



Cumberland County, Maine

Consolidated Plan

For

HUD Programs

Annual Action Plan

**July 1, 2013 - June 30, 2014**

(Revisions – July 8, 2013)

**Community Development Office  
Cumberland County Executive Department  
142 Federal Street, Portland, Maine  
Tel. 207-871-8380**

## Annual Action Plan

<b>Table of Contents</b>	<b>Page</b>
<b>Consolidated Plan Management Process</b> .....	1
<b>CPMP Grantee Information</b> .....	1
<b>SF 424</b> .....	2
<b>CPMP Non-State Grantee Certifications</b> .....	5
<b>County Commissioners' Meeting Votes</b> .....	17
<b>Federal Fiscal Year 2013 Annual Action Plan</b> .....	18
<b>Introduction</b> .....	18
<b>Narrative Responses</b> .....	19
Executive Summary.....	19
General Questions.....	20
Managing the Process.....	24
Citizen Participation.....	26
Institutional Structure.....	28
Monitoring.....	29
Lead-based Paint.....	29
Specific Housing Objectives.....	30
Needs of Public Housing.....	31
Barriers to Affordable Housing.....	33
HOME/ American Dream Down payment Initiative (ADDI).....	33
Specific Homeless Prevention Elements.....	35
Emergency Shelter Grants (ESG).....	36
Community Development.....	37
Antipoverty Strategy.....	39
Non-homeless Special Needs (91.220 (c) and (e)).....	40
Housing Opportunities for People with AIDS.....	40
Specific HOPWA Objectives.....	41
<b>Cumberland County – CDBG Program – Year #7, 2013</b> .....	42
<b>Cumberland County Entitlement Jurisdiction: Target Area Activities-2013</b> .....	43
<b>Cumberland County CDBG Program Budget</b> .....	44
<b>Cumberland County 2013 Projects</b> .....	46
<b>Table 3B Annual Housing Completion Goals</b> .....	51
<b>Goals and Objectives for 2013 Action Plan</b> .....	52
<b>Objectives &amp; Outcomes (91.220[e])</b> .....	53
<b>Appendix A: Public Notice Process &amp; Comments</b> .....	54
Notice of Public Hearings.....	55
Portland Press Herald Notice: April 10, 2013.....	56
Public Comments & Response to Public Comments.....	57
<b>Appendix B: South Portland Supplemental Materials</b> .....	64
Notice of City of South Portland Public Hearing.....	65
South Portland Annual Action Plan.....	66

# Consolidated Plan Management Process



Consolidated Plan Management Process

Grantee Information Worksheet

CPMP Version 2.0

Cumberland County			UOG: 239005
142 Federal Street			34702670
Suite 102			Organizational Unit
Portland			Community Development Office
Maine	04101	Country U.S.A.	Division
Cumberland County			7/7

Employer Identification Number (EIN):	01-6000004
Applicant Type:	Local Government
	Specify Other Type

Person to be contacted regarding this application:		
Aaron Shapiro		
Community Development Director	tel. 207-699-1905	fax 207-871-8292
shapiro@cumberlandcounty.org	www.cumberlandcounty.org	Emily A. Freedman

"To the best of my knowledge and belief, all data in this application are true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded." Please update the date with each new Action Plan and CAPER submission.

Name:	Peter Crichton	Date:	
Title:	County Manager, Cumberland County	(MM/DD/YY )	

Local Government: County

OMB Number: 4040-0004  
 Expiration Date: 01/31/2009

<b>Application for Federal Assistance SF-424</b>		
Version 02		
*1. Type of Submission: <input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s)  *Other (Specify) _____
3. Date Received :		4. Applicant Identifier:
5a. Federal Entity Identifier:		*5b. Federal Award Identifier:
<b>State Use Only:</b>		
6. Date Received by State:		7. State Application Identifier:
<b>8. APPLICANT INFORMATION:</b>		
*a. Legal Name: Cumberland County		
*b. Employer/Taxpayer Identification Number (EIN/TIN): 01-6000004		*c. Organizational DUNS: 034702670
<b>d. Address:</b>		
*Street 1:	142 Federal Street	
Street 2:	_____	
*City:	Portland	
County:	Cumberland	
*State:	Maine	
Province:	_____	
*Country:	USA	
*Zip / Postal Code	04101	
<b>e. Organizational Unit:</b>		
Department Name: Executive Department		Division Name: Community Development
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: Mr.	*First Name: Aaron	_____
Middle Name:	_____	
*Last Name:	Shapiro	
Suffix:	_____	
Title:	Community Development Director	
Organizational Affiliation: Cumberland County Office of Community Development		
*Telephone Number: 207-699-1905		Fax Number: 207-871-8292
*Email: Shapiro@cumberlandcounty.org		

---

OMB Number: 4040-0004  
Expiration Date: 01/31/2009

---

Application for Federal Assistance SF-424  
Version 02

---

\*9. Type of Applicant 1: Select Applicant Type:  
Local Government, County

---

Type of Applicant 2: Select Applicant Type:

---

Type of Applicant 3: Select Applicant Type:

---

\*Other (Specify)

---

\*10 Name of Federal Agency:  
Dept. of Housing & Urban Development

---

11. Catalog of Federal Domestic Assistance Number:  
14.218

CFDA Title:

---

\*12 Funding Opportunity Number:

\*Title:

---

13. Competition Identification Number:

Title:

---

14. Areas Affected by Project (Cities, Counties, States, etc.):  
All cities and towns in Cumberland County, Maine, except the City of Portland and Towns of Frye Island and Brunswick.

---

\*15. Descriptive Title of Applicant's Project:  
Community Development Block Grant

---

OMB Number: 4040-0004  
Expiration Date: 01/31/2009

<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant:	Maine #1	*b. Program/Project: Maine #1
<b>17. Proposed Project:</b> *a. Start Date: July 1, 2013      *b. End Date: June 30, 2014		
<b>18. Estimated Funding (\$): 1,872,251</b>		
*a. Federal	<u>\$1,534,022</u>	
*b. Applicant	_____	
*c. State	_____	
*d. Local	_____	
*e. Other	<u>\$ 312,954</u>	
*f. Program Income	<u>\$ 25,275</u>	
*g. TOTAL	<u>\$1,872,251</u>	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on May 15, 2013		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: <u>Mr.</u>	*First Name: <u>Peter</u>	
Middle Name: <u>J.</u>		
*Last Name: <u>Crichton</u>		
*Title: <u>County Manager</u>		
*Telephone Number: <u>207-871-3101</u>	Fax Number: <u>207-871-8292</u>	
* Email: <u>Crichton@cumberlandcounty.org</u>		
*Signature of Authorized Representative:	*Date Signed:	

Authorized for Local Reproduction  
Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102



## CPMP Non-State Grantee Certifications

Many elements of this document may be completed electronically, however a signature must be manually applied and the document must be submitted in paper form to the Field Office.

This certification does not apply.

This certification is applicable.

### NON-STATE GOVERNMENT CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Drug Free Workplace** -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

**Anti-Lobbying** -- To the best of the jurisdiction's knowledge and belief:

8. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member

of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

9. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
10. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

---

Signature/Authorized Official

Date

Peter Crichton

Name

County Manager

Title

142 Federal Street

Address

Portland Maine 04101

City/State/Zip

207-871-8380

Telephone Number

- This certification does not apply.  
 This certification is applicable.

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

11. Maximum Feasible Priority - With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
12. Overall Benefit - The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2013, 2104, 2015, (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
13. Special Assessments - It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

14. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
15. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K and R, of title 24;

**Compliance with Laws** -- It will comply with applicable laws.

---

Signature/Authorized Official

Date

Peter Crichton

Name

County Manager

Title

142 Federal Street

Address

Portland Maine 04101

City/State/Zip

207-871-8380

Telephone Number

- This certification does not apply.  
 This certification is applicable.

## OPTIONAL CERTIFICATION

### CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities, which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.**  
 **This certification is applicable.**

## Specific HOME Certifications

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.  
 This certification is applicable.

## HOPWA Certifications

The HOPWA grantee certifies that:

**Activities** -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,

16. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

---

Signature/Authorized Official

Date

Name

Title

Address

City/State/Zip

Telephone Number

- This certification does not apply.**  
 **This certification is applicable.**

### ESG Certifications

I, \_\_\_\_\_, Chief Executive Officer of \_\_\_\_\_ certify that the local government will ensure the provision of the matching supplemental funds required by the regulation at 24 *CFR* 576.51. I have attached to this certification a description of the sources and amounts of such supplemental funds.

I further certify that the local government will comply with:

1. The requirements of 24 *CFR* 576.53 concerning the continued use of buildings for which Emergency Shelter Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services.
2. The building standards requirement of 24 *CFR* 576.55.
3. The requirements of 24 *CFR* 576.56, concerning assurances on services and other assistance to the homeless.
4. The requirements of 24 *CFR* 576.57, other appropriate provisions of 24 *CFR* Part 576, and other applicable federal laws concerning nondiscrimination and equal opportunity.
5. The requirements of 24 *CFR* 576.59(b) concerning the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.
6. The requirement of 24 *CFR* 576.59 concerning minimizing the displacement of persons as a result of a project assisted with these funds.
7. The requirements of 24 *CFR* Part 24 concerning the Drug Free Workplace Act of 1988.
8. The requirements of 24 *CFR* 576.56(a) and 576.65(b) that grantees develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG funds and that the address or location of any family violence shelter project will not be made public, except with written authorization of the person or persons responsible for the operation of such shelter.
9. The requirement that recipients involve themselves, to the maximum extent practicable and where appropriate, homeless individuals and families in policymaking, renovating, maintaining, and operating facilities assisted under the ESG program, and in providing services for occupants of these facilities as provided by 24 *CFR* 76.56.
10. The requirements of 24 *CFR* 576.57(e) dealing with the provisions of, and regulations and procedures applicable with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 *CFR* Part 58.

11. The requirements of 24 *CFR* 576.21(a)(4) providing that the funding of homeless prevention activities for families that have received eviction notices or notices of termination of utility services will meet the requirements that: (A) the inability of the family to make the required payments must be the result of a sudden reduction in income; (B) the assistance must be necessary to avoid eviction of the family or termination of the services to the family; (C) there must be a reasonable prospect that the family will be able to resume payments within a reasonable period of time; and (D) the assistance must not supplant funding for preexisting homeless prevention activities from any other source.
12. The new requirement of the McKinney-Vento Act (42 *USC* 11362) to develop and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons. I further understand that state and local governments are primarily responsible for the care of these individuals, and that ESG funds are not to be used to assist such persons in place of state and local resources.
13. HUD's standards for participation in a local Homeless Management Information System (HMIS) and the collection and reporting of client-level information.

I further certify that the submission of a completed and approved Consolidated Plan with its certifications, which act as the application for an Emergency Shelter Grant, is authorized under state and/or local law, and that the local government possesses legal authority to carry out grant activities in accordance with the applicable laws and regulations of the U. S. Department of Housing and Urban Development.

Signature/Authorized Official	Date
Name	
Title	
Address	
City/State/Zip	
Telephone Number	

- This certification does not apply.
- This certification is applicable.

## APPENDIX TO CERTIFICATIONS

### Instructions Concerning Lobbying and Drug-Free Workplace Requirements

#### Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Drug-Free Workplace Certification

By signing and/or submitting this application or grant agreement, the grantee is providing the certification.

17. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
18. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
19. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
20. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
21. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant: Place of Performance (Street address, city, county, state, zip code)  
Check if there are workplaces on file that are not identified here. The certification with regard to the drug-free workplace is required by 24 CFR part 21.

Place Name	Street	City	County	State	Zip
Cumberland County Courthouse	142 Federal Street	Portland	Cumberland	ME	04101

22. Definitions of terms in the Non-procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules: "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15); "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes; "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance; "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including:
  - a. All "direct charge" employees;
  - b. all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and

- c. Temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of sub-recipients or subcontractors in covered workplaces).

Note that by signing these certifications, certain documents must be completed, in use, and on file for verification. These documents include:

- 1. Analysis of Impediments to Fair Housing
- 2. Citizen Participation Plan
- 3. Anti-displacement and Relocation Plan

---

Signature/Authorized Official

Date

Peter Crichton

Name

County Manager

Title

142 Federal Street

Address

Portland Maine 04101

City/State/Zip

207-871-8380

Telephone Number

**COUNTY OF CUMBERLAND**  
**May 13, 2013**

**Title:** Cumberland County, U.S. Dept. of Housing & Urban  
Development (HUD) 2013 Housing & Community Development  
Annual Action Plan – Program Year #7

**County Manager Comments:**

**Background:** This year's Community Development program Annual Action Plan allocates funds for projects and activities during the County's seventh CDBG program year. The Community Development Program's Municipal Oversight Committee has been fully engaged in the development of the Annual Action Plan and endorses its approval and adoption.

**Issue:** The Annual Action Plan must be approved and adopted by the County Commissioners prior to submission to HUD. Once approved by HUD, \$1,439,335 in Federal Fiscal Year 2013 CDBG program funds will be available beginning July 1, 2013.

**Fiscal Impact:** The seventh year CDBG allocation will be new resources to the County. No matching funds are required. The program is entirely self-funded with no funds derived from County revenue.

**Recommendation:** The Community Development Director and The Municipal Oversight Committee of the Community Development Program recommend approval and adoption of the 2013 Annual Action Plan.

It is further recommended that the County Commissioners authorize Peter Crichton, County Manager to execute all required Certifications, Applications and Documents in conjunction with the submittal of the Annual Action Plan to HUD.

**Motion:** Adopting the 2013 Annual Action Plan; and Certifications Pertaining Thereto; First Public Hearing held on April 22, 2013; Second Public Hearing held on May 13, 2013.

Prepared by: Aaron Shapiro, Community Development Director

**Commissioner's Meeting Votes**  
**May 13, 2013**

**Motion:** Adopt the 2013 Annual Action Plan – Community Development Block Grant (CDBG) program; First Public Hearing held on April 22, 2013; Second Public Hearing held on May 13, 2013.

Voted: 5 – 0, in favor

**Motion:** Authorize Peter Crichton, County Manager to execute all required Certifications, Applications and Documents in conjunction with the submittal of the 2013 Annual Action Plan.

Voted: 5 - 0, in favor

---

Neil Jamieson  
Chair  
Cumberland County Commissioners

# Federal Fiscal Year 2013 Annual Action Plan

## Introduction

The Community Development Block Grant (CDBG) program will enable Cumberland County to channel over \$1.5 million of new 2013 funding resources into public facilities and improvements, housing, and social services to benefit low/moderate income communities and residents.

With its 2013 CDBG program funds, Cumberland County plans to expend 52% for Public Improvements/Infrastructure; 14.3% for Housing Activities; 1% for Downtown Façade Improvements; 12.6% for Social/Public Services; 3.9% for Planning Activities; and 15.58% for Program Administration.

---

<b>Federal Funding Program</b>	<b>2013 Allocation</b>
Fiscal Year 2013 CDBG Funds	\$1,534,022
Reprogrammed Prior Year CDBG Funds	
Cumberland County	\$ 85,209
Town of Bridgton	\$ 162,500
South Portland “Old” CDBG Funds	\$ 65,245
South Portland “Old” CDBG Program Income	\$ 25,275
<b>Total</b>	<b>\$1,872,251</b>

---

Funding for this program is provided through the U.S. Department of Housing and Urban Development (HUD). Cumberland County completed the five-year Consolidated Plan governing the use of federal funds for 2012-2016 in May 2012. HUD also requires Cumberland County to prepare an “Annual Action Plan” to describe how federal funds will be expended each year to accomplish the goals identified in the Consolidated Plan.

The purpose of Cumberland County’s 2013 Annual Action Plan is to clearly present projects, programs and initiatives to be funded utilizing Federal Fiscal Year 2013 Community Development Block Grant (CDBG) funds. The County Commissioners welcome and encourage public comment on the Action Plan.

The Cumberland County Entitlement Jurisdiction (CCEJ) includes the Towns of Baldwin, Bridgton, Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Gorham, Gray, Harpswell, Harrison, Long Island, Naples, New Gloucester, North Yarmouth, Pownal, Raymond, Scarborough, Sebago, Standish, Windham, Yarmouth, and the Cities of South Portland and Westbrook.



# Seventh Program Year Action Plan

The CPMP Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

## Narrative Responses

### GENERAL

#### Executive Summary

*The Executive Summary is required. Include the objectives and outcomes identified in the plan and an evaluation of past performance.*

Program Year #7 Action Plan Executive Summary:

The seventh year Cumberland County Community Development program has been allocated a projected **\$1,534,022** in new HUD CDBG program funds. These funds are coupled with **\$25,275** South Portland Program Income, **\$65,245** in “found” “older” South Portland Entitlement funds, **\$85,209** Cumberland County re-programmed prior year funds and **\$162,500** Town of Bridgton re-programmed prior year funds.

All projects and programs funded in this seventh year of Cumberland County’s HUD CDBG Community program will: 1) Provide decent affordable housing and; 2) Create suitable living environments. **\$219,411** will be devoted to housing rehabilitation activities with a special focus on heating system replacement, weatherization, emergency repairs and critical access ramps; **\$1,140,697** will be expended for street and neighborhood improvements, public facilities and water/sewer projects; **\$193,140** will be allocated for public service initiatives; and **\$20,000** will be used for downtown façade improvements.

All of these activities will improve the availability and accessibility of housing and social services for low/moderate income persons, improve the affordability of housing and enhance the sustainability of our communities.

Now in its seventh year, the Cumberland County Community Development program has completed many projects and activities including housing rehabilitation at homes throughout the County, improvements to community facilities & infrastructure, and homelessness prevention.

All but a very few 2010 funded programs remain open, 2011 projects and programs are substantially completed, and 2012 activities are now well underway.

## **General Questions**

1. *Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.*
2. *Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.*
3. *Describe actions that will take place during the next year to address obstacles to meeting underserved needs.*
4. *Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.*

Program Year #7 Action Plan General Questions responses:

### 1) Geographic Areas Where Assistance Will be Directed:

In 2013, two significant public infrastructure and facility projects are recommended for funding in the City of Westbrook. The “set-aside” communities of South Portland and Bridgton will complete infrastructure and facility projects in eligible low/moderate income target neighborhoods.

The Housing Rehabilitation and Critical Access Ramp programs offer services County-wide. Housing programs funded through the CDBG program are offered to qualifying homeowners with properties located throughout the Cumberland County Entitlement Jurisdiction. A 2011 community-based housing weatherization and energy efficiency project will also be completed in the City of South Portland in 2013.

Eight public service programs will be offered in South Portland for handicap, recreation, youth, elderly and educational services. A County-wide public service activity will provide aquatic recreation programming for developmentally disabled persons. Two public service programs will provide services in targeted communities: Domestic Violence Response in Cape Elizabeth, Casco, Gorham, Gray, Naples, Raymond, Scarborough & Standish; and Elder Services in Westbrook & Gorham. Bridgton will assist with the funding of five public service projects including food deliveries to its local food pantry; emergency heating fuel assistance; and support for cancer patients.

## 2) Basis for allocating investments geographically

Cumberland County utilizes a competitive application process to allocate funds for economic development, planning, public infrastructure, public facilities, housing, and public service activities. A sub-committee of the Municipal Oversight Committee (MOC) delivers funding recommendations to the full MOC with final recommendations presented to the Cumberland County Commissioners. The process takes into account how the applicant communities and regional service providers seek to address priorities and needs of their community and the region particularly in areas with the high concentrations of low/moderate income residents. Given limited funding, projects are also reviewed based upon readiness to proceed and the significance of impact to be achieved.

The City of South Portland and the Town of Bridgton receive special “set-aside” allocations. South Portland’s 2013 allocation of **\$425,626** will be used for an array of public facility, infrastructure, housing, and public service activities. Bridgton will receive an allocation of **\$191,532** to be used for public infrastructure, public services and downtown revitalization activities. These communities conduct their own independent assessment and selection of projects, and citizen participation processes.

Fifteen municipalities contain 37 Census Block groups meeting the low/moderate income exemption criteria for the Cumberland County Community Development Block Grant program. The County has many “pockets of poverty” and some public infrastructure projects may also qualify by income survey.

CDBG funds will be directed toward the following goals and objectives in 2013:

- 1) To provide decent affordable housing
- 2) To provide and upgrade public infrastructure
- 3) To provide, improve and expand community facilities
- 4) To coordinate and provide access to public services
- 5) To provide economic opportunities
- 6) To improve accessibility for persons with disabilities

In terms of geographic distribution of resources, Program Year 2013 will see the vast majority of Cumberland County’s CDBG resources being utilized by three municipalities. These are our two set-aside communities, Bridgton and South Portland, and the City of Westbrook. Bridgton and Westbrook represent the communities with the highest percentage of low-income households. South Portland contains by far the largest numbers of low-income households. The Cities of Westbrook and South Portland are the only communities in the Cumberland County Entitlement Jurisdiction with significant numbers of new “Mainers”, primarily refugees and immigrants from East and West Africa. Over \$1 million (70+ %) of our entire FFY ‘13 CDBG program allocation will be expended directly by these three communities.

## Federal Fiscal Year 2013 Annual Action Plan Financial Summary

All Grantees	Activities	2013	Reprogram	Total
<b>Public Infrastructure</b>		<b>\$547,468.00</b>	<b>\$323,229.00</b>	<b>\$870,697.00</b>
Bridgton	Sidewalk, Curbing, Depot St.	67,677.00	30,000.00	97,677.00
Bridgton	Main Street Sewer Line	0.00	80,000.00	80,000.00
Bridgton	Additional Septic/Leach Field	0.00	37,500.00	37,500.00
South Portland	Target Area Sidewalks	170,000.00	0.00	170,000.00
South Portland	Redbank Park Improvements	65,000.00	30,520.00	95,520.00
South Portland	Mill Creek Transit Hub	0.00	60,000.00	60,000.00
Westbrook	Downtown Improvements	244,791.00	85,209.00	330,000.00
<b>Public Facilities</b>		<b>\$255,000.00</b>	<b>\$15,000.00</b>	<b>\$270,000.00</b>
Bridgton	Community Center Reno.	20,000.00	0.00	20,000.00
Bridgton	Rufus Porter Museum Reno.	30,000.00	15,000.00	45,000.00
South Portland	Brick Hill Basketball Court	25,000.00	0.00	25,000.00
South Portland	Hutchins Comm. Center Painting	30,000.00	0.00	30,000.00
Westbrook	Comm. Center Electric Service	150,000.00	0.00	150,000.00
<b>Downtown Rev.</b>		<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>
Bridgton	Moses House	20,000.00	0.00	20,000.00
<b>Housing</b>		<b>\$219,411.00</b>	<b>\$0.00</b>	<b>\$219,411.00</b>
Opp. Alliance, County	Heating System Replacement	158,133.00	0.00	158,133.00
South Portland	Housing Rehabilitation	11,278.00	0.00	11,278.00
Alpha One, County	Critical Access Ramps	50,000.00	0.00	50,000.00
<b>Public Service</b>		<b>\$193,140.00</b>	<b>\$0.00</b>	<b>\$193,140.00</b>
Bridgton	Food Delivery, Food Pantry	1,500.00	0.00	1,500.00
Bridgton	Emergency Heat Fuel Assistance	5,000.00	0.00	5,000.00
Bridgton	Community Dinners	2,000.00	0.00	2,000.00
Bridgton	Cancer Patient Support	5,000.00	0.00	5,000.00
Bridgton	Community HELP	2,000.00	0.00	2,000.00
Cape Elizabeth (Lead)	Domestic Violence Services	56,507.00	0.00	56,507.00
Therapeutic-Rec, County	Handicap Services	5,000.00	0.00	5,000.00
Freeport	Elder Association Bus	15,000.00	0.00	15,000.00
Gorham, Standish	Elder Services	35,433.00	0.00	35,433.00
South Portland	Recreation Scholarships	9,900.00	0.00	9,900.00
South Portland	Domestic Violence Services	4,900.00	0.00	4,900.00
South Portland	Fuel Assistance	13,000.00	0.00	13,000.00
South Portland	Crisis Services, Comm. Counseling	4,900.00	0.00	4,900.00
South Portland	Elder Services, Meals-on-Wheels	9,000.00	0.00	9,000.00
South Portland	Redbank Hub Staffing	15,000.00	0.00	15,000.00
South Portland	Bus Passes	4,100.00	0.00	4,100.00
South Portland	Skillin School Food Program	4,900.00	0.00	4,900.00
<b>Planning</b>		<b>\$60,000.00</b>	<b>\$0.00</b>	<b>\$60,000.00</b>
Gorham	Downtown Village Planning	21,000.00	0.00	21,000.00
Opportunity Alliance	Homeless Services Study	14,000.00	0.00	14,000.00
Westbrook	Riverwalk Planning Study	25,000.00	0.00	25,000.00
<b>Admin.</b>		<b>\$239,003.00</b>	<b>\$0.00</b>	<b>\$239,003.00</b>
Bridgton	Admin	38,355.00	0.00	38,355.00
South Portland	Admin	58,648.00	0.00	58,648.00
County	Admin	142,000.00	0.00	142,000.00
<b>All Total</b>		<b>\$1,534,022</b>	<b>\$338,229.00</b>	<b>\$1,872,251.00</b>

### 3) Obstacles to meeting underserved needs

The principal obstacle to meeting underserved needs is financial. Given the large territory and population to be served, the allocation of funds, while significant and very much appreciated, is well below levels required to meet the needs of the region's low/moderate income households.

The maximum permitted distribution of CDBG funds for social service activities, capped at 15% of grant funds, will equal \$230,103 (based upon an allocation of \$1,534,022). Given the ever growing needs of over 50,000 low/moderate income persons and almost 10,000 persons in poverty in the CCEJ, these resources are entirely inadequate. Needs range from health care, home health care, transportation, child care, elder services to homeless services and fuel assistance.

Housing needs ranging from lack of affordable housing, rehabilitation, weatherization and lead-based paint hazard control to homeownership assistance are extensive. The limitation of financial resources again is the paramount obstacle. The development of new affordable housing is limited by the escalating costs of land, and necessary infrastructure (roads, sewers, and etcetera). Staff and time resources represent a partial obstacle to meeting existing needs; however, if funds were available, this challenge could be met.

All 2013 funded activities will address obstacles to meeting underserved needs, which is why they were selected for funding.

### 4) Other Federal, State & local resources

The identification of all federal, state and local resources devoted to housing, social services, public facilities and public infrastructure throughout 25 municipalities in Cumberland County is impractical.

All community based CDBG funded activities must provide at least a 20% local match. Our two regionally-based housing programs are anticipated to leverage \$100,000 in State and Federal resources.

#### Housing Choice Vouchers

South Portland Housing Authority – 389 vouchers. Total value = \$2,888,150

Westbrook Housing Authority – 805 vouchers. Total value = \$5,923,000

Brunswick Housing Authority – 452 vouchers. Total value = \$2,317,238

#### Maine Continuum of Care - Homeless

Tedford Housing, Brunswick - \$16,519

### Cumberland County Social Service Funds

Cumberland County will devote \$242,960 from the County's general revenue funds to 31 individual programs at 20 social service agencies. Activities range from food pantries to counseling and elder services.

### Low-Income Housing Tax Credits

Housing developments are proceeding in Cumberland County with Low-Income Housing Tax Credit resources provided by the Maine State Housing Authority.

Stonecrest Development, Standish – 25 units, elderly housing – opened January 2013

Two new projects are under construction:

Walker Street, Westbrook – 37 units, new and rehabilitation, family housing  
Drowne Road, Cumberland – 38 units, new and rehabilitation, elderly housing

Two new projects are in the development phase:

Oak Lane, Windham – 20 units to be rehabilitated, elderly housing  
Osprey Circle, South Portland – 48 units, elderly housing

### **Managing the Process**

1. *Identify the lead agency, entity, and agencies responsible for administering programs covered by the Consolidated Plan.*
2. *Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.*
3. *Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.*

Program Year #7 Action Plan Managing the Process response:

1) Identify Lead Agency

The Community Development (CD) Office of Cumberland County, led by its Director, serves as the lead agent for the Consolidated Plan planning process and implementation. The CD Office is responsible for all required documentation, training and compliance requirements of the CDBG program and the U.S. Department of Housing & Urban Development (HUD), and receives the full support of the County Commissioners and the Municipal Oversight Committee (MOC). The CD Office is responsible for the administration of programs covered by the Annual Action Plan.

2) Significant Aspects of Plan Development

The selection of projects to receive funding during the period covered by the Annual Action Plan entailed a six-step process:

1. Initial screening of applications by CD Office staff
2. Rating and ranking of projects by the 7-member Application Review Team (MOC Chair, 5 municipal members, 1 Regional Council Staff)
3. Detailed report of project recommendations to the entire MOC
4. Endorsement of projects by MOC
5. Report of MOC project recommendations to County Commissioners
6. Endorsement of projects by County Commissioners.

Housing programs funded through the CDBG program are offered to qualifying homeowners with properties located within the Cumberland County Entitlement Jurisdiction.

Cumberland County will utilize HUD's Outcome Measurement System to report results and accomplishments for funded projects. All activities funded must address one of these three primary objectives:

- Suitable Living Environments
- Decent Housing
- Economic Opportunity

Similarly, all funded activities/projects must demonstrate benefits to low/moderate income residents. All objectives must achieve the following outcomes:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

### 3) Coordination Enhancement

The inauguration of the Cumberland County Entitlement CDBG program is enhancing coordination in the region among communities, housing providers, health services and social service agencies. This includes:

- 1) The establishment of a County-based Public Health program.
- 2) Public housing agencies in the Cities of Westbrook, South Portland and Portland are more closely integrated.
- 3) General Assistance providers throughout the County receive training to better assist “pre-homeless” residents.
- 4) Identification of opportunities for municipalities to share essential services.
- 5) In Program Year 2013, two “multi-jurisdictional” social service programs spanning multiple communities will be funded. These include: Domestic Violence Response – Cape Elizabeth, Casco, Gray, Gorham, Naples, Raymond, Scarborough, & Standish, and Medicare Education for Elders – Gorham & Standish.
- 6) The Cumberland County Community Development Office is an active and engaged participant in the Sustain Southern Maine Partnership.

### **Citizen Participation**

1. *Provide a summary of the citizen participation process.*
2. *Provide a summary of citizen comments or views on the plan.*
3. *Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.*
4. *Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.*

Program Year #7 Action Plan Citizen Participation response:

#### 1) Citizen Participation Process

In addition to the formal public comment period described below, the entire Cumberland County CDBG application review process is open to the public. All applicants and representatives of the public were welcome to attend the applicant presentation session held February 27, 2013 at the Windham Town Office. The two review meetings of the Municipal Oversight Committee (MOC) held March 21st and April 3rd at the Greater Portland Council of Governments were also open public meetings. An opportunity for applicants or members of the public to speak was provided.

The formal public comment period for Federal Fiscal Year 2013 Annual Action Plan began April 11, 2013 with notification published in the Portland Press Herald. This notice also included an

invitation to Public Hearings held on April 22 and May 13, 2013. Final vote on the Annual Action Plan occurred on May 13, 2013. Copies of the Annual Action Plan were forwarded to each member municipality of the CCEJ. Copies of the Plan and Public Hearing notices were available for review at the Cumberland County Courthouse – Room #102 and the County website – [www.cumberlandcounty.org](http://www.cumberlandcounty.org).

The comment period for the Fiscal Year 2013 Annual Action Plan ended on May 13, 2013. The County received **4** written comments during the period and **5** oral comments at the Public Hearings. The Municipal Oversight Committee endorsed the selection of programs and projects included in the Annual Action Plan on April 3, 2013. Formal adoption by the County Commissioners occurred initially on May 13, 2013 and additionally endorsed on July 8, 2013.

The set-aside communities of South Portland and Bridgton each conduct their own citizen participation process. South Portland has an independent Community Development Advisory Committee that reviews program applications and recommends projects to the City Council.

South Portland: City Council Public Hearing: April 17, 2013; June 17, 2013

Bridgton: Board of Selectmen Public Hearing: March 26, 2013

## 2) Summary of comments

All comments received reflected positively on the direction and work of the Cumberland County Community Development program. Written comments are found in Appendix A.

Comments do not required responses as all reflected favorably upon the program.

## 3) Efforts to Broaden Citizen Participation

During the period spanning August 2012 through April 2013, Community Development Office staff visited the Towns of Bridgton, Freeport, Gorham, Naples, Windham and the Cities of South Portland & Westbrook. These visits familiarized Town Managers, Planners, Town Selectmen and Councilors and community residents with the CDBG program and the Consolidated Plan. Each community was asked to identify their housing and community development needs. A regional workshop was also held on November 19, 2012 to familiarize officials and community members with the HUD CDBG program and the Cumberland County Community Development initiative.

Seven of the twenty-three communities eligible to submit applications for CDBG funding did so. It is noteworthy that these 7 community-based applicants include multi-jurisdictional services that cover 13 communities. The applications were reviewed at public meetings held at the local communities. Our two set-aside municipalities, Bridgton & South Portland, complete their own process of citizen and official review of their CDBG activities.

## **Institutional Structure**

1. *Describe actions that will take place during the next year to develop institutional structure.*

Program Year #7 Action Plan Institutional Structure response:

### 1) Development of Institutional Structure

The institutional structure of the Cumberland County Community Development program is largely established. The program's structure has three components: 1) the formal, official governance of the County Commissioners; 2) the representative membership of the municipalities who comprise the Municipal Oversight Committee; and 3) the leadership and management provided by the Community Development Office staff.

- County Commissioners – The Commissioners are the official governing body of the County. They will determine, in collaboration with the Municipal Oversight Committee, the allocation of CDBG resources and formally adopt and endorse the Consolidated Plan, Annual Action Plan and HUD grant agreement.
- The Municipal Oversight Committee (MOC) is composed of one voting delegate from each member community and one County Commissioner. The group has adopted organizational by-laws, establishes basic policy for the program, and provides recommendations to the County Commissioners.
- Administration of the program is conducted through the County's Community Development Office.

Through all three elements, the County works to strengthen existing partnerships and build new relationships with public and private entities ensuring maximum benefit and outcomes from CDBG investments.

The Commissioners, MOC and CD staff are augmented in the effort by the Greater Portland Council of Governments (GPCOG), the Opportunity Alliance (our Community Action Program agency) and municipal governments.

Further refinements during the initial program years included: solidifying working relations with the two set-aside communities, South Portland and Bridgton, and bringing in four additional communities to the program – Casco, Baldwin, Chebeague Island (formerly part of Cumberland, but now a unique municipality), and the City of Westbrook. Refinement to the operations of the program's governance structure centered in the Municipal Oversight Committee (MOC) is continual.

## **Monitoring**

1. *Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.*

### Program Year #7 Action Plan Monitoring:

Every activity funded under the Cumberland County Community Development program will be monitored, audited, and evaluated to ensure compliance with programmatic regulations and achievement of identified outcomes. All grant sub-recipients, whether municipal entities, The Opportunity Alliance or sub-recipient service providers under a municipal grant will receive CDBG administrative training. Ultimate responsibility for effective program management lies with the Community Development Office. Its staff adheres to HUD regulations, diligently follows all programmatic requirements, and insists that sub-grantees do the same. Annual reports concerning the programs activities and progress are made available and reviewed by the County Manager, the County Commissioners and the MOC.

Performance measurements will be developed and incorporated into each program and project funded. These will be monitored and tracked over time. Timely expenditure of CDBG funds has not been an issue for the program. Nonetheless, expenditure progress is regularly tracked and monitored.

Cumberland County will submit a Comprehensive Annual Performance and Evaluation Report (the CAPER) to HUD ninety days after the close of the program year. The MOC and County Commissioners will review the CAPER prior to legal advertisement in the Portland Press Herald of the required 15-day public review and comment period.

The City of South Portland will perform monitoring reviews of its own projects and sub-grantees as it had when it was an independent entitlement community.

## **Lead-based Paint**

1. *Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.*

### Program Year #7 Action Plan Lead-based Paint response:

The Cumberland County Community Development program complies with the Lead-Based Paint Rule, effective September 15, 2000. All housing rehabilitation and homeownership activities are conducted in accordance with said rule. The staff of Opportunity Alliance, contract provider of housing rehabilitation program services, conducts risk assessments and clearance inspections for rehabilitation projects, as required. The region (City of Portland as lead entity, Cumberland

County as participant) had a special Lead-Based Paint Hazard Control program grant from 2008-2010. Unfortunately, both the 2010 and 2011 applications submitted by the City of Portland for the City and the County were not successful. An application for 2013 program funding is currently pending with HUD.

All properties purchased with financial assistance provided by the Community Development program must be inspected for lead-based paint hazards prior to final approval of application for assistance. Payments are issued after receipt of an inspection report stating that no lead-based paint hazard was present at the time of purchase.

**HOUSING**

**Specific Housing Objectives**

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.*
2. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

Program Year #7 Action Plan Specific Objectives response:

1) Priorities & Objectives to be Achieved

The specific housing objectives to be achieved in 2013 are: heating system replacement, weatherization and critical access ramps.

Project		Goal	Funds	IDIS
Region-Wide	OA Heating System Replacement & Emerg. Repairs	30 Units	\$158,133	14A
Alpha One	Critical Access Ramps	10 Units	\$50,000	14A
South Portland	Housing Energy Efficiency	2 Units	\$11,278	14A

The focus of the South Portland program is energy efficiency and weatherization. The focus of the Opportunity Alliance program is heating system replacement and emergency repairs. Heating system replacement of old and inefficient equipment, most well beyond its useful life, is a critical step towards energy efficient housing rehabilitation. The agency takes a “whole house” approach and provides an array of weatherization services with resources provided by the Maine State Housing Authority. All appropriate heating system replacement clients are referred for weatherization and energy efficient rehabilitation services.

## 2) Federal, State & Local Resources Available

The region-wide rehab program will leverage funds from the Maine State Housing Authority and the Maine Dept. of Environmental Protection (DEP).

MaineHousing = \$77,145          DEP = \$27,105          Estimated Total = \$104,250

### **Needs of Public Housing**

1. *Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.*
2. *If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.*

Program Year #7 Action Plan Public Housing Strategy response:

#### 1) Addressing Needs of Public Housing

For Program Year 2013 of the Cumberland County Community Development program, South Portland (SPHA) and Westbrook (WHA) are the only Public Housing Authorities in the jurisdiction. The SPHA and WHA do not have any needs identified to be addressed with 2013 CDBG program funds.

##### *South Portland Housing Authority*

Residents are currently represented through the Resident Advisory Board, which regularly meets to discuss issues concerning operations, management and property improvements. Residents are regularly informed whenever changes in policies or procedures are proposed and invited to comment prior to implementation.

Homeownership has been a difficult challenge for most, if not all SPHA residents. The primary obstacle is the extremely high cost of homes on the market and the obstacle of obtaining funds for a down payment. The "income disregard" program is in place, permitting residents the opportunity to save funds toward self-sufficiency and homeownership.

Currently the South Portland Housing Authority (SPHA) owns and/or manages over 600 units of housing in South Portland. Of these units, 123 are for elderly with congregate services available, 412 are for elderly/disabled residents, with some handicapped accessible units, 96 are 2 to 4 bedroom family units, and one property has 10 units that are all completely handicapped accessible.

In addition to the units they own and manage, they also administer 389 Housing Choice Vouchers in the City and surrounding communities where residents live in the private market and have their rent subsidized by the Housing Authority.

The demand that the South Portland Housing Authority is not able to fulfill at this time is for three bedroom family units and more units for disabled residents (physically and mentally). At this time, they have a waiting list for their own units of around 300. Approximately 2/3 of these applicants are elderly/disabled.

### *Westbrook Housing Authority*

Westbrook Housing Authority's Public Housing and Tax Credit supported housing residents are represented via Resident Councils for the project in which they reside. The Resident Councils meet monthly addressing issues of operations, management and maintenance. Residents are made aware of any changes via the monthly meetings and newsletters. Two residents serve on the Westbrook Housing Authority's Board of Commissioners.

Of the nine housing projects that Westbrook Housing Authority owns /manages, two are non-elderly. One is a family housing complex containing 26 units developed under the tax credit program. The other is a two-unit complex for adults with developmental disabilities. WHA encourages these residents toward homeownership to the extent feasible. Westbrook Housing Authority collaborates with Maine Home Works Housing Education program by providing free space for homeownership classes.

WHA participates in the Section 8 Voucher Homeownership Program. We currently have 13 recipients under this program. Homeownership continues to be a problem in the County jurisdiction for low and moderate-income households. Home prices have fallen but new mortgage finance restrictions provide significant challenges. Westbrook Housing Authority works in conjunction with Westbrook Development Corporation to enhance homeownership opportunities.

The Westbrook Housing Authority manages 448 units of housing: 150 elderly with congregate services available, 86 elderly/disabled residents, with some handicapped accessible units, 34 are 2 & 3 bedroom family units, 29 are tax credit units for residents 55+, 100 are combination Tax Credit and market rate units for residents 55+, 13 are affordable market rate units and one 36 unit development is market rate for residents 62+.

At the top of the list of demands that Westbrook Housing Authority cannot accommodate is demand for two- and three-bedroom family apartments, followed closely by apartments for disabled adults. A typical wait for non-subsidized apartments is six months to a year, and applicants for subsidized apartments may have to wait as long as six years. Similarly, the wait for public housing for disabled adults or elderly is up to two years.

Westbrook Housing Authority also administers 805 Section 8 Housing Choice Vouchers. Of these, 237 are elderly Voucher recipients and 568 are family Voucher recipients. Twenty-six households participate in the Section 8 Voucher Family Self-Sufficiency Program.

## 2) Improving Operations of Troubled Public Housing Authorities

Neither the South Portland nor Westbrook Housing Authorities are identified as “troubled” or poorly performing housing authorities.

### **Barriers to Affordable Housing**

1. *Describe the actions that will take place during the next year to remove barriers to affordable housing.*

#### Program Year #7 Action Plan Barriers to Affordable Housing response:

Consistent with the governmental structure of the State of Maine, Cumberland County does not have land use authority within the jurisdiction. The County does not influence or control land use activity, zoning ordinances, building codes, fees, or growth limitation ordinances. These activities occur within the jurisdiction of individual municipalities, outside the control or influence of the County government.

The CCEJ Community Development program will strategically utilize its financial resources to promote the development of affordable housing opportunities throughout the County. Each year a significant portion of our CDBG program funds has been devoted directly to meeting the housing and housing affordability challenges of low & moderate income households. In Program Year 2013, **\$219,411** in new County CDBG funds will be utilized for heating system replacement, weatherization, critical access ramps and emergency repairs. An additional **\$350,937** in HOME funds from the Portland/ Cumberland County HOME Consortium will be used for housing rehabilitation, homeownership assistance and the development of new rental or ownership housing. These funds will be expended in the CCEJ and the Town of Brunswick.

Planning activities are now well underway, supported by the HUD Sustainable Communities Program, to develop a regional housing plan, including regional activities to affirmatively further fair housing. A draft Regional Analysis to Impediments to Fair Housing Choice (AI) has been submitted to HUD’s Office of Fair Housing & Equal Opportunity (FHEO) for review.

### **HOME/ American Dream Down Payment Initiative (ADDI)**

1. *Describe other forms of investment not described in § 92.205(b).*
2. *If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.*
3. *If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:*
  - a. *Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.*

- b. *Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.*
  - c. *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.*
  - d. *Specify the required period of affordability, whether it is the minimum 15 years or longer.*
  - e. *Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.*
  - f. *State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.*
4. *If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:*
- a. *Describe the planned use of the ADDI funds.*
  - b. *Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.*
  - c. *Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.*

Program Year #7 Action Plan HOME/ADDI response:

The 25 communities of the Cumberland County Entitlement Jurisdiction are members of the Portland/Cumberland County HOME Consortium. The Consortium members are the Cumberland County Entitlement Jurisdiction, the Town of Brunswick and the City of Portland. Responses to this section are included in the Annual Action Plan of the HOME Consortium. This Plan is housed within the Annual Action Plan of the City of Portland, the Lead Entity of the HOME Consortium.

Neither the Cumberland County Entitlement Jurisdiction nor the Portland/Cumberland County HOME Consortium has access to ADDI funds.

## Specific Homeless Prevention Elements

1. *Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction's plan for the investment and use of funds directed toward homelessness.*
2. *Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.*
3. *Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2013. Again, please identify barriers to achieving this.*
4. *Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.*
5. *Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.*

Program Year #7 Action Plan Special Needs response:

### 1) Sources of Funds

Cumberland County does not receive Emergency Shelter Grant (ESG), McKinney-Vento Homeless Assistance Act funds, or any other State or Federal resources to assist homeless persons or aid in homeless prevention. Cumberland County was a recipient of American Recovery & Reinvestment Act 2009 (Recovery Act) Homelessness Prevention Fund (HPRP) grant of \$605,763. The HPRP grant funds were fully expended by the end of the grant period, June 30, 2012.

### 2) Addressing Priority Needs of Homeless Persons

Cumberland County funded a Public Service Homeless Prevention program in program years 2007 (\$109,000) and 2008 (\$115,000). During program years 2009, 2010 & 2011 homeless services were addressed by the Homeless Prevention Rapid Re-housing program (HPRP). That program was a partnership of Opportunity Alliance, our local Community Action Program

(CAP) agency and the Preble Street Resource Center, the principal provider of homeless services in greater Portland. In 2009, 2010, and 2011, \$202,000 of HPRP was expended annually. The HPRP program had a two-fold mission. The program provided case-management services to individuals and families in the County on the verge of homelessness. The program brought services and resources to bear in a coordinated approach, preventing homelessness and the inevitable migration of the individual or family to the City of Portland in search of shelter and services. The second aspect of the program engaged homeless individuals and families who sought shelter and services in Portland to repatriate to their home communities with appropriate and sufficient support services.

In the current program year, 2012, a significantly scaled-back version of HPRP has been operated by the Opportunity Alliance. However, with only \$45,450 in funds only a small amount of intervention and re-housing could be accomplished.

Given the amount of available 2013 CDBG Public Service resources and other worthy applications, the Homeless Prevention application was not accepted for 2013 funding. A \$14,000 planning grant to assist the Opportunity Alliance and the Cumberland County communities to better understand and address the challenges of the homeless population will be funded, however.

There are three primary barriers to achieving success in homeless prevention and elimination. The first is limited financial resources. The second is a limited number of appropriate housing options. The third is the extraordinary combination of challenges that many homeless individuals present – psychiatric disabilities, substance abuse and physical disabilities, to identify just three.

3) Addressing Chronic Homelessness: Same answer as #2.

4) Homelessness Prevention: Same answer as #2.

5) Discharge Coordination Policy: Not applicable.

### **Emergency Shelter Grants (ESG)**

*(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.*

Program Year #7 Action Plan ESG response:

Not applicable to Cumberland County Community Development Program.

## Community Development

1. *Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.*
2. *Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.*

\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.

*Program Year 7 Action Plan Community Development Response*

<b>All Grantees</b>	<b>Activities</b>	<b>Goal</b>	<b>Funds (2013 + Reallocated)</b>	<b>IDIS</b>	<b>Time</b>
<b>Public Infrastructure</b>					
Bridgton	Sidewalk, Curbing, Depot St.	800 lin. feet	\$97,677.00	03L	13-'14
Bridgton	Main Street Sewer Line	1 system	\$80,000.00	03J	13-'14
Bridgton	Additional Septic/Leach Field	1 facility	\$37,500.00	03J	13-'14
South Portland	Target Area Sidewalks	2,043 lin. feet	\$170,000.00	03L	13-'14
South Portland	Redbank Park Improvements	1 facility	\$95,520.00	03F	13-'14
South Portland	Mill Creek Transit Hub	1 facility	\$60,000.00	03	13-'14
Westbrook	Downtown Improvements	Area-wide	\$330,000.00	03K	13-'15
<b>Public Facilities</b>					
Bridgton	Community Center Renovations	1 facility	\$20,000.00	03F	13-'14
Bridgton	Rufus Porter Museum Renovation	1 facility	\$45,000.00	16B	13-'14
South Portland	Brickhill Basketball Court	1 facility	\$25,000.00	03F	13-'14
South Portland	Hutchins Com. Cntr. Painting	1 facility	\$30,000.00	16B	13-'14
Westbrook	Electrical Service @ Com. Cntr.	1 facility	\$150,000.00	03F	13-'14
<b>Downtown Rev.</b>					
Bridgton	Moses House	1 facility	\$20,000.00	16B	13-'14
<b>Public Service</b>					
Bridgton	Food Delivery, Food Pantry	150 clients	\$1,500.00	05	13-'14
Bridgton	Emergency Heat Fuel Assistance	14 clients	\$5,000.00	05	13-'14
Bridgton	Community Dinners	60 clients	\$2,000.00	05	13-'14
Bridgton	Cancer Patient Support	30 clients	\$5,000.00	05O	13-'14
Bridgton	Community HELP	TBD	\$2,000.00	05	13-'14
Cape Elizabeth (Lead)	Domestic Violence Services	522 clients	\$56,507.00	05G	13-'14
Thera-Rec, County-Wide	Handicap Services	12-18 clients	\$5,000.00	05B	13-'14
Freeport	Elder Association Bus	350 clients	\$15,000.00	05A	13-'14
Gorham, Standish	Elder Services	400 clients	\$35,433.00	05A	13-'14
South Portland	Recreation Scholarships	30 clients	\$9,900.00	05D	13-'14
South Portland	Domestic Violence Services	200 clients	\$4,900.00	05G	13-'14
South Portland	Fuel Assistance	27 clients	\$13,000.00	05Q	13-'14
South Portland	Crisis Services, Com. Counseling	75 clients	\$4,900.00	05O	13-'14
South Portland	Elder Services, Meals-on-Wheels	125 clients	\$9,000.00	05A	13-'14
South Portland	Redbank Hub Staffing	Area-wide	\$15,000.00	05	13-'14
South Portland	Bus Passes	350 clients	\$4,100.00	05E	13-'14
South Portland	Skillin School Food Program	24 clients	\$4,900.00	05W	13-'14

## **Antipoverty Strategy**

- 1. Describe the actions that will take place during the next year to reduce the number of poverty level families.*

### Program Year #7 Action Plan Antipoverty Strategy response:

Cumberland County, consistent with the governmental structure of Maine, does not administer social service, economic development, job training or similar programs. These activities have historically been the purview of state and municipal governments and non-profit service providers. The County's CDBG program and its focus on benefiting low/moderate income residents represent an opportunity for the County to develop services and strategies to alleviate poverty to the extent funds allow.

1) The allocation of CDBG Public Service (Social Service) funds to sub-recipients will be coordinated with funding sources from the United Way of Greater Portland, Cumberland County Human Services grant program, and city/town funds and state resources.

2) Public Service funds will target assistance to low/moderate income households and families through 18 programs:

a) one program provides recreation for adults with developmental disabilities and serves the entire region; b) one program targeted at responses to domestic violence serves specific communities within the region – Cape Elizabeth, Casco, Gorham, Gray, Naples, Raymond Scarborough, and Standish; c) one program in the Towns of Gorham and Standish designed to assist seniors face the challenge of navigating the Federal Medicare program; d) eight programs operated in the City of South Portland; e) three programs supporting extremely poor individuals and families in the Town of Bridgton (food delivery to the local food pantry, community dinners and emergency fuel assistance); and f) an additional program in Bridgton to support individuals and families challenged by cancer.

3) Affordable housing represents a significant obstacle to family self-sufficiency. The 2013 CDBG program will target funds for heating system replacement, weatherization and emergency home repair.

### Affirmative Action

All housing and community development construction projects which will receive federal financial assistance exceeding \$100,000 must comply with the standards and procedures for Section 3 of the Housing and Community Development Act of 1968. Section 3 encourages employment and contract opportunities for low income, minority and female owned businesses or businesses that employ low income and/or minority and /or women.

**Non-homeless Special Needs (91.220 (c) and (e))**

1. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

Program Year #7 Action Plan Specific Objectives response:1) Priorities & Objectives to be Achieved

Non-homeless special needs housing has not been identified as a high priority for the Cumberland County Community Development program. The Cities of Portland, Westbrook, South Portland and communities throughout the County contain numerous facilities for individuals with special needs. The County provides CDBG funds to address recreational needs of adults with developmental disabilities and to install critical access ramps at the homes of mobility disabled adults.

In 2012 the City of Westbrook, through the Westbrook Development Corporation, developed two new units of special needs housing for developmentally disabled adults by utilizing program income from the HUD's Neighborhood Stabilization Program (NSP).

2) Federal, State & Local Resources Available

Non-homeless special needs housing facilities receive funding from numerous Federal, State and local sources. A detailed catalogue of these resources is being developed, but is not currently available and at this time would do little to further inform the Cumberland County Annual Action Plan.

**Housing Opportunities for People with AIDS**

1. *Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.*
2. *Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.*
3. *Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.*

4. *Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.*
5. *Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its approved Consolidated Plan.*
6. *Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.*
7. *Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.*
8. *Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.*

Program Year #7 Action Plan HOPWA response:

Not applicable to Cumberland County Community Development Program.

**Specific HOPWA Objectives**

*Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.*

Program Year #7 Specific HOPWA Objectives response:

Not applicable to Cumberland County Community Development Program.

## Cumberland County – CDBG Program – Year #7, 2013

### Expenditure Limits – 2013

Grant Award	\$1,534,022	
Administration/Planning Cap	\$ 306,804	20.0%
Admin/Planning Expenditures	\$ 299,003	19.5%
Public Service Cap	\$230,103	15.0%
Public Service Expenditures	\$193,140	12.6%

### Target Area Allocations - 2013

Funds allocated to target areas	\$587,468
---------------------------------	-----------

### Community Wide Area Benefit Activities - 2013

Funds allocated to activities serving an entire income-qualified community \$170,000  
(Bridgton Community Center Renovations & Westbrook Community Center Electric Service Improvements)

### Program Benefit Calculation – 2013

Grant Award	\$1,534,022
Admin/Planning	\$ 299,003

Program Benefit Criteria Funds - \$1,235,019

% of funds meeting low/moderate income benefit	93.5%	\$1,155,019
% of funds addressing slum/blight conditions	6.5%	\$ 80,000
% of funds meeting urgent need criteria	0.0%	

## **Cumberland County Entitlement Jurisdiction: Target Area Activities-2013**

2013 Funds: \$587,468

Re-Programmed Funds: \$323,229

**Total: \$910,697** - 2013 & re-programmed funds

\*Re-programmed funds include prior year reallocated; program income and “old/found” South Portland entitlement funds

Cumberland County - \$330,000

1) City of Westbrook, Downtown Improvements - \$244,791 FFY’13; \$85,209 Reprogrammed

City of South Portland – \$365,520

1) Redbank Park, Census Tract 30, group 4 - \$65,000 FFY’13; \$30,520 Reprogrammed

2) Brick Hill Basketball Court, Census Tract 30, group 4 - \$25,000, FFY’13

3) Redbank Hub Staffing, Census Tract 30, group 4 - \$15,000 FFY’13

4) Target Area Sidewalks – \$170,000 FFY’13

5) Mill Creek Transit Hub--\$60,000 Reprogrammed

Town of Bridgton - \$215,177

1) Depot Street Sidewalk & Curb - \$67,677 FFY’13; \$30,000 Reprogrammed

2) Downtown Sewage Leach Field - \$37,500 Reprogrammed

3) Main Street Sewer Line - \$80,000 Reprogrammed

## Cumberland County CDBG Program Budget - Year #7, 2013

<b><u>Total Funding</u></b>	<b>\$1,872,251</b>
2013 CDBG Allocation	\$1,534,022
Prior Year Reprogrammed CDBG - County	\$ 85,209
Prior Year Reprogrammed CDBG – Bridgton	\$ 162,500
“Old” South Portland Entitlement CDBG Funds	\$ 65,245
“Old” South Portland CDBG Program Income	\$ 25,275
<b><u>“County” Communities</u></b>	<b>\$ 860,073</b>
2013 Allocation	\$ 774,864
Prior Year Reprogrammed CDBG Funds	\$ 85,209
<b><u>Set-Aside Communities</u></b>	
South Portland	\$425,626 + \$90,520 reprogrammed
Bridgton	\$153,177 + 162,500 reprogrammed
<b><u>Planning &amp; Administration Cap</u> – 2013 Funds</b>	<b>\$ 306,804</b>
<b><u>Administration Budget</u></b>	<b>\$ 239,003</b>
Cumberland County Admin	\$ 142,000
South Portland Admin	\$ 58,648
Bridgton Admin	\$ 38,355
<b><u>Public Service Caps</u> – 2013 Funds</b>	<b>\$ 231,453</b>
<b><u>Public Service Budget</u></b>	<b>\$ 193,140</b>
Cumberland County Budget	\$ 111,940
South Portland Budget	\$ 65,700
Bridgton Budget	\$ 15,500
<b><u>Allocation – County Projects</u></b>	
2013 CDBG Community & Region-Wide Grants	\$ 774,864
Prior Year Funds for Community & Region-Wide	\$ 85,209

## Cumberland County Administration Budget

### Administrative Budget July 1, 2013 - June 30, 2014

Director Salary & Benefits	107,000.00
Program Assistant	26,000.00
Total Personnel	133,000.00
Transportation & Lodging	1,800.00
Office Supplies	350.00
Computer	1,050.00
Printing	0.00
Postage, FedEx	200.00
Advertising	1,500.00
Dues, Memberships	1,600.00
Telephone & Communication	0.00
Consultant Services	1,000.00
Conference Registration Fees	1,500.00
Total Line Items	9,000.00
<b>Total</b>	<b>\$142,000.00</b>

**Cumberland County 2013 Projects  
Program Year #7**

<b>2013 CDBG Funding Allocation</b>	<b>\$1,534,022</b>
<b>Re-programmed Prior Year CDBG Funds (County)</b>	<b>\$ 85,209</b>
<b>Re-programmed Prior Year CDBG Funds (Bridgton)</b>	<b>\$ 162,500</b>
<b>South Portland “Old” Entitlement CDBG Funds</b>	<b>\$ 65,245</b>
<b>South Portland “Old” Entitlement CDBG Program Income</b>	<b>\$ 25,275</b>
<b>Total Funds</b>	<b>\$1,872,251</b>

---

**County Program Administration - \$142,000**

**County Grants \$ 860,073**

Regional Projects \$ 213,133  
 Community Projects \$ 586,940  
 Planning \$ 60,000

Funding by project type:

Housing Rehabilitation \$ 208,133  
 Public Improvements \$ 480,000  
 Social Service \$ 111,940  
 Planning \$ 60,000

**General Program Funding Awards**

1. Alpha One—Critical Access Ramp Program \$50,000

Alpha One will construct handicap access ramps at the homes of persons with mobility disabilities. The ramps are modular and can be removed and reinstalled at other locations when no longer needed. The program will install 8 to 10 ramps over a 2-year period.

2. Domestic Violence Response \$56,507  
 Cape Elizabeth, Gorham, Gray, Naples, Scarborough, Standish, Raymond, Casco

Family Crisis Services (FCS) will use CDBG funding to continue their Enhanced Police Intervention Collaboration (EPIC) program. A similar program is also in operation in Portland, South Portland, and Westbrook. EPIC is a collaborative effort between FCS and local police departments. FCS staff accompany police on follow-up calls to victims of domestic abuse help victims secure advocacy services and emergency shelter.

3. Elder Services \$35,433  
Gorham, Standish

A social worker from The Southern Maine Agency on Aging (SMAA) will work one day per week in both Gorham and Standish. The staff member will provide information and resource services to people 60+ and to disabled adults. Two volunteers will be trained by the social worker to provide continued Medicare and benefits counseling in each community after the end of the project. This activity has been funded for the past two years: Windham and Westbrook (PY 2011); Westbrook and Gorham (PY 2012).

4. Freeport Elder Association "Bus": \$15,000

Funds will be used to purchase a new 15 passenger handicap accessible van/bus to transport seniors to activities. The Elder Association raised \$49,900 in matching funds to contribute towards the purchase.

5. Central Heating Improvement Program (CHIP) \$158,133  
Opportunity Alliance

This program involves corrections of malfunctioning heating systems in income qualified households by privately employed Maine Oil and Solid Fuel Board licensed technicians. Technicians will also conduct a HUD Housing Quality Standards (HQS) inspection to determine if other life safety and code repairs need to be completed. An estimated 35 households will be assisted.

6. Therapeutic Recreation \$5,000  
Center for Therapeutic Recreation

The program will provide recreation and social activities to 12-16 adults with developmental disabilities. The funds will support a sliding scale fee structure, enabling those with the least financial resources to participate in aquatic recreation programs.

7. Wescott Community Center Electrical Improvements \$150,000  
Westbrook

The current electrical feed to the Wescott Community Center is routed through a switch shared with the adjacent elementary school. This antiquated system is inadequate to serve current energy demands at the facility. This project is one step of an ongoing multi-stage improvement process of the facility by the City. The Community Center houses a food pantry and recreation facilities, and provides programming for low-income residents, including children and seniors.

8. Westbrook Downtown Streetscape Improvements \$330,000

This project consists of an array of streetscape, pedestrian, parking, and lighting improvements in conjunction with the reconstruction of the Bridge Street Bridge in downtown Westbrook.

***CDBG Planning Grant Funding Recommendations***

- 1. Town of Gorham—Village Master Plan \$21,000

This project is an updated study of Gorham Village which will focus on issues such as parking and pedestrian safety.

- 2. Opportunity Alliance—Assessment of Homeless Services \$14,000

This study will analyze existing data on the Cumberland County homeless population.

- 3. City of Westbrook – Planning for Riverwalk Trail \$25,000

The project will survey & analyze land along the north side of the Presumpscot River to determine the most suitable path for completing the Riverwalk trail.

**Bridgton & South Portland Programs**

The programs and activities conducted in the two set-aside communities of Bridgton and South Portland are integral components of the Cumberland County Community Development program. While not participants in the application competition, their projects, activities, funds, planning, administration and regulatory compliance are all part of the County’s program.

**Town of Bridgton**

2013 Set-Aside Allocation	\$191,532
Bridgton Re-allocation	\$162,500
<b>Total</b>	<b>\$354,032</b>

<u>Program Administration</u>	\$38,355
-------------------------------	----------

Building and sustaining administrative capacity in Bridgton is an important component of their long-term Downtown Revitalization and Community Development program.

<u>Public Infrastructure</u>	\$215,177
------------------------------	-----------

This allocation of Depot Street sidewalk re-construction will be coupled with \$19,500 allocated for the project in 2012.

- Sidewalk & curbing on Depot Street - \$97,677
- Main Street sewer line extension - \$80,000
- New septic/leach field - \$37,500

Public Facilities \$65,000

The Rufus Porter Museum exterior renovation project is the second phase of a multi-year activity.

Bridgton Community Center, new windows - \$20,000  
Rufus Porter Museum renovations - \$45,000

Public Services \$15,500

Bridgton Food Pantry - \$1,500  
Emergency Fuel Assistance – \$5,000  
Community Meals Program - \$2,000  
Cancer Patient Support – \$5,000  
Community HELP - \$2,000

Downtown Façade Improvements \$20,000

**City of South Portland**

2013 CDBG Set-Aside Allocation	\$425,626
“Old” CDBG Entitlement Funds	\$ 65,245
“Old” Entitlement Program Income	<u>\$ 25,275</u>
<b>Total</b>	<b>\$516,146</b>

The City of South Portland and its Community Development staff continue to operate their CDBG program, much as they did prior to relinquishing HUD Entitlement status. Coordination between South Portland and the County, particularly on administrative matters occurs on a regular and on-going basis.

Program Administration \$58,648

The funds pay salaries, benefits and basic office supplies, phone and technology required for the activities of South Portland’s Community Development Office.

Housing Rehabilitation \$11,278

Emergency housing rehabilitation for income-qualified homeowners.

Public Infrastructure \$380,520

South Portland will rehabilitate sidewalks in target areas of the City, construct a park on a vacant lot in the struggling Redbank neighborhood, provide a new half-court basketball court in the Brick Hill neighborhood, and complete the exterior rehabilitation of a blighted building in 2013.

Public Services

\$65,700

Funds will be provided to 8 programs: Domestic Violence Services (Family Crisis Center), Community Counseling Center; Skillin Elementary School Food Program; Bus Passes; Emergency Heating Assistance; Recreation Scholarships; Redbank Resource Hub Personnel; and Elder Services (S.M.A.A.)

**HOME Program Consortium**

All the communities of Cumberland County including Portland, Brunswick and the 25 members of our Community Development program have formed the City of Portland/Cumberland County HOME Consortium. The City of Portland serves as the lead entity of the Consortium.

The non-Portland members of the Consortium will receive an allocation of \$350,937. Unlike CDBG, HOME funds can only be used for housing activities, primarily housing rehabilitation, home ownership assistance and new construction of rental housing. The non-Portland Consortium members' budget is more balance between ownership and rehabilitation than in past years.

Housing Rehabilitation	\$ 202,447
Homeownership Assistance	\$ 90,000
CHDO (new construction rental/ownership housing)	\$ 58,490

TABLE 3B ANNUAL HOUSING COMPLETION GOALS					
ANNUAL AFFORDABLE RENTAL HOUSING GOALS (SEC. 215)	Annual Expected Number Completed	Resources used during the period			
		CDBG	HOME	ESG	HOPWA
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Rehabilitation of existing units		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rental Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Rental Goals</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE OWNER HOUSING GOALS (SEC. 215)</b>					
Acquisition of existing units		<input type="checkbox"/>	<input type="checkbox"/>		
Production of new units		<input type="checkbox"/>	<input type="checkbox"/>		
Rehabilitation of existing units	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Homebuyer Assistance		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
<b>Total Sec. 215 Owner Goals</b>	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL AFFORDABLE HOUSING GOALS (SEC. 215)</b>					
Homeless		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Homeless	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Needs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Sec. 215 Affordable Housing</b>	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ANNUAL HOUSING GOALS</b>					
Annual Rental Housing Goal		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Owner Housing Goal	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Total Annual Housing Goal</b>	25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For the purpose of identification of annual goals, an assisted household is one that will receive benefits through the investment of Federal funds, either alone or in conjunction with the investment of other public or private funds.

## Goals and Objectives for 2013 Action Plan

Goals and objectives to be carried out during the Action Plan period are indicated by placing a check in the following boxes.

<input checked="" type="checkbox"/>	<b>Objective Category Decent Housing</b> Which includes:	<input checked="" type="checkbox"/>	<b>Objective Category: Suitable Living Environment</b> Which includes:	<input type="checkbox"/>	<b>Objective Category: Expanded Economic Opportunities</b> Which includes:
<input type="checkbox"/>	assisting homeless persons obtain affordable housing	<input checked="" type="checkbox"/>	improving the safety and livability of neighborhoods	<input type="checkbox"/>	job creation and retention
<input checked="" type="checkbox"/>	assisting persons at risk of becoming homeless	<input checked="" type="checkbox"/>	eliminating blighting influences and the deterioration of property and facilities	<input type="checkbox"/>	establishment, stabilization and expansion of small business (including micro-businesses)
<input checked="" type="checkbox"/>	retaining the affordable housing stock	<input checked="" type="checkbox"/>	increasing the access to quality public and private facilities	<input type="checkbox"/>	the provision of public services concerned with employment
<input checked="" type="checkbox"/>	increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability	<input type="checkbox"/>	reducing the isolation of income groups within areas through spatial de-concentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods	<input type="checkbox"/>	the provision of jobs to low-income persons living in areas affected by those programs and activities under programs covered by the plan
<input type="checkbox"/>	increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/ADOS) to live in dignity and independence	<input checked="" type="checkbox"/>	restoring and preserving properties of special historic, architectural, or aesthetic value	<input type="checkbox"/>	availability of mortgage financing for low income persons at reasonable rates using non-discriminatory lending practices
<input type="checkbox"/>	providing affordable housing that is accessible to job opportunities	<input checked="" type="checkbox"/>	conserving energy resources and use of renewable energy sources	<input type="checkbox"/>	access to capital and credit for development activities that promote the long-term economic social viability of the community

**OBJECTIVES & OUTCOMES (91.220 [e])**

<b>Grantees</b>	<b>Activities</b>	<b>General Objective</b>	<b>General Outcome</b>
<b>Infrastructure</b>			
Bridgton	Sidewalk, Curbing, Depot St.	Suitable Live Envir	Avail./Accessibility
Bridgton	Main Street Sewer Line	Suitable Live Envir	Avail./Accessibility
Bridgton	Additional Septic/Leach Field	Suitable Live Envir	Avail./Accessibility
South Portland	Target Area Sidewalks	Suitable Live Envir	Avail./Accessibility
South Portland	Redbank Park Improvements	Suitable Live Envir	Avail./Accessibility
South Portland	Mill Creek Transit Hub	Suitable Live Envir	Avail./Accessibility
Westbrook	Downtown Improvements	Suitable Live Envir	Avail./Accessibility
<b>Facilities</b>			
Bridgton	Community Center Renovations	Suitable Live Envir	Avail./Accessibility
Bridgton	Rufus Porter Museum Reno.	Suitable Live Envir	Avail./Accessibility
South Portland	Brickhill Basketball Court	Suitable Live Envir	Avail./Accessibility
South Portland	Hutchins Com. Cntr. Painting	Suitable Live Envir	Avail./Accessibility
Westbrook	Electrical Service @ Com. Cntr.	Suitable Live Envir	Avail./Accessibility
<b>Downtown Façade</b>			
Bridgton	Historic Moses House	Suitable Live Envir	Sustainability
<b>Housing</b>			
Op. Alliance, County-Wide	Heating System Replacement	Decent Housing	Affordability
South Portland	Housing Rehabilitation	Decent Housing	Affordability
Alpha One, County-Wide	Critical Access Ramps	Decent Housing	Avail./Accessibility
<b>Public Services</b>			
Bridgton	Food Delivery, Food Pantry	Suitable Live Envir	Avail./Accessibility
Bridgton	Emergency Heat Fuel Assist.	Decent Housing	Affordability
Bridgton	Community Dinners	Suitable Live Envir	Avail./Accessibility
Bridgton	Cancer Patient Support	Suitable Live Envir	Avail./Accessibility
Bridgton	Community HELP	Suitable Live Envir	Avail./Accessibility
Cape Elizabeth (Lead)	Domestic Violence Services	Suitable Live Envir	Avail./Accessibility
Thera-Rec, County-Wide	Handicap Services	Suitable Live Envir	Avail./Accessibility
Freeport	Elder Association Bus	Suitable Live Envir	Avail./Accessibility
Gorham, Standish	Elder Services	Suitable Live Envir	Avail./Accessibility
South Portland	Recreation Scholarships	Suitable Live Envir	Avail./Accessibility
South Portland	Domestic Violence Services	Suitable Live Envir	Avail./Accessibility
South Portland	Fuel Assistance	Decent Housing	Affordability
South Portland	Crisis Services, Com.	Suitable Live Envir	Avail./Accessibility
South Portland	Elder Meals-on-Wheels	Suitable Live Envir	Avail./Accessibility
South Portland	Redbank Hub Staffing	Suitable Live Envir	Avail./Accessibility
South Portland	Bus Passes	Suitable Live Envir	Avail./Accessibility
South Portland	Skillin School Food Program	Suitable Live Envir	Avail./Accessibility

**Planning**

---

Gorham	Downtown Village Planning	Suitable Live Envir	Avail./Accessibility
Opportunity Alliance	Homeless Services Study	Decent Housing	Avail./Accessibility
Westbrook	Riverwalk Planning Study	Suitable Live Envir	Avail./Accessibility

# **Appendix A: PUBLIC NOTICE PROCESS & COMMENTS**

**NOTICE OF PUBLIC HEARINGS  
CUMBERLAND COUNTY, MAINE  
PETER FEENEY CONFERENCE ROOM  
CUMBERLAND COUNTY COURT HOUSE  
142 Federal Street, Portland, Maine 04101**

**Monday, April 22, 2013 5:30PM (Public Hearing)  
Monday, May 13, 2013, 5:30PM (Public Hearing)**

2013 Community Development Block Grant (CDBG) Annual Action Plan

HUD, CDBG Entitlement Grant - \$1,435,000 (approximate amount – HUD has not yet announced the actual grant amount).

The Cumberland County Commissioners will hold two Public Hearings to consider the allocation of the CDBG program funds received by the County from the Federal Department of Housing & Urban Development (HUD). Comments will be accepted at the hearings or in writing for a 30-day period ending May 13, 2013.

The primary objective of Cumberland County's Consolidated Housing and Community Development Plan is the development of viable communities including decent housing, a suitable living environment, and expanding economic opportunities, principally for person of low and moderate income and to aid in the prevention and elimination of slum and blight.

More detailed information on the CDBG program is available, contact Aaron Shapiro, Cumberland County Community Development Office, 142 Federal Street, Portland, Maine, 04101. Tel. 207-699-1905. Shapiro@Cumberlandcounty.org.

**Portland Press Herald Notice, April 10, 2013**

obtain from the City  
each copy of the bid  
document.

#480560R

**PUBLIC NOTICE**

**NOTICE OF PUBLIC  
HEARING  
CUMBERLAND COUNTY,  
MAINE  
PETER FRENSEY  
CONFERENCE ROOM  
CUMBERLAND COUNTY  
COURT HOUSE  
142 Federal Street,  
Portland, Maine 04101**

**Monday, April 22, 2013  
5:30PM (Public Hearing)  
Monday, May 13, 2013,  
5:30PM (Public Hearing)**

**2013 Community  
Development Block  
Grant (CDBG) Annual  
Action Plan**

HUD, CDBG entitlement  
grant - \$1,425,000  
(approximate amount -  
HUD has not yet  
announced the actual  
grant amount).

The Cumberland  
County Commissioners  
will hold two Public  
Hearings to consider  
the allocation of the  
CDBG program funds  
received by the County  
from the Federal  
Department of Hous-  
ing & Urban Develop-  
ment (HUD). Comments  
will be accepted at the  
hearings or in writing  
for a 30-day period  
ending May 13, 2013.

The primary objective  
of Cumberland  
County's consolidated  
Housing and Commu-  
nity Development Plan  
is the development of  
viable communities  
including decent  
housing, a suitable liv-  
ing environment, and  
expanding economic  
opportunities, princi-  
pally for persons of low  
and moderate income  
and to aid in the pre-  
vention and elimina-  
tion of sium and blight.

More detailed informa-  
tion on the CDBG pro-  
gram is available. Con-  
tact Aaron Shapiro,  
Cumberland County  
Community Develop-  
ment Office, 142 Fed-  
eral Street, Portland,  
Maine, 04101. Tel:  
207-688-1905. Shapiro@  
Cumberlandcounty.org  
480560R

**PUBLIC NOTICE**

MaineDC  
Box 356  
Road,  
Maine 04

PU

NOTICE

Notice  
that in  
the Jud  
cious  
entera  
2012 l  
entitled  
National  
Truste  
Alt-A s  
gage U  
2007-A  
Coughl  
land D  
Docket  
where  
adjudg  
sure t  
granted  
Cough  
Electro  
System  
nea fo  
cial se  
Febru  
recor  
perlan  
try of  
24852  
period  
having  
lic sale  
descri  
gaga v  
on

co  
At Be  
P.C., 31  
suit

The pr  
at 53  
Brun  
descri  
gaga,  
public  
ders i  
will i  
make  
\$5,000  
bank  
of the  
peval  
MCHL  
depor  
able  
bidde  
the p  
be p  
(50) c  
sale. I  
rese  
mor  
prece  
plac  
notic  
d e e  
occu  
to re

## Cumberland County Community Development Annual Action Plan - 2013

## Public Comments & Response to Public Comments

The Public Comment period for the 2013 Annual Action Plan began on April 10, 2013 and ended May 13, 2013. Formal Public Hearings were held by the Cumberland County Commissioners on April 9 & May 13, 2013 at the Peter Feeney Conference Room, Cumberland County Court House, Portland, Maine. Public comments were also received at the City of South Portland City Council meeting on April 17, 2013. The City's public notice is included in Appendix B of this Action Plan.

Comments were received either in writing by mail, e-mail during the 30-day comment period or orally at the Public Hearing. A total of **9** comments were received from individuals or organizations.

### I. Comments of general support of the 2013 Annual Action Plan or specific project or activities contained in the Plan.

5 oral comments and 4 written comments were received during the open comment period. All comments reflected favorably on the Cumberland County Community Development program. No response to these supportive comments is necessary.

## Oral Comments

### Cumberland County Commissioners' Meeting, 4-22-2013:

#### **Tom Bartell, Economic Development Director, Town of Windham:**

"Hello, I am Tom Bartell, the Chair of the MOC, and I was hoping to make 2 points today.

- 1) Aaron and Emily do wonders with the CDBG program; and
- 2) The MOC had to make very difficult decisions this year. The applicants were good versus good, not good versus bad. We have very limited funds, and had to make some tough choices. The MOC believes that we need to start examining other funding sources for CDBG-started projects, because they seem to not be sustainable public services. We also need to see how these projects have met the goals of the 5-Year Plan(s), and establish priorities for future funding cycles. We support our public services, but we need to help them find other regular funding streams."

#### **Joe Rotondo, Freeport Elder Services:**

"Hello, I am Joe Rotondo from Freeport Elder Services. We have worked for a number of years to get a bus, and need \$15,000 to get it. We hope if you have any questions we can address them, and thank you for your support."

#### **Bill Gifford, Freeport Elder Services:**

"This bus is so special because we (the elder community) have no transportation. Seniors in Freeport's housing are stuck there 7 days a week. Your support of this program will allow the wheelchair bound to get out and be social. They need the help—nearly 3/4ths of the people in area senior housing have no cars or driver's licenses. They need rides to meals, to the store, and to even see the Christmas lights. By receiving this grant, we can cover our costs by simply avoiding the repairs that we had to pay for with the old bus, which was rotting and had to be junked.

Elders can get low insurance. We looked at trying to partner with other organizations to afford the bus on our own, but the cost of insurance skyrockets.

I am 80 years old today, and it makes me feel good to do something solid for the community. Thank you.”

**South Portland City Council Meeting, 4-17-2013:**

**Tom Meyers, Transportation Director, City of South Portland:**

“I am here to show my support for the CDBG Program, and not just because of the grant the bus pass program receives. This program is very important to General Assistance clients, and allows people in need to access school, jobs, continuing education, and the City’s various service programs. The CDAC does a masterful job of vetting projects, and Ms. Freedman has done an excellent job of managing the process and keeping us apprised of the funding cycle. Thank you.”

**Elizabeth (Liz) Engel, Southern Maine Agency on Aging Meals-on-Wheels Coordinator:**

“These services are so needed in our community. City Councilor Jalbert has come out with Meals-on-Wheels, and I invite you all to come out with us to experience our program. Thank you for your support.”

**South Portland City Council Meeting, 6-17-2013:**

**Lois Reckitt, Family Crisis Services:**

“I was surprised to receive a missive from the Office of Community Development saying that the budget for 2013 has increased. I’m not sure by how much, but I was very pleased to hear it during these tough budget times. Our program recently received a large sequester, and it gives me hope to hear that it was not the case for the 2013 CDBG program. However, had I known, I probably would have revised my request upward.”

**Chief Kevin Guimond, South Portland Fire Department:**

“I would like to take the time to mention TIP, the Trauma Intervention Program, funded by CDBG, and say what an excellent use of funds it is. The South Portland Fire and Police Departments utilize this service when a traumatic event occurs, and I cannot think of a better use of funds.”



EXECUTIVE  
DEPARTMENT

## CITY OF SOUTH PORTLAND

P. O. Box 9422  
25 Cottage Road  
South Portland, ME 04116-9422

James H. Gailey  
City Manager

April 18, 2013

Aaron Shapiro, Community Development Director  
Cumberland County Community Development Office  
142 Federal Street, Suite 102  
Portland, ME 04101

Dear Mr. Shapiro:

I am writing in support of the continued collaboration between the County and City CDBG programs. The City's pass-through allocation of \$388,285 in 2013/14 CDBG funding will provide substantial low-moderate income benefits in the areas of public service, housing rehabilitation, public infrastructure, and public facilities activities.

As you know, the City has 7 Census Block groups which qualify for the CDBG program. These Census Blocks have some of the highest percentages of economically struggling citizens in all of Cumberland County, and the City would not be able to address all of their needs without the set-aside grant it receives from the County program.

The CDBG funds received from HUD and Cumberland County since 2007 have helped the City to provide tens of thousands of meals to homebound seniors with Meals-on-Wheels, counseling services and advocacy for hundreds of victims of domestic violence with Family Crisis Services, finance a community resource hub in the Redbank neighborhood with The Opportunity Alliance, and provide scholarships to local children for City afterschool and summer recreation programs. CDBG funds have also been combined with City funds to finance large scale sewer separation, park renovation, and sidewalk projects in order to improve the livability and sustainability of the City's neighborhoods.

The City of South Portland's Community Development program continues to run smoothly and demonstrate a great many successes. We are pleased to continue to partner with the Cumberland County Community Development program in order to provide these necessary services to our citizens in need. Thank you.

Sincerely,

James H. Gailey  
City Manager

Telephone (207) 767-7606 • Fax (207) 767-7629  
[www.southportland.org](http://www.southportland.org)

# Family Crisis Services

*Working to end domestic abuse in Cumberland and Sagadahoc Counties*  
P.O. Box 704, Portland, ME 04104 • (207) 767-4952 • FAX (207) 767-8109  
E-mail: [familycrisis@familycrisis.org](mailto:familycrisis@familycrisis.org) • [www.familycrisis.org](http://www.familycrisis.org)

Cumberland County

Community Development Program

Aaron Shapiro Program Director

April 17, 2013

Dear Mr. Shapiro,

I want to take a moment to thank you for assisting the effort to end domestic violence in Cumberland County. Because of the assistance in both the County budget itself and the Community Development Block Grant monies allocated to Family Crisis Services, we have been able to provide substantial aid to both victims of domestic violence and the police who deal with these victims every day. Additionally, your help has enabled us to leverage other resources for our EPIC ( Enhanced Police Intervention Collaboration Program) which we believe is a model of best practice with national implications.

Thanks again for this assistance with this groundbreaking work. We appreciate the continued support.

Sincerely,



Lois Galgay Reckitt

Executive Director





*Your 1<sup>st</sup> Stop for Answers*

April 24, 2013

Aaron Shapiro  
Community Development Program  
Cumberland County  
142 Federal Street  
Portland, ME 04101

Dear Aaron,

On behalf of the Board of the Southern Maine Agency on Aging, I am expressing my appreciation for opportunity allowed to us through the Community Block Development Grants to more effectively serve older people in Cumberland County.

This joint project provides an on-site social worker and volunteers for two towns in Cumberland County, making it possible for older residents to receive valuable Medicare and health insurance counseling without having to travel to our office in Scarborough. That ease of access means more people benefit from our services.

The results are striking. People who receive this unbiased counseling are saving significant money on their health insurance premiums and being helped to apply for benefits of which they were unaware. Because of easier access and local publicity, people who put off learning about Medicare until just days before they turned 65, are now getting updated information earlier and are making better choices that fit their budget. In addition, the people served learn about more other Agency services. The very effective word of mouth advertising is a telling result of the project's success.

The Southern Maine Agency on Aging is facing funding cuts even as we struggle to accommodate increasing needs of the ever-growing older population and their caregivers. We greatly appreciate the efforts of the County to respond to these needs. The CDBG funding the Southern Maine Agency on Aging receives provides effective Medicare counseling that helps elderly residents of Cumberland County save money and thereby improve their economic well-being. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Laurence W. Gross", written over a horizontal line.

Laurence W. Gross  
Executive Director

136 U.S. Route One • Scarborough, ME 04074

[www.smaaa.org](http://www.smaaa.org)

207-396-6500 • 1-800-427-7411 • Fax: 207-883-8249 • Dial 711

Equal Opportunity Non-Profit Organization



510 Cumberland Ave, Portland, Maine 04101  
Tel: 207-553-5866  
Fax: 207-874-1182

Hello,

*This year the Opportunity Alliance was awarded a planning grant from the Cumberland County Block Grant funds which will allow our agency to analyze almost a decade worth of data. This research opportunity will look at both qualitative and quantitative data; compile results from focus groups from a cross section of the County as well as of track specific data from General Assistance Offices. The outcome will identify best practices for meeting the needs of Cumberland County and allow us to develop a framework to implement evidence-based services that will support the County in managing the needs of the homeless, those who are at risk of homelessness, and stabilization efforts.*

*We have been fortunate to have had funding for the past 5 years for Homeless Prevention either through CDBG funding or ARRA funding. Over that period of time we have learned the needs of Cumberland County well, served hundreds of people, refined our service delivery, created forms and tracking tools. We served an underserved population of people living outside of Portland who have very few affordable housing options and needed considerable support to understand the options that were available.*

*It was unfortunate that TOA Homeless Prevention was unable to be funded again this year with CDBG funds. The inability to continue to provide this level of service using the knowledge base that we acquired over the years is a loss to our consumers, municipalities and to TOA. We hope that we will be able to secure additional funds in the future but have appreciated the opportunity to work collaboratively with the County all of these years.*

*We certainly understand there are many competing and important needs for the available funding.*

*Sincerely,*

*Tara Kosma  
Senior Vice President of Operations and Access  
The Opportunity Alliance*



# City of Westbrook, Maine

---

Colleen Hilton  
Mayor  
[chilton@westbrook.me.us](mailto:chilton@westbrook.me.us)

2 York Street  
Westbrook, Maine 04092  
Phone: (207)591-8110  
Fax: (866)405-0776

Jerre R. Bryant  
City Administrator  
[jbryant@westbrook.me.us](mailto:jbryant@westbrook.me.us)

April 17, 2013

Aaron Shapiro, Program Director  
Cumberland County Community Development Office  
142 Federal Street, Suite 102  
Portland, ME 04101

**Re: HUD Community Development Block Grant Program**

Mr. Shapiro,

On behalf of the City of Westbrook please accept our sincere gratitude and compliments for the success of the community development block grant program.

The taxpayers and visitors to the City of Westbrook have derived great benefit from this program in recent years. We received 212,000 dollars in 2010 to support our Community Center; 125,000 dollars in 2011 to eliminate slum and blight in our downtown business district; 100,000 dollars in 2012 to support our Community Center; and a total of 480,000 dollars in 2013 to support our Community Center and promote economic development in our downtown district.

Our Community Center now serves as a hub of social service and recreational programs critical to the poor and underserved in our community.

We have demonstrated our commitment to the sustainability of this program by providing matching funds and planning for the future of these programs.

This program has been overwhelmingly successful and is highly valued by this administration and the people of this grateful City.

Thank you,

Colleen Hilton  
Mayor, City of Westbrook Maine

**Appendix B:**  
**SOUTH PORTLAND**  
**SUPPLEMENTAL MATERIALS**

City of South Portland  
Notice of Public Hearing for  
FY 2013/14 CDBG Entitlement  
Proposed Allocations

The City of South Portland is expecting to receive \$388,200 from the U.S. Department of Housing and Urban Development (HUD) for FY 2013/14 Community Development Block Grant (CDBG) Entitlement. In addition to the CDBG Entitlement funds, reallocated funds totaling \$92,110 are available for the FY 2013/14 CDBG allocation process.

NOTICE IS HEREBY GIVEN that a public hearing will be scheduled for Wednesday, April 17, 2013 at 7:00 PM in the City Hall Council Chambers (25 Cottage Rd, 2nd Floor, South Portland). The purpose of this public hearing is to adopt and approve recommended CDBG funding allocations for FY 2013/14. The draft FY 2013/14 Annual Action Plan will be posted on the City of South Portland's website: [www.southportland.org](http://www.southportland.org). (Select "Economic and Community Development" from the left-side menu.)

If you require disability accommodations or have language needs, please contact the South Portland City Clerk at 207-767-7601 or email ([smooney@southportland.org](mailto:smooney@southportland.org)).

Public comments will be accepted during this hearing. In addition, written comments will be accepted prior to the public hearing at the South Portland Community Development Office at City Hall (25 Cottage Rd, South Portland, ME 04106) or by email ([efreedman@southportland.org](mailto:efreedman@southportland.org)) through April 17, 2013. All updates will be posted on the Community Development website. For more information, contact the Community Development Department at 207-347-4139.

**CITY OF SOUTH PORTLAND**  
**ANNUAL ACTION PLAN**  
**(AMENDED)**

**JULY 1, 2013 THROUGH JUNE 30, 2014**

**SUMMARY OF ACTION PLAN DEVELOPMENT AND CITIZEN PARTICIPATION**

The planning process for the FY 2013-2014 Action Plan started with scheduling activities and deadlines for completing the process for submission to the Cumberland County CDBG Program, which submits its Annual Action Plan to the Department of Housing and Urban Development (HUD) on or before May 15, 2013. As a result of the delayed release of final 2013 CDBG allocations, Cumberland County must now submit a substantial amendment to the Action Plan submitted May 15, 2013.

- On December 1, 2012, the City of South Portland released the applications for FY 2013-2014 funding. All applications were due at the Community Development Office on January 4, 2013.
- On January 17, 2013, the Community Development Advisory Committee (CDAC) held a public hearing for all potential applicants to present their proposals to the CDAC. This provided a forum for discussion between the applicants and the CDAC concerning the former's proposals.
- On February 7, 2013, and March 14, 2013, the CDAC reviewed all applications and developed funding recommendations.
- On April 17, 2013, the South Portland City Council conducted a public hearing on the proposed FY 2013-2014 budget, and authorized the CDBG Program Manager to submit the FY 2013-2014 Annual Action Plan to the Cumberland County Commissioners for their review and approval, and eventual submittal to HUD in May 2013.
- On June 13, 2013, the CDAC met to develop amended funding recommendations in response to the delayed release of 2013 CDBG program allocations from HUD on May 29, 2013, which reflected a 9.6% increase in funding.
- On June 17, 2013, the South Portland City Council conducted a public hearing on proposed amendments to the FY 2013-2014 budget, and authorized the CDBG Program Manager to submit the revised FY 2013-2014 Annual Action Plan to Cumberland County.
- All meetings were open to the public.

## **PRIORITY FOR ALLOCATING INVESTMENT GEOGRAPHICALLY**

FY 2013-2014 will be the City's seventh year of funding under the Cumberland County CDBG Program. The applications for 2013-2014 program funds received are directed towards projects that provide a broad range of services and programs in the community, and are located in the City's income-eligible Census Block areas. The City will be investing funds heavily in locations known as "target areas," where at least 51%<sup>1</sup> of the households in the Census Block are at or below the area median income, based on household size. Of the expected \$425,626 (minus administration costs) awarded this year to the City, all public infrastructure and facilities funds will be spent directly in these "target areas," and all public service programs will serve at least 51% low/moderate income (LMI) beneficiaries.

The City of South Portland is a participating community in the Cumberland County HOME Consortium, which is administered by the City of Portland. The HOME Consortium is a housing partnership between the City of Portland and the communities of Cumberland County. The Consortium's focus is to provide decent, safe and affordable housing for low and moderate income residents across Cumberland County. The HOME Consortium offers housing programs to help first-time buyers to purchase homes in Cumberland County, assist Cumberland County homeowners to renovate their homes and apartments, and assist developers, both non-profit and for-profit, to build new affordable rental housing in Cumberland County.

As a result of the City's participation in the HOME Consortium, LMI South Portland residents can now apply for a greater level of housing rehabilitation than could be done with only City CDBG funds. The HOME Consortium also provides funding opportunities for new construction, which is an activity not eligible for CDBG funding. Access to these HOME funds allows the City CDBG program to focus and target the limited amount of available CDBG funds for housing activities on the most urgent cases in the City, which are typically those seeking emergency housing rehabilitation such as emergency furnace repair or replacement.

## **BASIS FOR ASSIGNING PRIORITY**

The City of South Portland CDBG program initially established City-specific community development priorities through the planning process for the 2004-2007 Consolidated Plan for HUD. After rescinding its status as an entitlement jurisdiction and becoming a set-aside in the Cumberland County program, the City participated in the development of the County's 2007-2011 and 2012-2016 Consolidated Plans. As part of this most recent Consolidated Planning

---

<sup>1</sup> A variance was granted from HUD in 2005 to allow the City to service 2 additional Census Block groups with greater than 43% LMI populations.

process, the City identified current and ongoing needs, priorities, and goals for the community. The County Consolidated Plan also identified regional and County-wide priorities.

The City of South Portland CDBG program, with the invaluable guidance of the Community Development Advisory Committee (CDAC), has developed a yearly Annual Action Plan, which outlines CDBG program year activities and how these activities will meet the City program's short and long-term goals. This Annual Action Plan outlines the projects to be funded in 2013-2014, all of which meet specific goals identified by the City in the 2012-2016 Cumberland County Consolidated Plan.

Recent cuts at the State and Federal level were a driving force behind many of the funding recommendations made in this particular Annual Action Plan for FY 2013-2014. The City's Fuel Assistance program has seen an increase in the amount of assistance requested in recent years, but has lost resources due to Federal and state cuts to heating assistance programs, particularly the Low Income Heating Application Program (LIHEAP.) Recognizing this, the CDAC chose to consider heating assistance funding a high priority in 2013-2014.

The discontinuation of a South Portland School District after-school program (21 Club) also left a void in the provision of childcare and programming for LMI children in South Portland. As such, the CDAC has allocated an increased number of funds to the City's Recreation Scholarships program, which provides scholarships for after-school recreational activities to low-income households City-wide.

This program year, the CDAC also identified activities with a great deal of positive momentum in the community—particularly those which have had success for the LMI in the struggling Redbank neighborhood—as high priority for continued or increased funding.

## **SOURCE OF FUNDS**

The City of South Portland relinquished its entitlement status on July 1<sup>st</sup>, 2008, in order for Cumberland County to become an entitlement under HUD's CDBG program. The move continues to be successful for both parties, with South Portland receiving approximately 23% of the value of the total allocation to the City of Portland. South Portland's allocation is taken out of Cumberland County's entitlement funding and is subject to the required caps of the CDBG program.

The funding decisions made in FY 2013-2014 have been greatly impacted by Federal sequestration, which resulted from the Federal Budget Control Act of 2011. All CDBG programs

were subject to a 5% cut, which made the decisions of the CDAC even more difficult than in prior years. The final FY 2013-2014 allocation after sequestration was expected to be \$388,200.

However, the final FY 2013-2014 CDBG allocation from HUD also reflects the release of federal funds previously set aside for disaster relief into the CDBG program. This release of funds offset the effects of sequestration, and has resulted in a new FY 2013-2014 allocation to the City of South Portland of \$425,626.

**\*\* FY 2013-2014 CDBG Funds from Cumberland County: \$ 425,626\*\***

## **STATEMENT OF SPECIFIC ANNUAL OBJECTIVES**

Staff developed the Annual Action Plan FY 2013-2014 with the assistance of the Community Development Advisory Committee (CDAC). Over the process of developing the Plan, staff and the CDAC conducted public hearings providing for citizen, non-profit and business input. The City's Annual Action Plan is the result of this ongoing public process, and describes the priorities the CDAC used to allocate funds to activities. The Annual Action Plan also provides descriptions of goals, priorities, strategies, and proposed accomplishments.

## **FY 2013-2014 ANNUAL ACTION PLAN**

South Portland will receive a total set-aside grant allocation of \$425,626 from the Community Development Block Grant program. The City also anticipates utilizing an additional \$90,520 of unspent funds remaining from South Portland's prior status as an entitlement in the HUD CDBG program, and \$40,179 of previously unallocated funds. The total City FY 2013-2014 budget is therefore **\$556,325**.

As in past years, the FY 2013-14 Program calls for an emphasis on public improvement programs. Target areas will experience public infrastructure and facilities improvements—a large-scale sidewalk project is slated for Broadway, one of the City's main roads, and a neighborhood park will be developed on a vacant lot in the Redbank neighborhood. A blighted historic building in the Ferry Village neighborhood will be painted, after it was rehabilitated two years ago. A transit hub will also be constructed in the Knightville/Mill Creek area to provide residents access to convenient, affordable public transportation.

The City CDBG Program continued to see a large, competitive applicant pool come from the public service sector for FY 2013-2014. While there were no "new" applicants from public

service this year, all 2013-2014 public service allocations made will allow for the expansion and improvement of continued and highly-successful CDBG-funded public service activities.

### **Housing Strategies -**

The following housing priorities for the City have been developed through multiple strategic planning processes. While the funding and project implementation of most 2013-2014 housing projects will be through the HOME program, these strategies still remain. In addition, the South Portland Housing Authority will continue to be in contact with the City regarding the completion of a 2009 housing program funded with a Neighborhood Stabilization Program (NSP) grant.

The priority housing needs identified in the planning process for the 2012-2016 Consolidated Plan are:

- Housing rehabilitation;
- Housing weatherization and energy efficiency;
- Heating system replacements;
- Emergency repairs; and
- Infrastructure to support affordable housing.

### **Public Service Strategies –**

The following priorities were identified through the 2012 South Portland Community Needs Assessment study and 2012-2016 Consolidated Planning process.

High priorities are:

- Promotion of senior outreach and increased senior services;
- Increased transportation services;
- Affordable childcare;
- Affordable inoculation/dental/eyewear services;
- Domestic violence prevention programs and services for battered/abused spouses; and
- Subsidized City/non-profit recreation programming for after-school and summer.

Medium priorities are:

- Support services that provide independent living/literacy/financial capability and security;
- Transition homes and shelters; and
- Increased services to the handicapped.

## **Economic Opportunities Strategies –**

High economic opportunity priorities are:

- Loans/deferred loans/grants to small businesses retaining or creating new jobs;
- Youth training programs; and
- Support of employment training and technical assistance.

Medium economic opportunity priorities are:

- Assist businesses to expand or relocate to South Portland;
- Building façade improvements;
- Assist business expansion within the City; and
- Infrastructure development.

## **Public Infrastructure/Facilities –**

High public facilities and infrastructure priorities are:

- Sidewalk rehabilitation;
- Streetscape improvements;
- Playgrounds and recreational open space;
- Acquisition of water access; and
- Transportation enhancements.

## **FEDERAL CAPS ON PROGRAMS**

HUD requires a 15% cap on the Public Services category. Administrative and Planning expenses of the Program are lumped together under a 20% cap of the total allocation. The City strives to reduce administrative expenditures in an effort to allocate as much of the total CDBG budget to meaningful projects as possible.

## **BENEFITS TO LOW AND MODERATE INCOME (LMI) HOUSEHOLDS**

All of the projects selected for funding this fiscal year will target and benefit LMI households or clients. Public infrastructure projects for FY 2013-2014 are all located in target areas, which are predominately LMI. Public service projects funded in FY 2013-2014 serve at least 51% LMI individuals or households, and many service “presumed benefit” groups, such as the elderly and battered spouses, which are groups assumed by HUD to all be low, very low, or extremely low income. The funded public service activities will provide new and improved access to important services for the LMI. The public improvement projects funded in 2013-2014 will increase

pedestrian safety and accessibility in LMI neighborhoods, enhance recreation opportunities, and eliminate the negative impacts of a blighted building.

## **COORDINATION OF ANNUAL PLAN**

South Portland will be the primary coordinator for a majority of the strategies identified. The Community Development Block Grant Program staff is committed to establishing and maintaining relationships with organizations that provide the services. Due to the size of South Portland's 2013-2014 allocation, South Portland will continue to look for collaborations with local governments, non-profits, and housing agencies to further stretch the funding.

## **MONITORING**

The Community Development Office will be responsible for the on-going progress made by CDBG activities towards implementing Consolidated Plan strategies and reaching proposed accomplishments.

The Consolidated Annual Performance and Evaluation Report (CAPER) will be used to evaluate the program's annual progress. Each year, the CAPER will compare the specific accomplishments of each project to the accomplishments initially proposed. In addition, the City will work with the County CDBG program to ensure successful program implementation and compliance with all federal regulations.

## **TIMELINESS**

While functioning independently as a "set-aside" community, the City of South Portland falls under the Cumberland County Entitlement Program requirements. However, although South Portland has to do its part to ensure funding is spent down appropriately and in a timely manner, the County has the ultimate responsibility of meeting the timeliness requirement program-wide.

## **FAIR HOUSING**

During FY 2005-2006, South Portland developed an Analysis of Impediments to Fair Housing report which examined fair housing issues within the City. The Cumberland County Community Development Office created a new Analysis of Impediments to Fair Housing Choice study in 2010, which examined fair housing choice issues in all 25 participating Cumberland County towns and included the issues specifically identified by South Portland. Fair housing issues in the City continue to be monitored with the assistance of the South Portland Housing Authority.

<b>CDBG GRANT APPLICATIONS</b>	<b><u>2012-13 Funded</u></b>	<b><u>2013-14 Requested</u></b>	<b><u>2013-14 CDAC Recommended</u></b>	<b><u>Recommended to City Council</u></b>	<b><u>Amended Staff/CDAC Recommendations</u></b>
<b><u>PUBLIC SERVICE – 15% Cap</u></b>					
Community Counseling Center--TIP	\$5,000	\$5,000	\$4,500	\$4,500	\$4,900
Family Crisis Services--EPIC	\$5,000	\$5,000	\$4,500	\$4,500	\$4,900
Skillin Elementary School PTA	\$3,000	\$4,920	\$4,500	\$4,500	\$4,900
Redbank Hub - Personnel	\$15,001	\$15,140	\$15,000	\$15,000	\$15,000
Fuel Assistance (S. P. GA)	\$5,000	\$15,000	\$9,900	\$9,900	\$13,000
Recreation Scholarships	\$5,000	\$10,000	\$8,900	\$8,900	\$9,900
S. Portland Bus Pass Program	\$2,242	\$4,500	\$3,400	\$3,400	\$4,100
S. Me. Agency on Aging	<u>\$10,000</u>	<u>\$15,000</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$9,000</u>
<b>SUB-TOTAL:</b>	<b>\$50,243</b>	<b>\$74,560</b>	<b>\$58,200</b>	<b>\$58,200</b>	<b>\$65,700</b>
<b><u>HOUSING</u></b>					
Emergency Housing Rehabilitation	-	\$10,000	\$11,352	\$11,352	\$11,278
<b><u>PUBLIC IMPROVE/FACILITY</u></b>					
Hutchins School Painting	-	\$20,000	\$20,000	\$20,000	\$30,000
Target Area Sidewalks	-	\$180,000	\$230,000	\$230,000	\$210,179
Redbank Park	-	\$75,000	\$76,835	\$76,835	\$95,520
Brick Hill Basketball Court	-	\$25,000	\$25,275	\$25,275	\$25,000
Transit Hub	=	<u>\$60,000</u>	=	=	<u>\$60,000</u>
<b>SUB-TOTAL:</b>	-	<b>\$370,000</b>	<b>\$363,462</b>	<b>\$363,462</b>	<b>\$431,977</b>
<b><u>PLANNING &amp; ADMIN. – 20% Cap</u></b>					
Salary (Full & Part Time)	\$68,285	\$48,598	\$48,598	\$48,598	\$48,598
Administration	<u>\$9,558</u>	<u>\$10,050</u>	<u>\$10,050</u>	<u>\$10,050</u>	<u>\$10,050</u>
<b>SUB-TOTAL:</b>	<b><u>\$77,843</u></b>	<b><u>\$58,648</u></b>	<b><u>\$58,648</u></b>	<b><u>\$58,648</u></b>	<b><u>\$58,648</u></b>
<b>PROGRAM YEAR TOTAL:</b>	<b>\$389,216</b>	<b>\$503,208</b>	<b>\$480,310</b>	<b>\$480,310</b>	<b>\$556,325</b>

## **DESCRIPTION OF PROJECTS**

The following is a description of how FY 2013-2014 funds will be allocated to address the goals of the City of South Portland Community Development Program.

### **HOUSING**

The City of South Portland CDBG Program has developed a 2013-2014 program to provide heating system repair/replacement and single-family rehabilitation for income-qualified households in emergency situations. The City has \$11,278 in available funding to provide for this part of the program.

#### **South Portland Emergency Housing Rehabilitation**

This program will offer heating system repair/replacement and single-family home rehabilitation to low-income residents in immediate need. This program is designed to support 1 to 2 low-income households who might be facing a no-heat emergency or malfunctioning heating system.

Applicant Request:	\$ 10,000
Previously Approved:	\$ 11,352
Staff Recommended:	\$ 11,278
CDAC Recommended:	\$ 11,278

Matrix: 14A

Citation: 507.202

Benefit: 10 Households

### **ECONOMIC DEVELOPMENT**

No applications were offered under this category. The City of South Portland currently operates a municipal revolving loan fund directed to small business development and growth, which is funded predominately with Tax Increment Financing revenue and other non-CDBG sources.

## **PUBLIC SERVICES**

The Public Service program provides funding to local public service activities that directly benefit citizens of South Portland. The funding provides for operating expenses, equipment and program materials. Programs funded in the past include adult/child recreation scholarships, after-school programs, handicap programs, and senior services.

The Department of Housing and Urban Development (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. Additional funds in the amount of \$2,000 have been allocated to public service by the City because the Town of Bridgton, (another County set-aside), opted not to use their entire public service cap in 2013. However, this opportunity is a rare event, due to the high level of competition for public service funding in the County program. By utilizing this additional cap space, the City can allocate \$65,700 for FY 2013-2014 public services.

### **Community Counseling Center (TIP)**

The Trauma Intervention Program is a program by Community Counseling Services which provides emotional and practical support to victims and families in the immediate aftermath of a traumatic event. This support is provided to victims as well as first responders on a rotating basis by 24 trained volunteers. The TIP program has been enthusiastically supported by the South Portland Fire and Police Departments since its inception. The program served 74 people in 2011-2012, not including clients served at Maine Medical Center. The goal of the FY 2013-2014 program is to provide volunteer services 24 hours a day, 7 days a week, while also expanding training programs for South Portland first responders.

Applicant Request:	\$ 5,000
Previously Approved:	\$ 4,500
Staff Recommended:	\$ 4,900
CDAC Recommended:	\$ 4,900

Matrix: 050

Citation: 570.201(e)

Benefit: 01 People

## **Family Crisis Services (EPIC)**

Since October of 2009, Family Crisis Services (FCS) has been involved in a collaborative effort known as the Enhanced Police Intervention Collaboration (EPIC) with local police departments in South Portland, Portland, and Westbrook. As part of the EPIC program, FCS staffers accompany police on follow-up calls to victims of domestic abuse and help victims secure advocacy services and emergency shelter. FCS intends to serve 200 South Portland residents in 2013-2014. Advocacy anticipated for individuals includes approximately 30 home visits, 120 crisis hotline and sheltering cases, and assistance with 50 court protection orders.

Applicant Request:	\$ 5,000
Previously Approved:	\$ 4,500
Staff Recommended:	\$ 4,900
CDAC Recommended:	\$ 4,900

Matrix: 05G

Citation: 570.201(e)

Benefit: 01 People

## **Skillin Elementary School PTA: Backpack Program**

The Skillin Elementary School Backpack program will provide free food and snacks for children who participate in the free/reduced lunch program. This is a program that is designed by the PTA to supply food insecure children with healthy food and snacks in a discrete manner to ensure they are fed properly over the weekend and school breaks. The Skillin School guidance counselor keeps data on the number of students accessing the service. At the school, 51% of the student population currently qualifies for the free/reduced lunch program, which is an indicator of need for the program. This activity will provide weekend food for 24 families during the 2013 school year.

Applicant Request:	\$ 4,920
Previously Approved:	\$ 4,500
Staff Recommended:	\$ 4,900
CDAC Recommended:	\$ 4,900

Matrix: 05W

Citation: 570.201(e)

Benefit: 01 People

## **Redbank Neighborhood Resource Hub – Hub Personnel**

This request provides partial funding for the staffing of the Resource Hub in the Redbank Neighborhood, with additional funding coming from Casey Family Services and the Annie E. Casey Program. The Redbank neighborhood has one of the highest percentages of low/moderate income households in South Portland. The Hub director has created a number of new opportunities for neighborhood and community engagement in one of the most pressed neighborhoods in the city. The funding is for one staff person.

Applicant Request:	\$ 15,140
Previously Approved:	\$ 15,000
Staff Recommended:	\$ 15,000
CDAC Recommended:	\$ 15,000

Matrix: 05

Citation: 570.201(e)

Benefit: 01 People

## **South Portland General Assistance Department: Fuel/Heating Assistance**

The City of South Portland's heating assistance program has been administered since 2006. The program is considered an emergency relief program providing a resource to low-income residents in need of heating assistance. This program is designed to support low-income households that are normally able to meet their needs, but are in need of emergency assistance due to unexpected circumstance(s). The FY 2013-2014 program is projected to provide at least 27 clients with one-time heating assistance.

Applicant Request:	\$ 15,000
Previously Approved:	\$ 9,900
Staff Recommended:	\$ 13,000
CDAC Recommended:	\$ 13,000

Matrix: 05Q

Citation: 570.201(e)

Benefit: 01 People

## **Recreation Scholarships**

This program provides funding for recreation scholarships to benefit South Portland children, adults, and seniors who want to participate in a recreation program but may not have the means to do so. Funding for FY 2011-2012 resulted in 141 children receiving some amount of financial assistance. The goal for FY 2013-2014 is to award 30 full or partial recreation scholarships to income-qualified children.

Applicant Request:	\$ 10,000
Previously Approved:	\$ 8,900
Staff Recommended:	\$ 9,900
CDAC Recommended:	\$ 9,900

Matrix: 05D

Citation: 570.201(e)

Benefit: 01 People

## **South Portland Transportation Department – Bus Passes**

The South Portland Bus Service requested funding of \$4,500 to provide free 10-ride bus passes to help low income residents needing transportation to work, medical appointments, and school and shopping. In 2012, a linkage with the METRO system was established so that additional passes can be provided to ensure residents' access to services, employment, and educational opportunities outside the City's transit system. Approximately 350 10-ride tickets are expected to be distributed to low- and moderate-income residents through this program in FY 2013-2014.

Applicant Request:	\$ 4,500
Previously Approved:	\$ 3,400
Staff Recommended:	\$ 4,100
CDAC Recommended:	\$ 4,100

Matrix: 05E

Citation: 570.201(e)

Benefit: 01 People

## **Southern Maine Agency on Aging**

The Southern Maine Agency on Aging is requesting funding to provide for the delivery of meals (“Meals on Wheels”) to approximately 125 homebound elderly residents of South Portland, with approximately 14,500 meals anticipated being served.

Applicant Request:	\$ 15,000
Previously Approved:	\$ 7,500
Staff Recommended:	\$ 9,000
CDAC Recommended:	\$ 9,000

Matrix: 05A

Citation: 570.201(e)

Benefit: 01 People

### **PUBLIC INFRASTRUCTURE/IMPROVEMENTS**

A main focus of the CDAC has been the promotion of the CDBG Program through the use of public infrastructure and facilities improvements; particularly, for projects to be funded that would be visible and impact a wide percentage of the population. The CDBG program also allows the City to better afford these public improvements by using CDBG funds to expand and match state and local funds.

## **Hutchins School Painting**

The former Hutchins Elementary School building (located at 24 Mosher Street) will be painted in FY 2013-2014 as the final stage of the blighted building’s rehabilitation. This building was declared slum and blight by the South Portland City Council in 2009, and has undergone significant external repairs to preserve and restore the historic building. This project will entail lead paint remediation, replacement of rotting trim as needed, and repainting. The \$30,000 of recommended 2013-14 funds will be paired with \$29,763.77 remaining from the 2009 project budget.

Applicant Request:	\$ 20,000
Previously Approved:	\$ 20,000
Staff Recommended:	\$ 30,000
CDAC Recommended:	\$ 30,000

Matrix: 16B

Citation: 570.201(c)

Benefit: 11 Public Facilities

## Target Area Sidewalks

This project will consist of rehabilitation and reconstruction of damaged sidewalks along Broadway, which stretches through eligible Census Block 4-31. The sidewalk rehabilitation is to fix broken and damaged sidewalks, as well as the provision of handicapped accessible “tip downs” which are needed at a number of intersections. This project is part of a larger, multi-utility rehabilitation project done in conjunction with the Maine Department of Transportation and Portland Water District. Approximately 2,043 linear feet of sidewalk are slated for rehabilitation between Wescott Road and Glen Way. Additional sidewalk replacement will occur in other low-income target areas if funds allow.

Applicant Request:	\$ 180,000
Previously Approved:	\$ 230,000
Staff Recommended:	\$ 210,179
CDAC Recommended:	\$ 210,179

Matrix: 03L

Citation: 570.201(c)

Benefit: 01 People

## Redbank Park Improvements

The South Portland Parks and Recreation Department has commissioned a redevelopment and rehabilitation project for a vacant lot adjacent to the Redbank Community Center, which serves the residents of Census Tract/Block # 4-30. The proposed improvements, which consist of pedestrian pathways, an open air pavilion, a new water line, and a community garden, will help create a pedestrian friendly recreational space for the residents of the Redbank neighborhood. This project is financed with FFY '13 and unallocated funds remaining from the City's CDBG Program during its entitlement status (2004-2007).

Applicant Request:	\$ 75,000
Previously Approved:	\$ 76,835
Staff Recommended:	\$ 95,520
CDAC Recommended:	\$ 95,520

Matrix: 03F

Citation: 570.201(c)

Benefit: 11 Public Facilities

## **Brick Hill Basketball Court**

The Opportunity Alliance, Community Partnerships for Protecting Children (CPPC), and South Portland Parks and Recreation Department will be constructing a half-court basketball court which serves the residents of Census Tract/Block # 4-30. The proposed improvements, which involve leveling and paving the site, and installation of a basketball hoop and benches, will help create a recreation area for the residents of the Redbank and Brick Hill neighborhoods.

Applicant Request:	\$ 25,000
Previously Approved:	\$ 25,275
Staff Recommended:	\$ 25,000
CDAC Recommended:	\$ 25,000

Matrix: 03F

Citation: 570.201(c)

Benefit: 11 Public Facilities

## **Mill Creek Transit Hub**

The South Portland Transportation Department is requesting funding of \$60,000 for the creation of a bus shelter hub to be located on City-owned property at the intersection of Ocean and Thomas Streets (behind City Hall). Beyond the operational aspects of timed transfers, the transit hub will provide a comfortable and convenient experience for current riders and hopefully attract new riders. The Transit Hub will include lighting, benches/seating, trash receptacles, clock, route and schedule information, landscaping, and an appropriately sized waiting area (bus shelter). This project is financed with unallocated funds remaining from the City's CDBG Program during its entitlement status.

Applicant Request:	\$ 60,000
Staff Recommended:	\$ 60,000
CDAC Recommended:	\$ 60,000

Matrix: 03

Citation: 570.201(c)

Benefit: 01 People

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

**PLANNING GRANTS**

There are no proposed planning projects or grant requests pending for FY 2013-2014.

**GENERAL ADMINISTRATION**

The general administration of the CDBG Program includes all expenses that are associated with running a program of this size. The CDBG Program budgets for telephone, utilities, supplies, travel, advertising, technology, and part-time/full-time positions. Each year, staff attempts to reduce overhead expenses. Excess funds that are not expended on administration costs are then reallocated to other eligible projects at a later date. The 2013-2014 unused cap space for administration and planning has been allocated to other projects.

Staff Request:	\$ 58,648
Previously Approved:	\$ 58,648
CDAC Recommended:	\$ 58,648
City Council:	\$ 58,648

Matrix: 21A

Citation: 570.206

Benefit: N/A

**TIME PERIOD**

South Portland continues to be included under the Cumberland County Consolidated Plan process. The Cumberland County Community Development Program has developed a five-year Consolidated Plan for 2012-2016. South Portland developed a City-specific plan for inclusion, which was adopted into the County's Plan process. The 2012-2016 Cumberland County Consolidated Plan is current through June 30, 2016. This FY 2013-2014 Annual Action Plan addresses the budget for the CDBG program year beginning on July 1, 2013, and ending on June 30, 2014.

## **STRUCTURE TO CARRY OUT CONSOLIDATED PLAN**

South Portland's Program works closely with the Cumberland County staff during the County's Consolidated Planning Process. The South Portland Community Development Program will be coordinated through the City's Executive Office. The Community Development staff is continuing to establish relationships with local agencies and organizations that provide services the CDBG Program can build upon. Collaboration is a necessity for the CDBG Program since there are limited funds for numerous services and activities. One of the primary goals of the CDBG Office is to build on existing programs and not duplicate services.

## **OBSTACLES TO MEETING UNDER-SERVED NEEDS**

The obstacles the City faces to meeting under-served needs are purely financial. This proposed Annual Action Plan reflects almost \$75,000 in public service requests, which far exceeds the \$65,700 available for award. In the past, the South Portland City Council allocated funding to social service agencies in the Greater Portland area. This funding ended approximately seven years ago due to municipal budget constraints. The CDBG Program has attempted to fill this funding gap, and provide the public service sub-recipients a resource that would allow them to enhance or develop their programs. The agencies in Greater Portland all do an excellent job in servicing their clientele and have highly trained staff; but the problem of addressing under-served needs comes down to the amount of funding versus demand. With substantial cuts in State and Federal dollars and the greater reliance on CDBG, funding gaps are forming, with no large funding mechanism to close the gaps.

The CDBG Program is limited to only a 15% yearly allocation for public services. The small amount of available funds and the administration burden associated with CDBG has become a deterrent to applying for some public service agencies. Recognizing this, the City CDBG Staff has worked to streamline the process, and Cumberland County has pursued avenues for lobbying for more funds in order to be able to keep funding necessary public services in the area.

Once an entitlement community and now under the County's entitlement program, the City is no longer allowed to apply for economic development funds through the State of Maine's CDBG Program. This results in loss of access to hundreds of thousands of dollars of funds that could go to a local business for expansion purposes. Though the larger business may not seek the CDBG funds, smaller businesses may not be so intimidated due to the local control of the CDBG Program. However, the majority of small business assistance is paid for from the City budget, freeing up space in the CDBG budget for other critical programs.

Staff time available to undertake CDBG Programs is also limited. The majority of the program implementation is handled by a part-time staff member in order to minimize Program Administration costs. By successfully minimizing administrative costs, the City program is able to reallocate funds to much-needed projects in current or future program years.

## **CONTINUUM OF CARE**

There is currently no Continuum of Care plan or services in the City of South Portland. The City of Portland, a regional service center for Southern Maine, receives Emergency Solutions Grant funds (ESG) from HUD, and provides necessary services and resources to the area homeless population.

The City of South Portland, by establishing prioritized objectives, has identified a number of services that could be funded in hopes that the area homeless population decreases or experiences improved services. Since the year 2000, the City has worked with a private developer to develop upwards of 280 new affordable units in the Redbank neighborhood (Brick Hill Development) in order to increase the amount of affordable units available for rent or purchase by the LMI within the City. South Portland Housing Authority (SPHA) also provides low-cost housing to the LMI, elderly, and mentally ill within the City. The Cumberland County program, recognizing that the migration of the homeless to Portland is a County-wide issue, has also historically provided significant grants to The Opportunity Alliance, (a local community action non-profit), to provide regional homeless services.

## **HOMELESS AND OTHER SPECIAL POPULATIONS**

In the City's 2004-2007 Consolidated Plan, emergency shelters, transition homes, and permanent housing were considered a need in the community. The tabulation was done as a region (Greater Portland) versus wholly within city limits. The City of South Portland currently does not have a homeless shelter within the city limits, as multiple local homeless shelters are located within the City of Portland. Those who find themselves homeless in the region often migrate to Portland in order to obtain the necessary public services (a shelter, soup kitchen, or job bank.)

The City of South Portland recognizes the need for more Greater Portland-region homeless shelters, but finds itself in a quandary due to lack of sufficient funds to provide the minimum services. Also, with the infrequent number of cases documented by the City's General Assistance

Department, the need for a separate, fully-staffed shelter within the City has been determined to be low priority.

A wide variety of transitional housing is available in the City, however. The homes are owned and operated by private social service agencies or by foundations. The homes are varied to the type of clients they provide shelter. The CDBG Program continues to work with local agencies and foundations in enhancing the transitional housing within the City.

## **PUBLIC HOUSING NEEDS**

Currently the South Portland Housing Authority (SPHA) owns and/or manages over 600 units of housing in South Portland. Of these 600 units, 346 are public housing for low-income elderly, handicapped, or disabled persons 18 years of age and over, or those that qualify as a family. The SPHA offers 3 main properties with 350 units for the elderly and handicapped or disabled, and 96 units of family housing consisting of two, three, and four-bedroom units located throughout the City.

In addition to the units they own and manage, SPHA also administers 389 Housing Choice Vouchers in the City and surrounding communities, which allows residents flexibility to live in the private market and have their rent subsidized by the Housing Authority. However, the SPHA does have an extensive waiting list for both their available units and for the Section 8 Housing Choice Voucher program. The large majority of those waiting are elderly and/or disabled.

The SPHA will be reopening their Section 8 waiting list in April 2013, and plan to unveil a new system that allows potential renters to apply online. This new online system will also allow SPHA to better collaborate with Westbrook Housing Authority and Portland Housing Authority, and may potentially go state-wide. SPHA is also actively pursuing new affordable housing developments in the City by applying for 2013 Low Income Housing Tax Credits.

Lastly, the SPHA continues to administer the Neighborhood Stabilization Program (NSP), an adjunct program that existed in recent program years. The Program utilized approximately \$800,000 to purchase, rehabilitate, and sell single family residences in South Portland which have been foreclosed upon and abandoned. The 2009 NSP grant has been fully utilized, but the SPHA anticipates continuing the program activities using the program income generated from the sale of the rehabilitated properties.

## **ANTI-POVERTY STRATEGY**

Poverty in the South Portland area persists as a result of the slow economic recovery. With rising prices of fuel, food and material objects, the ever-increasing cost of living is often outpacing income growth for the City's LMI households.

Although the employment picture remains level, many households are still struggling economically. To get out of poverty, household income must increase. South Portland's anti-poverty strategy is to use CDBG funds to assist low-income families by eliminating the barriers that prevent them from working. The South Portland 2004-2007 Strategic Plan expressed the need for the expansion of services provided for job training and technical assistance, (both youth and adult), public transportation, affordable childcare, literacy programs, and the creation of affordable housing in the City. Many of these needs identified have or will be addressed with the strategic application of CDBG funds.

## **LEAD-BASED PAINT HAZARDS**

Lead based paint hazards are primarily addressed through the City of Portland's Lead-Based Hazards Program, and through the Cumberland County HOME Consortium Program. However, any City CDBG-funded housing rehabilitation projects that disturb lead paint are subject to applicable Federal lead paint requirements for remediation. The Federal standards that apply to City CDBG projects vary by the level of hard costs involved. Unless otherwise exempt, all City rehabilitation projects are subject to Lead Safe Work Practices (24 CFR 35.930 (b)), Interim Controls or Standard Practices (24 CFR 35.930 (c)), or Abatement (24 CFR 35.930 (d)) regulations.

**(END)**