

**CITY OF SOUTH PORTLAND**  
**COMMUNITY DEVELOPMENT**  
**ANNUAL ACTION PLAN**  
**JULY 1, 2015 – JUNE 30, 2016**

**BACKGROUND**

The City of South Portland receives Community Development Block Grant (CDBG) funds from the U.S. Department of Housing & Urban Development via a set-aside from Cumberland County. This partnership with Cumberland County, which is entering its 9<sup>th</sup> year, continues to be successful for both parties. South Portland receives from Cumberland County approximately 23% of the value of the total allocation that the City of Portland receives, making the 2015-16 South Portland allocation \$411,945. The City also has \$22,809 in undesignated CDBG funds left over from the prior year, making **the total available CDBG funding for 2015-16 is \$434,754.**

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

**PROJECT SELECTION**

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

- On November 26, 2014, the City of South Portland released the applications for FY 2015-16 funding. All applications were due to the Community Development office by January 9, 2015.
- On January 29, 2015, the CDAC held an initial review meeting.
- On February 12, 2015, the CDAC held a public hearing for all potential applicants to present their proposals and answer questions.

- On February 24, 2015, the CDAC discussed applications and developed funding recommendations.
- On March 16, 2015, the South Portland City Council will conduct a public hearing on the proposed FY 2015-16 budget, and authorize the CDBG Program Coordinator to submit the FY 2015-16 Annual Action Plan to the Cumberland County Commissioners for their review and approval, and eventual submittal to HUD in May 2015.
- All meetings were open to the public.

## **PROGRAM PRIORITIES**

### Public Infrastructure/Facilities

The FY 2015-16 CDBG Program primarily focused on public infrastructure and facilities improvements in low-income target areas of the City. This year, those areas include Redbank, Brickhill, and Ferry Village.

Priorities for these projects, as identified in the 2012 South Portland Community Needs Assessment and the 2012-2016 Consolidated Plan are:

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

### Housing

Additionally, as in past years, staff recommended setting aside some funding for emergency housing rehabilitation needs that arise in the City. Typically 2-3 households are able to benefit from this funding every year for needs such as heating system replacements or emergency roof repair.

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
- Infrastructure to support affordable housing

### Public Services

The CDBG Program also continued to see competition for the small amount of public service funds available. All applicants this year were previous grantees that have received funds in the past. Not all programs were recommended for full funding in order to accommodate them all.

Identified priorities for public service funding are:

#### *High Priority:*

- 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
- Subsidized City/non-profit recreation programming for after-school and summer

#### *Medium Priority:*

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

### Planning/Admin

No planning projects applied for funding this year. Staff recommended funding for program administration at a level similar to prior years.

### Economic Development

There were no economic development applicants for 2015-16. Priorities for such projects have been identified as:

#### *High Priority:*

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

#### *Medium Priority:*

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

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

All of the projects selected for funding this fiscal year will target and benefit LMI households, clients, or neighborhoods. Public infrastructure projects for FY 2015-16 are located in target areas, which are areas that are at least 46.53% LMI. Public service projects will serve at least 51% LMI individuals or households, and some service what HUD calls “presumed benefit” groups, such as the elderly and battered spouses.

## **MONITORING & TIMELINESS**

The Community Development Coordinator will be responsible for monitoring the on-going progress made by CDBG activities towards accomplishing program goals, expending funds, and complying with federal regulations. Infrastructure and facility projects are particularly monitored for compliance with regulations concerning environmental review, procurement, and wages. Public service activities track and submit regular beneficiary reports and are expected to expend funds in a timely manner, as defined and measured by HUD.

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.

Applicant	Project Name	Prev. Year's Funding (2014-15)	2015-16 Funding Request	CDAC Recomm.	% of Request
<b>Public Facilities/Infrastructure</b>					
SoPo - Parks & Rec	Redbank Park Phase II		\$ 60,000	\$60,000	
South Portland	Redbank/Brickhill Neighborhood Improvements		\$ 46,740	\$46,740	
SoPo - Parks & Rec	Redbank Community Center Engineering		\$ 90,000	\$90,000	
SoPo - Parks & Rec	Ferry Village Waterfront Access		\$ 25,000	\$25,000	
Community Garden Collective	Redbank Community Garden		\$ 19,800	\$19,800	
South Portland Land Trust	Clark Pond Trail Upgrade		\$ 3,891	\$3,891	
South Portland	Target Area Sidewalks		\$ 47,532	\$47,532	
<b>Public Facilities/Infrastructure: Sub-Total:</b>			<b>\$ 292,963</b>	<b>\$ 292,963</b>	

<b>Public Services (15% cap)</b>					
Family Crisis Services	Enhanced Police Intervention Collaborative (EPIC)	\$ 5,000	\$ 5,000	\$ 5,000	100%
Opportunity Alliance)	Redbank Hub Personnel	\$ 15,000	\$ 15,000	\$ 15,000	100%
SoPo - General Assistance	Fuel Assistance	\$ 10,500	\$ 15,000	\$ 10,500	70%
SoPo - Parks&Rec	Recreation Scholarships	\$ 6,000	\$ 10,000	\$ 7,000	70%
Skillin School PTA	Backpack food distribution program	\$ 5,037	-	-	-
SoPo - Transportation & Waterfront	Free Bus Pass Program	\$ 3,600	\$ 8,000	\$ 4,292	54%
Southern Maine Agency on Aging	Meals on Wheels	\$ 7,500	\$ 15,000	\$ 10,000	67%
South Portland Food Cupboard	Food Pantry Operating Costs	\$ 10,000	\$ 15,000	\$ 10,000	67%
<b>Public Services: Sub-Total:</b>		<b>\$ 62,637</b>	<b>\$ 83,000</b>	<b>\$ 61,792</b>	<b>74%</b>

<b>Housing</b>		<b>Staff Rec.</b>		
Opportunity Alliance	Emergency Housing Rehabilitation	\$ 20,000	\$ 15,000	\$ 15,000

<b>Admin./Planning (20% cap)</b>		<b>Staff Rec.</b>		
Admin		\$ 65,000	\$ 65,000	\$ 65,000

<b>TOTAL REQUESTED:</b>		<b>\$ 455,963</b>	<b>\$ 434,755</b>	<b>95%</b>
<i>Total 2015 Allocation:</i>	<i>\$411,945</i>			
<i>Current Unallocated:</i>	<i>\$22,810</i>			
<b>TOTAL BUDGET:</b>	<b>\$434,755</b>			

# DESCRIPTION OF PROJECTS

## PUBLIC INFRASTRUCTURE/IMPROVEMENTS

### **Clarks Pond Trail Upgrades**

Improvements to 2 water crossings along the Clarks Pond Trail, including replacing a rotting bridge and building new stone steps.

Application Request:           \$3,891  
CDAC Recommendation:       \$3,891

### **Ferry Village Waterfront Access**

Replacement of steps down to the waterfront from 215 High Street that serve as public waterfront access for Ferry Village. Unless repairs are made, the easement for this access is in jeopardy. Plans call for the new stairs to be aluminum and have the ability to fold up.

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

### **Redbank/Brickhill Neighborhood Improvements**

This project will make streetscape and pedestrian improvements in the Redbank/Brickhill area, including installation of speed tables, better sidewalks, crosswalks, curbing, and landscaping along the Westbrook Street corridor, and a new bus shelter at Brickill.

Application Request:           \$46,740  
CDAC Recommendation:       \$46,740

### **Redbank Community Center Engineering**

The success of the Redbank Community Center and its programming have introduced a need for more multipurpose space to serve the neighborhood and the West End of the city. This project would initiate design and engineering of an addition onto the Redbank Community Center facility.

Application Request:           \$90,000  
CDAC Recommendation:       \$90,000

### **Redbank Community Garden**

The Community Garden Collective, which operates the Hamlin School garden, is proposing constructing a new community garden at the Redbank Community Center. The fenced garden would contain 40 raised beds, an irrigation system, garden shed, and gathering area.

Application Request:           \$19,800  
CDAC Recommendation:       \$19,800

## **Redbank Park Phase II**

This project will be the final phase of improvements at the park adjacent to the Redbank Community Center that have been underway since 2012. Phase I included installation of a pavilion, tree planting, basketball court installation, picnic tables, and signage. Phase II will include site preparation for a community garden and installation of multipurpose recreational fields for the neighborhood.

Application Request:           \$60,000  
CDAC Recommendation:       \$60,000

## **Target Area Sidewalks/Streetscapes**

This project will consist of streetscape improvements and sidewalk rehabilitation or reconstruction in the City's low-income target areas such as Redbank, Knightville, Ferry Village, and Pleasantdale.

Staff Recommendation:       \$47,532  
CDAC Recommendation:       \$47,532

## **HOUSING**

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

This program will offer heating system repair/replacement and single-family home rehabilitation to low-income households. This program is designed to assist 1 to 2 households in 2015-16.

Staff Recommendation:       \$15,000  
CDAC Recommendation:       \$15,000

## **PUBLIC SERVICES**

The Public Service program provides funding to local public service activities that directly benefit citizens of South Portland. Eligible costs include operating expenses, staffing costs, equipment/supplies, and program materials. HUD caps public service programs to 15% of the County's entitlement funding. The City of South Portland shares this cap with the other communities in the Cumberland County program. South Portland's 2015-16 public service cap is \$61,792.

## **Bus Passes**

The South Portland Bus Service requested \$8,000 to provide free 10-ride bus passes to help low income residents needing transportation to work, medical appointments, school and shopping. Over 300 10-ride tickets are expected to be distributed to low- and moderate-income residents through this program in FY 2015-16.

Application Request: \$ 8,000

CDAC Recommendation: \$ 4,292

## **EPIC – Domestic Violence Support Services**

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 120-150 South Portland residents in 2015-16. Advocacy anticipated for individuals includes home visits, crisis hotline and sheltering cases, and assistance with court protection orders.

Application Request: \$ 5,000

CDAC Recommendation: \$ 5,000

## **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. The FY 2015-16 funding is expected to assist 50-60 households.

Application Request: \$ 15,000

CDAC Recommendation: \$ 10,500

## **Meals on Wheels**

The Southern Maine Agency on Aging is requesting funding for the Meals on Wheels program, which would provide approximately 150 homebound elderly residents of South Portland, with approximately 12,570 home-delivered meals.

Application Request: \$ 15,000

CDAC Recommendation: \$ 10,000

## **Recreation Scholarships**

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

Application Request:           \$ 10,000

CDAC Recommendation:       \$ 7,000

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

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

Application Request:           \$ 15,000

CDAC Recommendation:       \$ 15,000

## **South Portland Food Cupboard**

The South Portland Food Cupboard has been providing nutritious food to needy families for over 18 years and continues to serve over 600 people each month. Until 2 years ago the Food Cupboard operated rent-free out of the St. John the Evangelist Church. After moving into new space at 130 Thadeus Street that provided greater storage and operational capacity, the Food Cupboard faced high operating and leasing costs of \$2,000/month. This grant would help offset those costs.

Application Request:           \$ 15,000

CDAC Recommendation:       \$ 10,000

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

### **PROGRAM ADMINISTRATION**

The administration of the CDBG Program includes expenses for staff time, telephone, utilities, supplies, travel, advertising, and technology. At the end of the fiscal year, excess funds that are

not expended on administration costs are reallocated to other eligible projects. The 2015-16 unused cap space for administration and planning has been allocated to other projects.

20% Capped Amount Available:	\$ 82,389
Staff Recommendation:	\$ 65,000
CDAC Recommendation:	\$ 65,000

#### PLANNING GRANTS

There are no proposed planning projects or grant requests pending for FY 2015-16.