

City of Biddeford
Citizens Advisory Committee
December 21, 2022 5:30 PM City Hall Second Floor Conference Room & Zoom
<https://biddeford.zoom.us/j/99110868251?pwd=Z0JvRzhmMFFmQldYbm9GQzZKUzRJUT09>
Webinar ID 991 1086 8251 Passcode #906769

Status: Citizen's Advisory Meeting-December 21, 2022-Second Floor Conference Room 5:30 PM

- 1. Open Public Meeting**
- 2. Discussion**
 - 2.1. Amendments to the Year 5 Action Plan
[Public Hearing Notice.pdf](#)
- 3. Close Public Hearing**
- 4. Approve Meeting Minutes**
 - 4.1. Approval of Meeting Minutes from November 16, 2022
[Draft - Meeting Minutes Nov.16.2022 CAC meeting.pdf](#)
- 5. Discussion**
 - 5.1. Vote: Officer Positions (Chair, Vice Chair, Secretary)
 - 5.2. Memo & presentation to Council
[Draft - City Council Memo.pdf](#)
 - 5.3. Emergency repair program guidelines
- 6. Project/Program Update**
 - 6.1. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan.
- 7. Other Business**
- 8. Relevant Meeting/City Updates**
 - 8.1. Comprehensive Plan (please refer to December 14 Planning Board packet)
[Planning Board Packet - 12.14.22.pdf](#)
- 9. Adjourn**

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News & Announcements

Public Hearing Notice: CDBG Entitlement Program

Please be advised that the Citizens Advisory Committee is holding a Public Hearing on Wednesday, December 21 at 5:30 PM, for the purpose of obtaining citizen comment regarding amendments to the CDBG Year 5 Action Plan. [Read on...](#)

Kristy Cyr Sworn in as City Clerk

The Biddeford City Council has confirmed the nomination of Kristy Cyr as the City of Biddeford's next City Clerk. Cyr has served 18 years with the City of Biddeford,

Upcoming Meetings

November 2022

S	M	T	W	T	F	S
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19

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Biddeford Front Page News

Posted on: November 30, 2022

Public Hearing Notice: CDBG Entitlement Program

CITY OF BIDDEFORD

Planning and Development Department Notice of Public Hearing

U.S. Department of Housing and Urban Development

Community Development Block Grant (CDBG)

Entitlement Program

Amendments to CDBG Year 5 Action Plan

Public Hearing

Wednesday, December 21, 5:30 PM

City Hall Second Floor Conference Room & Zoom

&

30-Day Public Comment Period

Thursday, December 1 through Friday, December 30

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30-Day Public Comment Period

Thursday, December 1 through Friday, December 30

Please be advised that the Citizens Advisory Committee is holding a Public Hearing on Wednesday, December 21 at 5:30 PM, for the purpose of obtaining citizen comment regarding amendments to the CDBG Year 5 Action Plan. This Public Hearing is pursuant to Biddeford's participation in the program noted above.

There is also a Public Comment Period that is open from Thursday, December 1 through Friday, December 30.

CDBG Year 4 Action Plan Amendment

This amendment is being made in order to provide details on two social service programs, finalize the budget amounts for all social service activities, and clarify details on an Emergency Repair Program for income qualified residents.

Social Service Programs

Mission Hill Neighborhood Hotspot, which was added as a CDBG activity in the previous program year and was inadvertently omitted from the Year 5 Action Plan. The hotspot provides free internet access for those who live within the hotspot area, in Census Tract 252.02, Block Group 1. This amendment will add that activity in, funded at \$2,000.

Apex Youth Connection Extended Learning Opportunity (ELO) program at Apex Bike Factory, giving students hands-on training and experiences to make a successful transition to adulthood and the workforce. The budget for this program is \$19,461.

The Meals on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.



Apex Youth Connection Extended Learning Opportunity (ELO) program at Apex Bike Factory, giving students hands-on training and experiences to make a successful transition to adulthood and the workforce. The budget for this program is \$19,461.

The Meals on Wheels program budget was not yet set when the Action Plan was first shared, so the amendment includes the final budget of \$12,227.

Emergency Repair Program

The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order to formalize this as a program, details are included in this amendment.

The amended document can be viewed on the [Community Development](#) page or by clicking [here](#).

Provide input in writing by email to Abigail Smallwood (abigail.smallwood@biddefordmaine.org), Community Development Coordinator or mail to Biddeford Planning and Development, c/o Abigail Smallwood, PO Box 586, Biddeford, Maine 04005. Physical mail must be received by the final day of the comment period to be considered. Questions may also be answered through the same contact. You may also provide verbal comments at the Public Hearing or by calling Abigail Smallwood at 207-284-9115.

In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Abigail Smallwood at 207-284-9105. Those needing assistance due to language barriers may use the same contact or fill out this [translation assistance form](#) on the city website.



Next ⇒

Kristy Cyr Sworn in as City Clerk

Other News in Biddeford Front Page News

Kristy Cyr Sworn in as City Clerk

Posted on: November 21, 2022

Final Public Meeting November 28 on Proposed South Street Connection to Biddeford Exit 32

Posted on: November 17, 2022



City of Biddeford
Citizens' Advisory Committee
Wednesday, November 16, 2022 5:30PM
Topic: Citizens' Advisory Committee Meeting

City Hall 2nd Floor Conference Room & on Zoom

- 1. OPEN CAC MEETING**
- 2. AGENDA REVIEW**
- 3. APPROVE MEETING MINUTES**
 - a. October 26 meeting
 - i. Motion to Approve: Schaffer; Second: Edwards; Vote: Unanimous
- 4. DISCUSSION**
 - a. HUD CDBG Funds: Whether to target timeliness (with easy to implement projects) or larger scale/longer term projects; If longer-term, discuss what broad topics/programs to focus on
 - i. Review timeline for spending through May 2024
 1. Need to be intentional for spending
 2. July 1 date fiscal year start; timeliness measure is 60 days before end of fiscal year (May 1) – is a difficult timing mechanism for construction season
 3. January-March, HUD Consolidated Plan – Public engagement for 5 year plan. (Comprehensive Plan should be done by this point and can inform)
 4. Smallwood: presented basic funding model.
 5. Schaffer: requests breakdown of budget in way that is digestible for Council and meets the needs of HUD spending timeliness
 6. Need answers on: How it fits into Zoning, and current land use/availability
 - ii. Consequences of not being timely this year (FY23): Submit a work-out plan to HUD; which contains what we're going toward at this moment and answer the problems that were confronted. A Project timeline chart also needs to be submitted. This year (FY23) is solvable and allowable; next FY(24) has impacts for funding if we do not spend it down.
 - iii. Discussion: What do we wish to focus on?
 1. Homelessness Task Force: Schaffer will attend best practices
 2. Whiting: focus on larger-scale project with FY24 spend down
 3. ADA, 2-4 unit, Emergency Repair – existing programs will continue their work and that spend down will assist in timeliness
 4. Consolidated Plan Discussion:

- a. Highest Priority Topic: Solutions to Un-housed – targeting those who are un-housed and/or at immediate risk/emergency need
 - i. Informed by Homelessness and Affordable Housing Task Forces
 - 1. What are best practices by service providers (e.g. Housing First models)
 - ii. Zoning Discussions with Planning
 - 1. What housing fits in current use
 - iv. Service Provision
 - 1. Potentially through York County Community Action
 - 2. Edwards can run point on this
 - v. Potential: Rehab building(s) to community living (e.g. existing 3 unit), which is allowable under boarding house zone. Then, can provide services in hub that leads to permanent housing. First focus is on housing, rental terms will be determined by “owner” which must be a body like YCAC (ensures best practices for housing assistance).
 - vi. Communication to Council:
 - 1. Clarity on why HUD CAC Decision Maker
 - 2. Clarity on why delay in spend-down
 - 3. Project Summary
 - 4. List of available properties from Planning
 - a. Schaffer will vet
 - 5. Outline of budget
 - a. Why this money here – this is specific population not covered by others (filling a gap)
 - 6. How it fits in with fabric of overall Biddeford housing: ADUs, and other housing plans (especially lacking an affordable housing ordinance, and lack of clarity on use of TIF funds)
 - a. How it fits with housing best practices (e.g. Smart Growth)
 - 7. Spend-down Plan (Work-Out plan)
 - 8. Action items: draft memo (Edwards will draft with Abigail); potential presentation in

January 17 to Council (Cat will take presentation lead)

- b. Social services plan
 - i. Apex update: support staff person is doable; action plan amendment and contract – Smallwood proceeding, launch in 2023
- 5. PROJECT/PROGRAM UPDATE**
 - a. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
 - i. Gail will email updates
- 6. OTHER BUSINESS**
 - a. Smallwood Presentation on Ward Meetings at City Council 11/15/22
 - i. Final report will be posted online at our.biddefordmaine.org
- 7. RELEVANT MEETING/CITY UPDATES**
 - a. LD2003 – DECD State-level put together high-level overview; Smallwood will send out to CAC
 - b. Next meeting – Dec. 14 or 21, Abigail will send out survey
- 8. ADJOURN**

To: Biddeford City Council

RE: Citizens Advisory Committee (CAC) Spending Update

The purpose of this memo is to update Council on current HUD/CDBG spending that falls under CAC purview and may support other city projects/planning, particularly emergency/affordable housing.

The city currently has a significant amount of CDBG funding available. Due to timeliness requirements, staff and CAC are recommending that a budget be developed for the ~\$1.2 million available, with at least \$800,000 to be spent by April 1, 2024, focused specifically on the creation of transitional housing.¹

Biddeford is a HUD Entitlement City.² This means that each year we are apportioned an amount of money from the federal government for spending in particular areas. The entitlement grant amount is based upon a statutory formula applied by HUD, which considers such factors as population, extent of poverty, and age of housing.³

The CAC⁴ is a HUD-mandated⁵ citizen body that is staffed by Abigail Smallwood, with support from Gail Wilkerson, and is additionally governed by a Biddeford Ordinance approved by the Policy Committee on November 19, 2020. Under HUD requirements for citizen involvement and decision-making, the CAC meets monthly to discuss spending and activities under the allocated allowable funds. It also often hears public comment on issues under its topics of concern/funding: affordable housing, safety/infrastructure (e.g. sidewalks, lighting), and social services that reach the most vulnerable. Funding decisions are made annually within HUD spending limits, under the guidance of the Biddeford CDBG 5-year Consolidated Plan (drafted by staff and approved by the CAC). Funding decisions, adjustments to spending, and the Action Plan all include public hearings.

The CAC is informing Council at this time of its current budget considerations, as the funds allocated are significant enough to play a role in City-wide decisions/plans. The reason we have such a significant amount of funds is due to a delay in spending down previous grant year funds. There are several factors that have contributed, the most significant being delays and program changes due to COVID and fewer than expected applications to the Housing Rehab program that launched in 2021, which the majority of available funds were allocated to.

¹ For HUD's definition of TH see: [https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-program-components/transitional-housing/#:~:text=What%20is%20Transitional%20Housing%3F%20\(%C2%A7,to%20and%20maintain%20permanent%20housing.](https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-program-components/transitional-housing/#:~:text=What%20is%20Transitional%20Housing%3F%20(%C2%A7,to%20and%20maintain%20permanent%20housing.)

² See here for more background: <https://www.biddefordmaine.org/DocumentCenter/View/705/Community-Development-Block-Grant-and-Entitlement-Program-Summary-PDF?bidId=>

³ As such, this amount and Biddeford's status as an entitlement city is subject to change – particularly with the upcoming results of the 2020 census.

⁴ Current members of CAC can be found here: <https://www.biddefordmaine.org/2354/Biddeford-Citizens-Advisory-Committee>

⁵ For more information on the current HUD Strategic Plan, see: <https://www.hud.gov/HUD-FY22-26-Strategic-Plan-Focus-Areas>

The current fiscal snapshot is below, with notes, followed by spending and project recommendations:

	(Note: All numbers are approximate but correct for this level of analysis)	
1	Current Balance	\$1,177,000
2	Balance remaining after projected PY22 spending	\$987,240
3	PY23 grant (assuming flat funding, factoring in a required repayment)	\$373,803
4	1.5x grant amount*	\$560,704
5	Balance after expected PY22 spending	\$1,180,212
6	Balance after expected PY22 spending through Q3**	\$1,225,419
7	Amount to spend by April 2024 (line 6 minus line 4)	\$664,715

*A CDBG Entitlement grantee must have a balance no greater than one and one-half (1.5) times its annual grant remaining in the Line of Credit, 60 days prior to the end of the program year (for Biddeford, this is May 1). HUD has a longstanding policy of reducing the next year's grant allocation of a grantee that continues to be untimely.

**We have approximated the spending through Q3 because spending must be completed and processed by May 1, 2023 to count toward timeliness.

Budget Narrative and Spending Recommendation

The approximate current balance is \$1,177,000. When factoring in the minimum that will be spent in the current program year, the balance remaining will be \$987,240. CDBG funding at the national level is currently expected to stay level, though there is always the chance that the formula will cause a reduction in Biddeford's grant specifically (as our demographics are changing). Though we will plan for a range of funding possibilities, the recommendations here are based on flat funding.

As a note, due to HUD monitoring findings, there is a minor repayment required (about \$6800), and this amount will be taken off our grant amount for next program year. This has been factored into these calculations as well. Finally, approximate amounts for administration and social services spending (which are capped) have been factored in.

With all these factors, the total amount that needs to be budgeted is \$1,180,000 (~\$1.2 million).

The minimum amount to be spent in order to be timely (with administration, social services, and housing rehabilitation funding amounts already removed) is about \$665,000. This amount should be spent by approximately April 1, 2024.

Staff recommends that the overall amount (~\$1.2 million) be budgeted in such a way that about \$800,000 is scheduled to be spent by April 1, 2024, in order to create a cushion that will guarantee timeliness. The approximate remaining amount (\$380,000) can be given a looser timeframe, though it is still important to spend down as much as possible, as timeliness is calculated on a yearly basis.

CAC Project Recommendation

CAC recommendations for use of these funds is to target emergency/affordable housing goals under HUD allowability, with a specific focus on those experiencing homelessness or housing instability. We are not able to use these funds on social services (for example, renting hotel rooms for people in need); they must be used on physical projects. With that in mind, the CAC suggests that funds be used to

purchase a property and rehabilitate it to serve short-term housing needs,⁶ including a HUD-required pipeline to permanent housing (e.g. running the housing in partnership with York County Community Action Corporation, who could provide on-site case management and transition services). While we welcome other ideas on how to address this need, after consideration of all allowable options, this appears to be the most viable option for the amount CAC has to spend, and could be zoned under the “boarding house” section of City code.

While this is not a final decision by any means, it is a necessary and concrete step toward meeting the diverse needs of Biddeford’s population. It is also in accord with the first listed findings of the Affordable Housing Task Force,⁷ taking seriously their demand that Biddeford “take immediate action to change the existing policy of doing essentially the state minimum required; so that unhoused does not face a winter night on the street.” While this project will not meet the deadline for this winter, it may very well be ready before our next tough season.

Regardless of time of year, the most recent “Point in Time” study (January 2022) indicated a sharp increase in people experiencing homelessness.⁸ We also know that ~1,145 housing units are vacant in Biddeford. This funding allocation is one step toward meeting the intersecting needs of rehabilitating vacant/dilapidated property, housing those most in need, and meeting the mission of CDBG spending.

We welcome any discussion Council would like to offer, and encourage Council to consider this funding as a building block of concrete action to address affordable, sustainable housing in Biddeford.

Signed,

Biddeford Citizens Advisory Committee

Cat Bates, Chair

Leah Schaffer, Vice Chair

Stephanie Edwards, Secretary

Scott Whiting, Council representative

Ronda Bey

Loretta Turner

Kaily George

Staff: Abigail Smallwood

⁶ This follows Council’s goal of making rental units safe and accessible:

<https://www.biddefordmaine.org/DocumentCenter/View/10199/Housing-Goals---Q1-2022>

⁷ See here: [https://legistarweb-](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/1589470/Interim.Report.Sept.2023.draft.2.0-FINAL.pdf)

[production.s3.amazonaws.com/uploads/attachment/pdf/1589470/Interim.Report.Sept.2023.draft.2.0-FINAL.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/1589470/Interim.Report.Sept.2023.draft.2.0-FINAL.pdf)

⁸ See: <https://www.mainehousing.org/news/news-detail/2022/05/17/homeless-point-in-time-data-released-for-2022>

City of Biddeford
Planning Board Comp-Plan
December 14, 2022 6:00 PM City Hall
Council Chambers, & Zoom
<https://biddeford.zoom.us/j/95786200802?pwd=N0dzMTllbFV0OHpvMHMrMmxlZ0FZdz09>
Webinar ID#957 8620 0802 Passcode #842555

STATUS: Planning Board Workshop Meeting-Comp Plan-December 14, 2022-6:00 PM-City Hall Council Chambers

1. PLEDGE OF ALLEGIANCE

2. DECLARATION OF QUORUM/VOTING MEMBERS

3. OTHER BUSINESS

3.A. Review the Draft Chapters of the Comp Plan for discussion & Feedback

[COMP PLAN PB Memo_Revised_12.07.22.pdf](#)

[_COVER_Dec. 2022 Comprehensive Plan Draft.pdf](#)

[1_VISION_Dec. 2022 Comprehensive Plan Draft.pdf](#)

[4_REGIONAL_COORDINATION_Dec. 2022 Comprehensive Plan Draft.pdf](#)

[5_FUTURE_LAND_USE_PLAN_Dec. 2022 Comprehensive Plan Draft.pdf](#)

[5A_FUTURE_LAND_USE_MAP_Dec. 2022 Comprehensive Plan Draft.pdf](#)

[5B_FUTURE_LAND_USE_MAP_ANNOTATED_Dec. 2022 Comprehensive Plan Draft.pdf](#)

[6_ECONOMY_Dec. Comprehensive Plan Draft.pdf](#)

[7_HOUSING_December 2022 Comprehensive Plan Draft.pdf](#)

[15_CLIMATE_CHANGE_Dec. 2022 Comprehensive Plan Draft.pdf](#)

4. ADJOURN

The Board reserves the right to halt official business at 9:30 p.m. Items not heard at tonight's meeting shall be rescheduled to the next meeting of the Board. All materials pertaining to items on the agenda are available for public review at the Biddeford Planning Department, second floor, Biddeford City Hall during normal business hours.