

**CITY OF SOUTH PORTLAND  
COMMUNITY DEVELOPMENT  
ANNUAL ACTION PLAN  
JULY 1, 2022 – JUNE 30, 2023**

**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 amounts have not been released for this next grant year but will be similar to the previous year's amount which was **\$441,603**.

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.

2022-2023 CDBG Applications				
(Projected Budget \$444,603 budget)				
Applicant	Project Name	Requested Funding*	Committee Recommendation	City Council Recommendation
<b>Public Services</b>	<b>PS Cap (15%)</b>	<b>2022s Requested amount</b>		
Through These Doors	Domestic Violence	\$ 10,000	\$ 9,000.00	
The Opportunity Alliance	Resource HUB Admin Hours	\$ 25,000	\$ 20,000.00	
Quality Housing Coalition	Project HOME	\$ 24,939	\$ 12,000.00	
Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	\$ 20,020	\$ 10,000.00	
City of South Portland Parks & Rec	Out of School Care	\$ 40,000	\$ 12,000.00	
City of South Portland Human Rights Commission	Uplift Plan	\$ 6,500	\$ 3,960.00	
	<b>Public Services: Sub-Total:</b>	<b>\$ 126,459</b>	<b>66960</b>	
	<b>15% CAP Final Allocation</b>	<b>\$ 66,960</b>		
<b>Public Facilities/Infrastructure/ Housing</b>	<b>Project Name</b>	<b>Requested Funding*</b>	<b>Committee Recommendation</b>	<b>City Council Recommendation</b>
South Portland Land Trust	Clark's Pond Land Trust	\$ 9,832	\$ 10,000.00	
City of South Portland Economic Development	Broadband Expansion	\$ 300,000	\$ 312,643.00	
	<b>Public Facilities/Infrastructure: Sub-Total:</b>	<b>\$ 309,832</b>		
	<b>Budget Cap</b>	<b>\$ 322,643</b>		
<b>Admin/Planning</b>	<b>Project Name</b>	<b>Requested Funding</b>	<b>Committee Recommendation</b>	<b>City Council Recommendation</b>
City of South Portland	Admin	\$ 55,000.00		
	Planning	N/A	N/A	
	<b>Planning &amp;Admin: Sub-Total:</b>	<b>\$ 55,000.00</b>		
	<b>20%Cap Budget Cap</b>	<b>\$88,920.62</b>		
	Budget	\$ 444,603.00		
	15% Public Services Cap	\$ 66,960.00		
	Total Admin/Planning	\$ 55,000.00		
	Remaining Balance OF Budget for PF/I/H	\$ 322,643.00		

## **DESCRIPTION OF PROJECTS**

### **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 2021-2022 cap is approximately **\$66,960**

#### **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:       \$ 9,000

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

Application Request:           \$ 25,000

CDAC Recommendation:       \$ 20,000

#### **Quality Housing Coalition**

The Quality Housing Coalition is requesting funds to support additional staff time 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. The housing navigator for which this position is titled will identify available appropriately sized and priced units for Project HOME tenants and secure the unit, including for the inspection process. The navigator works with the project HOME housing mentors to complete the application process and assist with the leasing up and move-in process, all while working collaboratively to establish a good landlord tenant relationship, to ensure the connect between made by the navigator to the landlord and

tenant ensures successful tenancy. The programs goal is to assist 12 family units which will result in a combined total of 36 adults and children being housed within the first fiscal year.

Application Request: \$ 24,939  
CDAC Recommendation: \$ 12,000

### **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: \$ 40,000  
CDAC Recommendation: \$ 12,000

### **Uplift Plan-City of South Portland Human Rights Commission**

The South Portland Human Rights Commission is seeking CDBG funds to establish and deliver educational STEAM programs. Specifically, the program will deliver educational and enrichment opportunities aligned with STEAM (Science, Tech, Engineering, Arts, and Math) curriculums in the form of standalone 3-4hour community events. The events will feature social emotional support and fun. Beginning in the summer of 2021, with a primary goal to serve vulnerable children, youth, and families who have been chronically underserved. South Portland Community Uplift Plan (South Portland CUP) will work to provide equitable access and opportunities to individuals residing in the city's Low-to-Moderate Income target areas.

Application Request: \$6,500  
CDAC Recommendations: \$3,960

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

Greater Portland Family Promise (GFPF) 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 MaineCare), access healthcare, education, food and to secure housing.

Application Request: \$20,020  
CDAC Recommendations: \$10,000

## **PUBLIC INFRASTRUCTURE/IMPROVEMENTS**

### **City of South Portland –Economic Development Expansion of High Speed Internet**

The South Portland Economic Development Department requested the use of CDBG funds to expand high speed internet.

Application Request: \$300,000

CDAC Recommendation: \$312,643

### **South Portland Land Trust – Clark’s Pond Land Trust**

The South Portland Land Trust is seeing CDBG funds to expand the Clark’s Pond Trail to create a loop trail. This will create an easy, accessible point of entry for residents/pedestrians on the east side of Western Ave/Westbrook Street to the Clark’s Pond Trail.

Application Request: \$9,832

CDAC Recommendations \$10,000

## **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-**

Zero applications were received.

### **Contingency Provision**

HUD has not yet given Cumberland County the 2022 budget. The CDAC recommends that when the final funding allocation is received:

- 1) In the event of an increase in funding (1) If over \$1,000 more in public services, split between QHC and GPF (2) If under \$1,000, all would go to City of South Portland HRC (3) All Public Infrastructure funds go to City of South Portland Economic Development
- 2) In the event of a decrease in funding, reduce all projects equally.

**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 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.

**2022-2023 CDBG Applications**

(Projected Budget \$444,603 budget)

Applicant	Project Name	Requested Funding*	Recommendation	City Council Recommendation	Final Allocation
<b>Public Services</b>	<b>PS Cap (15%)</b>	<b>2022s Requested amount</b>			
Through These Doors	Domestic Violence	\$ 10,000	\$ 9,000.00	\$ 9,000.00	\$ 8,454.00
The Opportunity Alliance	Resource HUB Admin Hours	\$ 25,000	\$ 20,000.00	\$ 20,000.00	\$ 19,455.00
Quality Housing Coalition	Project HOME	\$ 24,939	\$ 12,000.00	\$ 12,000.00	\$ 11,454.00
Greater Portland Family Promise	Homelessness Prevention and Housing Stabilization	\$ 20,020	\$ 10,000.00	\$ 10,000.00	\$ 9,454.00
City of South Portland Parks & Rec	Out of School Care	\$ 40,000	\$ 12,000.00	\$ 12,000.00	\$ 11,454.00
City of South Portland Human Rights Commission	Uplift Plan	\$ 6,500	\$ 3,960.00	\$ 3,960.00	\$ 3,414.00
	<b>Public Services: Sub-Total:</b>	<b>\$ 126,459.20</b>	<b>\$ 66,960.00</b>	<b>\$ 66,960.00</b>	<b>\$ 63,685.00</b>
	<b>15% CAP Final Allocation</b>	<b>\$ 66,960</b>			
<b>Facilities/Infrastructure/Housing</b>	<b>Project Name</b>	<b>Requested Funding*</b>	<b>Recommendation</b>	<b>City Council Recommendation</b>	<b>Final Allocation</b>
South Portland Land Trust	Clark's Pond Land Trust	\$ 9,832	\$ 10,000.00	\$ 10,000.00	\$ 9,832.00
City of South Portland Economic Development	Broadband Expansion	\$ 300,000	\$ 312,643.00	312,643.00	296,055.00
	<b>Public Facilities/Infrastructure: Sub-Budget Cap</b>	<b>\$ 309,832</b>	<b>\$ 322,643.00</b>	<b>\$ 322,643.00</b>	<b>\$ 305,887.00</b>
		<b>\$ 322,643</b>			
<b>Admin/Planning</b>	<b>Project Name</b>	<b>Requested Funding</b>	<b>Committee Recommendation</b>	<b>City Council Recommendation</b>	<b>Final Allocation</b>
City of South Portland	Admin	\$ 55,000.00	\$ 55,000.00	55,000	\$ 55,000.00
	Planning	N/A	N/A		
	<b>Planning &amp; Admin: Sub-Total:</b>	<b>\$ 55,000.00</b>			<b>\$ 55,000.00</b>