDAC, with the contingency provision that CDBG staff proportionally increase or decrease of each grant recommendation to reflect the actual funding once that number is known. For example, in the event of a decrease in funding, each application will receive a proportionally decrease to reach the reduced amount of allocation received. This approach is recommended by HUD and would ensure that the Cumberland County process and HUD submission schedule is not delayed, except in the event of a substantial cut.

**PROJECT SELECTION**

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.

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 Community Development Advisory Committee (CDAC), a group of 7 South Portland residents. The CDAC makes funding recommendations to the City Council for approval. This year's schedule was:

- On November 12, 2018, the City of South Portland released the applications for FY 2019-20 funding. All applications were due to the Community Development office by January 03, 2019.
- On February 06, 2019, the CDAC held an initial review meeting and public hearing for applicants to present their proposals and answer questions.
- On February 13, 2019, the CDAC discussed applications and developed funding recommendations.
- On February 26, 2019, the South Portland City Council will conduct a public hearing on the proposed FY 2019-2020 budget, and authorize the CDBG Program Coordinator to submit the FY 2019-2020 Annual Action Plan to the Cumberland County Commissioners for their review and approval, and eventual submittal to HUD in May 2019.
- All meetings were noticed and open to the public.

<b>Applicant/ Category</b>	<b>Project Name</b>	<b>Funding Request</b>	<b>Committee Recommendation</b>	<b>City Council Recommendation</b>
<b>Public Services</b>				
City of South Portland	Summer Recreation Camp Scholarships(COSP)	\$12,000	\$12,000.00	
City of South Portland	Emergency Heating Assistance(COSP)	\$6,000	\$6,000.00	
City of South Portland	Senior Bus Admin Program cost(COSP)	\$3,500	\$3,500.00	
Through These Doors	Domestic Violence Victim services(TTD)	\$9,000	\$9,000.00	
The Opportunity Alliance	Redbank Hub(TOA)	\$25,000	\$22,409.00	
Southern Maine Agency on Aging	South Portland MEALS on Wheels	\$12,500	\$12,500.00	
City of South Portland	Rec Van	\$17,000	\$0.00	
	<b>Total Requested</b>	<b>\$85,000</b>	<b>\$65,409</b>	
	15% CAP	\$65,409.00		
<b>Infrastructure &amp; Housing</b>				
SPHA Thornton Heights		\$100,000.00	\$100,000.00	
SPHA Sunset		\$50,000	\$50,000.00	
Broadband		\$50,000.00	\$50,000.00	
City of South Portland Parks -Redbank Playstructure		\$15,000	\$15,000.00	
The Point		\$438,061	\$0.00	
City of South Portland Redbank Field		\$67,500	\$85,653.00	
	<b>PF/I/H Requests</b>	<b>\$720,561.00</b>	<b>\$300,653.00</b>	
	Budget Cap	\$300,653.00		
<b>Admin/Planning</b>				
City of South Portland	Admin	\$55,000	\$55,000	
City of South Portland	Planning Skate Park	\$15,000	\$15,000	
	20% Cap-	\$87,212.00	<b>\$70,000</b>	
	<b>Projected Budget</b>	<b>\$436,062</b>		
	<b>15% Public Services cap</b>	<b>\$65,409</b>		
	<b>Total Admin /Planning</b>	<b>\$70,000</b>		
	<b>Remaining Balance of Budget for PF/I/H</b>	<b>\$300,653</b>		

## **DESCRIPTION OF PROJECTS**

### **PUBLIC INFRASTRUCTURE/IMPROVEMENTS**

#### **Redbank Fields- City of South Portland- Parks & Recreation**

The City of South Portland's Park and Recreation Department has requested CDBG funds for planning and infrastructure improvements to the Redbank fields located next to the Redbank Community Center. The initial work will be in the area of planning and would include estimates and survey work associated with engineering costs for site work needed at the field prior to work commencing. This project will be phased over multiple years of funding using both CDBG and Parks and Recreation funds, with the ultimate goal of achieving and meeting the proposed needs assessment improvements most desired by this neighborhood. These include, in highest ranking order Community Garden, Dog Park, athletic field and an ice skating rink. Currently, Parks & Recreation are seeking 10 % matching funds in the form of a CIP request. The Redbank fields application was the result of the West End Recreational Needs Assessment completed by Greater Portland Council of Governments, in conjunction with the West End Neighborhood Master Plan. The report views the needs of this community from multiple different angles, assessing the current area recreational facilities, identifying needs by sub neighborhoods such as Brick Hill and Redbank situated within the West End, and engaging those communities to determine what they identified as a top priority.

Application Request: \$67,500

CDAC Recommendation: \$85,653

#### **Redbank Shad structures- City of South Portland Parks & Recreation**

South Portland Parks and Recreation is seeking CDBG funds for a Shad Structure at the Redbank fields playground. Given that the South Portland Parks and Recreation department currently maintains the playground at redbank fields they are requesting CDBG funds for Shad structures. The shad structures will provide seasonal coverage for the playground for the local residents. The shad structures will be removable, allowing for a longer life expediency of the equipment. This was also identified as a need by the neighborhood based on the West End Recreational Needs Assessment completed by GPCOG.

Application Request: \$15,000

CDAC Recommendation: \$15,000

#### **Broadband- City of South Portland Planning & Development**

The City of South Portland Planning & Development office submitted a grant application for the installation of Broadband in Knightville. The purposed project is to extend fiber optic cable throughout South Portland's Knightville neighborhood in order to provide high-speed, high – bandwidth internet service option for residents and businesses. The project implementer would be GWI. Currently, Knightville qualifies as an area wide benefit for CDBG purposes which allows for this project to meet the CDBG National object and broadband is an eligible activity. Community Development Block Grant funds have been used in Knightville over the last decade

as a means to support the revitalization of this community, such projects include but are not limited to the following: Knightville traffic and parking study, Waterman Drive redesign, repaving, and streetscape work, Legere Park both the basketball courts and the playground, just outside Knightville the bus hub transit and Mill Creek Park. The application has support from area residents, the Economic Development Committee and the City's Comprehensive Plan Implementation Committee.

Application Request: \$50,000

CDAC Recommendation: \$50,000

### **The Point Community Center Kitchen- The East Point Christian Church**

The East point Christian Church applied for CDBG funding for a new a Kitchen at their community center located at 345 Clarks pond Pkwy, this is housed in the same building as the church. The point currently is fully accessible and features an indoor multi-use turf, NCAA regulation basketball court, 1,550 seat auditorium, a smaller 200 seat auditorium, 100 seat café, 10 classrooms, 3 conference rooms, a 3 story children's playscape, and event space. The Church's goal when building the Point was to create a place that would bring the community together. During the original plans for the building a kitchen was included however do to cost; the Church had to reduce the size and design of the kitchen. The Church felt the kitchen currently on site would better serve the community if they were able to expand. The Point was recently given the following designations: Regional Shelter for the American Red Cross, Family reunification Center for a Mass fatality, by the Department of Homeland Security, dispensing center for medications by CCEMS, and a Community Warming Shelter by the City of South Portland. The intention of the Points application was to create a larger kitchen that would be used by local agency's such as Good Shepard Food Band, Americorp, just love worldwide and Maine Medical center. The goal of these agencies would be to provide their clients with Culinary and nutrition education classes in small groups out of the Point Community Center kitchen. Additionally, the Point wished to work with Southern Maine Agency on Aging to provide group social activities such as community meals. The point does not currently work with these agencies, and does not have interest in starting their own program. One of goals of the CDBG program is to provide assistance to low- moderate income individuals and families seeking services from the providers listed above, and that the requested amount of funding be proportional to the need. We asked the Point what percentage of the kitchens overall use would be for these programs. The Point indicated that they believe around a quarter but did not have this data readily available to the committee. They would try to hold as many classes and meals as possible. When using CDBG funding, we must also ensure the cost is both necessary and reasonable to carry out. Furthermore, we want to see CDBG funds used more as a leverage source and not sole funding. Given the application request exceeded the total programs allocation, and based on the information provided to us by the Point, the CDAC recommends not funding the Point at this time. Instead, we will ask the Point to look at additional funding sources, such as fund raising, local matches from area businesses, purchasing used equipment, or scaling back the project if possible. Additionally, CDBG staff will work with the Point should they request to do so, to provide them any support they need for next year's application process.

## **HOUSING**

### **Thornton Heights - South Portland Housing Development Corporation**

The South Portland Housing Development Corporation is requesting CDGB funds to assist them with the creation of Thornton Heights Commons. Thornton Heights Commons is a new mixed use affordable housing and commercial building that will provide 42 new units of which 33 will be subsidized and restricted to those making 60% of Area Median Income or less. The request will be apply to the demolition phase of the properties construction, as CDBG funds cannot be used for new construction, and therefore Thornton Heights is trying to leverage the CDBG funds now while they are still able to do so.

Application Request: \$100,000

CDAC Recommendation: \$100,000

### **Sunset Place- South Portland Housing Development Corporation**

The South Portland Housing Development Corporation is requesting CDBG funding to assist them with infrastructure improvements to 31 Sunset Avenue. The Development Corp is partnering with Habitat for Humanity of Greater Portland to develop an eight lot subdivision. Once infrastructure is developed, the SPHDC will sell the land to Habitat for substantially less than market value, allowing Habitat to develop homes on the Land to be purchased by households making less than 80%AMI.

Application Request: \$50,000

CDAC Recommendation: \$50,000

## **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 2018-2019 cap was **\$65,409**.

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

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

Application Request: \$ 9,000

CDAC Recommendation: \$ 9,000

### **Heating Assistance- City of South Portland General Assistance Department**

The City of South Portland's heating assistance program has been administered since 2006. The program provides emergency relief to low-income households in need of heating assistance.

Application Request: \$ 6,000

CDAC Recommendation: \$ 6,000

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

The Southern Maine Agency on Aging is requesting funding for the Meals on Wheels program, which would provide approximately 150 homebound elderly residents in South Portland, with approximately 12,570 home-delivered meals. Unfortunately, due to budget cuts, nine local South Portland residents are awaiting services at this time, as such the CDAC recommends fully funding this programs requested amount for this year.

Application Request: \$ 12,000

CDAC Recommendation: \$ 12,000

### **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 farmers' market, a weekly bread bank, English classes, after school activities, and resources and referrals to services.

Application Request: \$ 25,000

CDAC Recommendation: \$ 22,409

### **Senior Recreation Bus Admin –City of South Portland Parks & Recreation**

South Portland Parks and Recreation are seeking funds to pay administration cost for its Senior Bus Rides Program. This program utilizes the departments current 16 passenger bus, to transport seniors from their homes to recreation and leisure actives located at the community center. The goal of this program is to help get those seniors that would otherwise not be able to attend local lunches, or weekly fitness classes the ability to do so.

Application Request: \$3,500

CDAC Recommendation: \$3,500

### **Summer Camp Scholarships- City of South Portland Parks & Recreation**

This program provides funding for South Portland youth who want to participate in a summer recreation camp but do not have the financial means to do so. This funding would subsidize between 15-30 full and partial scholarships for summer camp.

Application Request: \$ 12,000

CDAC Recommendation: \$ 12,000

### **Van- City of South Portland Parks and Recreation**

The South Portland Parks and Recreation department is seeking CDBG funds to purchase a new van. The van would be used to replace the existing van currently in service for the Seniors Bus Program. The van would also be used to transport teens from the Redbank Teen center to the Community Center for events and team practices. Given the amount of funding and large number of services that fall under the Public Service category, the CDAC did not recommend funding the van purchase this year. We will ask Parks and Recreation to first look at other sources of funding over the course of the next year such as fund raisers or CIP requests. Additionally, collect more data on how much of the vans use goes towards transporting low-moderate income persons and or seniors.

Application Request: \$17,000

CDAC Recommendations: \$0

**ADMINISTRATION & PLANNING (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

**Planning**

**Skate Park- City of South Portland Parks and Recreation**

The City of South Portland Parks and Recreation department is seeking CDBG funding to assist them with cost associated with the planning of a skate park. Currently there are a few locations within the City a Skate Park could be built, a planning study would help them narrow this search down and allow for necessary site feasibility studies to be completed. This will also allow for the committee to meet with the neighborhoods the study determines feasible and gain necessary community support for the project.

Application Request: \$15,000

CDAC Recommendation: \$15,000