

City of Biddeford
Finance Committee
June 02, 2020 5:00 PM Via ZOOM Virtual Meeting

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. May 19, 2020 Finance Committee Meeting Minutes
[5-19-2020 Finance Committee Minutes.rtf](#)
- 3. Signing of the expenditure warrant**
 - 3.1. Expenditure Warrant for May 26, 2020
 - 3.2. Expenditure Warrant for June 2, 2020
- 4. Discussion/Approval**
 - 4.1. Authorization/Purchase of Single Axle Plow Truck/Freightliner of Maine
[6-02-2020 Single Axle Plow Truck-ORDER.docx](#)
[6-02-2020 Plow Truck Briefing.docx](#)
[6-02-2020 Single Axle Plow Truck-BIDS.doc](#)
[6-02-2020 Single Axle Plow Truck-Newspaper Ad.docx](#)
 - 4.2. Approval/Maine Housing Contract Funding
[6-02-2020 Maine Housing Contract-ORDER.doc](#)
[6-02-2020 Maine Housing Contract-Briefing-Backup Docs.pdf](#)
- 5. Other Business**
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
May 19, 2020
(Due to COVID-19, the meeting was held virtually via ZOOM)

The meeting was called to order at 5:01 p.m. by the Chair, Councilor John McCurry.

Present: Chair, Council President John McCurry, Mayor Alan Casavant, Councilor Mike Ready, Councilor Stephen St. Cyr, City Manager James Bennett, Chief Operating Officer Brian Phinney, City Clerk Carmen Morris; Interim Finance Director, Gerry Matherne; Public Works Director, Jeff Demers; and City Engineer, Tom Milligan.

Adjustment to the Agenda

No adjustments to the agenda.

Approval of Minutes of April 21, 2020

Motion by Councilor Ready to approve the minutes as printed, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0

The Expenditure Warrant

The warrants were emailed to the Finance Committee members for their review.

Motion by Councilor Ready to approve the expenditure warrants for April 29, 2020, May 6, 2020, May 12, 2020 and May 19, 2020, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Discussion/Approval

Approval/Pavement Markings Project/Poirier Guidelines

Motion by Councilor Ready to recommend the approval of the award of pavement markings project to Poirier Guidelines, seconded by Councilor St. Cyr.

Discussion: Councilor McCurry noted the project is for \$47,342.79 and is coming out of Account 21162-60462.

Vote: unanimous.

Motion carried 4-0.

Approval/Return Activated Sludge Pumps for Water Street Wastewater Treatment Plant/Wescor Associates, Inc.

Motion by Councilor Ready to recommend the purchase of Return Activated Sludge Pumps for the Water Street Wastewater Treatment Plant from Wescor Associates, Inc., seconded by Councilor St. Cyr.

Discussion: Councilor McCurry noted the purchase amount not to exceed \$53,160.00 funds coming from Account 35102-60602.

Vote: unanimous.

Motion carried 4-0.

Approval/St. Mary's Street Granite Sewer Culvert Box Lining Project

Motion by Councilor Ready to recommend the award of two different contracts with two different vendors - The Ted Berry Company and DLVEWS, Inc. for the St. Mary's Street Granite Sewer Culvert Box Lining Project, which is a two-part project, seconded by Councilor St Cyr.

Discussion: Councilor McCurry noted the Ted Berry Company work will not exceed \$35,200.00; and the DLVEWS, Inc. work will not exceed \$455,200.00 funding coming from the CSO Fund.

Public Works Director, Jeff Demers gave a brief explanation of what the project entails.

Vote: unanimous.

Motion carried 4-0.

Other Business

Councilor McCurry asked when the Committee can expect to see the next financials report.

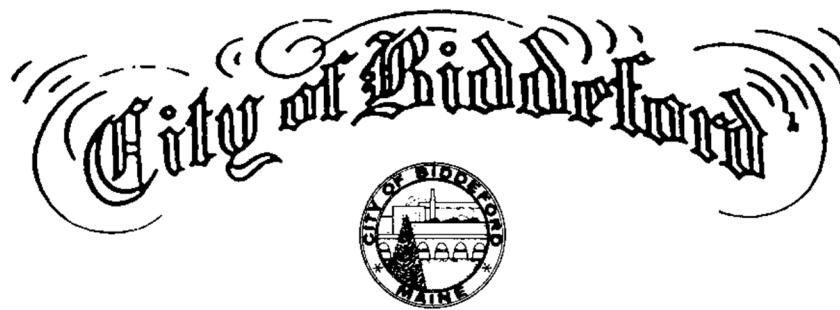
Jim will ask Curt Koehler and Interim Finance Director, Gerry Matherne, to work on getting them the report. Jim noted he is hoping to get an idea of State Revenue Sharing amounts and be able to provide a reasonable estimate of where the City will be at the end of the current fiscal year.

Motion to adjourn made by Councilor Ready, seconded by Councilor St. Cyr.

Vote: unanimous.

Motion carried 4-0.

Adjourned at 5:14 p.m.



2020.42

IN BOARD OF CITY COUNCIL...JUNE 2, 2020

BE IT ORDERED, that the City Manager be authorized to purchase one (1) 2020 Freightliner plow truck as per quote of May 22, 2020 (the "Equipment") from Freightliner of Maine (the "Vendor") and may pay the Vendor an amount not to exceed \$169,708.00 (before grant valued at \$67,883.20) for the Equipment as follows:

1. The City of Biddeford expects to incur debt to reimburse expenditures to pay the cost of the Equipment;
2. The City of Biddeford reasonably expects that the maximum principal amount of the debt, including for reimbursement purposes, is \$169,708.00;
3. The City Manager, on behalf of the City of Biddeford, is authorized to enter into a lease purchase, loan or other financing agreement for the Equipment provided that (a) the principal amount of such agreement will not exceed \$169,708.00, (b) the term of such agreement will not exceed one hundred and twenty (120) months and (c) any obligation of the City of Biddeford to make lease or loan payments pursuant to such agreement is subject to annual appropriation by the City Council of the City of Biddeford;
4. The City Manager is authorized to advance money from the General Fund of the City for payment of the costs of the Equipment; and
5. The City Manager, on behalf of the City of Biddeford, is authorized to negotiate, enter into, execute, deliver and cause to be performed, and to approve, any and all agreements, instruments, certificates and other documents, and to grant security interests in the Equipment, upon such terms, conditions, limitations and undertakings, which the City Manager determines are necessary and proper for the acquisition and financing of the Equipment, provided that any lease purchase, loan or other financing agreement will be countersigned by both the Mayor and the Treasurer of the City of Biddeford. Without limiting the foregoing, the City Manager, on behalf of the City of Biddeford, in connection with the acquisition of the Equipment, is authorized to sell, transfer, trade in or otherwise dispose of any equipment, which the City Manager determines is no longer useful to the City of Biddeford.

NOTE: The Finance Committee will review this item on June 2, 2020 and vote to recommend it to the City Council for approval. The purchase of this plow truck is included in the FY20 CIP budget line 21204-60603 as a lease



[Finance]

Meeting Date: [June 2, 2020]

Meeting Time: [6:00 PM]

Agenda Item No:

Item Description: Single Axle Plow Truck

Submitted by: [Carl Marcotte Assistant Director]

Supporting Information/Documentation:

Bid Tabulation

Executive Summary:

Approval to purchase a plow truck. We opened the bids to purchase a new plow truck on May 22, 2020 at Public Works and recommending the low bid from Freightliner of Maine in the amount of \$169,708.00, this truck was approved in the FY/20 CIP line 21204-60603 as a lease.

Detailed Review:

We advertised a bid to purchase a single axle plow truck and received 5 bids to replace a 2005 GMC Top kick with 8,200 hours (80,000 miles) the frame is getting bad and parts are very hard to find. We received a VW Grant for 40% of the cost and part of that grant states that we need to cut the frame and put a hole in the engine then sell it to a salvage yard, therefore there is no trade.

Funding Source:

\$101,824.80 from FY/20 CIP line item 21204-60603 (60%)

\$67,883.20 from a VW Grant (40%)

Staff Recommendation:

Staff is recommending the low bid from Freightliner of Maine in the amount of \$169,708.00.

City share \$101,824.80

Grant \$67,883.20

Bid Opening for a Single Axle Plow Truck

<u>Present:</u>	Carl Marcotte – Public Works	Travis Baker – HP Fairfield
	Kara Cote – Public Works	Rob Cyr – Whited Peterbilt
	Michael Bean - Freightliner	Richard Morrison – Portland North
	Eric Benziger – O'Connor	

Bids were opened at the Public Works Department on May 22, 2020. Staff is recommending the low bid from Freightliner of Maine in the amount of \$169,708.00. This truck was funded in the FY CIP 21204-60603 as a lease. We received a grant that will pay for 40% of this purchase (\$67,883.20)

<u>Freightliner</u>	108SD Freightliner	\$169,708.00
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<u>O'Connor</u>	Western Star 4700SF	\$180,904.00
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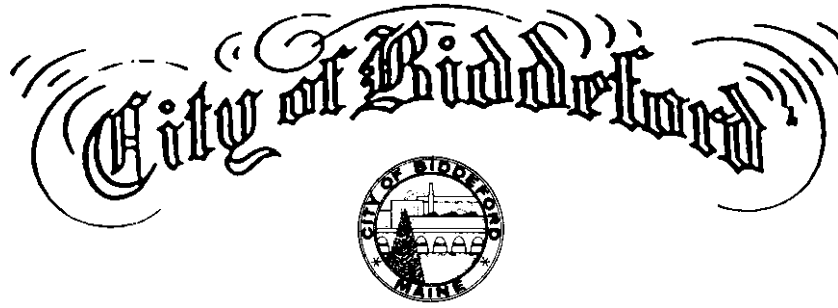
<u>Portland North</u>	International HV507	\$174,447.00
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<u>Whited Peterbilt</u>	Peterbilt	\$184,315.00
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<u>Daigle & Houghton</u>	Western Star	\$181,840.00
	International	\$174,196.00

NOTICE TO THE PUBLIC

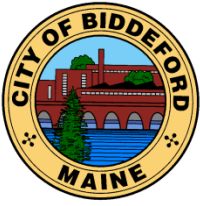
The City Of Biddeford is accepting bids to purchase a Single Axle plow truck , specifications may be obtained at the Biddeford Public Works Department, 371 Hill Street, Biddeford Maine and received at the Public Works Dept. no later than 11:00 AM May 22, 2020 . Any questions regarding this bid please call 282-1579.



2020.45

IN BOARD OF CITY COUNCIL...JUNE 2, 2020

BE IT ORDERED, that the City Council of the City of Biddeford does hereby authorize the City Manager to enter into a 3-year contract with Maine Housing for \$500,000 to fund the 2-4 unit, owner-occupied housing program.



CITY OF BIDDEFORD

Planning and Development

Mathew Eddy
Director, Planning and Development
205 Main Street
Biddeford, ME 04005
Mathew.Eddy@biddefordmaine.org
207-282-7119

City Council

Meeting Date: June 2, 2020

Meeting Time: 6:00 PM

Agenda Item No:

Item Description: Maine Housing Contract

Submitted by: Mathew Eddy

Supporting Information/Documentation:

See Below and Attached amendments and programs:

Proposed contract

Maps Delineating Census Tracts 252-01 and 252.02.

Key Terms:

- HUD—Housing and Urban Development(source of CDBG funds)
- Action Plan-Annual action plan approved by City Council for the expenditure of CDBG funds. This memo will address two annual Action Plans: Amending the 2019 Action Plan and to approve the 2020 Action Plan.
- CAC—Citizen Advisory Committee
- CDBG—Community Development Block Grant program CDBG-CV—HUD “Care’s” Act
- Community Solution Grant—newly established grant program offered by Maine Housing (MH), the state of Maine’s Housing Authority.

Executive Summary:

MaineHousing is making up to \$500,000 in Grant funds available to the City for use in 2-4 unit housing structures. The City plans to use the Grant funds for (i) 2-4 unit rehabilitation projects funded in part with U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) funds (“CDBG Rehab Projects”), and (ii) 2-4 unit lead hazard reduction projects funded in part with HUD’s Lead Hazard Reduction Program funds (“HUD Lead Projects”). Ten percent of the funds are designated for administration to serve the program. City shall use Grant funds only for work on CDBG Rehab Projects and HUD Lead Projects.

Detailed Review:

The \$500,000 grant was received as part of a grant competition from Maine Housing. Notice of the award was back around the first of this year, 2020. At that point, the city was implementing the Lead Paint Grant program from HUD (\$2 million), and had completed a housing assessment analysis (as part of the CDBG planning process, including a public forum attended by Maine Housing officials) that pointed to a number of housing deficiencies in the community.

Staff presented housing information to the City Council (spring-summer, 2019) as we drilled down from broad demographics to specific areas and marketing strategies where the community could create a housing program with targeted funding. Data from that analysis was used in the HUD lead paint application and has been the basis for moving the CDBG funding toward a housing rehabilitation program. The 2-4 unit structure, particularly owner occupied, is prevalent in the community, especially within the HUD designated census tracts, 252-01 and 252-02 (see attached map). Maine Housing was intrigued with the focus on 2-4 unit structures in the urban area of mill communities; they thought it might be replicable in other areas of the State.

In granting the funding, Maine Housing identified the following uses of the funding over 3 years:

1. \$50,000 for administration,
2. \$150,000 as match for lead paint remediation, and
3. \$270,000 for rehabilitation.

The focus on the funding is on the owner occupied 2-4 unit structures. The implementation will be consistent with HUD CDBG grant and Lead Paint guidelines, to avoid confusion. Staff will mix and match the MH funds as individual projects emerge. The funding tied to the Lead program will provide federal match. The funding tied to CDBG will permit the city to look at complete rehabilitation. 51% of the units will be preserved for ten years for those at 80% of median income. The goal is rehabilitate 15 structures over 3 years in the core area of the community.

Funding Source:

Maine Housing; Real Estate Transfer Tax

Staff Recommendation:

Approval for the City manager to enter into a 3 year contract with Maine Housing for \$500,000 to fund the 2-4 unit owner occupied housing program.

2 - 4 Residential Units

Biddeford_Census_Block_Groups



Biddeford_Historic_Mill_District



Buildings



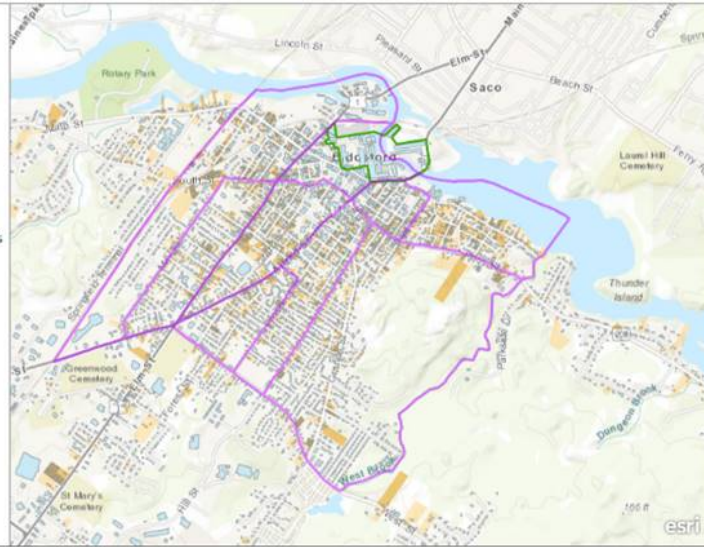
Parcels_with_Owner_Data_and_Residential_Units

2 Residential Units

3 Residential Units

4 Residential Units

Other Parcels



2-4 Residential Units

0.4mi

City of Biddeford, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA

MAINE STATE HOUSING AUTHORITY

COMMUNITY SOLUTIONS GRANT AGREEMENT

This Community Solutions Grant Agreement (the “Agreement”) is entered into this 11th day of May, 2020 by and between **City of Biddeford**, a Maine municipality with a place of business and mailing address of 205 Main Street, P.O. Box 586, Biddeford, Maine, 04005 (“City”) and **Maine State Housing Authority**, a public body corporate and politic and instrumentality of the State of Maine with a principal place of business and mailing address of 353 Water Street, Augusta, Maine, 04330-4633 (effective June 5, 2020: 26 Edison Drive, Augusta, Maine 04330) (“MaineHousing”).

RECITALS

1. MaineHousing’s Community Solutions Grant (“Grant”) provides matching grants to municipalities for investment in the creation or preservation of affordable housing units for persons of low to moderate income.
2. MaineHousing is making up to \$500,000 in Grant funds available to City for use in 2-4 unit housing structures.
3. City plans to use the Grant funds for (i) 2-4 unit rehabilitation projects funded in part with U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) funds (“CDBG Rehab Projects”), and (ii) 2-4 unit lead hazard reduction projects funded in part with HUD’s Lead Hazard Reduction Program funds (“HUD Lead Projects”).

AGREEMENT

1. **Grant.** MaineHousing is making the Grant available to the City subject to the following:
 - a. Amount. The Grant is up to \$500,000.
 - b. Disbursements. MaineHousing shall disburse Grant funds in \$100,000 increments.
 - c. Use of Proceeds. City shall use Grant funds only for work on CDBG Rehab Projects and HUD Lead Projects. Up to 10% of the Grant funds may be used for administrative work related to CDBG Rehab Projects or HUD Lead Projects and outlined in Exhibit A attached (“Administration Funds”).
 - d. Reports. City shall submit quarterly progress reports on or before the 15th day of the month following each quarter of operation. The reports shall be in a form satisfactory to MaineHousing and will include for each project at minimum: the address of the project, whether the project is a CDBG Rehab Project or a HUD Lead Project, the amount of MaineHousing funds spent on the project in the previous quarter, the amount of CDBG or HUD funds spent on the project in the previous quarter, and the amount of Administration Funds expended in the previous quarter.

- e. Term. City shall expend the Grant funds within three years of the date of this Agreement, unless MaineHousing extends the time for performance in writing. Any Grant funds that are not expended by the City within three years of the date of this Agreement, shall be returned to MaineHousing along with any interest earned on the funds, unless MaineHousing agrees otherwise in writing.
- f. Documents. City agrees to provide any information and execute any additional documents that MaineHousing determines are reasonable or necessary in its sole discretion to ensure proper administration of this Grant.
- g. Evaluation. Within three months of the City's last expenditure of Grant funds, the City shall provide MaineHousing with a program evaluation of outcomes as described in Exhibit B.

2. **Compliance with Applicable Laws.** City shall ensure compliance with all applicable Federal, state and local laws and ordinances, including, but not limited to, building, zoning, land use, environmental, lead remediation, Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988, the Maine Human Rights Act, Subchapter IV, and the Americans with Disabilities Act all as may be amended from time to time and with any rules or regulations promulgated pursuant thereto. City shall comply with all of HUD's requirements for CDBG Rehab Projects and HUD Lead Projects. Any disbursement of funds by MaineHousing shall not be construed as an assurance or acknowledgment of compliance with any such laws, ordinances, rules or regulations.

3. **Records; Inspections.** City shall maintain and keep full, correct and current all books, documents, plans and other records concerning the Grant, and compliance with this Agreement and with the applicable requirements of HUD and the City for CDBG Rehab Projects and HUD Lead Projects. City shall keep all such books and records separate and identifiable from the records for City's other business and activities. City shall keep all such books and records for a minimum of seven (7) years from the termination of this Agreement.

MaineHousing, its employees and agents, shall have the right to audit and examine all such books and records, and any supporting information or data, at reasonable times upon reasonable notice by MaineHousing. City shall furnish copies of any such books and records, and supporting information, to MaineHousing upon request. City shall take all actions necessary to ensure MaineHousing, its employees and agents, shall have the right to inspect the CDBG Rehab Projects and HUD Lead Projects during construction.

4. **Recapture or Reduction.** MaineHousing may recapture or reduce the Grant and may terminate this Agreement upon any of the following:

- a. MaineHousing determination that activities are not being carried out in accordance with this Agreement;
- b. Change in the use of the Grant funds without the prior written consent of MaineHousing.

- c. Any voluntary or involuntary assignment, pledge or transfer of this Agreement, the Grant, and any documents executed in connection with the Grant without the prior written consent of MaineHousing; or
- d. Any voluntary or involuntary termination of existence, dissolution, liquidation, sale or other disposition of all or substantially all of the assets, marshalling of assets and liabilities, receivership, insolvency, bankruptcy, assignment for the benefit or credits, reorganization, arrangement, composition, readjustment, liquidation, insolvency or other relief of the same, or different kind or business failure of the City.

5. **Notices.** Any notice or demand required or provided for in this Agreement shall be in writing and shall be deemed to have been sufficiently given for all purposes when hand-delivered or mailed by certified or registered United States mail, postage prepaid, to the City or MaineHousing at their respective addresses set forth herein, or at such other address as either of them may from time to time hereafter designate by notice given to the other as herein provided.

6. **Confidentiality.** City shall safeguard and protect from disclosure at all times, and shall cause its employees, officers, agents, contractors, subcontractors and other representatives to safeguard and protect from disclosure at all times, all information about individual applicants for and individual recipients of Grant funds.

7. **Authority of City.** The City hereby by execution of this Agreement certifies that it is authorized to undertake the activities contemplated hereby and that its undersigned officer is duly authorized to bind the City to the terms of this Agreement.

8. **Indemnification.** City shall indemnify and hold MaineHousing and its commissioners, officers, employees and agents harmless from and against any and all claims, demands, liability, cost or expense (including, but not limited to reasonable attorneys' fees and other costs of litigation) that may be incurred by MaineHousing arising out of or in any way related to the City's breach of any of its obligations under this Agreement or any action taken by MaineHousing to enforce or exercise its rights under this Agreement as a result of such breach. The obligations under this section shall survive the termination or expiration of this Agreement as necessary to effectuate its provisions.

9. **No Immunity.** City hereby waives any defense of governmental immunity it may have as to any actions brought by MaineHousing arising out of this Agreement.

10. **Governing Law; Change in Law.** This Agreement is subject to and shall be construed in accordance with the laws of the State of Maine, including without limitation, the Maine Housing Authorities Act, 30-A MRSA §4701, et seq., any rules adopted pursuant thereto, and any amendments to such laws and rules, and with applicable Federal law, any regulations and guidance adopted or issued pursuant thereto and any amendments to such laws, regulations and guidance.

11. **Waiver.** The provisions of this Agreement cannot be waived, except in writing by MaineHousing clearly expressing MaineHousing's intent to waive said provisions. MaineHousing's failure to exercise or delay in exercising any right or remedy hereunder or otherwise afforded by law shall not be construed as a waiver or release thereof or preclude the exercise thereof at any time thereafter. Any failure by MaineHousing to insist upon strict performance by the City of any of the terms or provisions of this Agreement shall not be deemed to be a waiver of any terms or provisions

of this Agreement and MaineHousing shall have the right thereafter to insist upon strict performance by the City of any and all such terms and provisions.

12. **Entire Agreement.** This Agreement constitutes the entire agreement between MaineHousing and the City with respect to the subject matter hereof, and the Agreement supersedes all previous negotiations, discussions and agreements between MaineHousing and the City with respect to the subject matter hereof, and no parol evidence of any prior or other agreement or alleged agreement shall be permitted to contradict or affect the terms of this Agreement.

13. **Amendment.** This Agreement may be amended or modified in whole or in part only by written agreement of MaineHousing and the City clearly expressing intent to amend this Agreement.

14. **Severability.** In the event that any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall be valid and enforceable to the fullest extent permitted by law. The parties hereto agree that the term or provision held to be invalid or unenforceable, as contrary to applicable law, shall automatically be deemed to be reformed as to be consistent with applicable law.

15. **Construction.** The above recitals to this Agreement are incorporated herein and made a part of this Agreement, including without limitation defined terms. The headings in this Agreement are for convenience only and do not define or limit the scope of the provisions of this Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and all of which together shall constitute one agreement of all parties to this Agreement.

16. **No Third Party Beneficiaries.** This Agreement is solely for the benefit of the City and MaineHousing and no other person or entity shall have the right to rely on any agreement, representation or obligation set forth in this Agreement.

17. **Successors and Assigns.** This Agreement shall be binding upon City's successors, transferees and assigns and shall inure to the benefit of and be enforceable by MaineHousing, its successors, transferees and assigns.

IN WITNESS WHEREOF, the City and MaineHousing have caused this Agreement to be executed on their behalf by their duly authorized representatives as of the day and year first above written.

CITY OF BIDDEFORD

By: _____
James Bennett
Its: City Manager

**MAINE STATE HOUSING
AUTHORITY**

By:  _____
Daniel Brennan
Its: Director

Exhibit A

**City of Biddeford's
2-4 Unit Lead Hazard Control & Rehab Projects
Administration Funds
(see attached budget documents)**

City of Biddeford 2-4 Unit Lead & Rehab Proj - ADMIN EXPENSE

Housing Administrator (0.11 FTE x 3 years)	\$30,900	4.4 hours/wk
Housing Assistant (0.15 FTE x 3 years)	<u>19,100</u>	5.5 hours/wk
TOTAL: ADMIN COSTS @10%	<u>\$50,000</u>	

Biddeford's 2-4 Unit Lead Hazard Control & Rehab Program
For Existing Owner-Occupants of 2-4 Unit Structures in Downtown Biddeford
Three-Year Budget (2020 through 2022)

Combined Budget			
MSHA 2-4 Unit Lead & Rehab Project REVENUE			
40431 MSHA 2-4 Unit Rehab Program Revenue		<u>-500,000</u>	
MSHA 2-4 Unit Lead & Rehab Project - ADMIN EXPENSE			
60102 Housing Program Administrator (0.11 FTE x 3 years)	\$ 30,900	4.4 hours/week based on 40 hrs/week	
60102 Housing Program Assistant (0.15 FTE x 3 years)	<u>19,100</u>	5.5 hours/week based on 37.5 hrs/wk	
TOTAL: MSHA 2-4 Unit Lead & Rehab Projects ADMIN COSTS	<u>\$ 50,000</u>	TOTAL ADMIN EXP OF 10%	
MSHA 2-4 Unit Lead & Rehab PROJ - DIRECT EXP			
71402 7c. Lead Remediation Contractors*	150,000	15 UNITS @ \$10K lead control/unit (HUD lead match)	
71402 7d. Preservation Rehab Contractors**	270,000	9 Units @ \$30,000 rehab per unit	
71502 9b. Consulting Fees (title work, loan docs)	3,750	15 units @ \$250 Merchants Reports/legal Docs	
71506 9f. Tenant Relocation (lodging/food reimb)	14,250	15 units @ \$950 each (all units require relocation)	
71510 9j. Lead Lab Testing Fees	10,500	15 units x \$700 dust wipe costs per unit	
71512 9k. Bid document Preparation	<u>1,500</u>	15 packets @ \$100 each	
TOTAL: MSHA 2-4 Unit Lead & Rehab Projects DIRECT EXP	<u>\$ 450,000</u>		
TOTAL: MSHA 2-4 UNIT LEAD & REHAB PROJECT EXPENSE	<u>\$ 500,000</u>		

*Lead remediation funds (max of \$10K per unit) come in the form of a 3-year/0% interest/forgivable loan

**Preservation rehab funds (max of \$30K per unit) come in the form of 10-year/0% /self-amortizing subsidy with lien

Biddeford's 2-4 Unit Lead Hazard Control & Rehab Program
For Existing Owner-Occupants of 2-4 Unit Structures in Downtown Biddeford
Three-Year Budget (2020 through 2022)

Budget Breakout by Project			
MSHA 2-4 Unit Lead & Rehab Project			
	15 Lead Projects	9 of 15 Rehab Projects	
Housing Program Administrator (0.11 FTE x 3 years)	\$ 18,540	\$ 12,360	
Housing Program Assistant (0.15 FTE x 3 years)	<u>11460</u>	<u>7640</u>	
TOTAL: MSHA 2-4 Unit Lead & Rehab Projects Admin Costs	<u>\$ 30,000</u>	<u>\$ 20,000</u>	10% Admin
MSHA 2-4 Unit Lead & Rehab PROJ - DIRECT EXP			
Lead Remediation Contractors*	150000	0	
Preservation Rehab Contractors**	0	270,000	
Consulting Fees (title work, loan docs)	3750	0	
Tenant Relocation (lodging/food reimb)	14,250	0	
Lead Lab Testing Fees	10,500	0	
Bid document Preparation	<u>900</u>	<u>600</u>	
TOTAL: MSHA 2-4 Unit Lead & Rehab Projects DIRECT EXP	<u>\$ 179,400</u>	<u>\$ 270,600</u>	without admin
TOTAL: MSHA 2-4 UNIT LEAD & REHAB PROJECT EXPENSE	<u>\$ 209,400</u>	<u>\$ 290,600</u>	<u>500,000</u> fully loaded
Cost per unit <u>with</u> Administration costs	\$ 13,960	\$ 32,289	per unit w/admin
Cost per unit <u>without</u> Administration costs	<u>\$ 11,960</u>	<u>\$ 30,067</u>	<u>per unit w/o admin</u>

*Lead remediation funds (max of \$10K per unit) come in the form of a 3-year/0% interest/forgivable loan

**Preservation rehab funds (max of \$30K per unit) come in the form of 10-year/0% interest/self-amortizing subsidy with lien

Proposed/Current Funder	Draw Period	Program Name	Form of Assistance to Owners	Eligible Fund Use	Direct Cost Total \$	Direct Cost Per Unit \$	Total Units
HUD OLHCHH	3 years	<i>Healthy Homes</i>	Grant	health hazards (non-lead)	288000	5000	60
HUD OLHCHH	3 years	<i>Lead Reduction Program</i>	3-year forgivable loan	Lead hazards only	1308000	10000	131
Lead Borrower Match	3 years	<i>Lead Reduction Program</i>	10% borrower match	Lead hazards only	135000	1000	0
YCCAC/BH/Other Match	3 years	<i>Lead Program Match</i>	3-year forgivable loan	Lead hazards only	42000	10000	4
MSHA-Comm Solutions	3 years	2-4 Unit Rehab Program	3-year forgivable loan	2-4 Unit lead/minor rehab	450000	18750	24
AHP/FHLBB RLF	3 years	<i>2-4 Unit: Purch/Rehab</i>	5-year loan (payback)	unit closing/rehab costs	600000	15000	40
HUD-CDBG	3 years	<i>2-4 Unit: Rehab Only</i>	10-year forgivable loan	rehab only costs (non-lead)	600000	15000	40
					3,423,000	11,448	299

(\$150K is lead match)

*

***PROPOSED TOTAL UNITS**

AHP/FHLBB Budget

HUD CDBG

3-year fund total

450000 ?

direct cost

-450000

Exhibit B

City of Biddeford's 2-4 Unit Lead Hazard Control & Rehab Projects Performance Outcomes April 2020-March 2023

1. HUD Lead Projects			2. CDBG Rehab Projects	
Community Solutions Grant	Lead-Safe # Units	Lead Project \$ Balance	Rehabbed # Units	CDBG Project \$ Balance
Target Units & Match Totals	<u>15</u>	<u>\$209,400</u>	<u>9</u>	<u>\$290,600</u>
Q1 April-June 2020	1	\$194,940	0	\$288,934
Q2 July-Sept. 2020	2	\$168,520	0	\$287,268
Q3 Oct.-Dec. 2020	1	\$154,060	0	\$285,602
Q4 Jan-March 2021	0	\$151,560	0	\$283,936
Q5 April-June 2021	1	\$137,100	0	\$282,270
Q6 July-Sept. 2021	1	\$122,640	0	\$280,604
Q7 Oct.-Dec. 2021	0	\$120,140	0	\$278,938
Q8 Jan-March 2022	2	\$93,720	2	\$217,138
Q9 April-June 2022	2	\$67,300	2	\$155,338
Q10 July-Sept. 2022	2	\$40,800	2	\$93,538
Q11 Oct.-Dec. 2022	2	\$14,460	2	\$31,733
Q12 Jan.-Mar. 2023	1	-0-	1	-0-

Total of 15 units will be made lead-safe @ \$10K each (9 of which are also budgeted for deep rehab @ \$30K each)

Quarterly spend-downs based on the following cost assumptions as per attached Project Budget:

Total Admin costs of \$50,000 (10% of grant), split 60/40 between the 2 Programs over 12 quarters (\$4,166 per quarter, combined)

Direct Program costs of \$11,960 per unit Made Lead Safe $\times$ 15 units

Direct Program costs of \$30,067 per unit undergoing Preservation Rehab $\times$ 9 units

Addresses of all units lead-abated or rehabbed will be included in each quarterly report