

City of Biddeford
Citizens Advisory Committee
May 17, 2023 5:30 PM City Hall Second Floor Conference Room & Zoom
<https://biddeford.zoom.us/j/99155675618>
Webinar ID #991 5567 5618

Status: CDBG Public Hearing, Wednesday, May 17th 5:30 PM Second Floor Conference Room & Zoom

- 1. OPEN PUBLIC HEARING**
- 2. DISCUSSION**
 - 2.1. Proposed amendments to CDBG Year 5 Action Plan
[Year 5 Action Plan --Amendment 3 DRAFT.pdf](#)
 - 2.2. Proposed CDBG Year 6 Action Plan
[Year 6 Action Plan -- FINAL.pdf](#)
 - 2.3. Proposed CDBG Citizens' Participation Plan
[Citizen Participation Plan - FINAL.5-3-23.pdf](#)
- 3. CLOSE PUBLIC HEARING**
- 4. ADJOURN**

This amendment is being made in order to: add a social service activity to support the operations of the Biddeford Food Pantry; add an infrastructure activity to install lighting in Biddeford's community parks/gardens to help improve safety and combat crime; add acquisition of real property for the development of affordable housing units; add a down-payment assistance program for first-time homebuyers; and expand the current 2-to 4-unit Owner-Occupied Housing Rehab Program to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units, and grants to address emergency repairs to qualified single-family homeowners. For the social service program, the added activity supports the Biddeford Food Pantry, which has seen a marked increase in demand for its food, toiletries, paper products, and diapers over the past year. The food pantry is located in Census Tract 252.04, and clients are 70% low/moderate income individuals from Biddeford.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In the 2022 Action Plan, the City will use funds toward Housing Rehabilitation, Infrastructure, Social Services, and Administration. In Housing Rehabilitation, the 2- to 4-unit Owner-Occupied Housing Rehab program will be expanded to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants to address emergency repairs to qualified single-family homeowners. Other housing-related projects are the acquisition of real property for the development of affordable housing units and the creation of a down-payment assistance program for first-time homebuyers. In Infrastructure, funds will be used for ADA improvements to public facilities, street/sidewalk repairs, and installation of lighting in community parks/gardens. In Social Services, Seeds of Hope will continue their Winter Warming Center, Southern Maine Agency on Aging will continue to deliver their Meals on Wheels program, the City will continue to provide the Mission Hill Neighborhood Hotspot, and the Biddeford Food Pantry will be supported to help meet a significantly increased demand since the onset of COVID. Administration will be used toward staff salary and benefits, and other administrative costs as needed.

2. Summarize the objectives and outcomes identified in the Plan

Housing Rehab Program: rehabilitation or emergency repair of 15 units serving a majority of low/moderate income households at a budget of \$322,622.79

Acquisition of real property: for the development of 7 units of affordable housing at a budget of \$500,000

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OMB Control No: 2506-0117 (exp. 09/30/2021)

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Deleted: one is the 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: \$2000. The Meals on Wheels program budget is being updated to \$12,227. The Emergency Repair Program is being developed out of the policy of the existing 2-4 unit rehab program, and this amendment formalizes the program.

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Homeowner Down-Payment Assistance: for 5 low/moderate income homeowners totaling \$50,000

Public facilities improvements: (a) ADA Accessibility Improvements: 4,597 persons assisted via removal of architectural barriers at City Hall totaling \$100,000; and (b) Street/sidewalk and lighting improvements serving low/moderate income neighborhoods totaling \$160,000.

Community Services

Meals on Wheels: 8,200 meals to 75 homebound seniors or persons with disabilities

Seeds of Hope: operate Winter Warming Center for 25 people experiencing homelessness

Mission Hill Neighborhood Wireless Internet Hotspot: 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located

Biddeford Food Pantry: support the provision of food, toiletries, paper goods, and diapers to 2,770 low/moderate income individuals

With any remaining social service funds, other community services may be added for funding.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Due to monitoring in June 2021, as well as staff changes during the year, many changes have been made to the program. CDBG Policies and Procedures are in the process of being updated, in order to better enable the city and subrecipients to follow federal regulations. The application process will be reintroduced within this Action Plan year, in preparation for PY23. Additionally, PY22 will be Year 5 of the Consolidated Plan, so Biddeford will use the program and policy updates established during the monitoring process to guide the writing of the new Consolidated Plan.

The city will continue to focus on a reduced number of community service programs, as well as the expanded Housing Rehab program. Seeds of Hope ran the Winter Warming Center for a second year, giving people experiencing homelessness a place to stay during cold or inclement weather. With findings from monitoring, the Community Hub program being delivered by Apex Youth Connection was not able to continue due to eligibility issues. Instead, the Biddeford Food Pantry will be supported to help meet the food, toiletries, and diaper needs of low/moderate income individuals. The Meals on Wheels program continued to deliver food to seniors and persons with disabilities. The Mission Hill Community Internet Hotspot will continue to be supported for a second year.

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Emergency Repair Program and Owner-Occupied 2- to 4-Unit Multifamily Housing Rehab Program: rehab or emergency repair of 15 units¶
ADA Accessibility Improvements: 4,597 persons assisted¶

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The Biddeford housing market continues its renaissance, attracting new residents from more expensive cities to our north and south. Prices for both new and existing rental units are on the rise as a result, which is forcing long-term Biddeford residents out of the community because of accessibility issues and affordability. Biddeford's oldest housing stock continues to require important upgrades, and the expanded Housing Rehab Program will provide loans to make necessary repairs and energy efficiency upgrades in both owner-occupied and investor properties with between 2 and 7 units where a majority of units serve low/moderate income occupants. In addition, a homeowner down-payment assistance program will be offered to LMI first-time homebuyers, and the city will acquire real property for the development of 7 units of affordable housing. In PY21, an amendment was made to allow qualified nonprofits and eligible properties outside the designated Census tracts to apply for the program. This expansion will continue into PY22.

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The 2- to 4-unit rehab program launched at the end of PY20 and has grown over PY21. In all, owners of 41 units have inquired about the program, resulting in applications for 25 units. Of these, 18 units have been enrolled in the program, 4 were denied due to failure to meet LMI requirements, and 3 were withdrawn due to lack of need. During PY22, at least 15 units are expected to be rehabilitated.

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In PY21, the City of Biddeford conducted an ADA Self-Evaluation and Transition Plan, which details the ADA improvements needed in public buildings and spaces and provides a timeline for the completion of each item. There was an amendment to divert funds to ADA improvements in City Hall, permitted under the policy regarding the removal of barriers in public buildings. No projects were started during PY21, but this program will extend into PY22 and will allow funds to be spent either on City Hall improvements or on permitted projects at other city properties.

The CDBG-CV program has not been fully implemented, as the agreements need to be reviewed and approved by HUD. Work is being completed based on the original agreements and documentation being collected should fulfill HUD regulations, but if any changes need to be made, those will happen during PY22. This program provides assistance to community members experiencing challenges with substance abuse, mental and physical health concerns, or housing insecurity and homelessness. Social service agencies and the police department have seen increased need in these areas since the pandemic started.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Citizen Participation Plan creates opportunities for residents to take part in the planning, development, and implementation of CDBG plans. The Citizens' Advisory Committee, appointed by City Council, assists city staff in implementing the consolidated plan, its programs, and ongoing evaluation of the plan's successes, failures, and adjustments.

The City holds monthly CAC meetings, and has had several advertised public hearings to receive input on CDBG plans and amendments. The first hearing for the Year 4 Action Plan was held on March 9, 2022, along with a public comment period from February 16 to March 17. The second hearing was held on Thursday, July 7, 2022, with a public comment period from June 18, 2022 to July 17, 2022. Through the 2020 program year, the CAC met virtually, including public hearings. Meetings will shift back to being primarily in-person, with an online option for those who cannot attend in person, in July 2022.

Under the direction of the City's Director of Planning and Development, the CDBG Coordinator directs and coordinates all activities of the CAC. The CDBG Coordinator is the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith-based organizations) and any population that would be eligible for CDBG funding.

The CAC provides comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed.

The CAC is designed and operated to provide outreach to local (and regional when appropriate) groups and citizens. Through Seeds of Hope and their Homeless Task Force, the City participates with various service and non-profit organizations focused specifically on the social welfare and housing needs of our low and very low-income individuals, and their families, where appropriate. The City participates in the State's Continuum of Care, convened by MaineHousing, as well as the Statewide Homeless Council and Region 1 Homeless Council. During the program year, the state's Homeless Response Hub system launched, and Biddeford is an active participant in the Region 1 (York County) Hub, which will focus on regional approaches to addressing homelessness and housing insecurity. Biddeford Ready represents a broad coalition of local and regional organizations focused on outreach to families and their children, with a focus on school readiness for children birth to 5. The Police Department has continued to increase staff who specifically work with vulnerable populations, particularly those experiencing homelessness/housing insecurity and those with substance use disorders. The CDBG coordinator utilizes this network, in total, to reach out to the population (including the immigrant population) as a whole.

The city consults with these relevant parties to share resources, assess needs, and further refine strategies to achieve CDBG goals. A detailed account of these parties can be found in AP-10.

For the amendment to address the additional Social Service program and share additional information on the Emergency Repair program, a Public Hearing was conducted on December 21, 2022 (with a notice period beginning December 1) and a 30-day Public Comment Period was open from December 1 to December 30, 2022. Initially, the amendment had details on a proposed program from Apex Youth Connection, but their Executive Director submitted a comment via email that they were not going to move forward with the program. The City's Community Development Coordinator gave a comment with

this update at the Public Hearing. Otherwise, there were no comments received during the Public Hearing or Public Comment Period.

5. Summary of public comments

The first public hearing was held virtually by the Citizens Advisory Committee, and the second was held as a hybrid meeting. Staff reviewed the goals for the [2022](#) program and answered questions regarding program delivery. At the first Public Hearing, there were comments regarding ADA improvements (including priority areas to consider and coordination of work), and regarding potential social service options to replace one that was not eligible. During the first Public Comment Period, from February 16 to March 17, Biddeford Housing Authority submitted a comment in support of allowing nonprofits to apply for the 2- to 4-unit Housing Rehab Program. At the second Public Hearing, a comment was received from a CDBG subrecipient regarding difficulty implementing social service programs within the regulations. During the second Public Comment Period, from June 16 to July 17, there were comments received via email about the details included in this Action Plan: 1. to include Apex Youth Connection's new program that has placed a staff person in the schools to provide assistance to youth experiencing homelessness, and 2. to update the estimate for the Seeds of Hope Winter Warming Center from 15 to 25. All information, including minutes and public comment, can be found in the citizen participation section.

For the amendment, the Citizens Advisory Committee (CAC) considered Apex Youth Connection's initial application and the Mission Hill hotspot at a special meeting on July 27, 2022. There were some issues with the original program Apex proposed, so they presented a different program at the regular CAC meeting on October 26, 2022, which the CAC was supportive of. Apex decided not to pursue this program, per an update from their Executive Director on December 21, 2022. There was also discussion of the Emergency Repair program at the August, September, October, and November CAC meetings. Details on the Mission [Hill](#) hotspot and Emergency Repair program are summarized in this amendment to the plan, and presented to the public for comment via a 30-day Public Comment Period and a Public Hearing. The City's Community Development Coordinator provided the update on the Apex program at the Public Hearing.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

There was general support of the proposed programs, with comments in favor of expanding eligibility for the Housing Rehab Program. City staff members and the Citizens Advisory Committee will take comments into consideration as the social services budget is finalized.

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PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		BIDDEFORD	
CDBG Administrator	BIDDEFORD	Department of Economic & Community Development	
HOPWA Administrator			
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The program's structure will be run through the Department of Planning and Development. The Community Development Coordinator will coordinate the work of the Citizens' Advisory Committee, the social service subrecipients (including the CV program), and the Consolidated Plan process that will begin near the end of the 2021 program year, and is the responsible party for ensuring all CDBG programs are running according to regulation. The Housing Rehab Director will oversee the 2- to 4-unit housing rehab program and any related tasks. Both staff members will oversee the ADA improvements.

Consolidated Plan Public Contact Information

Gregory Mitchell, Planning and Development Director

Jessica Wilson, Community Development Coordinator

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City maintains contact with community partners to ensure that programs are consistent with community goals. The Citizen Advisory Committee (CAC) meets monthly to discuss programs, goals, and any needed updates. Community partners include Seeds of Hope (provides services to those experiencing homelessness or housing/food/job insecurity), Apex Youth Connection (provides a wide range of supportive services and educational programming to youth in Biddeford), Biddeford Ready! (supports children from birth to five to increase school readiness and reduce Adverse Childhood Experiences), Biddeford Police Department, the General Assistance office, Heart of Biddeford (accredited Main Street program), and Biddeford Housing Authority.

Community partners that are integral to the CDBG housing rehab program include the following: property owners who accept Housing Choice Vouchers, as they are a prime target market for the rehab program; the Biddeford Area Landlords' Association, which helps target the program to eligible 2- to 4-unit property owners; Southern Maine Abatement and Consulting, which provides rehabilitation consulting services to the City and helps promote the housing rehab program; area tradespeople and rehab contractors, who help the City deliver rehab services at the best cost; the local real estate community, which helps the City target properties on the market that can be funded by the CDBG rehab program; the Maine Association of Realtors, which helps the City outreach to brokers representing individuals who may want to purchase 2- to 4-unit properties in the program's target area; the Maine Housing Authority, which provides matching state funding for 2- to 4-unit properties that are not eligible for CDBG housing rehab funding; the local media, which help the City spread the word about the rehab program in the target area; the City's Center of Technology, which provides facilities for training rehab contractors how to renovate, repair, and paint in a lead-safe manner; the Efficiency Maine Trust, which administers programs to improve the efficiency of energy use and reduce greenhouse gases throughout the state; the local Community Action Agency, to whom the rehab program refers low-income clients for weatherization and heating assistance; Coastal Healthy Communities Coalition at the University of New England, which provides lead-safe cleaning demonstrations to residents of housing where lead hazards are confirmed; Community Concepts, Inc., a regional community action program that conducts lead inspections/risk assessments and final clearances under the City's Lead Hazard Reduction Program; local pediatric offices that, under Maine law, test all children for lead poisoning at 12 and 24 months; the Maine Department of Environmental Protection, which oversees the safe and compliant removal of toxins from CDBG-funded pre-1978 rehabbed properties; and the Maine Center for Disease Control's Childhood Lead Poisoning Prevention Program. The program also coordinates with departments throughout City Hall, including the Code Enforcement Office, Communications & Community Engagement, Police Department, and the Engineering and Public Works offices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Staff participation in Biddeford Ready and the Homeless Task Force, as well as community outreach by the CAC, permits direct communication with social service agencies. Biddeford Ready consists of the City, the Biddeford education system, local social services agencies, and all appropriate state agencies for the Departments of Education, Center for Disease Control, and Human Services (lead, mental health, supportive services). The Homeless Task Force, led by Seeds of Hope, consists of area housing providers, the police department, Biddeford General Assistance, Southern Maine Medical Center, and area social service agencies. In partnership with Seeds of Hope and the Homeless Task Force, efforts were made to coordinate the provision of services across jurisdictional lines within Biddeford (food, housing, education preparation, and mental health needs). The Community Development Coordinator continually makes direct connections with social service providers and helps coordinate partners to achieve CDBG and City goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's Community Development Coordinator attends Maine Continuum of Care meetings, as well as the Statewide Homeless Council and the Region 1 Homeless Council (covering York and Cumberland Counties). The City provides funding to and works closely with local nonprofit Seeds of Hope, which directly addresses the needs of those experiencing or at risk of homelessness. Through Seeds of Hope and other partners, the City reaches out to critical population groups and connects with social service agencies to target specific population groups. The annual Point in Time date was on January 25, 2022, and the local service provider count day was on January 27, 2022. Seeds of Hope, in partnership with the City and local service providers, organized counts in both Biddeford and neighboring Sanford. There was greater statewide coordination of the PIT count by MaineHousing this year, which will continue in future years, particularly in conjunction with the new Homeless Response Service Hubs. The official PIT count recorded 20 people experiencing homelessness, plus an additional 4 were counted who were couch surfing (which is not included in the official count). It is expected that this number is an underreporting of those experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a member of the Maine Continuum of Care, facilitated by MaineHousing. Meeting attendees, representing many groups around the state, provide input on the provision of ESG funding,

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social services, and housing development for the homeless. Annual PIT count information helps populate the HMIS database. The City coordinates its local efforts with regional and statewide plans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Biddeford Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Housing Authority participates in all processes and is an active partner in affordable housing discussions and development. BHA attends all Homeless Task Force meetings. There could be improved coordination on understanding and using the resources available to both the City and to BHA.
2	Agency/Group/Organization	Biddeford Area Resource Group - York County Community Action
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	York County Community Action Corp. is an active partner in the City's lead program and a lead organizer of the Biddeford Ready process. While attending ongoing Biddeford Ready meetings, the City has met regularly with YCCAC. Staff from YCCAC have also joined meetings to discuss ways to address homelessness. YCCAC staff are providing services to Biddeford Housing Authority's transitional housing units, which were completed in the 2020 program year.
3	Agency/Group/Organization	Biddeford School Department
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School Department is a lead partner in the Biddeford Ready effort. With it, the department brings state and regional service focused on families and children (with a particular interest in school preparation and participation). Staff also connects with the McKinney-Vento Liaison on current statistics about youth homelessness in Biddeford. There could be improved coordination between the city and the school system outside of Biddeford Ready and homeless youth.

4	Agency/Group/Organization	Apex Youth Connection
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Apex Youth Connection is a local nonprofit that delivers programming to students, mostly teens. Their programs are centered on outdoor/active learning and assist students with job readiness, hard and soft skill development, mental health needs, needs related to homelessness, and other needs as they arise. They have received CDBG funds for some of their programming in the past, and through some challenges, both Apex and city staff have learned better ways of implementing programs to achieve CDBG goals and requirements. Apex staff members share updates on the population they serve, in order to better inform the city what needs are present in the student population.

5	Agency/Group/Organization	Biddeford Ready - United Way of York County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Services - Victims Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Ready is a program of United Way of York County, with representatives from the City, the City's school system, early childhood providers, critical state agencies, business and civic leaders, and York County Community Action Corp. The group meets monthly and focuses on young families, particularly those with children from birth to 5. The focus is on "school readiness," broadly defined, and the group will continue to strengthen its connection with parents and early childhood providers to ensure all young people have the skills and support they need to enter school, and that Adverse Childhood Experiences (ACEs) are avoided or addressed.

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6	Agency/Group/Organization	Seeds of Hope
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seeds of Hope is a neighborhood center that collaborates with partners to find meaningful solutions to poverty and homelessness, and provides direct support to those in need. They also convene a local Homeless Task Force made up of several community partners with a common goal to end homelessness. The City meets regularly with their team to discuss goals around this work. Seeds uses CDBG funding to support its Winter Warming Center, which provides a safe, warm overnight space for those who need it.

7	Agency/Group/Organization	BIDDEFORD
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Economic Development providing internet, emergency management, climate change response

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Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In response to the growing need for internet connectivity, the City, in cooperation with Maine-based service providers, installed wifi hot spots at the Hub located at 46 Sullivan Street and at Seeds of Hope, located at 35 South Street. These hotspots were funded in part by the generous support of the Maine Community Foundation. One of the hotspots is funded with CDBG. During this time of COVID pandemic, dependable internet service is more critical than ever, and these hotspots have proved to be very valuable in their respective neighborhoods. Also, the City's Downtown Development Commission coordinated the installation of five wifi hotspots along Main Street, providing a continuous signal for more than one-half mile of the downtown area. These projects are a part of the City's commitment to enhance and support digital equity and literacy. Biddeford, through the Code Enforcement Office, the Biddeford Emergency Management program, and the Comprehensive Planning program, has been responsible for resiliency planning. In October 2020, City Council passed a Climate Emergency Resolution highlighting the expected environmental effects of climate change. The Mayor then established the Climate Task Force to create an action plan that focuses on adaptation, mitigation, and sustainability strategies that address the real effects of a climate change that threaten Biddeford as a coastal community. Biddeford partnered with surrounding communities to apply for funds to co-create the Climate Action Plan, with the support of Southern Maine Planning and Development Commission (SMPDC). There will be a study of sea level rise by the Muskie Institute for the Saco River, and the City has joined that study, but it has been on hold due to the pandemic. Though there is no start date currently planned, the study is expected to occur and the City will stay connected to its progress. Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards.
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		Sea level rise and climate change is another issue, and goals, policies, and implementation strategies will be included in the City's Comprehensive Plan, the completion of which has been delayed, but which will be completed within the 2022 program year. All projects located within a flood zone shall comply with Article XII (Floodplain Management) of the Zoning Ordinance which requires elevating the lowest floor of construction at least one foot above the base flood elevation. There is also work in progress by the Planning Department to address Shoreland Zoning.
8	Agency/Group/Organization	Coastal Healthy Communities Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy

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	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coastal Healthy Communities Coalition (CHCC), a group based out of University of New England (UNE), is a comprehensive community-based health coalition working to promote nutrition, substance abuse prevention, and lead poisoning prevention. With these focus areas, the City works with them on a number of initiatives. They are a key partner in the City's lead program, assisting with outreach to property owners, including the Biddeford Area Landlords Association. They are also supportive of the 2-4 unit rehab program. They operate Project Alliance, a collaborative group that focuses on reducing substance use risks for youth and community members. The City participates in these meetings regularly. CHCC is also developing plans to address regional workforce development, which is a focus of City staff as well. The City and CHCC will partner on these efforts during this program year and in the long term.
9	Agency/Group/Organization	Southern Maine Planning and Development Commission
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Economic Development climate change response
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SMPDC is the lead agency for a regional Climate Action Plan, which includes Biddeford in its geographic scope. The plan will be completed over the next year.

Identify any Agency Types not consulted and provide rationale for not consulting

For the few agency types that were not consulted, they are not currently applicable. Maine Water would be the agency for management of public land or water, but based on our current programming, it is not necessary to consult with them. We work with federal, state, and county government contacts as appropriate, but there are no specific groups under these categories.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	MaineHousing	Housing insecurity and homelessness are increasing in Biddeford due to the rapid growth of the housing market, with similar trends statewide. Our participation in the state's Continuum of Care is vital as we address this challenge, as we are able to learn about and participate in regional and statewide efforts. This includes the new Homeless Response System Hub that launched in PY21.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City attends monthly COC meetings and, as a member in good standing, has voting status. This also gives the City access to ESG funding, though current requirements mean there are no applicable programs that can use ESG funds. The City will monitor requirements and local efforts to ensure ESG funding is used when possible.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Since the adoption of the 2018 Consolidated Plan and housing needs assessment, staff have continued to work with the Citizens Advisory Committee (CAC) and the City Council to address the transition going on in the Biddeford housing market. Members of the public and of local organizations are always encouraged to attend regular CAC meetings and we have had individuals attend at many of these to hear what the CAC is working on, give input into plans (particularly around affordable housing), and share their ideas on improving programs (both from the subrecipients themselves or from potential applicants). The 2021 monitoring also affected how we approached goal setting, as changes were needed to ensure compliance with regulations.

Input from individuals and organizations has led to some minor changes in programming and has also set the groundwork for making some bigger shifts in program design and planning, particularly bringing back the application process for potential service subrecipients next year. Meetings continued to be held online, with discussions at public CAC meetings about involvement in the city's comprehensive plan (components of which directly tie in with the programs supported by CDBG funds), the current year's programs, planning and implementing neighborhood engagement work, and discussing future initiatives that the CAC would like to implement.

Public Hearings were advertised on the City's web site via front page listings (additionally, these listings are sent to those who sign up to be notified of new postings, so those who signed up would receive the notice in an email) and any documentation was included in the notice or on the City's Community Development page.

Technical assistance was provided to all service subrecipients throughout the year as needed, particularly in working with Apex to address eligibility issues that arose during the monitoring process. Community engagement during the pandemic continues to be a challenge, but the pandemic (as well as an increasingly younger population) has also increased interest in local government, as people have spent more time at home and in the community. In PY21, the City and CAC expanded engagement opportunities, with the launch of a neighborhood survey and the development of a public engagement process that will launch in PY22. Along with this, the City as a whole has launched an online public engagement platform to better inform and involve the public in discussing important issues. Staff and the CAC will take advantage of this in order to increase participation in CDBG programming and planning.

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Citizen Participation Outreach

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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1	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee meetings (some as hearings), held virtually, all had CDBG program discussions on the agenda, based on HUD, consultant, and staff findings: June 16, July 21, August 18, September 22, October 20, November 17, December 15, January 12, February 9, March 9 (hearing and regular meeting), April 13, May 11, June 8, and July 7 (hearing and regular meeting), August 24, September 28, October 26, and November 16. Meetings were publicly advertised meetings of the CAC. Meeting notices followed the new	Discussions included program adjustments, guidance on program delivery, and priorities for future work. Housing is a particular focus of the committee. At the October 26 meeting, the Executive Director for Apex Youth Connection attended in order to present an alternative program idea for funding.	N/A	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			CDBG guidelines developed as a result of the pandemic. Attendance included CAC members, staff, members of the public, and participants in the CDBG program.			
2	Public Hearing	Non-targeted/broad community	The first Public Hearing was held virtually on March 9, 2022 at 5:30pm and the general framework for the Year 5 Action Plan was presented and discussed. There were 5 CAC members, 3 staff members, and 1 guest from Biddeford Housing Authority in attendance.	Comments were supportive of the general framework presented and for continuing the amendments to the 2- to 4-unit rehab program into PY22.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from February 16 to March 17.	One comment was received from Biddeford Housing Authority in support of nonprofits being permitted to apply to the 2- to 4-unit rehab program.	N/A	
4	Public Hearing	Non-targeted/broad community	The second Public Hearing was held in person and virtually on July 7, 2022 at 5:00pm and the draft Year 5 Action Plan was presented and discussed. There were 3 CAC members, 2 staff members, and 1 guest in attendance.	One comment was received expressing difficulty implementing social service programs within the regulations.	N/A	
5	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from June 18 to July 17.	Comments were received to adjust information in the Action Plan.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee held a special meeting on July 27, 2022 in order to review a social service application and discuss the overall plan for social service funding. The meeting was open to the public, though the attendees were all CAC members.	CAC members voted to support the hotspot and the proposed social service program, pending further details on documentation requirements and the subrecipient's ability to collect documentation.	N/A	
7	Public Hearing	Non-targeted/broad community	There was a Public Hearing on December 21, 2022 to allow for comments on the amendment to the Action Plan. There were 6 CAC members, one member of the public, and one staff person in attendance.	Staff provided an update that Apex was not moving forward with the proposed program.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from December 1 to December 30, 2022 to allow for comments on the amendment to the Action Plan.	Apex's Executive Director provided an update that they were no longer pursuing CDBG funding for the proposed program.	N/A	
9	<u>Public Comment Period</u>	<u>Non-targeted/broad community</u>	<u>There will be a 30-day comment period open from April 26 to May 25, 2023 with a Public Hearing to be scheduled May 10, 2023 at 5:30 PM to allow for comments on the amendment to the Action Plan.</u>			

Table 4 – Citizen Participation Outreach

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City will continue to support Seeds of Hope and Southern Maine Agency on Aging, and the Biddeford Food Pantry, if program details are confirmed. The City will use 20% of funds toward administration. The remainder of the funds will be used both on rehabilitation assistance to 2- to 7-unit housing structures, creating a minimum of 10-year affordability windows for 51% of the units at 80% of median, and on funds for ADA improvements to city properties, in order to remove barriers to accessibility, as well as improvements to street/sidewalk/parks and community

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gardens to enhance safety and avert criminal activity.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	380,590	0	885,239	1,265,829	872,622.79	Of the annual allocation, 15% will go toward public services and 20% toward admin. The remaining 65% plus any prior year funds will be split <u>among the expanded Housing Rehab Program, the acquisition of real property for the development of 7 affordable housing units, a new first-time homebuyer down-payment assistance program, and street/sidewalk/parks/garden improvements and ADA improvements (all remaining funds).</u>

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

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The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

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If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is a property in one of the target downtown tracts that will be used for a 33-unit family housing development.

Discussion

The Affirmative Fair housing planning identified issues of Lead throughout the core area. Further City inspections uncovered serious health and safety issues. Identified in this process is a concentration of owner occupied 2-4 unit structures. The CDBG funds will leverage the Maine Housing funds. The Lead program application was similarly developed and can be combined with either program, as appropriate.

Housing and equity are top priorities for the CAC and the group will continue to address these during the program year.

The City assisted with a bill for an affordable housing TIF that we can use in CDBG-eligible districts. Housing TIF money can also be used toward homeless assistance funds and other housing rehab programs to further the preservation of affordable housing units. Program details will develop during this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing	2018	2023	Affordable Housing Homeless Non-Homeless Special Needs	CITYWIDE	Housing	CDBG: \$872,622.79	Housing units rehabilitated: 15 Units (\$322,622.79) Homebuyers down-payment assistance 5 homeowners (\$50,000) Affordable housing units developed from the acquisition of real property: 7 units (\$500,000)
2	Social Services	2018	2023	Non-Housing Community Development Social Services		Social Services	CDBG: \$57,088	Public service activities other than Low/Moderate Income Housing Benefit: 4,435 Persons Assisted
3	Public Infrastructure	2018	2023	Public Infrastructure	CITYWIDE	Public Infrastructure	CDBG: \$260,000	Public Facility/Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4397 Persons Assisted ADA (\$100,000); streets/sidewalks/parks/gardens lighting (\$160,000)
4	Administration	2018	2023	Administration	CITYWIDE	Administration	CDBG: \$76,118	

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Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing
	Goal Description	Funds will support: (1) the rehabilitation of owner-occupied and investor-owned 2- to 7-unit buildings in the target area, with fifty-one percent of households within subject properties meeting income requirements, and rehabbed properties having a 10-year deed restriction to assure rent affordability is maintained; (2) the acquisition of real property for the development of 7 affordable housing units, with 51% of units set aside for individuals meeting income requirements and units deed-restricted for as long a period as possible via negotiations with winning-bidder developer of housing; (3) grants for emergency repairs for income-qualified owners of single-family homes; and (4) first-time homebuyer down-payment assistance for Biddeford households meeting LMI criteria.
2	Goal Name	Social Services
	Goal Description	Funds will support social service agencies that provide a variety of services to low- to moderate-income individuals and families. The agencies are Seeds of Hope Neighborhood Center (running a Winter Warming Center for those experiencing homelessness), Southern Maine Agency on Aging (running the Meals on Wheels program), and Biddeford Food Pantry. The City will administer the Mission Hill Neighborhood Hotspot, which provides free internet access to residents of a high-LMI neighborhood. Any additional social service funds will be allocated depending on need.
3	Goal Name	Public Infrastructure
	Goal Description	Funds will support (1) accessibility improvements to Biddeford's City Hall building, as identified in the city's ADA transition plan, with removal of barriers allowing improved access for persons with disabilities; and (2) street/sidewalk/parks/gardens improvements to enhance public safety/accessibility and reduce criminal activity in areas that are not well lit.

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4	Goal Name	Administration
	Goal Description	Administration is to be funded for office staff, equipment, supplies, and other administrative expenses.

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Projects

AP-35 Projects – 91.220(d)

Introduction

Programs supported will be the social services, housing rehabilitation, ADA improvements under public infrastructure, and administration.

Projects

#	Project Name
1	<u>a. Housing Rehabilitation</u> <u>b. Homebuyer Down-payment Assistance</u> <u>c. Acquisition of Real Property for the Development of Affordable Housing</u>
2	Social Services
3	Public Infrastructure
4	Administration

Table 7. - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City continues to focus its efforts on target Census tracts, particularly through the rehabilitation of 2- to 7-unit structures to preserve safe, healthy, and affordable housing. Additional support is being provided to Seeds of Hope for their Winter Warming Center, to the Meals on Wheels program for seniors and persons with disabilities experiencing food insecurity, to the Mission Hill Neighborhood Hotspot providing free wireless internet to residents in the range of 46 Sullivan St, to the Biddeford Food Pantry, and to ADA infrastructure improvements needed to remove barriers to accessibility. Other social service needs are being examined in order to allocate any remaining the social service funds. These are priorities due to the increase in homelessness, food insecurity, high rates of LMI households in identified Census tracts, and health and safety issues in housing. Housing costs are also rising, making it challenging to preserve affordability.

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AP-38 Project Summary
Project Summary Information

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OMB Control No: 2506-0117 (exp. 09/30/2021)

1	Project Name	Housing Rehabilitation, <u>Homeowner Downpayment Assistance, and Acquisition of Real Property for Affordable Housing Development</u>
	Target Area	CITYWIDE
	Goals Supported	Housing
	Needs Addressed	Housing
	Funding	CDBG: <u>\$772,622.79</u>
	Description	Housing Rehabilitation will focus on 2- to <u>7</u> -unit structures, with 51% of the units being affordable at 80% of median income for <u>at least 10</u> years. There are also funds available for <u>first-time Homeowner down-payment assistance, and acquisition of real property for the development of affordable units</u> . Delivery Costs associated with <u>these housing activities</u> .
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Housing Rehab: <u>15</u> housing units with at least <u>8</u> units occupied by households at or below 80% AMI via a 10-year deed restriction. <u>Homeowner down-payment assistance: 5 households</u> <u>Acquisition of real property for affordable housing development: 7 units</u>
2	Location Description	CDBG designated census tracts of 252.01 and 252.02 as a first priority. Citywide as a secondary geographic focus.
	Planned Activities	Rehabilitation <u>loans for</u> units in accordance with CDBG rules, and associated program delivery costs, following this priority list: 1. Owner-occupants of 2- to <u>7</u> -unit residential rental properties; 2. Non-profit owners of 2- to <u>7</u> -unit residential rental properties; and 3. <u>Investor-owned</u> 2- to <u>7</u> -unit residential rental properties. <u>Emergency housing rehabilitation grant</u> assistance to <u>owner-occupied single-family</u> property owners who demonstrate need, allowing them to <u>return to</u> safe housing conditions as soon as possible after an unforeseen event. <u>First-time homebuyer down-payment assistance to LMI clients</u> <u>Acquisition of real property for the development of affordable housing units</u>
	Project Name	Social Services
	Target Area	CITYWIDE
	Goals Supported	Social Services
	Needs Addressed	Social Services

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OMB Control No: 2506-0117 (exp. 09/30/2021)

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Emergency Repair: 5-15 income-qualified households dependent on need.

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	Funding	CDBG: \$57,088
	Description	Biddeford will support at least three Public Service agencies and a neighborhood hotspot with the maximum 15% of program funds (\$57,088). Seeds of Hope will run an Overnight Warming Center during the winter months for people experiencing homelessness, estimate of 25 people to be served (\$23,400). Southern Maine Agency on Aging will operate its Meals on Wheels program, providing meal delivery to 75 eligible seniors and persons with disabilities (\$12,227); and Biddeford Food Pantry will provide food/toiletries/paper products/diapers to 2,770 LMI individuals (\$19,461). The City will administer the Mission Hill Neighborhood Hotspot (\$2,000). Any remaining funds may be programmed for other social services depending on need.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Seeds of Hope - 25 people experiencing homelessness Meals on Wheels - 75 eligible seniors and persons with disabilities Mission Hill Neighborhood hotspot - 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located Biddeford Food Pantry – 2,770 LMI individuals over the course of 1 year.
	Location Description	Seeds of Hope operates at 35 South St. Meals on Wheels operates citywide, with offices at 189 Alfred St. Biddeford Food Pantry serves 2,770 income-eligible individuals per year at 162 Elm St. The Mission Hill Neighborhood Hotspot is coordinated by the city and located at 46 Sullivan Street.
3	Planned Activities	Seeds of Hope - Overnight Warming Center during the winter months for people experiencing homelessness Southern Maine Agency on Aging - Meals on Wheels program, providing meal delivery to eligible seniors and persons with disabilities Mission Hill Neighborhood Hotspot - free wifi internet to people in hotspot range Biddeford Food Pantry – food, paper goods, diapers, and toiletries to 2,770 individuals per year from Biddeford
	Project Name	Public Infrastructure
	Target Area	CITYWIDE
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Infrastructure

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	Funding	CDBG: \$260,000
	Description	The city will make (a) ADA accessibility improvements to city properties, as identified in the ADA Self-Evaluation and Transition Plan, <u>as well as (b) street/sidewalk/parks/gardens improvements to enhance safety.</u>
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	These improvements will benefit persons with disabilities citywide, a population of 4,597 people, <u>as well as targeted neighborhoods served by improved parks/gardens/streets/sidewalks.</u>
	Location Description	City Hall, 205 Main Street; other city-owned facilities if applicable
	Planned Activities	<u>a. Installation of ADA signage and accessibility improvements to bathrooms, service counters, offices/assembly areas, and stairs; other improvements as prioritized throughout the year to City Hall exterior, other facilities, parks, sidewalks, intersections, curb ramps, or bus stops.</u> <u>B. Sidewalk/street reconstruction and lighting installation in community parks/gardens/neighborhoods to improve safety and reduce crime.</u>
4	Project Name	Administration
	Target Area	CITYWIDE
	Goals Supported	Administration
	Needs Addressed	Administration
	Funding	CDBG: \$76,118
	Description	Administer the CDBG program.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Provide administrative oversight and support administrative costs of the CDBG program.

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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For owner-occupied, nonprofit, and investor-owned 2- to 7-unit residential buildings, housing rehab assistance and single-family owner-occupied emergency repair grants are directed within the CDBG eligible census tracts as the first priority (with at least 51% LMI), with rehabilitation permitted outside of these tracts as a second priority. Social Service assistance is typically directed citywide, with presumed benefit clients or income certification to ensure service to at least 51% LMI beneficiaries. ADA and other public facilities improvements will focus on City Hall and potentially other city properties, but the benefit will be for people citywide, including people with disabilities.

Geographic Distribution

Target Area	Percentage of Funds
CITYWIDE	

Table 8.- Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2- to 7-unit rehabilitation program and emergency repair program for owner-occupied single family homes are available citywide, but the priority is still on the CDBG-eligible Census tracts (252.01 and 252.02), which are in the downtown and immediately adjacent areas and have the highest concentration of LMI households. The housing rehabilitation program represents targeted investments that preserve affordable housing, improve the quality of the home, and increase base value, leading to private neighborhood re-investment. The priority is on these tracts as the buildings are older on average than the buildings citywide, have the highest need for rehabilitation, and have higher rates of LMI residents.

Discussion

In general, the city delivers CDBG-funded programs citywide in order to best support LMI residents. The rehab program prioritizes Census tracts 252.01 and 252.02, in order to best address needed improvements in these high-LMI areas, but the program is now available citywide as well.

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Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The units rehabilitated through CDBG funds do not meet the HOME definition. For ease of administration, the City uses HUD's AMI and FMR standards as the measures of housing affordability. The City requires all units supported with CDBG funds to be code compliant by the time the work is complete.

One Year Goals for the Number of Households to be Supported	
Homeless	7
Non-Homeless	8
Special-Needs	0
Total	15

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	7
Total	10

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Homelessness began to increase in 2019, and has worsened with rising housing costs and issues stemming from the pandemic, like job loss. Efforts will focus on the rapid re-housing coupled with case management to address the housing needs of individuals experiencing housing insecurity. In addition, Biddeford's rental rehab program will create a minimum of 8 units of affordable rental housing (51% of 15 units). The rental units will be occupied by households that are eligible as low- to moderate-income families and meet the requirements for an affordable housing unit, including a minimum ten-year affordability restriction. The program's focus on owner occupied 2-7 unit structures assists local owners with limited resources and provides for further preservation of affordability. The Healthy Homes Lead Rental Rehab program are also within CDBG-eligible Census districts.

Rental rates will be based on the established rent schedule as updated by HUD annually and will remain that way for the full affordability timeframe based on the units and will not include any Single Room Occupancy units. Affordability will meet HOME program requirements at 92.252 for rental housing and

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The City Council, through its work with the CAC and use of the Affordable Housing Needs Assessment, established a series of housing goals in November 2020 for the City to pursue. In addition to the goals addressed by the rehab and lead programs currently in place, goals include increasing homeownership from 48% to 51% and creating or preserving 90 affordable units per year for five years. There are several strategies and activities under each of these goals, and progress has been made on many of the planned activities. Work will continue in the 2021 program year.

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AP-60 Public Housing – 91.220(h)

Introduction

Biddeford has continued to strengthen its Citizens' Advisory Committee (CAC), including expanding the goals of the committee to more proactively address housing issues in the community. The group and its staff liaison (Community Development Coordinator) will collaborate with public housing advocates to address the ongoing need to create viable affordable housing opportunities. Efforts include addressing housing conditions through the Healthy Homes initiative, the abatement of unsafe lead within housing structures, various legislative decisions (at state and local level) regarding affordable housing requirements, and staying informed on housing developments in the community in order to advocate for affordability. This focus will also re-engage the Biddeford Housing Authority in the development and potential delivery of housing programs in the City.

Actions planned during the next year to address the needs to public housing

Planning efforts will continue in surveying and addressing the needs of individuals in public housing. The city's Community Development Coordinator, with assistance from the CAC, will work to increase presence in neighborhoods and gather information on community needs. The Healthy Home Initiative will improve the quality of housing, leading to an improvement in the quality of life for individuals and families. As eligible units are identified, Biddeford will continue its efforts to inform owners of ways to assist in providing housing opportunities for potential voucher holders.

The City's ongoing collaboration with the Biddeford Housing Authority (BHA) will identify further opportunities to create quality affordable housing for the residents of Biddeford. As of June 2022, BHA has 180 vouchers under lease (represents all properties managed by BHA, which includes Biddeford and other communities), and overall, there are 275 portable vouchers administered. Both BHA and the City know these are inadequate to serve those in need, but there is also a significant waiting list for voucher-holders to be placed in housing. Biddeford Housing Authority's Section 8 waiting list is five years long.

In addition to the housing rehabilitation program, the City and BHA will continue to look for ways to preserve affordability, including housing projects with funding such as LIHTC, AHP, and Maine Housing. There is also a new affordable housing TIF program that the City expects to use to develop a fund that supports affordable housing projects and other related goals. One specific project that will be developed during the program year is a 33-unit building on Adams Street, located near CDBG subrecipient Seeds of Hope. The project will use LIHTC, AHP, and municipal TIF funds.

The State of Maine introduced a Rural Affordable Rental Housing Program, which is planned to spur development of medium-sized affordable housing structures. The City will work with partners to utilize this program.

Actions to encourage public housing residents to become more involved in management and

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participate in homeownership

Biddeford Housing Authority offers regular management staff business hours at all their larger properties and provides periodic group activities for residents. They also have a Resident Services Coordinator on staff to help all tenants with issues and connect them with service providers, transportation, information, etc. Their board has 2 of its 7 positions reserved for tenants receiving assistance. This provides tenants the ability to provide perspective on the issues residents face in the area. BHA is looking into applying for funding through the FY2022 Family Self-Sufficiency NOFO.

York County Community Action Corporation (the Community Action Program [CAP] agency for the county) offers Home Buyer Education Classes (via zoom) on a monthly basis, as well as pre-and post-home purchase counseling. MaineHousing also offers a homeownership readiness and first-time homebuyers program. The City works with the local public housing authority to encourage its participation in the HUD Family Self Sufficiency (FSS) Program, which helps voucher-holding households build capital for homeownership (the 2022 HUD FSS grant welcomes new PHA applicants for the first time in many years, and the City's housing rehab office has encouraged Biddeford Housing Authority to apply). The local housing authority also encourages HCV households to participate in PHA governance and provide input on affordable housing issues in the City. The local CDFI is Southern Maine Finance Authority, which does not provide homeownership assistance, though the City has begun discussions with SMFA regarding the feasibility of offering such services. Financial literacy classes are offered by the local adult education program and CAP agency, as well as by local banks and credit unions, to help residents build capacity for homeownership.

Further details on available housing services can be found on the city's website: <https://www.biddefordmaine.org/3079/Housing-Services>

The CAC holds public forums/meetings to encourage and engage residents, stakeholders, social service agencies, and public housing entities to take an active part in its neighborhood planning process. All ideas and recommendations are made available to the community as part of the opportunities in expanding the availability of rental units and working towards homeownership opportunities.

During the program year, city staff will review the information on this page to ensure it is up-to-date and includes all the services available to community members.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

In this year, the City will work with the BHA to reach out and identify designated, privately held properties that may be distressed. The local housing authority has no distressed properties within their

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current inventory and is not designated as 'troubled.' MaineHousing lists none in its inventory.

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Discussion

We will develop a better understanding of public housing inventory and continue to review all projects that have three or more code infractions. Additionally, through the coordinated efforts under the Healthy Homes initiative, potential voucher properties and owners may access funding to increase the quality of their affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Through partnership with our social service agencies, Biddeford is actively addressing the basic needs of community members experiencing homelessness. Specifically, Seeds of Hope is receiving funding to provide a Winter Warming Center when evening temperatures are below 20 degrees or there are extreme weather conditions. In addition to this program, they provide services during the day and serve as an important link to community members experiencing housing insecurity or homelessness. The police department is also connected to this population through its Community Engagement Specialist, who connects vulnerable community members to services, and through its Substance Use Outreach Liaison.

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The Meals on Wheels program will assist 75 senior households who have no access to food.

The City is connected with the Maine Continuum of Care, which is the statewide collaborative applicant for HUD and manages funds to shelters. Information on homeless initiatives at the state level can be found on the MaineHousing website: <https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>. Those seeking resources can also dial the statewide 211 line for assistance, also available online at <https://211maine.org> or by texting a zip code to 898211.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY22, the city will reach out to homeless persons through existing networks, particularly Seeds of Hope, and will assist with the Point in Time unsheltered count. Seeds of Hope conducts a survey of its clients each fall. The city has input on the questions asked, and receives the results when the survey period is complete. The Police Department and Code Enforcement Office also have direct outreach to and assessment of homeless persons, and the CDBG Coordinator receives regular updates on this outreach and assessment.

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Biddeford, like other localities, has endured the continued impact of the COVID pandemic. Homelessness has been exacerbated due to job loss and a dramatic increase in housing costs, and housing, health, and food needs have increased. Most outreach to those experiencing homelessness was through Seeds of Hope and the Police Department. The City's primary form of assistance is through the General Assistance office.

Seeds of Hope, the City General Assistance office, Biddeford Police, Biddeford Food Pantry, Apex Youth Connection, and Southern Maine Health Care remain the front-line responders for community outreach.

Each of these is linked to a group of partner social service agencies to work with individuals in need, provide initial intake, and provide assistance to get them off the street, fed, and cared for through service provision. The intake varies based on the need and intensity of issues.

Seeds of Hope is a trusted community hub, and connects clients to social service agencies providing health and mental health services. They gather basic information on a regular basis, as well as more detailed information as requested, both of which help demonstrate the full scope of needs. The Police Department, through its unique system of outreach via employed social workers, provides further individual intake, directing individuals to appropriate area agencies. Those in significant health need or with substance use issues can be entered into the SMHC Partial Hospitalization Program. Other chief partners in this triage include the Substance Use Outreach Liaison with the Biddeford PD, York County Community Action, Spurwink, Nasson Health Center (free clinic), SARSSM (sexual assault response), and Caring Unlimited (domestic violence shelter). Each of the agencies, in turn, has the ability to provide housing, or links to those in the supportive housing community, and appropriate case management services.

Police have noted that the full emergency shelter in Alfred has been full for some time and is not expected to meet demand, so the local Warming Center option is an important resource. With information gathered from three winters of operating its Warming Center, Seeds of Hope is working with the City in examining successes and challenges of the program, and discussing ways to improve the assistance provided.

Apex Youth Connection now offers support to students experiencing homelessness through a staff person at the schools. Students are referred to staff by school personnel, and Apex addresses needs such as rental housing deposits and food.

The City is part of various groups addressing homelessness on a regional and statewide scale, including the new Homeless Response Hub established by Maine Housing and supported by Built for Zero, a national organization that helps groups measurably end homelessness.

With available housing at a premium (at all levels), Seeds provides clothing, tents, and products to assist in outdoor survival, where necessary. With appropriate housing subsidy through vouchers and the City's General Assistance office (and in PY21 through the Rental Relief Program offered by York County Community Action), individuals are connected to local hotels in the area for rooms available in the off-season. The establishment of the Winter Warming Center was in direct response to community needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The city will continue to support the winter warming center run by Seeds of Hope, while exploring options to improve shelter for those experiencing homelessness. The Homeless Task Force, as well as smaller subcommittees, discuss shelter and transitional housing needs. The city and its partners believe in a "housing first" model, and over PY22 they will continue to discuss how to combine resources to

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build supportive housing.

This will be the fourth full year of the evening shelter program, with support from both CDBG funds and directly from the City. Biddeford Housing Authority completed a 5-unit transitional home in early 2021, with one 1-bedroom unit, two 2-bedroom units, and two 3-bedroom units. All units are fully occupied. Residents receive direct services with this housing and can remain in the unit for up to two years, at which time, they receive a certificate or voucher for permanent housing. A for-profit SRO (single room occupancy) building in the downtown, the Thacher, continues to be at full capacity. The City assists with rental of those units to some individuals via General Assistance.

The City continues to explore transitional and supportive housing options. We will identify individuals through requests to General Assistance, the Police Department, Code Enforcement, Seeds of Hope, and the Biddeford Food Pantry. Working with these partners, we will identify homeless individuals or families for supportive housing options and identify housing availability. We expect demand (15+ chronically homeless individuals) to exceed supply and will work to develop additional units in the coming years. The City is aware of the number of subsidized units, but not how many units are specifically supportive/temporary housing for the homeless.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The city and its partners believe in a housing first model and over PY22 will continue to discuss how to combine resources to build more supportive housing, where direct service is provided to those transitioning out of homelessness, so they can remain housed.

The creation of quality sustainable housing is one way to permanently address the homeless issue. Many factors combine to create a housing shortage, particularly for those experiencing homelessness, but also for residents at many income levels (both LMI and non-LMI). Outside of CDBG funds, the City is working with housing developers to create additional market rate housing units, with some units potentially reserved for various uses, including for median income renters and seniors, as well as units using low-income tax credits. The City supports tax credit projects with residential TIF credit enhancements, and legislation was passed that allows TIF funds to create an affordable housing fund. Through these efforts, more housing options within Biddeford's inventory will increase the supply of housing. In addition to these goals, the City has also set an annual goal of 90 units of affordable housing being preserved or created every year over the next five years. Strategies to reach these goals are being

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developed, and will vary depending on the developments in process in a given year.

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Supportive temporary and permanent housing are specific needs of the chronically homeless. The City will coordinate the efforts of Seeds of Hope and Police Department intake workers, as well as the schools through the Biddeford Food Pantry and Apex Youth Connection liaison staff, to identify the housing and social needs of each person coming through each program. These partners help identify the appropriate supportive services needed to avoid repeat homelessness or incarceration. We work with other area providers (Caring Unlimited, Sexual Assault Response Services) to identify persons in the shelter (or local hospital) or identified through police calls that are in need of services and housing. Seeds of Hope will continue to convene these partners on a regular basis to further coordinate the provision of services and expanded housing availability.

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Alternative Pathways continues to grow in the center of our neighborhoods and serves high-school-aged youth with an alternative education program. Those students are often identified by the School Department as possible "couch surfers," and Alternative Pathways provides them a safe place for education and stability. Apex Youth Connection also has a staff person on-site at the public school to support youth experiencing homelessness.

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Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as healthcare facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

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During PY22, the city will work with its partners to more efficiently respond to low-income families at risk of homelessness. The Police Department, Code Enforcement, and social service agencies are already very effective at this work, but we want to ensure they are supported in this work and can address issues as they arise. We have regular meetings with all relevant parties to hear updates and communicate via email on a regular basis to solve issues as they arise.

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Seeds of Hope is the convener for discussion on prevention of homelessness, homeless assistance when it happens, and transitional supportive housing development. Within this planning group, strategies are broken into three areas: client intake, assessment, and guidance; coordination with direct social service assistance from the appropriate social service partner when appropriate; and in the development of an increased supply of supportive housing. Seeds works closely with the Police Department and Southern Maine Health Care to identify those with the most critical needs to enroll them in the partial hospitalization program.

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Biddeford Ready, a collaborative effort that provides support for children aged birth to five to prepare them for school and life, is developing ways to support LMI children and their parents. The focus on a

child's earliest years, and particularly on Adverse Childhood Experiences (ACEs), helps set these children and their families up for success.

Biddeford's social service agencies utilize coordinated intake and case management to assist individuals recently discharged from public institutions, providing help and shelter as immediately as possible. As noted above, the lead in many cases is the social work team from the Police Department, with school social workers, police resource officers, and teachers also providing substantial input and the potential for intervention.

Discussion

The Biddeford housing market has become increasingly difficult to navigate for residents at most income levels, which is why housing affordability is a top priority of City Council and staff. Within that priority, there are goals to address homeless issues and preserve affordable units. Using our existing network, particularly the Homeless Task Force, city staff will continue to connect with and support our most vulnerable community members, and facilitate discussion around housing needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

City Council has continued its commitment to affordable housing with its yearly Housing Goals, with a goal to preserve affordability while also improving the quality and livability of our neighborhoods. The mayor established an Affordable Housing Task Force that is examining specific needs. The expanded housing rehabilitation and lead paint remediation programs, along with other non-CDBG programs, were created to address these goals.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the Consolidated Plan, these goals were set around affordable housing:

1. Consider revisions to the City's zoning and land use standards that would provide incentives (e.g. density bonuses) for the development of affordable housing.
2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties (e.g. mills and churches) into affordable and sheltered housing.
3. Consider establishment of low interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
4. Undertake a systematic and concentrated program of code enforcement to ensure life safety standards are met to prevent blighting influences on neighborhoods.
5. Encourage participation by landlords in the Biddeford Landlords Association and encourage partnerships that provide resources for both landlords and tenants.
6. Consider a partnership with other public/private organizations to pool resources to help finance home ownership (e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms).

Full details on the status of these goals can be found as an attachment.

Discussion:

The City continues to pursue a series of housing policies that combine flexibility in the permission of

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higher density with continued inspections of existing structures. The City's access to Lead Paint funding, Maine Housing funding, and commitment of CDBG to ~~rehabilitating 2- to 7-unit~~ structures is intended to reduce the effects of low-quality housing in the highest LMI neighborhoods.

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AP-85 Other Actions – 91.220(k)

Introduction:

Ongoing economic challenges and continued market changes will require the CAC, in combination with network partners, to monitor the state of homelessness while forging ahead with housing quality improvements. Issues stemming from the pandemic, such as homelessness, day care closures, and the lack of food within the community, will be monitored and addressed.

It is critical that the residents of Biddeford have a measure of quality of life by having the most basic of resources and provisions. Ongoing public meetings and forums will keep Biddeford informed about opportunities to make a meaningful impact for the community.

Actions planned to address obstacles to meeting underserved needs

Seeds of Hope, the primary agency for assisting people experiencing homelessness, will keep the city informed about the current issues and the actions that may need to be taken. Biddeford Ready, the Biddeford Food Pantry, and Apex will assist us with the needs of young and/or refugee families, as well as all residents within the Census tract where their services are located. Alternative Pathways, with its tie to the school department, will assist us in identifying and serving homeless youth.

The primary obstacle is housing at the lowest income levels. Demand is increasing housing costs at a rate that did not exist at the beginning of this five-year strategy. City Council and staff worked together to establish specific housing goals and will pursue projects to meet those goals. These housing goals are included as an attachment in AP-26. These opportunities, in conjunction with our partners, will include the further development of supportive housing as well as rentals for low- and moderate-income residents.

Actions planned to foster and maintain affordable housing

The average age of Biddeford housing stock is significantly older than county and state averages. There are many challenges related to this, particularly the presence of lead, as many houses were built before 1978. The Healthy Homes initiative has given Biddeford the resources to help address this issue. Rental housing is targeted to properly abate or mitigate the lead within pre-1978 homes and to provide housing rehabilitation funding to correct code/health/safety deficiencies. This program will create quality affordable rental housing for LMI families and individuals.

Biddeford's business community continues to grow rapidly, despite the pandemic. Employment opportunities will be examined in order to address community challenges from all perspectives, for example: ensuring median income levels can support median housing costs, that residents have the qualifications needed for jobs that pay enough to afford housing, that affordable housing opportunities are provided to those with jobs that have lower pay rates, and so on. As this information is gathered,

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Biddeford will continue to work with local business owners and interested developers in the coordinated effort of creating more housing. City Council's housing goals will address issues across the housing continuum: homeless assistance through Seeds, very low-income housing through Biddeford Housing Authority's request for 40 additional vouchers, development of low-income housing through LIHTC and other avenues, TIF subsidies for preservation of 10% of new units at median income, and the creation of first-time homebuyer opportunities (up to 200 new units over the next five years).

The City has at least three housing projects with approximately 200 units underway that are financed in part through the LIHTC program. The pandemic has hit housing developers hard, with equity for investments increasingly difficult to find. However, the City is poised to commit affordable housing TIF funding to support LMI housing development. The City is also in the process of approving density bonuses.

The purpose of the expanded housing rehab program is to preserve affordable units that might be lost to market escalation. A minimum of 15 units is proposed for rehabilitation this year.

The City also has a goal of increasing direct connection with individuals and families living in affordable housing g, to better understand their needs.

The Mayor's Affordable Housing Task Force and the Citizens Advisory Committee are conducting public outreach to ensure that those most affected can share their challenges and potential solutions.

Actions planned to reduce lead-based paint hazards

The City runs a lead-based paint hazard-reduction and Healthy Homes initiative, to which the CDBG program provides match funding to invest in multifamily properties that qualify for assistance. Upon qualification, homes are inspected by licensed professionals to determine the level of lead and other health hazards present, after which a scope of work is developed and put out to bid.

All housing rehabilitation is inspected for quality of work in accordance with the building codes and lead regulations. The goal of the CDBG match program is to abate up to 15 units per year.

Actions planned to reduce the number of poverty-level families

Tied with the goals set in the Consolidated Plan, Biddeford continues to partner with organizations working directly with poverty-level families. The Biddeford Ready program, in conjunction with Apex Youth Connection and the Biddeford Food Pantry, will continue to focus on low-income families. Biddeford's youngest residents present a difficult challenge to the school's system, as many begin kindergarten unprepared, which tends to slow growth and learning potential. Other partners include Biddeford Housing Authority, Coastal Healthy Communities Coalition, and Seeds of Hope. The city also

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works with Biddeford Housing Authority to increase affordable housing in these neighborhoods.

The Community Engagement Specialist with the Police Department continues to form relationships with poverty-level individuals and families in order to identify and address the issues that keep people in poverty. Biddeford experienced unexpected rapid growth during the Consolidated Plan period, so while efforts are consistent and robust, reducing the number of poverty-level families continues to be a years-long effort. The greatest concern now is the combination of rapid growth in the real estate market and the pandemic, resulting in increased displacement and potential for homelessness. Neighborhood efforts are also re-emerging, led by the CDBG Coordinator and Citizens' Advisory Committee, to work directly with poverty-level neighborhoods to learn and address their needs.

Outreach programs, through the social service agencies, target poverty-level families to provide critical resources such as food, clothing, life skills, and financial counseling to help them improve their current socio-economic situation. These efforts take time and patience to gain the trust of families so that assistance and guidance can be delivered, Biddeford Ready, through Head Start and private pre-K providers, has increased the number of children receiving educational development prior to entry into kindergarten. Biddeford Ready and school social workers work at all levels of the school system, and provide assistance when issues are identified. Biddeford Ready is also expanding awareness of Adverse Childhood Experiences (ACEs) through training and a summit that will encourage participants to envision how to reduce ACEs and how to increase Positive Childhood Experiences (PCEs), which are proven to counterbalance ACEs. Staff will continue to work with this network.

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Actions planned to develop institutional structure

City staff will continue to strengthen our partners to support our core LMI neighborhoods. Staff has reenergized the Citizens' Advisory Committee as the representative of households within our eligible Census tracts, reporting to the City Council. The CAC and staff will continue to develop neighborhood-based programs to serve communities and increase neighborhood safety and connectivity. Institutionally, City Council recognizes the CAC as an advocacy group for neighborhood-based initiatives, including the continued development of housing and community development goals for the City.

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During the program year, the Community Development Coordinator will strengthen partnerships between various groups – municipality, schools, nonprofits, businesses, and others – with a goal to improve coordination of efforts and grow the outreach network for these partners. Staff will also work with the newly formed Homeless Response Hub, which will coordinate efforts to address homelessness on a broader regional level.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and the CAC will continue to work with private and public housing agencies. The focus this year

will be on mitigating the impact ~~of the pandemic on~~ continued development of additional stock across the housing continuum. The role and potential of the Biddeford Housing Authority will be examined, with a focus on increasing the supply of low-income family housing. The City will continue to work with LIHTC partners through its affordable housing TIF program to create new housing stock; partners include both public agency housing providers and private developers. Ongoing collaboration and coordination will be handled ~~by the CAC and staff, ultimately reporting to City Council, to adopt~~ strategies to address both the changing market and the pandemic.

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The City will coordinate connections between housing and social services, in order to ensure effective delivery of these services. This connection will occur by developing a comprehensive list of housing agencies and social service agencies, identifying what their goals and projects are, and ensuring all partners have access to this information for ease of partnership. There are existing partnerships, as well. In particular, Seeds of Hope (a social service agency) has a homelessness task force that includes housing agencies. Over the last few years, the work of that task force led to the Biddeford Housing Authority developing and constructing a transitional supportive housing building for community members experiencing homelessness.

Discussion:

The City will be monitoring the impact of the pandemic on the community, as well as working to further future development and redevelopment efforts. We have put together a resource base that should permit a substantial increase in rehabilitation efforts while obtaining affordability; we will monitor our progress and make necessary adjustments as required.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.70%

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The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan. The origin year grant amount is \$380,590. Biddeford will continue to support a reduced number of subrecipients, the expanded housing rehabilitation program, the acquisition of real property for the development of affordable housing units, a homebuyer down-payment assistance program, and street/sidewalk/parks/gardens and ADA improvements to eliminate barriers, improve safety, and enhance accessibility. This will ensure effective delivery of services to LMI individuals and households, and the preservation of housing stock and affordability. The Overall Benefit is based on program years 2021, 2022, and 2023. Biddeford had two substantial amendments during the prior program year (PY21).

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Attachments

Annual Action Plan
2022

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OMB Control No: 2506-0117 (exp. 09/30/2021)

Citizen Participation Comments

Item	Page(s)
Notice Text: Notice of Public Hearing and Comment Period	2 to 3
Screenshots: Front page posting on city website of notice	4 to 7
Photos: Physical postings in City Hall	8 to 11
Comment: Received via email	12
Minutes: Public Hearing	13
Original Citizen Participation Packet	14 to 45

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

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 \$2000.

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

Annual Action Plan
2022

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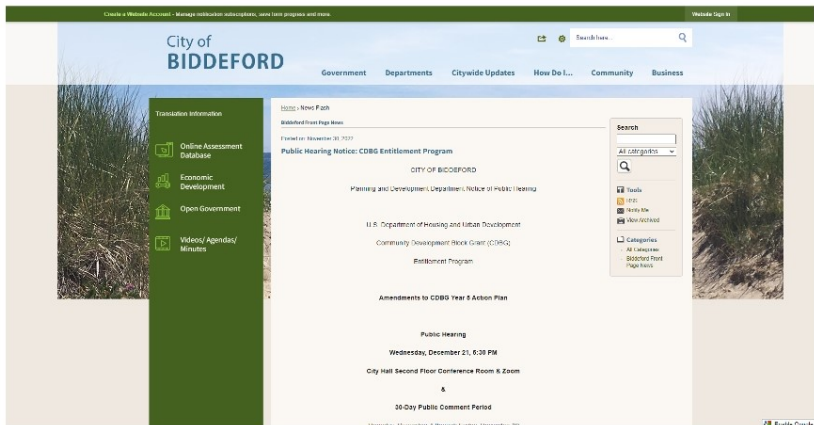
The existing housing rehab program includes a provision to provide emergency support in cases where the emergency is an imminent threat to occupant health and safety, no other funds are available to correct the problem, and the nature and severity of the problem is documented by City officials. In order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

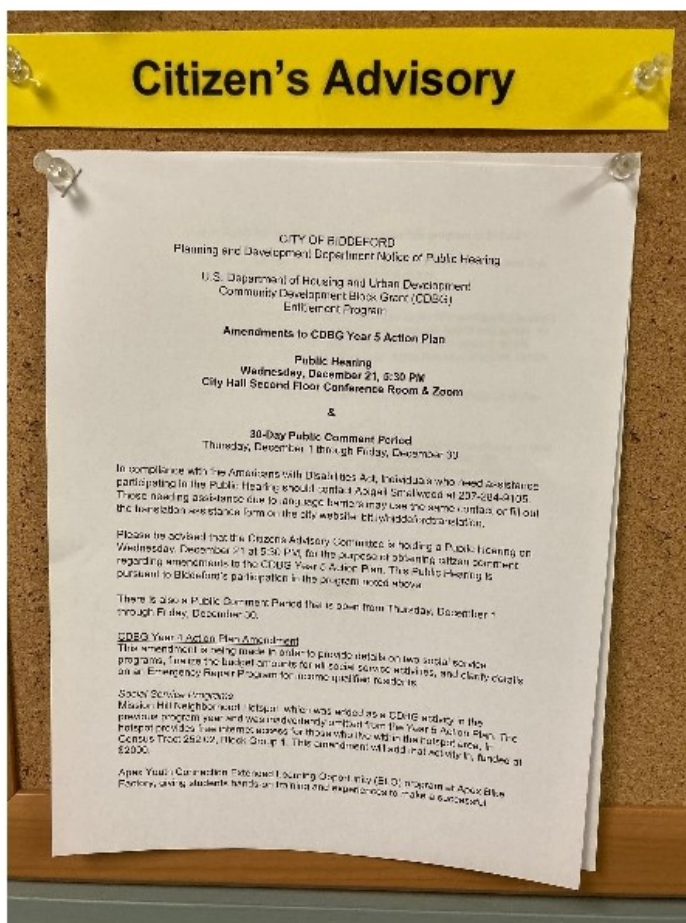
In compliance with the Americans with Disabilities Act, individuals who need assistance participating in the Public Hearing should contact Abigail Smallwood at 207-284-9105. Those needing assistance due to language barriers may use the same contact or fill out this [translation assistance form](#) on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



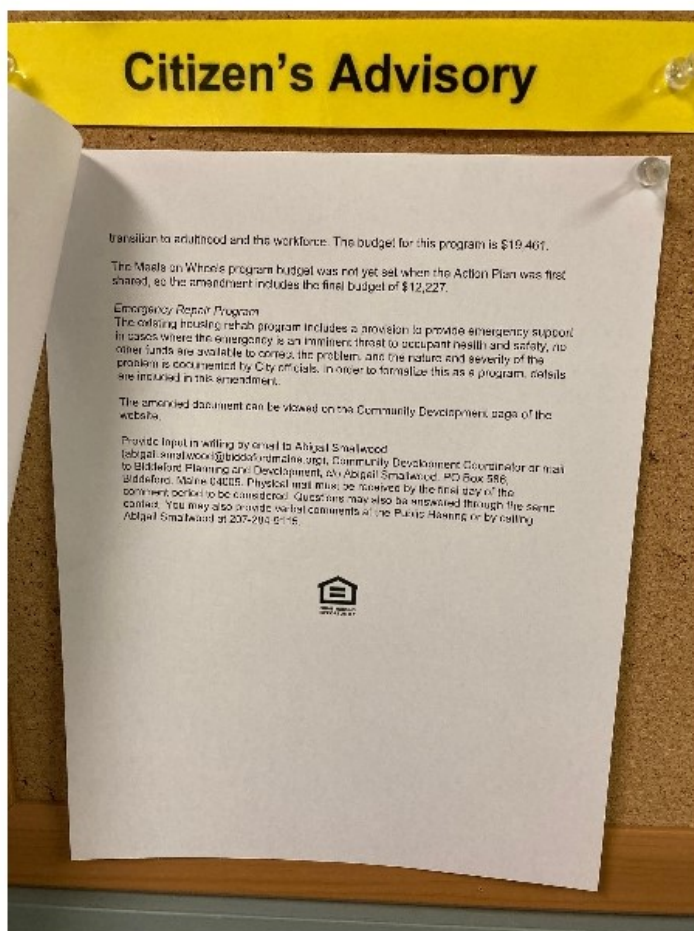


Annual Action Plan 2022

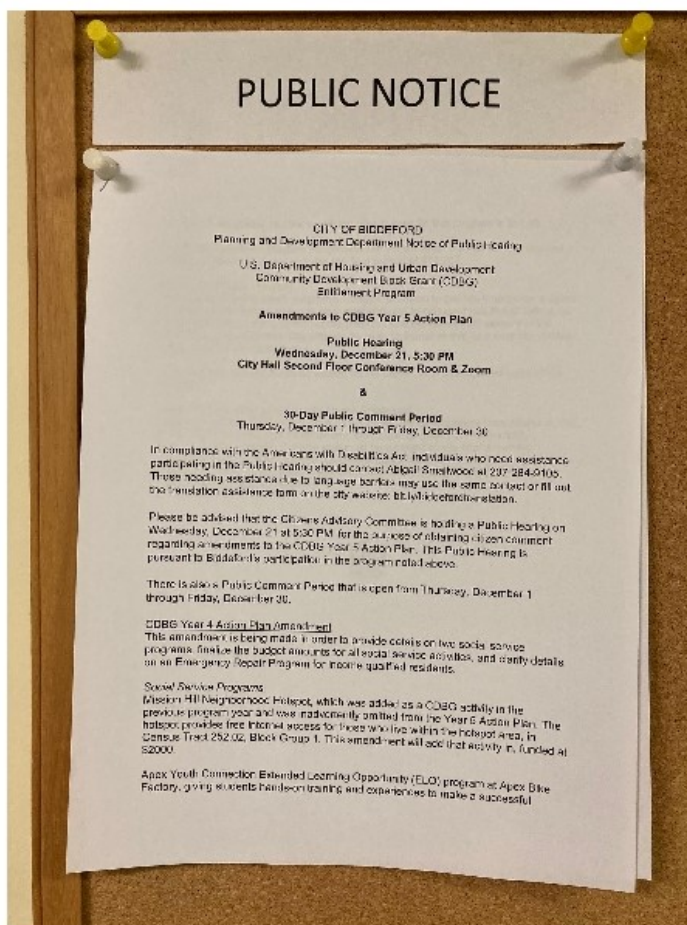
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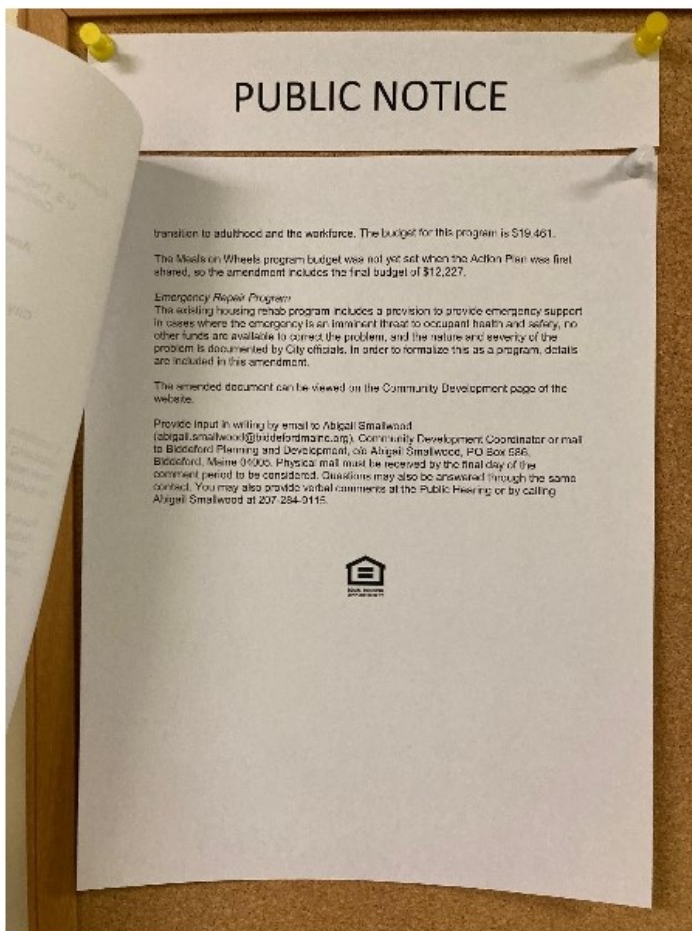
Posting on City Hall meeting board



Posting on City Hall meeting board



Posting on Planning and Development Department board



Posting on Planning and Development Department board



Wed 12/21/2022 2:03 PM
Melissa Cilley <director@apexyouthconnection.org>
Re: draft contract for new program

To:  Smallwood, Abigail

 You replied to this message on 12/21/2022 2:14 PM.

Action Items

+ Get more

EXTERNAL: This email originated from outside of the City of Biddeford email system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi, Abigail. I think it's best that we table the ELO project until the new CDBG fiscal year. I met with Greg this morning and learned that there are a lot of changes pending in the process for CDBG, which may prompt changes in direction. It would be unethical for us to set up several students with paid internships, knowing that the chances of those internships continuing (or being offered again to other students) is risky. We very much want and need to do this program, and please let the CAC know that we appreciate their enthusiasm greatly, but Apex cannot risk getting burned again or hurting our youth. We will revisit for the 2023-2024 CDBG fiscal year.

Thanks for your help.

Melissa Cilley
Executive Director



100 Franklin St., Biddeford, ME 04005
P.O. Box 180, Biddeford, ME 04005
Office: (207) 283-4925
Fax: (207) 283-4924

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City of Biddeford
Citizens Advisory Committee
December 21, 2022 5:30 PM

In Attendance: 6 CAC members, 1 member of the public, 1 staff

1. Open Public Hearing, 5:31p – Chair
2. Discussion – Smallwood
 - 2.1. Amendments to the Year 5 Action Plan, [Public Hearing Notice.pdf](#)
 - 2.2. Adding back in public WiFi and Emergency Repair Program; and considered Apex amendment (they do not wish to move forward).
 - 2.3. Apex program funding will be reappropriated via separate amendment process.
3. Close Public Hearing – 5:40p – Chair

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

Public Hearings
1. CDBG Year 5 Action Plan – First Hearing
2. CDBG Year 4 Action Plan Amendment

Wednesday, March 9, 2022
5:30 PM

Zoom Meeting

& 30-day Comment Period

Please be advised that a Public Hearing has been scheduled by the Citizens' Advisory Committee for Wednesday, March 9, 2022 via Zoom for the purpose of obtaining citizen comment regarding two items:

1. CDBG Year 5 Action Plan – First Hearing
2. CDBG Year 4 Action Plan Amendment

This Public Hearing is pursuant to Biddeford's participation in the program noted above. For the Year 5 Action Plan, this is the first of two public hearings. The Year 4 amendment will have only one public hearing.

Additionally, there is a 30-day comment period for input regarding these programs from February 16, 2022 to March 17, 2022.

CDBG Year 5 Action Plan

The following programs will be reviewed:

1. Continuation of the 2- to 4-unit owner-occupied residential rehab program
 - a. Expansion to allow nonprofits to apply both within the designated Census tracts and citywide*
 - b. Expansion to allow applications eligible owner-occupied properties outside the designated Census tracts*
2. ADA Accessibility Improvements
 - a. City Hall interior*
 - b. City Hall exterior
 - c. Other facilities
 - d. Parks
 - e. Sidewalks, intersections, and curb ramps
 - f. Bus stops
3. Public Service activities

CAC will also review additional areas of focus for the group and financial needs.

*See below, these items are being considered in the amendment to the current year's Action Plan (July

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2022

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2021 to June 2022).

CDBG Year 4 Action Plan Amendment

The following amendments are being proposed:

1. 2- to 4-unit residential rehab program
 - a. Expansion to allow applications from nonprofits both within and outside the designated Census tracts
 - b. Expansion to allow applications from eligible owner-occupied properties outside the designated Census tracts
2. Diverting some funds from the rehab program to a program for ADA Accessibility Improvements at City Hall

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

If you provide comment via email, mail, or phone, please state whether you are commenting on the Year 5 Plan, Year 4 Amendment, or both. 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.

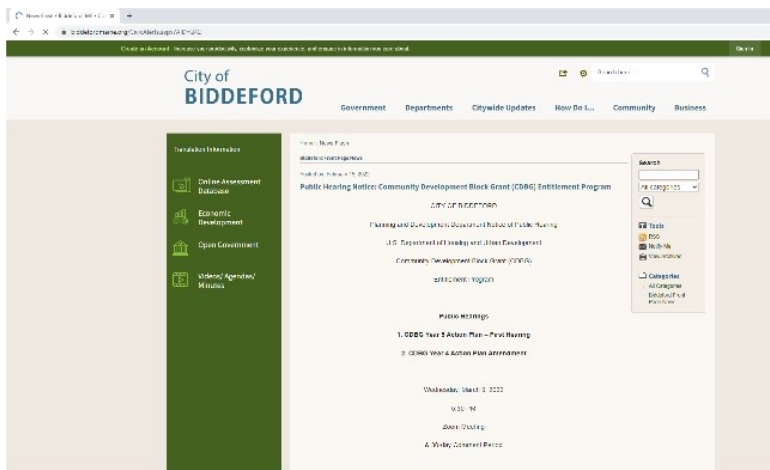


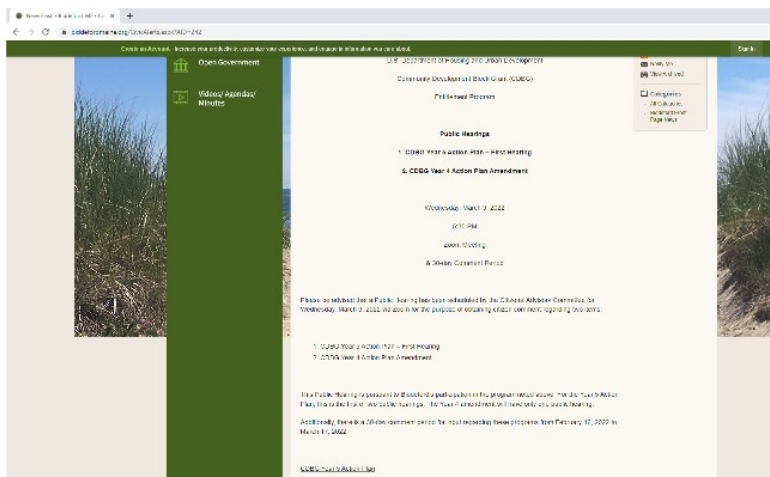


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OMB Control No: 2506-0117 (exp. 09/30/2021)

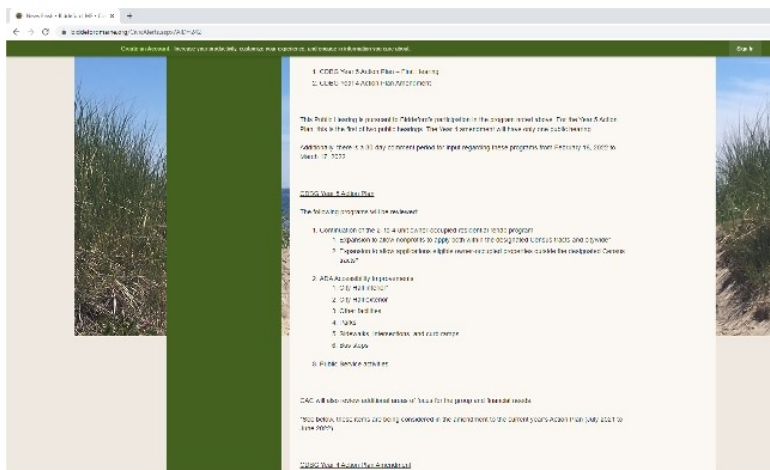


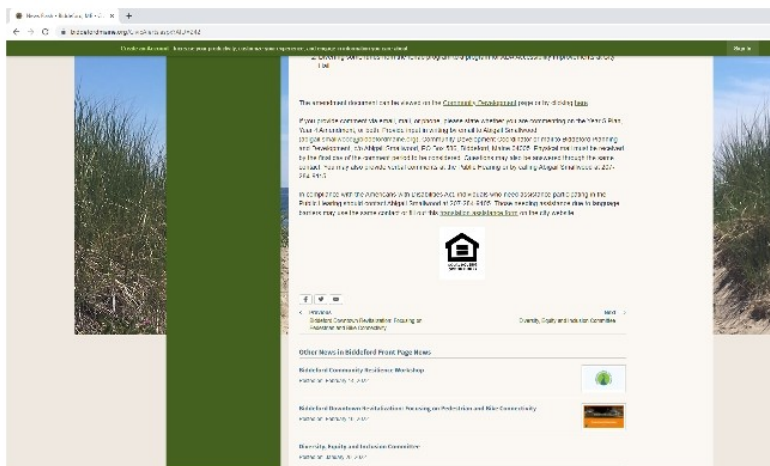


Annual Action Plan 2022

OMB Control No: 2506-0117 (exp. 09/30/2021)

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Smallwood, Abigail

From: ggagnonbha@maine.rr.com
Sent: Tuesday, March 1, 2022 12:50 PM
To: Smallwood, Abigail
Subject: BHA comment - CDBG programs

CDBG Year 4 Action Plan Amendment

The following amendments are being proposed:

1. 2- to 4-unit residential rehab program
 1. Expansion to allow applications from nonprofits both within and outside the designated Census tracts
 2. Expansion to allow applications from eligible owner-occupied properties outside the designated Census tracts
2. Diverting some funds from the rehab program to a program for ADA Accessibility Improvements at City Hall

Abigail:

With regard to the proposed CDBG plan amendments, the proposal to allow non-profits to apply and get funding under the 2-4 unit residential rehab program, BHA fully supports those changes.

BHA and its affiliated non-profit development corporation, SMAH (Southern Maine Affordable Housing) have and will continue to acquire and redevelop small scale multi-unit residential properties, most of which require significant rehab in order to meet code and quality standards. At the same time, as affordable housing providers, having the ability to reduce our net construction costs will directly result in us being able to make those units more affordable. The other benefit to the community is that our affordability period has no end date, therefore the dollars contributed to any project done by BHA/SMAH will ensure affordability in perpetuity above and beyond the minimum period required by CDBG's program.

We thank you for the opportunity to comment on the proposed amendments and look forward to attending the hearing on March 9th to answer any questions or to make additional comments.

Thank You.

Guy M. Gagnon
Biddeford Housing, Exec. Dir.
207-415-2939
bhousing.org

Citizens Advisory Committee
March 9, 2021
Minutes – Public Hearing and Regular Meeting

In attendance

Members: Cat Bates (chair), Leah Schaffer (vice chair), Doris Ortiz, Loretta Turner, Kaily George

Guests: Guy Gagnon (Biddeford Housing Authority)

Absent: Stephanie Edwards, Ronda Bey

Staff: Abigail Smallwood, Gail Wilkerson, Tim Boston

Public Hearing was called to order at 5:35pm (Chair).

Comments on proposed amendments to Public Hearing

- Guy
 - BHA supports expanding to allow nonprofits being to apply for 2-4 unit rehab program funding
 - Units more affordable as net construction cost is decreased
 - Units are affordable in perpetuity
- Abigail
 - This is for both this year and the upcoming year
 - Also allows for homeowners outside of census tracts to apply
 - ADA
- Leah: What are current proposed projects for this year
 - Gail: ADA funding being used towards ramps, bathroom areas, service counters
 - \$200-250K projected total cost
- Leah: Suggestion to look at overall balance of project and if other items such as sprinklers and windows, clock tower
 - Gail will touch base with Brian Phinney

Year 5 Action Plan Hearing

- Abigail: still establishing second hearing meeting date
 - Overview:
 - continuation of the 2-4 unit rehab program
 - ADA improvements
 - Guy's comments from before still apply
- Cat: suggestion to promote fixing sidewalks, curb cuts, and intersections as the highest priority
- Discussion on breakdown of funds between programs and what is eligible under the
- Cat: priority on 2-4 units and then remainder towards ADA improvements. Look to make ADA improvements as other projects come up.
- Loretta: shared that there was an issue with coordinating conversation around transportation/bus stops/etc in the past

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2022

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- Doris: on transit committee, will talk with Chad about shelters and funding
- Abigail: will make sure bus stop questions are on walking survey
- Apex Youth Connection update
 - Melissa
 - Has items like clothes and food to give out
 - Some people in that neighborhood are looking for food and Seeds of Hope type services, they are referred there
 - What they want to do is not able to be funded by CDBG
 - Guy: space was most successful with Community Partners for Protecting Children, which operated a Hub model, but CDBG did not pay for this
 - Community conversations: have coffee and just invite people in to talk (this was done as a way to develop connections in the neighborhood)
 - Guy: idea for community police officer working out of that space as a substation (this can be an eligible activity depending how it is set up)
 - Discussion about what the Hub can be, and what CDBG can cover
 - Melissa: sharing staff person with Seeds and staff training has been helpful

Public Hearing closed at 6:43pm (Chair)

CAC meeting opened at 6:43pm (Chair)

- Relevant Meeting/City Updates
 - Budget: Thursday March 17th Social service requests, 8:25 pm.
 - Affordable Housing Task Force: Last meeting was primarily introductions
- Discussion
 - Mapping/Engagement: 1st one canceled due to snow, survey is being built and finished up
 - Offering both paper and link
 - Have two options available – solo walk or as a group
 - Ongoing
 - Beta launch with UNE volunteers
 - Have other organizations provide feedback on the survey through taking it
 - Add a May volunteer day: more community focused
 - Discussion around uptick in overdosing
 - Abigail to check in with Steve Gorton in PD
 - Motion to adjourn: made by Doris, second by Loretta, vote unanimous. Meeting adjourned at 7:33pm.

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

**30-Day Public Comment Period
CDBG Year 5 Action Plan**

Friday, June 17 to Sunday, July 17, 2022

Please be advised that a Public Comment Period is open from Friday, June 17 to Sunday, July 17, for the purpose of obtaining citizen comment regarding the CDBG Year 5 Action Plan.

This Public Comment Period is pursuant to Biddeford's participation in the program noted above. There will be a Public Hearing held during this period. There will be at least a 15-day notice period before the Public Hearing. The Public Hearing information will be added to this post and posted separately.

CDBG Year 5 Action Plan Overview

The Action Plan describes past performance of the CDBG programs and projects, the current status of efforts around things like affordable housing, homelessness, and supportive services. It also describes the plan for the year, which will run from July 1, 2022 to June 30, 2023.

The following programs are being proposed:

1. Continuation of the 2- to 4-unit owner-occupied/nonprofit owned residential rehab program
 - a. There was an expansion during the 2021-2022 program year to allow nonprofits to apply both within the designated Census tracts and citywide, and to allow applications from eligible owner-occupied properties outside the designated Census tracts. These will continue into the Year 5 program.
2. ADA Accessibility Improvements identified through the Biddeford ADA Self-Evaluation and Transition Plan that occurred during the 2021-2022 program year. Potential areas for ADA improvements are as follows: City Hall interior, City Hall exterior, other facilities, parks, sidewalks, intersections, curb ramps, bus stops
3. Public Service activities
 - a. Seeds of Hope – Winter Warming Center for those experiencing homelessness
 - b. Southern Maine Agency on Aging – Meals on Wheels
 - c. Apex Youth Connection has been funded in the past, but exact program details are being determined
 - d. The Citizens Advisory Committee will determine what to do with any remaining funds (e.g. request for applications from other social service agencies, divert remaining funds to the existing public services, etc)

The entire Year 5 Action Plan 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.

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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

CDBG Year 5 Action Plan

Public Hearing
Thursday, July 7, 5:00 PM
City Hall - Second Floor Conference Room
and Zoom

&

30-Day Public Comment Period
Friday, June 17 to Sunday, July 17, 2022

Please be advised that a Public Comment Period is open from Friday, June 17 to Sunday, July 17, for the purpose of obtaining citizen comment regarding the CDBG Year 5 Action Plan.

This Public Comment Period is pursuant to Biddeford's participation in the program noted above. ~~The Public Hearing is now scheduled for Thursday, July 7 at 5:00 PM. There will be a Public Hearing held during this period. There will be at least a 15-day notice period before the Public Hearing. The Public Hearing information will be added to this post and posted separately.~~

CDBG Year 5 Action Plan Overview

The Action Plan describes past performance of the CDBG programs and projects, the current status of efforts around things like affordable housing, homelessness, and supportive services. It also describes the plan for the year, which will run from July 1, 2022 to June 30, 2023.

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The entire Year 5 Action Plan can be viewed on the [Community Development](#) page or by clicking [here](#).

Annual Action Plan
2022

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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.

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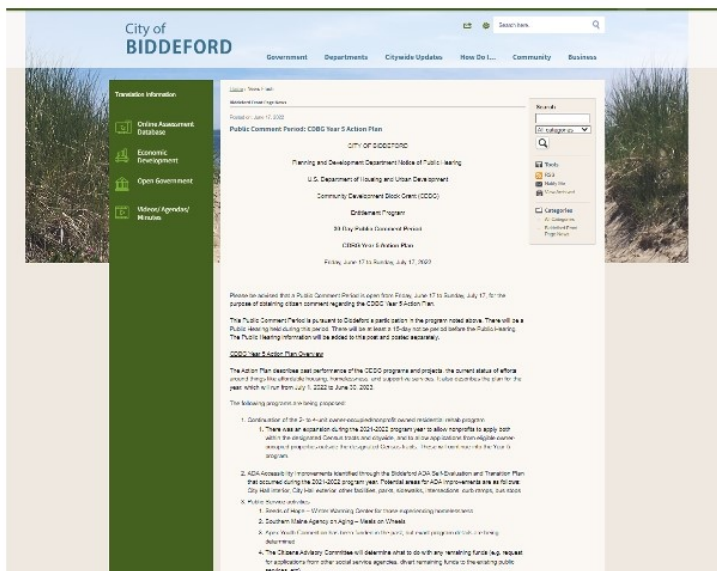




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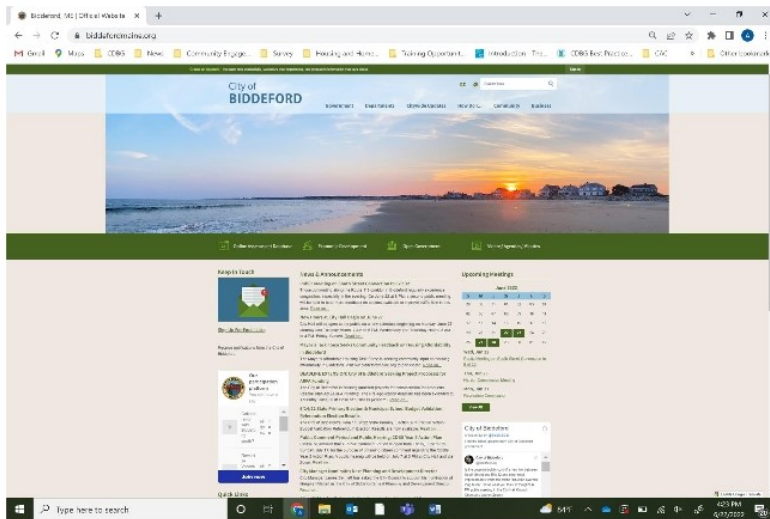
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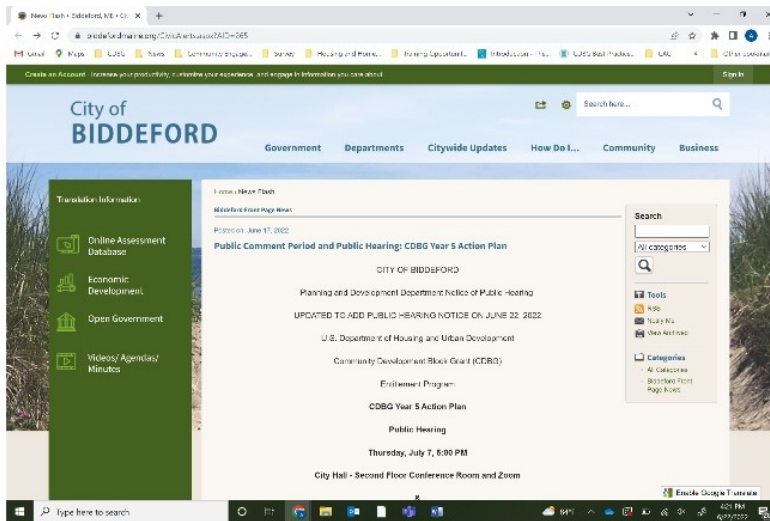
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2022

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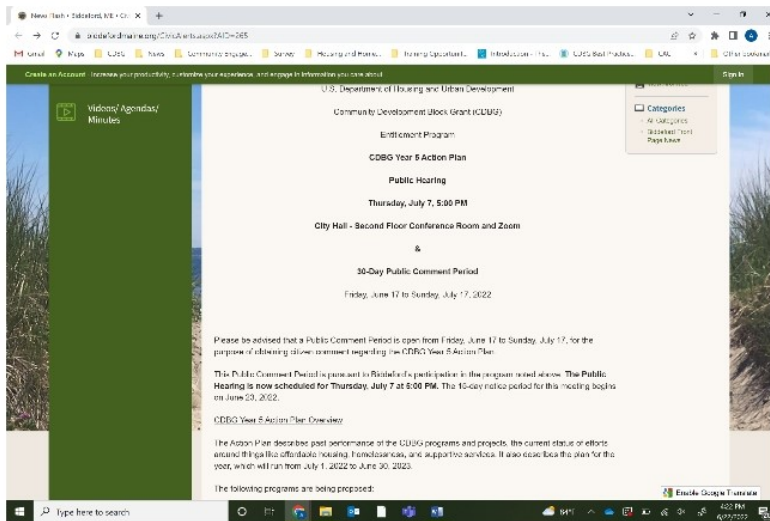
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Annual Action Plan
2022

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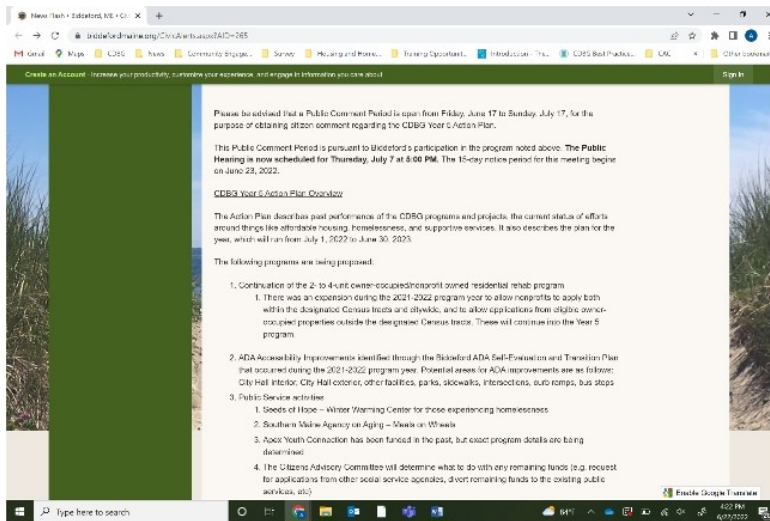
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Annual Action Plan
2022

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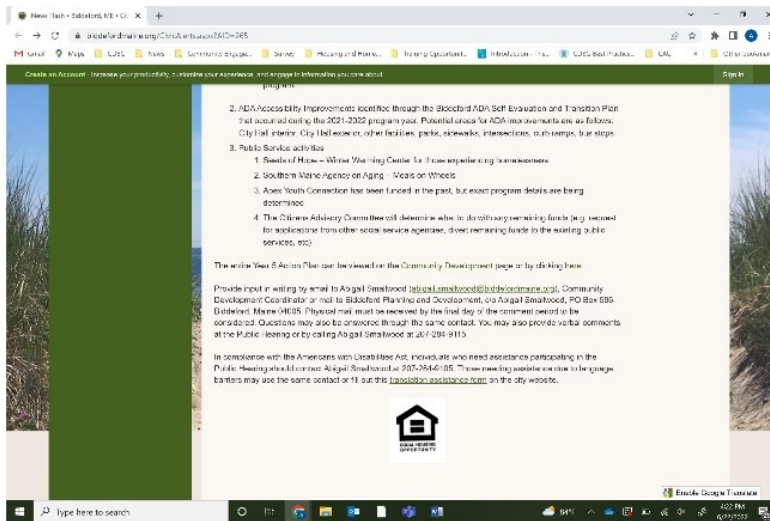
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OMB Control No: 2506-0117 (exp. 09/30/2021)



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2022

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Smallwood, Abigail

From: Melissa Cilley <director@apexyouthconnection.org>
Sent: Friday, July 1, 2022 4:39 PM
To: Smallwood, Abigail
Subject: Re: Biddeford Community Development Block Grant (CDBG) Annual Plan 2022-2023

Hi, Abigail. I plan to attend the CAC meeting on the 7th. I'll also provide some thoughts here.

1) It appears that the priority under the plan is homelessness; this seems consistent across the different activities and objectives. If this is accurate, it might be helpful to capture it early on in this Plan.
2) To that end, I recommend including the work of Apex in partnership with the schools to support homeless/near homeless families and students between pages 26 and 30. Apex will be entering our second year of this contract in the 22-23 school year. This is an important resource for families and, since our staff is on-site at the schools during the school day to support students identified by school personnel, it is a very important resource to ensuring these at-risk students are successful in and out of the classroom. Under McKenney-Vento, Apex has resources through BSD to assist families with deposits on housing, food, and other needs. As the community learns of our role and the resources we have available, more families are accessing them. (Note that Apex staff's primary work is with the students themselves. That said, the support for families comes through trusted relationships with the students.)

For your information, Abigail (*not for public comment*)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Melissa Cilley

Pronouns: she/her

Executive Director



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Annual Action Plan
2022

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On Wed, Jun 29, 2022 at 9:35 AM Smallwood, Abigail <Abigail.Smallwood@biddefordmaine.org> wrote:

Hello!

I am emailing to let you know that Biddeford's Annual Action Plan for our CDBG funds is open for comment. This plan details what we will be doing for the 2022-2023 year, including funds for housing rehab, funds for ADA improvements to public buildings, and support to social services. If I've included you on this email, it's because your work relates to something within the plan, and I wanted to inform you of the opportunity to comment and/or attend the public hearing.

The Public Comment Period is open through Sunday, July 17, and the Public Hearing will take place next Thursday, July 7, at 5 PM. Comments can be emailed to me.

Additionally, I wanted to let you know that we will be going through a Consolidated Plan process in this upcoming year. The Consolidated Plan is essentially 5-year goal setting for these federal funds, which are meant to assist low- to moderate-income people and can cover a pretty broad range of issues. The plan is also used to aggregate data around housing and homelessness issues, ADA accessibility, and available services. We are working on a range of opportunities for people to provide feedback, and want to be able to talk to both providers and clients. One step will likely be to set up individual meetings with agencies. No matter how you're involved, I would appreciate your participation in this important process!

If you have any questions on the Annual Plan (attached) or the Consolidated Plan process, please let me know.

Thank you,

Abigail

Abigail Smallwood

Community Development Coordinator

Pronouns: she/her/hers

2

Annual Action Plan
2022

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[Office of Planning and Development](#)

City of Biddeford, Maine

207-284-9115

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Under Maine law, documents - including e-mails - in the possession of public officials or city employees about government business may be classified as public records. There are very few exceptions. As a result, please be advised that what is written in an e-mail could be released to the public and/or the media if requested.

Smallwood, Abigail

Subject: RE: Apologies

From: Rev. Shirley Bowen [mailto:rev.shirley@seedsofhope4me.org]
Sent: Monday, July 11, 2022 2:16 PM
To: Smallwood, Abigail <Abigail.Smallwood@Biddefordmaine.org>
Subject: Re: Apologies

I think in my request I did up the numbers, although maybe too much though. Maybe use 25. I'm pretty comfortable with that #



Rev. Shirley Bowen, Executive Director/Chaplain
Seeds of Hope Neighborhood Center
35 South Street
Biddeford, Maine 04004
Direct Office Line: 207.283.1783
General Info Line: 207.571.9601
www.seedsofhope4me.org

City of Biddeford
Citizens' Advisory Committee
Thursday, July 7, 2022 5:00PM
Topic: Citizens' Advisory Committee Public Hearing and Meeting

In attendance

Members: Cat Bates (chair), Leah Schaffer (vice chair), Doris Ortiz
Guests: Melissa Cilley (Apex Youth Connection)
Absent: Stephanie Edwards, Ronda Bey, Loretta Turner, Kaily George
Staff: Abigail Smallwood, Gail Wilkerson

1. **OPEN PUBLIC HEARING:** Opened by Chair Bates, 5:00pm
 - a. Review the Year 5 Action Plan
 - i. Staff (A. Smallwood) provided an overview of the Action Plan for the year
 - b. Take comments
 - i. Guest (M. Cilley) shared difficulty implanting social service program under the CDBG regulations and there was discussion about how to improve ease of implementation
2. **CLOSE PUBLIC HEARING:** Closed by Chair Bates, 6:00pm
3. **OPEN CAC MEETING:** Opened by Chair Bates, 6:00pm
4. **AGENDA REVIEW**
5. **APPROVE MEETING MINUTES**
 - a. There was not quorum, so there was no vote to approve the minutes.
6. **DISCUSSION**
 - a. Plan for Social Services, based on comments received during Public Hearing
 - i. Further discussion around how to make social service programs easier to implement, about what to do with any potential leftover funds (decision was to have a special meeting to discuss this once Apex has submitted an application with details on their proposed program)
 - b. Consolidated Plan / long-term planning
 - i. Discussion around using city's civic engagement platform to help with long-range planning and support idea submission (A. Smallwood to discuss with other engagement staff)
 - c. VOTE: Amendment to Rehab Program
 - i. There was not quorum, but those in attendance were supportive of the changes. Recommendation to do a vote via email, which will be sent to all members soon. Video of discussion at the meeting will be included.
 - d. Review Ward meeting schedule

- i. New department head and deputy department head are having individual meetings with department staff; A. Smallwood to discuss schedule, implementation, and details at her check-in meeting
- 7. PROJECT/PROGRAM UPDATE**
 - a. CDBG, CDBG-CV, and ADA Self-Evaluation and Transition Plan
 - i. Rehab program update from G. Wilkerson: same number of units; working on a one-page form about the program for outreach; if rehab program amendment is approved, will reach out to previous applicants who preferred a shorter time period
 - ii. ADA: will provide list of potential projects for CAC to discuss
- 8. OTHER BUSINESS**
- 9. RELEVANT MEETING/CITY UPDATES**
 - a. Planning Board process update
 - i. A. Smallwood will be discussing this in meeting with new department heads
 - b. Affordable Housing Task Force
 - i. Councilor Ortiz provided an update: at the last meeting, Habitat for Humanity presented; initial results from the community housing survey were reviewed; discussion about what income range to focus Affordable Housing funds on
 - ii. Discussion around whether the Task Force will also make policy proposals to City Council; L. Schaffer and Councilor Ortiz to discuss, and staff will discuss internally as well
- 10. ADJOURN:** Chair Bates closed the meeting at 7:02pm.



City Council

Meeting Date: Tuesday, July 19
Meeting Time: 6:00 PM

Agenda Item No:
Item Description: CDBG Year 5 Action Plan

Submitted by: Abigail Smallwood, Community Development Coordinator

Supporting Information/Documentation:

See attached document. Highlighted text in the document is information that will be finalized after the Public Comment Period ends on Sunday, July 17.

Key Terms:

- CDBG – Community Development Block Grant
- PY21 – Program Year 2021, which refers to the fiscal year from July 1, 2021 to June 30, 2022
- PY22 – Program Year 2022, which refers to the fiscal year from July 1, 2022 to June 30, 2023
- HUD – Department of Housing and Urban Development (source of CDBG funds)
- CAC – Citizens' Advisory Committee
- LMI – low- to moderate-income, which is the threshold for eligibility for many programs, where household income is at or below 80% of area median income
- Annual Action Plan – Plan approved by City Council for the expenditure of CDBG funds. This memo will address the PY22 Action Plan.

Executive Summary:

The city of Biddeford has received \$380,590 for PY22, and there are also carryover funds from previous years. Full details of this breakdown can be found in the AP-15 section of the plan.

Detailed Review:

The City of Biddeford receives entitlement CDBG funds each year to use on projects and programs that help low- to moderate-income (LMI) community members. Funds can be used on community and economic development, with a 15% cap on public service activities (e.g. support of social service agencies) and a 20% cap on administration of the programs. With these caps in mind, 15% of the budget (\$57,088) will go toward a minimum of two agencies: Seeds of Hope and Southern Maine Agency on Aging.

Seeds of Hope funds go toward their Winter Warming Center, which provides a warm overnight space for those experiencing homelessness, on nights below 20 degrees or with extreme weather conditions. Southern Maine Agency on Aging operates Meals on Wheels and CDBG funds go toward Biddeford residents receiving meal deliveries and well visits.

Apex Youth Connection has also previously received funds and the plan states that they may apply for CDBG funding. Staff and the CAC will review an application from them. The CAC will discuss a plan for any remaining funds after the Apex program is reviewed.

Please note: There are also plans to support the neighborhood hotspot located at 46 Sullivan Street (known as the Mission Hill or Bacon Street neighborhood), but this item was not in the Action Plan that was released for public comment. This item, along with the finalized plan for social services, will be put out as an amendment to the plan as soon as possible. Approximate funding for the hotspot is \$2500.

The full 20% (\$76,118) will go toward admin, which supports the salary and benefits of the CDBG coordinator and other costs related to administration of the CDBG program.

The remainder of the funds will go toward the 2- to 4-unit housing rehabilitation program that launched in the 2020-21 program year (appx. \$712,022) and to ADA improvements to remove barriers from public buildings or areas (\$200,000). The housing program supports the rehab of owner-occupied or nonprofit-owned 2- to 4-unit buildings in the target area. There is a rehab specialist to assist with projects, applicants must meet income requirements, and property owners are required to maintain affordability on rehabbed units for 10 years.

There are certain timeliness requirements for spending down CDBG funds. Staff will calculate the amount that must be spent by the end of April 2023 after final payments are made for the previous program year. Depending how much must be spent, the CAC will determine whether to shift funds around or introduce a new program that will help spend the funds in a timely manner.

This plan was discussed at two public hearings. There was an initial public hearing on Wednesday, March 9, 2022, where the general outline was described. The second public hearing took place on Thursday, July 7, giving the public an opportunity to comment on the full draft of the plan. A public comment period opened on June 18 and will close on July 17.

Funding Source:

HUD CDBG yearly entitlement funds of \$380,590.

Staff Recommendation:

Approval of Year 5 Action Plan (PY22) document.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

In the 2023 Action Plan, the City will use funds for: (1) Acquisition/Rehabilitation of Real Property (for the development of affordable housing); (2) Housing Rehabilitation; (3) Homebuyer Down-payment Assistance; (4) Infrastructure; (5) Social Services; and (6) Administration. For Acquisition/Rehabilitation of Real Property, the plan is to use \$750,000 to acquire and rehab 7 units for the development of affordable housing units, a majority of which will be targeted to households earning no more than 60% of area median income (AMI). In Housing Rehabilitation, a \$315,000 program budget will fund loans for moderate rehab and/or energy efficiency improvements in 15 units within 2- to 7-unit properties that are (in order of priority) owner-occupied, non-profit owned, or investor-owned, provided that at least 51% of the property occupants are households earning no more than 80% AMI and rents do not exceed fair market rents (FMR) for an affordability period of ten (10) years after the completion of the rehab work. Under the same program, owner-occupied single-family homes will be eligible for emergency repair grants to address unforeseen damage that causes health/safety issues and must be repaired immediately. A down-payment assistance program for first-time homebuyers will be funded at \$100,000 to assist 10 new homebuyers in meeting their down-payment requirements to purchase a first home. In Infrastructure, a budget of \$151,512.11 will help improve accessibility and safety of public facilities in low/moderate income neighborhoods. In Social Services, a budget of \$58,626.15 will fund the Seeds of Hope Winter Warming Center, Southern Maine Agency on Aging's Meals on Wheels program, the Mission Hill Neighborhood Internet Wi-Fi Hotspot, and the Biddeford Food Pantry, all of which have witnessed increased demand on their services since the onset of COVID. Finally, the Administration budget of \$78,168.20 will be used to pay staff salary and benefits, as well as other administrative costs as needed. The total plan year budget—including prior year resources—is \$1,453,306.46.

2. Summarize the objectives and outcomes identified in the Plan

Housing Rehab Program: rehabilitation or emergency repair of 15 units serving a majority of low/moderate income households with a budget of \$315,000

Acquisition / rehabilitation of real property: for the development of 7 units of affordable housing with a budget of \$750,000

Homeowner Down-Payment Assistance: for 10 low/moderate income first-time homeowners totaling \$100,000

Public facilities: Accessibility and safety improvements to public facilities in low/moderate income neighborhoods benefiting at least 5,000 residents and totaling \$151,512.11

Public Services: With a budget of \$58,626.15, the Plan will support the following objectives and outcomes:

- Meals on Wheels: 8,200 meals to 75 homebound seniors or persons with disabilities
- Seeds of Hope: operate Winter Warming Center for 25 people experiencing homelessness
- Mission Hill Neighborhood Wireless Internet Hotspot: 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located
- Biddeford Food Pantry: support the provision of food, toiletries, paper goods, and diapers to 375 unique low/moderate income Biddeford residents per month

With any remaining social service funds, other community services may be added for funding.

Administration: With a budget of \$78,168.20, fund the staff and administrative costs required to manage all PY23 activities.

3. Evaluation of past performance

Due to monitoring in June 2021, as well as staff changes both before and since then, many updates have been made to the program. CDBG Policies and Procedures are in the process of being updated, in order to better enable the city and subrecipients to follow federal regulations. Additionally, PY23 will be Year 6 of the Consolidated Plan, so Biddeford will use the program and policy updates established during the monitoring process to guide the writing of the new Consolidated Plan.

In the Public Services domain, the city will continue to focus on a reduced number of community service programs. Seeds of Hope ran the Winter Warming Center for a second year, giving people experiencing homelessness a place to stay during cold or inclement weather. With findings from monitoring, the Community Hub program being delivered by Apex Youth Connection was not able to continue due to eligibility issues. Instead, the Biddeford Food Pantry will be supported to help meet the food, toiletries, paper products, and diaper needs of 375 low/moderate income individuals each month. The Meals on Wheels program will continue to deliver food to seniors and persons with disabilities, and the Mission Hill Community Internet Wi-Fi Hotspot will continue to be supported for a second year.

The past year has continued to be one of increased housing affordability in the Biddeford market. The Biddeford housing market continues its renaissance, attracting new residents from more expensive cities to our north and south. Prices for both new and existing rental units are on the rise as a result, which is forcing long-term Biddeford residents out of the community because of accessibility issues and affordability. Biddeford's oldest housing stock continues to require important upgrades, and the expanded Housing Rehab Program will provide loans to make necessary repairs and energy efficiency upgrades in both owner-occupied and investor properties with between 2 and 7 units where a majority

of units serve low/moderate income occupants. In addition, a homeowner down-payment assistance program will be offered to LMI first-time homebuyers, and the city will acquire real property for the development of 7 units of affordable housing. In PY21, an amendment was made to allow qualified nonprofits and eligible properties outside the designated Census tracts to apply for the program. This expansion will continue into ~~PY22~~PY23.

The 2- to 4-unit rehab program launched at the end of PY20 and has thus far rehabbed 6 units, 4 of which will serve low/moderate income households with affordable rents for a period of 10 years. However, due to lower-than-expected applications for this program, its scope has now expanded to serve a greater variety of low/moderate-income households. During PY23, 15 units are expected to be rehabilitated thanks to a broader focus on rehab loans to properties with between 2 and 7 units that are (in order of priority) owner-occupied, nonprofit-owned, or investor-owned as well as grants to owner-occupied single-family homes in need of emergency repairs.

In PY22, the City made limited progress on its plan to make ADA improvements in City Hall to remove architectural barriers for persons with disabilities. This activity will remain a focus of the PY23 Plan. No other infrastructure activities were planned in PY 22.

The CDBG-CV program has not been fully implemented, though there is increasing interest in use of the funding to support public safety improvements, such as better lighting in streets and parks and support of other community efforts that have experienced greater demand in response to COVID. The program provides assistance to community members experiencing challenges with substance abuse, mental and physical health concerns, or housing insecurity and homelessness. In particular, social service agencies and the police department have seen increased need in these areas since the pandemic started.

4. Summary of Citizen Participation Process and consultation process

The Citizen Participation Plan creates opportunities for residents to take part in the planning, development, and implementation of CDBG plans. The Citizens' Advisory Committee, appointed by City Council, assists city staff in implementing the consolidated plan, its programs, and ongoing evaluation of the plan's successes, failures, and adjustments.

The City holds monthly CAC meetings, and has had several advertised public hearings to receive input on CDBG plans and amendments. The first hearing for the Year ~~65~~ Action Plan ~~was-will be~~ held on ~~March May 9 17, 2022~~3, along with a public comment period from ~~February 16 May 3~~ to ~~March 17 June 2~~2. The second hearing ~~was-will be~~ held on ~~Thursday, July 7 June 9, 2022~~3, ~~with a public comment period from June 18, 2022 to July 17, 2022~~. Through the 202~~12~~2 program year, the CAC met virtually, including public hearings. Meetings shifted back to being primarily in-person, with an online option for those who could not attend in person, in July 2022.

Under the direction of the City's Director of Planning and Development, the CDBG Coordinator directs and coordinates all activities of the CAC. The CDBG Coordinator is the contact point for various non-

profits (including philanthropic organizations), public housing authorities, businesses, and residents of assisted housing developments, social services (including faith-based organizations) and any population that would be eligible for CDBG funding.

The CAC provides comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to accept community input and keep the citizenry informed.

The CAC is designed and operated to provide outreach to local (and regional when appropriate) groups and citizens. Through Seeds of Hope and its Homeless Task Force, the City participates with various service and non-profit organizations focused specifically on the social welfare and housing needs of our low and very low-income individuals, and their families, where appropriate. The City participates in the State's Continuum of Care, convened by MaineHousing, as well as the Statewide Homeless Council and Region 1 Homeless Council. During the program year, the state's Homeless Response Hub system launched, and Biddeford is an active participant in the Region 1 (York County) Hub, which will focus on regional approaches to addressing homelessness and housing insecurity. Biddeford Ready represents a broad coalition of local and regional organizations focused on outreach to families and their children, with a focus on school readiness for children birth to 5. The Police Department has continued to increase staff who specifically work with vulnerable populations, particularly those experiencing homelessness/housing insecurity and those with substance use disorders. The CDBG coordinator utilizes this network, in total, to reach out to the population (including the immigrant population) as a whole.

The city consults with these relevant parties to share resources, assess needs, and further refine strategies to achieve CDBG goals. A detailed account of these parties can be found in AP-10.

5. Summary of public comments

~~The first public hearing was held virtually by the Citizens Advisory Committee, and the second was held as a hybrid meeting. Staff reviewed the goals for the 2022 program and answered questions regarding program delivery. At the first Public Hearing, there were comments regarding ADA improvements (including priority areas to consider and coordination of work), and potential social service options to replace one that was not eligible. During the first Public Comment Period, from February 16 to March 17, Biddeford Housing Authority submitted a comment in support of allowing nonprofits to apply for the 2- to 4-unit Housing Rehab Program. At the second Public Hearing, a comment was received from a CDBG subrecipient regarding difficulty implementing social service programs within the regulations.~~

~~During the second Public Comment Period, from June 16 to July 17, there were comments received via email about the details included in this Action Plan: 1. to include Apex Youth Connection's new program that has placed a staff person in the schools to provide assistance to youth experiencing homelessness, and 2. to update the estimate for the Seeds of Hope Winter Warming Center from 15 to 25. All information, including minutes and public comment, can be found in the citizen participation section.~~

For the first substantial plan amendment, the Citizens Advisory Committee (CAC) considered Apex Youth Connection's initial application and the Mission Hill hotspot at a special meeting on July 27, 2022. There were some issues with the original program Apex proposed, so they presented a different program at the regular CAC meeting on October 26, 2022, which the CAC was supportive of. Apex decided not to pursue this program, per an update from their Executive Director on December 21, 2022. There was also discussion of the Emergency Repair program at the August, September, October, and November CAC meetings. Details on the Mission Hill hotspot and Emergency Repair program are summarized in this amendment to the plan, and presented to the public for comment via a 30-day Public Comment Period and a Public Hearing. The City's Community Development Coordinator provided the update on the Apex program at the Public Hearing.

The first substantial PY22 plan amendment was made to address an additional Social Service program and share details of the proposed Emergency Repair program. A Public Hearing was conducted on December 21, 2022 (with a notice period beginning December 1) and a 30-day Public Comment Period was open from December 1 to December 30, 2022. Initially, the amendment had details on a proposed program from Apex Youth Connection, but the agency's executive director submitted a comment via email that Apex would not move forward with the program. The City's Community Development Coordinator gave a comment with this update at the Public Hearing. Otherwise, there were no comments received during the Public Hearing or Public Comment Period.

A second substantial amendment to the PY22 plan was made to divert funds to two projects: (1) a sidewalk construction project serving affordable housing in the downtown; and (2) lighting in Williams Court Park, a park and community garden located in a low- to moderate-income neighborhood. The sidewalk construction project would be funded at \$500,000 and the lighting project would be funded at \$2,000. A Public Hearing was conducted on February 7, 2023 (with the notice period beginning January 20) and a 30-day Public Comment Period was open from January 20 to February 18, 2023. There were no comments received during the Public Hearing or Public Comment Period.

A third substantial amendment to the PY22 plan was made to: (1) add a social service activity to support the Biddeford Food Pantry; (2) add an infrastructure activity to improve public safety in community parks/gardens; (3) add acquisition of real property for the development of affordable housing; (4) add a down-payment assistance program for first-time homebuyers; and (5) expand the 2-to-4-unit Owner-Occupied Housing Rehab Program to include loans for moderate rehabilitation and energy efficiency upgrades in both owner-occupied and non-owner-occupied income-eligible properties with between 2 and 7 units and grants for emergency repairs to qualified single-family homeowners. A Public Hearing is scheduled on May 17, 2023 (with the notice period beginning May 3) and a 30-day Public Comment Period is open from May 3 to June 2, 2023. The Public Hearing has not yet occurred and the Public Comment Period is still open. [A summary of comments received will be included here.](#)

6. Summary of comments or views not accepted and the reasons for not accepting them

~~All comments were accepted. A summary of any rejected comments will be included here.~~

7. Summary

~~There was general support of the proposed programs, with comments in favor of expanding eligibility for the Housing Rehab Program. City staff members and the Citizens Advisory Committee will take further comments into consideration during the current Public Comment period (for the third substantial amendment to the PY22 plan). An overall summary will be included here.~~

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
Lead Agency		BIDDEFORD	
CDBG Administrator	BIDDEFORD		Department of Economic & Community Development
HOPWA Administrator			
HOME Administrator			
HOPWA-C Administrator			

Table 1 – Responsible Agencies

Narrative (optional)

The program's structure will be run through the Department of Planning and Development. The Community Development Coordinator will coordinate the work of the Citizens' Advisory Committee, the social service subrecipients (including the CV program), the Public Facilities projects, and the Consolidated Plan process ~~that will begin near the end of the 2022 program year~~, and is the responsible party for ensuring all CDBG programs are running according to regulation. The Housing Rehab Director oversees the Housing Rehabilitation, Acquisition/rehabilitation of Real Property for Affordable Housing Development, and the Down-Payment Assistance Program for First-Time Homebuyers. .

Consolidated Plan Public Contact Information

Gregory Mitchell, Planning and Development Director

Gail Wilkerson, Housing Programs Director

Jessica Wilson, Community Development Coordinator

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City maintains contact with community partners to ensure that programs are consistent with community goals. The Citizen Advisory Committee (CAC) meets monthly to discuss programs, goals, and any needed updates. Community partners include Seeds of Hope (provides services to those experiencing homelessness or housing/food/job insecurity), Apex Youth Connection (provides a wide range of supportive services and educational programming to youth in Biddeford), Biddeford Ready! (supports children from birth to five to increase school readiness and reduce Adverse Childhood Experiences), Biddeford Police Department, the General Assistance office, Heart of Biddeford (accredited Main Street program), and Biddeford Housing Authority.

Community partners that are integral to the CDBG housing rehab program include the following: property owners who accept Housing Choice Vouchers, as they are a prime target market for the rehab program; the Biddeford Area Landlords' Association, which helps target the program to eligible 2- to 47-unit property owners; Southern Maine Abatement and Consulting, which provides rehabilitation consulting services to the City and helps promote the housing rehab program; area tradespeople and rehab contractors, who help the City deliver rehab services at the best cost; the local real estate community, which helps the City target properties on the market that can be funded by the CDBG rehab program; the Maine Association of Realtors, which helps the City outreach to brokers representing individuals who may want to purchase 2- to 47-unit properties in the program's target area; the Maine Housing Authority, which provides matching state funding for 2- to 47-unit properties that are not eligible for CDBG housing rehab funding; the local media, which help the City spread the word about the rehab program in the target area; the City's Center of Technology, which provides facilities for training rehab contractors how to renovate, repair, and paint in a lead-safe manner; the Efficiency Maine Trust, which administers programs to improve the efficiency of energy use and reduce greenhouse gases throughout the state; the local Community Action Agency, to whom the rehab program refers low-income clients for weatherization and heating assistance; Coastal Healthy Communities Coalition at the University of New England, which provides lead-safe cleaning demonstrations to residents of housing where lead hazards are confirmed; Community Concepts, Inc., a regional community action program that conducts lead inspections/risk assessments and final clearances under the City's Lead Hazard Reduction Program; local pediatric offices that, under Maine law, test all children for lead poisoning at 12 and 24 months; the Maine Department of Environmental Protection, which oversees the safe and compliant removal of toxins from CDBG-funded pre-1978 rehabbed properties; and the Maine Center for Disease Control's Childhood Lead Poisoning Prevention Program. The program also coordinates with departments throughout City Hall, including the Code Enforcement Office, Communications & Community Engagement, Police Department, and the Engineering and Public Works offices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

Staff participation in Biddeford Ready and the Homeless Task Force, as well as community outreach by the CAC, permits direct communication with social service agencies. Biddeford Ready consists of the City, the Biddeford education system, local social services agencies, and all appropriate state agencies for the Departments of Education, Center for Disease Control, and Human Services (lead, mental health, supportive services). The Homeless Task Force, led by Seeds of Hope, consists of area housing providers, the police department, Biddeford General Assistance, Southern Maine Medical Center, and area social service agencies. In partnership with Seeds of Hope and the Homeless Task Force, efforts were made to coordinate the provision of services across jurisdictional lines within Biddeford (food, housing, education preparation, and mental health needs). The Community Development Coordinator continually makes direct connections with social service providers and helps coordinate partners to achieve CDBG and City goals.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City's Community Development Coordinator attends Maine Continuum of Care meetings, as well as the Statewide Homeless Council and the Region 1 Homeless Council (covering York and Cumberland Counties). The City provides funding to and works closely with local nonprofit Seeds of Hope, which directly addresses the needs of those experiencing or at risk of homelessness. Through Seeds of Hope and other partners, the City reaches out to critical population groups and connects with social service agencies to target specific population groups. The annual Point in Time date was on January 23, 2023, and the local service provider count day was on January 27, 2022. Seeds of Hope, in partnership with the City and local service providers, organized counts in both Biddeford and neighboring Sanford. There was greater statewide coordination of the PIT count by MaineHousing this year, which will continue in future years, particularly in conjunction with the new Homeless Response Service Hubs. The official PIT count recorded 48 people experiencing homelessness, plus an additional 4 were counted who were couch surfing (which is not included in the official count). It is expected that this number is an underreporting of those experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is a member of the Maine Continuum of Care, facilitated by MaineHousing. Meeting attendees, representing many groups around the state, provide input on the provision of ESG funding,

social services, and housing development for the homeless. Annual PIT count information helps populate the HMIS database. The City coordinates its local efforts with regional and statewide plans.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Biddeford Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Housing Authority participates in all processes and is an active partner in affordable housing discussions and development. BHA attends all Homeless Task Force meetings. There could be improved coordination on understanding and using the resources available to both the City and to BHA.
2	Agency/Group/Organization	Biddeford Area Resource Group - York County Community Action
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Victims of Domestic Violence Services-Health Services-Education Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Non-Homeless Special Needs Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	York County Community Action Corp. is an active partner in the City's lead program and a lead organizer of the Biddeford Ready process. While attending ongoing Biddeford Ready meetings, the City has met regularly with YCCAC. Staff from YCCAC have also joined meetings to discuss ways to address homelessness. YCCAC staff are providing services to Biddeford Housing Authority's transitional housing units, which were completed in the 2020 program year.
3	Agency/Group/Organization	Biddeford School Department
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-Education Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The School Department is a lead partner in the Biddeford Ready effort. With it, the department brings state and regional service focused on families and children (with a particular interest in school preparation and participation). Staff also connects with the McKinney-Vento Liaison on current statistics about youth homelessness in Biddeford. There could be improved coordination between the city and the school system outside of Biddeford Ready and homeless youth.

4	Agency/Group/Organization	Apex Youth Connection
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless Services-Education Services-Employment Services - Victims
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Apex Youth Connection is a local nonprofit that delivers programming to students, mostly teens. Their programs are centered on outdoor/active learning and assist students with job readiness, hard and soft skill development, mental health needs, needs related to homelessness, and other needs as they arise. They have received CDBG funds for some of their programming in the past, and through some challenges, both Apex and city staff have learned better ways of implementing programs to achieve CDBG goals and requirements. Apex staff members share updates on the population they serve, in order to better inform the city what needs are present in the student population.

5	Agency/Group/Organization	Biddeford Ready - United Way of York County
	Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services-homeless Services-Education Services-Employment Services - Victims Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Biddeford Ready is a program of United Way of York County, with representatives from the City, the City's school system, early childhood providers, critical state agencies, business and civic leaders, and York County Community Action Corp. The group meets monthly and focuses on young families, particularly those with children from birth to 5. The focus is on "school readiness," broadly defined, and the group will continue to strengthen its connection with parents and early childhood providers to ensure all young people have the skills and support they need to enter school, and that Adverse Childhood Experiences (ACEs) are avoided or addressed.

6	Agency/Group/Organization	Seeds of Hope
	Agency/Group/Organization Type	Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Services - Victims
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Seeds of Hope is a neighborhood center that collaborates with partners to find meaningful solutions to poverty and homelessness, and provides direct support to those in need. They also convene a local Homeless Task Force made up of several community partners with a common goal to end homelessness. The City meets regularly with their team to discuss goals around this work. Seeds uses CDBG funding to support its Winter Warming Center, which provides a safe, warm overnight space for those who need it.

7	Agency/Group/Organization	BIDDEFORD
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Agency - Managing Flood Prone Areas Agency - Emergency Management
	What section of the Plan was addressed by Consultation?	Economic Development providing internet, emergency management, climate change response

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In response to the growing need for internet connectivity, the City, in cooperation with Maine-based service providers, installed wifi hot spots at the Hub located at 46 Sullivan Street and at Seeds of Hope, located at 35 South Street. These hotspots were funded in part by the generous support of the Maine Community Foundation. One of the hotspots is funded with CDBG. During this time of COVID pandemic, dependable internet service is more critical than ever, and these hotspots have proved to be very valuable in their respective neighborhoods. Also, the City's Downtown Development Commission coordinated the installation of five wifi hotspots along Main Street, providing a continuous signal for more than one-half mile of the downtown area. These projects are a part of the City's commitment to enhance and support digital equity and literacy. Biddeford, through the Code Enforcement Office, the Biddeford Emergency Management program, and the Comprehensive Planning program, has been responsible for resiliency planning. In October 2020, City Council passed a Climate Emergency Resolution highlighting the expected environmental effects of climate change. The Mayor then established the Climate Task Force to create an action plan that focuses on adaptation, mitigation, and sustainability strategies that address the real effects of a climate change that threaten Biddeford as a coastal community. Biddeford partnered with surrounding communities to apply for funds to co-create the Climate Action Plan, with the support of Southern Maine Planning and Development Commission (SMPDC). There will be a study of sea level rise by the Muskie Institute for the Saco River, and the City has joined that study, but it has been on hold due to the pandemic. Though there is no start date currently planned, the study is expected to occur and the City will stay connected to its progress. Biddeford participates in several preparedness plans in the event of natural hazards. The City's Code Enforcement Office is tasked with being a part of and implementing the York County, Maine Hazard Mitigation Plan. The City also has its own internal action plan for documenting and responding to natural hazards.
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		Sea level rise and climate change is another issue, and goals, policies, and implementation strategies will be included in the City's Comprehensive Plan, the completion of which has been delayed, but which will be completed within the 2022 program year. All projects located within a flood zone shall comply with Article XII (Floodplain Management) of the Zoning Ordinance which requires elevating the lowest floor of construction at least one foot above the base flood elevation. There is also work in progress by the Planning Department to address Shoreland Zoning.
8	Agency/Group/Organization	Coastal Healthy Communities Coalition
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Coastal Healthy Communities Coalition (CHCC), a group based out of University of New England (UNE), is a comprehensive community-based health coalition working to promote nutrition, substance abuse prevention, and lead poisoning prevention. With these focus areas, the City works with them on a number of initiatives. They are a key partner in the City's lead program, assisting with outreach to property owners, including the Biddeford Area Landlords Association. They are also supportive of the 2-47 unit rehab program. They operate Project Alliance, a collaborative group that focuses on reducing substance use risks for youth and community members. The City participates in these meetings regularly. CHCC is also developing plans to address regional workforce development, which is a focus of City staff as well. The City and CHCC will partner on these efforts during this program year and in the long term.
9	Agency/Group/Organization	Southern Maine Planning and Development Commission
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Economic Development climate change response
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	SMPDC is the lead agency for a regional Climate Action Plan, which includes Biddeford in its geographic scope. The plan will be completed over the next year.

Identify any Agency Types not consulted and provide rationale for not consulting

For the few agency types that were not consulted, they are not currently applicable. Maine Water would be the agency for management of public land or water, but based on our current programming, it is not necessary to consult with them. We work with federal, state, and county government contacts as appropriate, but there are no specific groups under these categories.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	MaineHousing	Housing insecurity and homelessness are increasing in Biddeford due to the rapid growth of the housing market, with similar trends statewide. Our participation in the state's Continuum of Care is vital as we address this challenge, as we are able to learn about and participate in regional and statewide efforts. This includes the new Homeless Response System Hub that launched in PY21.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

The City attends monthly COC meetings and, as a member in good standing, has voting status. This also gives the City access to ESG funding, though current requirements mean there are no applicable programs that can use ESG funds. The City will monitor requirements and local efforts to ensure ESG funding is used when possible.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Since the adoption of the 2018 Consolidated Plan and housing needs assessment, staff have continued to work with the Citizens Advisory Committee (CAC), the City Council, and the larger citizenry to address the transition occurring in the Biddeford housing market. Members of the public and of local organizations are always encouraged to attend monthly CAC meetings, and several individuals have attended many of these to learn what the CAC is working on, give input to plans (particularly around affordable housing), and share their ideas on improving programs. The 2021 monitoring also affected how we approached goal setting, with changes needed to ensure compliance with regulations.

Input from individuals and organizations has led to some distinct changes in programming and has also set the groundwork for making some bigger shifts in program design and planning, particularly related to the amount of dollars devoted to affordable housing activities. Meetings continued to be held both in person and online, with discussions at public CAC meetings encouraging involvement in the city's comprehensive plan (components of which directly tie in with the programs supported by CDBG funds), the current year's programs, planning and implementing neighborhood engagement work, and discussing future initiatives that the CAC would like to implement.

Public Hearings were advertised on the City's web site via front page listings (additionally, these listings were sent to those who register to receive news and notices of the latest city projects, so those who register receive the CDBG notice in an email) and all related documentation was included in the notice or on the City's Community Development webpage.

Technical assistance was provided by the City to all service subrecipients throughout the year as needed, particularly in working with Apex to address eligibility issues that arose during the monitoring process. Community engagement has improved somewhat given neighborhood Ward meetings that were held during the program year as well as new social media/public engagement platforms that were engaged to better inform and involve the public in discussing important issues. Staff and the CAC take advantage of this in order to increase participation in CDBG programming and planning. In PY22, the City and CAC expanded engagement opportunities even further, with the launch of neighborhood Ward meetings hosted by the CDBG Coordinator. Though turnout was smaller than expected, the Ward meetings enabled the Program to deeply explore particular topics of interest, among them affordable housing and safe streets.

The citizen participation outreach efforts described below were in preparation of the PY22 Action Plan, however, those activities were not completed during that program year making the participation meetings relevant to the carry forward activities included in the PY23 Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
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1	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee meetings (some as hearings), held virtually, all had CDBG program discussions on the agenda, based on HUD, consultant, and staff findings: June 16, July 21, August 18, September 22, October 20, November 17, December 15, January 12, February 9, March 9 (hearing and regular meeting), April 13, May 11, June 8, and July 7 (hearing and regular meeting), August 24, September 28, October 26, and November 16. Meetings were publicly advertised meetings of the CAC. Meeting notices followed the new	Discussions included program adjustments, guidance on program delivery, and priorities for future work. Housing is a particular focus of the committee. At the October 26 meeting, the Executive Director for Apex Youth Connection attended in order to present an alternative program idea for funding.	N/A	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
			CDBG guidelines developed as a result of the pandemic. Attendance included CAC members, staff, members of the public, and participants in the CDBG program.			
2	Public Hearing	Non-targeted/broad community	The first Public Hearing was held virtually on March 9, 2022 at 5:30pm and the general framework for the Year 5 Action Plan was presented and discussed. There were 5 CAC members, 3 staff members, and 1 guest from Biddeford Housing Authority in attendance.	Comments were supportive of the general framework presented and for continuing the amendments to the 2- to 4-unit rehab program into PY22.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from February 16 to March 17.	One comment was received from Biddeford Housing Authority in support of nonprofits being permitted to apply to the 2- to 4-unit rehab program.	N/A	
4	Public Hearing	Non-targeted/broad community	The second Public Hearing was held in person and virtually on July 7, 2022 at 5:00pm and the draft Year 5 Action Plan was presented and discussed. There were 3 CAC members, 2 staff members, and 1 guest in attendance.	One comment was received expressing difficulty implementing social service programs within the regulations.	N/A	
5	Public Comment Period	Non-targeted/broad community	A 30-day public comment period was open from June 18 to July 17.	Comments were received to adjust information in the Action Plan.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Non-targeted/broad community	Citizens Advisory Committee held a special meeting on July 27, 2022 in order to review a social service application and discuss the overall plan for social service funding. The meeting was open to the public, though the attendees were all CAC members.	CAC members voted to support the hotspot and the proposed social service program, pending further details on documentation requirements and the subrecipient's ability to collect documentation.	N/A	
7	Public Hearing	Non-targeted/broad community	There was a Public Hearing on December 21, 2022 to allow for comments on the amendment to the Action Plan. There were 6 CAC members, one member of the public, and one staff person in attendance.	Staff provided an update that Apex was not moving forward with the proposed program.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from December 1 to December 30, 2022 to allow for comments on the amendment to the Action Plan.	Apex's Executive Director provided an update that they were no longer pursuing CDBG funding for the proposed program.	N/A	
9.	Public Hearing	Non-targeted/broad community	There was a Public Hearing on February 7, 2023 to allow for comments on the amendment to the Action Plan. {summary of attendance}	{summary of comments}		
10.	Public Comment Period	Non-targeted/broad community	There was a 30-day Public Comment Period open from January 20 to February 18, 2023 to allow for comments on the amendment to the Action Plan.	None		

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11.	Public Meeting	Non-targeted/broad community	The proposed sidewalk project was presented to the City Council at their February 7, 2023 meeting.	City Council approved the sidewalk project addition to the action plan		
12.	Public Comment Period	Non-targeted/broad community	There will be a 30-day comment period open from May 3 to June 2, 2023 with a Public Hearing to be scheduled May 17, 2023 at 5:30 PM to allow for comments on the amendment to the Action Plan.			

Table 4 – Citizen Participation Outreach

Annual Action Plan
2023

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Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

With 15% of the annual CDBG award, the City will continue to support Seeds of Hope, Southern Maine Agency on Aging, and the Mission Hill Neighborhood Internet Wi-fi hotspot, as well as a new applicant, the Biddeford Food Pantry, provided its initial program details are confirmed. The City will use 20% of funds toward program administration. The remainder of the funds will be used for: (1) acquisition/rehabilitation of real property for the purpose of affordable housing development; (2) rehabilitation assistance to 1- to 7-unit residential housing structures (loans for 2- to 7-unit structures, emergency repair grants to single family owner-occupied structures), creating a minimum 10-year affordability deed restriction for 51% of the units at 80% of median; (3) down-payment assistance for first-time homebuyers; and (4) accessibility and safety

improvements to public facilities.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 6				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	390,841	0	1,062,465.46	1,453,306.81	-0-	Of the annual allocation, 15% will go to public services and 20% to admin. The remaining 65% plus any prior year funds will be split among the expanded Housing Rehab Program, the acquisition of real property for the development of 7 affordable housing units, a new first-time homebuyer down-payment assistance program, and Public Facilities improvements (all remaining funds).

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The CDBG, Lead, and Maine Housing grant funds are used together to target CDBG eligible neighborhoods with housing improvements through investment.

The Lead Hazard Reduction and Healthy Homes Grant aims to invest up to \$3.2 million in the CDBG target area (Census Tracts 252.01 and 252.02) over the period 2020-2023. The Lead program requires a 10% match from the property owner, and can be used on 2- to 10-unit

residential buildings. The MaineHousing Community Solutions Grant provides CDBG matching funds of up to \$300,000 for housing rehabilitation projects in the target area for the same 3 years. Private match investment in housing rehabilitation through these programs to date is nearly \$65,000.

The City's Housing Rehab Director manages these programs and assists applicants with accessing the funding that works best for their needs.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

There is a property in one of the target downtown tracts that will be used for a 33-unit family housing development.

Discussion

The Affirmative Fair housing planning identified issues of Lead throughout the core area. Further City inspections uncovered serious health and safety issues. Identified in this process is a concentration of owner occupied 2-44 unit structures. The CDBG funds will leverage the Maine Housing funds. The Lead program application was similarly developed and can be combined with either program, as appropriate.

Housing and equity are top priorities for the CAC and the group will continue to address these during the program year.

The City assisted with a bill for an affordable housing TIF that we can use in CDBG-eligible districts. Housing TIF money can also be used toward homeless assistance funds and other housing rehab programs to further the preservation of affordable housing units. Program details will develop during this program year.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing	2018	2023	Affordable Housing Homeless Non-Homeless Special Needs	CITYWIDE	Housing	CDBG: \$1,165,000	- Housing units rehabilitated: 15 Units (\$315,000) 1st-time homebuyers down-payment assistance: 10 homeowners (\$100,000) - Affordable housing units developed from the acquisition / rehab of real property: 7 units (\$750,000)
2	Social Services	2018	2023	Non-Housing Community Development Social Services		Social Services	CDBG: \$58,626.15	Public service activities other than Low/Moderate Income Housing Benefit: 2,040 Persons Assisted
3	Public Infrastructure	2018	2023	Public Infrastructure	CITYWIDE	Public Infrastructure	CDBG: \$151,512.11	Public Facility/Infrastructure Activities other than Low/Moderate Income Housing Benefit: accessibility and safety improvements to public facilities
4	Administration	2018	2023	Administration	CITYWIDE	Administration	CDBG \$78,168.20	

Table 6 – Goals Summary

Annual Action Plan
2023

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Goal Descriptions

1	Goal Name	Housing
	Goal Description	Funds will support: (1) the rehabilitation of 10 owner-occupied, non-profit- or investor-owned 2- to 7-unit buildings in the target area, with a minimum 51% of households in subject properties meeting income LMI requirements and with rehabbed units carrying a 10-year deed restriction to assure rent affordability is maintained; (2) the acquisition/ rehabilitation of real property for the development of 7 affordable housing units, with a minimum of 51% of units set aside for individuals meeting income requirements and units deed-restricted for as long a period as possible; (3) grants for emergency repairs to 5 owner-occupied single-family homes for LMI owners; and (4) first-time homebuyer down-payment assistance for 10 Biddeford households meeting LMI criteria.
2	Goal Name	Social Services
	Goal Description	Funds will support social service agencies that provide a variety of services to low- to moderate-income individuals and families. The agencies are Seeds of Hope Neighborhood Center (running a Winter Warming Center for those experiencing homelessness), Southern Maine Agency on Aging (running the Meals on Wheels program), and the Biddeford Food Pantry. The City will continue to administer the Mission Hill Neighborhood Hotspot, which provides free internet access to residents of a high-LMI neighborhood. Any additional social service funds will be allocated depending on need.
3	Goal Name	Public Infrastructure
	Goal Description	Funds will support accessibility and safety improvements to public facilities serving LMI neighborhoods.
4	Goal Name	Administration
	Goal Description	Administration will fund office staff, equipment, supplies, and other administrative expenses.

Projects

AP-35 Projects – 91.220(d)

Introduction

Programs supported will be the social services, housing rehabilitation, ADA improvements under public infrastructure, and administration.

Projects

#	Project Name
	Housing
	a. Housing Rehabilitation
	b. Homebuyer Down-payment Assistance
1	c. Acquisition of Real Property for the Development of Affordable Housing
2	Social Services
3	Public Infrastructure
4	Administration

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City continues to focus its efforts on target Census tracts, particularly through the rehabilitation of 2- to 7-unit structures to preserve safe, healthy, and affordable housing. Additional support will be provided to Seeds of Hope for their Winter Warming Center, to the Meals on Wheels program for seniors and persons with disabilities experiencing food insecurity, to the Mission Hill Neighborhood Hotspot providing free wireless internet to residents in the range of 46 Sullivan St, to the Biddeford Food Pantry, and to public facilities requiring accessibility and safety improvements. Other social service needs are being examined in order to allocate any remaining the social service funds. These priorities were chosen given increased need to create and preserve housing affordability for LMI residents; an increased number of unhoused persons; rising food insecurity, high rates of LMI households in identified Census tracts, and health and safety issues in Biddeford's housing stock.

AP-38 Project Summary
Project Summary Information

1	Project Name	Housing a. Housing Rehabilitation b. Homeowner Down-payment Assistance c. Acquisition of Real Property for Affordable Housing Development
	Target Area	CITYWIDE
	Goals Supported	Housing
	Needs Addressed	Housing
	Funding	CDBG: \$1,165,000
	Description	Housing Rehabilitation will focus on 2- to 7-unit structures, with 51% of the units being affordable at 80% of median income for at least 10 years, as well as emergency repair grants to LMI owner-occupied single-family homes. There are also funds available for first-time Homeowner down-payment assistance, acquisition/rehabilitation of real property for the development of affordable units and delivery costs associated with these housing activities.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	a. Housing Rehab: 15 housing units with at least 8 units occupied by households at or below 80% AMI via a 10-year deed restriction b. Homeowner down-payment assistance: 10 households c. Acquisition of real property for affordable housing development: 7 units
	Location Description	CDBG designated census tracts of 252.01 and 252.02 as a first priority. Citywide as a secondary geographic focus.
	Planned Activities	Rehabilitation loans for units in accordance with CDBG rules, and associated program delivery costs, following this priority list: 1. Owner-occupants of 2- to 7-unit residential rental properties; 2. Non-profit owners of 2- to 7-unit residential rental properties; and 3. Investor-owned 2- to 7-unit residential rental properties. Emergency housing rehabilitation grant assistance to owner-occupied single-family property owners who demonstrate need, allowing them to return to safe housing conditions as soon as possible after an unforeseen event. First-time homebuyer down-payment assistance to LMI clients Acquisition/rehabilitation of real property for the development of affordable housing units

2	Project Name	Social Services
	Target Area	CITYWIDE
	Goals Supported	Social Services
	Needs Addressed	Social Services
	Funding	CDBG: \$ 58,626.15
	Description	Biddeford will support at least three Public Service agencies and a neighborhood hotspot with the maximum 15% of program funds (\$58,626.15). Seeds of Hope will run an Overnight Warming Center during the winter months for people experiencing homelessness, estimate of 25 people to be served (\$19,142). Southern Maine Agency on Aging will operate its Meals on Wheels program, providing meal delivery to 75 eligible seniors and persons with disabilities (\$19,142); and Biddeford Food Pantry will provide food/toiletries/paper products/diapers to 375 unique LMI individuals (\$19,142). The City will administer the Mission Hill Neighborhood Hotspot (\$1,200). Any remaining funds may be programmed for other social services depending on need.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	Seeds of Hope - 25 people experiencing homelessness Meals on Wheels - 75 eligible seniors and persons with disabilities Mission Hill Neighborhood hotspot - 1,665 persons in Census Tract 252.02, Block Group 1, where the hotspot is located Biddeford Food Pantry – 375 unique LMI individuals from Biddeford
	Location Description	Seeds of Hope operates at 35 South St. Meals on Wheels operates citywide, with offices at 189 Alfred St. Biddeford Food Pantry serves 375 unique income-eligible individuals per month at 162 Elm St. The Mission Hill Neighborhood Hotspot is coordinated by the city and located at 46 Sullivan Street.

	Planned Activities	Seeds of Hope - Overnight Warming Center during the winter months for people experiencing homelessness Southern Maine Agency on Aging - Meals on Wheels program, providing meal delivery to eligible seniors and persons with disabilities Mission Hill Neighborhood Hotspot - free wifi internet to people in hotspot range Biddeford Food Pantry – food, paper goods, diapers, and toiletries to 375 unique individuals per year from Biddeford
3	Project Name	Public Infrastructure
	Target Area	CITYWIDE
	Goals Supported	Public Infrastructure
	Needs Addressed	Public Infrastructure
	Funding	CDBG: \$151,512.11
	Description	The city will make (a) ADA accessibility improvements to city properties, as identified in the ADA Self-Evaluation and Transition Plan, as well as (b) street/sidewalk/parks/gardens improvements to enhance public safety.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	These improvements will benefit persons with disabilities citywide, a population of 4,597 people, as well as targeted neighborhoods served by improved parks/gardens/streets/sidewalks.
	Location Description	Public facilities throughout LMI target area
	Planned Activities	Accessibility and public safety improvements to public facilities in LMI area
4	Project Name	Administration
	Target Area	CITYWIDE
	Goals Supported	Administration
	Needs Addressed	Administration
	Funding	CDBG: \$78,168.20
	Description	Administration costs the CDBG program.
	Target Date	6/30/2024

	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	N/A
	Planned Activities	Provide administrative oversight and support administrative costs of the CDBG program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

For owner-occupied, nonprofit-owned, and investor-owned 2- to 7-unit residential buildings, housing rehab assistance loans and single-family owner-occupied emergency repair grants are directed within the CDBG eligible census tracts as the first priority (with at least 51% LMI), with rehabilitation permitted outside of these tracts as a second priority. Social Service assistance is typically directed citywide, with presumed benefit clients or income certification to ensure service to at least 51% LMI beneficiaries. ADA and other public facilities improvements will focus on City Hall and potentially other city properties, but the benefit will be for people citywide, including people with disabilities.

Geographic Distribution

Target Area	Percentage of Funds
CITYWIDE	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The 2- to 7-unit rehabilitation program and emergency repair program for owner-occupied single-family homes are available citywide, but the priority is still on the CDBG-eligible Census tracts (252.01 and 252.02), which are in the downtown and immediately adjacent areas and have the highest concentration of LMI households. The housing rehabilitation program represents targeted investments that preserve affordable housing, improve the quality of the home, and increase base value, leading to private neighborhood re-investment. The priority is on these tracts as the buildings are older on average than the buildings citywide, have the highest need for rehabilitation, and have higher rates of LMI residents.

Discussion

In general, the city delivers CDBG-funded programs citywide in order to best support LMI residents. The rehab program prioritizes Census tracts 252.01 and 252.02, in order to best address needed improvements in these high-LMI areas, but the program is now available citywide as well.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The units rehabilitated through CDBG funds do not meet the HOME definition. For ease of administration, the City uses HUD's AMI and FMR standards as the measures of housing affordability. The City requires all units supported with CDBG funds be substantially code compliant by the time the work is complete.

One Year Goals for the Number of Households to be Supported	
Homeless	7
Non-Homeless	25
Special-Needs	0
Total	32

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	15
Acquisition of Existing Units	7
Total	22

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Homelessness began to increase in 2019, and has worsened with rising housing costs and issues stemming from the pandemic, such as job loss and double-digit inflation. To address the housing needs of individuals experiencing housing insecurity, community efforts will focus both on rapid re-housing coupled with wraparound care management as well as Housing First, which will be achieved via the acquisition/rehabilitation of real property for the development of 7 affordable housing. In addition, Biddeford's rental rehab program will create a minimum of 8 units of affordable rental housing (51% of 15 units). The rental units will be occupied by households that are eligible as low- to moderate-income families and meet the requirements for an affordable housing unit and will include a minimum ten-year affordability restriction. The program's focus on owner-occupied, non-profit-owned, and investor-owned (in that order of priority) 2- to 7-unit structures assists local owners with critical rehabilitation resources and provides for further preservation of affordability. The Lead Hazard Reduction and Healthy Homes Program will also benefit multifamily structures citywide.

Rental rates will be based on the established rent schedule as updated by HUD annually and will remain

that way for the full affordability timeframe based on the units and will not include any Single Room Occupancy units. Affordability will meet HOME program requirements at 92.252 for rental housing and 92.254 for owned housing.

The City Council, through its work with the CAC, its use of the Affordable Housing Needs Assessment, its involvement in updating the City's Comprehensive Land Use Plan, and its learnings from the ad-hoc Mayor's Affordable Housing Task Force, renewed and updated its housing goals this year. The new city goal to create or preserve 180 affordable housing units per year for the next five years is supported by the expanded CDBG housing rehab program and the acquisition/rehabilitation of real property for the development of affordable housing units. In addition, the goal of increasing homeownership in Biddeford from 48% to 51% is supported by the new down-payment assistance program for first-time homebuyers.

AP-60 Public Housing – 91.220(h)

Introduction

Biddeford has continued to strengthen its Citizens' Advisory Committee (CAC), including expanding the goals of the committee to more proactively address housing issues in the community. The group and its staff liaison (Community Development Coordinator) collaborate with public housing advocates to address the ongoing need to create viable affordable housing opportunities. Efforts include addressing housing conditions through the Healthy Homes initiative, the abatement of unsafe lead paint in housing structures, various legislative decisions (at state and local level) regarding affordable housing requirements, and staying informed on housing developments in the community in order to advocate for affordability. This focus will also re-engage the Biddeford Housing Authority in the development and potential delivery of housing programs in the City.

Actions planned during the next year to address the needs to public housing

Planning efforts will continue in surveying and addressing the needs of individuals in public housing. The city's Community Development Coordinator, with assistance from the CAC, will work to increase presence in neighborhoods and gather information on community needs. The Healthy Homes Initiative will improve the quality of housing, leading to an improvement in the quality of life for individuals and families. As eligible units are identified, Biddeford will continue its efforts to inform owners of ways to assist in providing housing opportunities for potential Housing Choice Voucherholders.

The City's ongoing collaboration with the Biddeford Housing Authority (BHA) will identify further opportunities to create quality affordable housing for the residents of Biddeford. As of October 2022, BHA had 155 of its 164 Housing Choice Vouchers under lease in the communities of Biddeford, Saco, and Old Orchard Beach. In addition, BHA was administering 215 port-in vouchers in these communities. The current wait for an approved BHA Section 8 Voucher applicant to secure local housing is approximately 5 years. Both BHA and the City know these are inadequate to serve the need.

Working with the City, BHA will continue to look for ways to preserve affordability, including housing projects funded by LIHTC, AHP, specially focused MaineHousing grants, and the new affordable housing TIF. A further resource to support the development of affordable housing is the affordable housing TIF program and a soon-to-be-established Affordable Housing Trust Fund established by the City. A specific BHA project currently underway is a 33-unit building on Adams Street, located near CDBG subrecipient Seeds of Hope, which will focus on serving LMI families. The project relies on LIHTC, AHP, and municipal TIF funds. The CDBG plan to invest in the acquisition/rehabilitation of real property for the purpose of affordable housing development is another avenue to support the development of units affordable to Housing Choice Voucherholders.

The State of Maine has introduced a Rural Affordable Rental Housing Program, which is planned to spur development of medium-sized affordable housing structures. The City works with development partners

to utilize this program.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Biddeford Housing Authority offers regular management staff business hours at all their larger properties and provides periodic group activities for residents. They also have a Resident Services Coordinator on staff to help tenants with issues and connect them with service providers, transportation, information, etc. BHA encourages HCV households to participate in PHA governance and provide input on affordable housing issues in the City. The 7-member BHA Board of Commissioners has seats for 2 persons receiving voucher assistance so they can offer perspective on the issues residents face in the area.

The City also works with BHA to encourage its participation in the HUD Family Self Sufficiency (FSS) Program, which helps voucher-holding households build capital for homeownership (the 2022 HUD FSS grant welcomed new PHA applicants for the first time in many years but BHA was not among the grant recipients). Other local providers of homebuyer education courses are York County Community Action Corporation (the regional Community Action Program agency) and MaineHousing. The City will partner with these agencies to identify applicants for the new downpayment assistance program for first-time homebuyers.

The local CDFI is Southern Maine Finance Authority, which does not provide homeownership assistance, though the City has begun discussions with SMFA regarding the feasibility of offering such services. Financial literacy classes are offered by the local adult education program and CAP agency, as well as by local banks and credit unions, to help residents build capacity for homeownership.

Further details on available housing services can be found on the city's website: <https://www.biddefordmaine.org/3079/Housing-Services>. During the program year, City staff will review the information on this page to ensure it is up-to-date and includes all the services available to community members.

The CAC holds public forums/meetings to encourage and engage residents, stakeholders, social service agencies, and affordable housing developers and advocates to take an active part in its neighborhood planning process. All CAC ideas and recommendations are made available to the community as part of the opportunities in expanding the availability of rental units and working towards homeownership opportunities.

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance

N/A

Discussion

We will develop a better understanding of public housing inventory and continue to review all projects that have three or more code infractions. Additionally, through the coordinated efforts under the Healthy Homes initiative, potential voucher properties and owners may access funding to increase the quality of their affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Through partnership with our social service agencies, Biddeford is actively addressing the basic needs of community members experiencing homelessness. Specifically, Seeds of Hope is receiving funding to provide a Winter Warming Center for nights when temperatures fall below 20 degrees or there are extreme weather conditions. In addition to this program, Seeds of Hope delivers services during the day and serves as an important link to community members experiencing housing insecurity or homelessness. The police department also interfaces regularly with this population through its Community Engagement Specialist and Substance Use Outreach Liaison, who connect vulnerable community members to services.

The Meals on Wheels program will assist 75 senior households who have no access to food.

The City is connected with the Maine Continuum of Care, which is the statewide collaborative applicant for HUD and manages funds to shelters. Information on homeless initiatives at the state level can be found on the MaineHousing website: <https://mainehousing.org/partners/partner-type/homeless-service-providers/homeless-initiatives>. Those seeking resources can also dial the statewide 211 line for assistance, also available online at <https://211maine.org> or by texting a zip code to 898211.

Describe the jurisdiction's one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY23, the City will reach out to homeless persons through existing networks, particularly Seeds of Hope, and will assist with the Point in Time unsheltered count. Seeds of Hope conducts a survey of its clients each fall. The City has input on the questions asked, and receives the results when the survey period is complete. The Police Department and Code Enforcement Office also have direct outreach to and assessment of homeless persons, and the CDBG Coordinator receives regular updates on this outreach and assessment.

Biddeford, like other localities, has witnessed the continued impact of the COVID pandemic. Homelessness has been exacerbated by double-digit inflation and the rising cost of housing in particular. As a result, housing, food, and health needs have all increased. Most outreach to those experiencing homelessness has been through Seeds of Hope and the Police Department. The City's primary form of assistance is through the General Assistance office.

Seeds of Hope, the City General Assistance office, Biddeford Police, Biddeford Food Pantry, and Southern Maine Health Care remain the front-line responders for community outreach. Each of these is

linked to a group of partner social service agencies to work with individuals in need, provide initial intake, and deliver assistance to get them off the street, fed, and cared for. The intake varies based on the need and intensity of issues.

Seeds of Hope is a trusted community hub, and connects clients to social service agencies providing health and mental health services. They gather basic information on a regular basis, as well as more detailed information as requested, both of which help demonstrate the full scope of needs. The Police Department, through its unique system of outreach via employed social workers, provides further individual intake, directing individuals to appropriate area agencies. Those in significant health need or with substance use issues can be entered into the SMHC Partial Hospitalization Program. Other chief partners in this triage include the Substance Use Outreach Liaison with the Biddeford PD, York County Community Action, Spurwink, Nason Health Center (free clinic), SARSSM (sexual assault response), and Caring Unlimited (domestic violence shelter). Each of the agencies, in turn, has the ability to provide housing, or links to those in the supportive housing community, and appropriate case management services.

Police have noted that the full emergency shelter in Alfred has been full for some time and is not expected to meet demand, so the local Warming Center option is an important resource. With information gathered from three winters of operating its Warming Center, Seeds of Hope is working with the City in examining successes and challenges of the program, and discussing ways to improve the assistance provided.

The City is part of various groups addressing homelessness on a regional and statewide scale, including the new Homeless Response Hub established by MaineHousing and supported by Built for Zero, a national organization that helps groups measurably end homelessness.

With available housing at a premium (at all levels), Seeds provides clothing, tents, and products to assist in outdoor survival, where necessary. With appropriate housing subsidy through vouchers and the City's General Assistance office (and in PY21 through the Rental Relief Program offered by York County Community Action), individuals are connected to local hotels in the area for rooms available in the off-season. The establishment of the Winter Warming Center was in direct response to community needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City will continue to support the winter warming center run by Seeds of Hope, while exploring options to improve shelter for those experiencing homelessness. The Homeless Task Force, as well as smaller subcommittees, discuss shelter and transitional housing needs. The City and its partners believe in a "housing first" model, and over PY23 they will continue to discuss how to combine resources to build permanent and supportive housing. The PY23 plan for the acquisition/rehabilitation of real property largely arose from the CAC's recommendation to develop affordable housing for this

population.

This will be the fifth full year of the evening shelter program, with support from both CDBG funds and directly from the City. Biddeford Housing Authority completed a 5-unit transitional home in early 2021, with one 1-bedroom unit, two 2-bedroom units, and two 3-bedroom units. All units are fully occupied. Residents receive direct services with this housing and can remain in the unit for up to two years, at which time, they receive a certificate or voucher for permanent housing. A for-profit SRO (single room occupancy) building in the downtown, the Thatcher, continues to be at full capacity. The City assists with rental of those units to some individuals via General Assistance.

Working with its community partners and the new Homeless Resource Hub, the City continues to explore how best to support unhoused persons in Biddeford. City Council has recently approved an RFP for an Unhoused Services Policy Consultant to help the City identify best investments in services to meet the needs of the unhoused and/or help fill service gaps to better respond to those needs. Data such as individuals currently served through requests to General Assistance, the Police Department, Code Enforcement, Seeds of Hope, and the Biddeford Food Pantry will help inform this work. The PY23 plan to acquire/rehabilitate real property for the development of affordable housing is one way in which the City anticipates investing in this issue.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The City and its partners believe in a Housing First model and over PY23 will continue to discuss how to combine resources to build more affordable housing units, with wraparound supports delivered to willing and interested persons transitioning out of homelessness, so they can remain housed.

The creation of quality sustainable housing is one way to permanently address the homeless issue. Many factors combine to create a housing shortage, particularly for those experiencing homelessness, but also for residents at many income levels (both LMI and non-LMI). Outside of CDBG funds, the City is working with housing developers to create additional market-rate housing units, with some units potentially reserved for various uses, including for median-income renters and seniors, as well as units using low-income tax credits. The City supports tax credit projects with residential TIF credit enhancements, and legislation was passed that allows TIF funds to create an affordable housing fund. Through these efforts, more housing options within Biddeford's inventory will increase the supply of housing. In addition to these goals, the City has also updated its an annual goal of 180 units of affordable housing being preserved or created every year over the next five years. Strategies to reach these goals

are being developed and will vary depending on the developments in process in a given year.

Temporary and permanent housing with the option for wraparound support are specific needs of the chronically homeless. The City will coordinate the efforts of Seeds of Hope and Police Department intake workers, as well as the schools through the Biddeford Food Pantry and other stakeholders, to identify the housing and social needs of each person coming through each program. These partners help identify the appropriate supportive services needed to avoid repeat homelessness or incarceration. We work with other area providers (Caring Unlimited, Sexual Assault Response Services) to identify persons in the shelter (or local hospital) or identified through police calls that are in need of services and housing. Seeds of Hope will continue to convene these partners on a regular basis to further coordinate the provision of services and expanded housing availability.

Alternative Pathways continues to grow in the center of our neighborhoods and serves high-school-aged youth with an alternative education program. These students are often identified by the school department as possible "couch surfers," and Alternative Pathways provides them a safe place for education and stability.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as healthcare facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

During PY23, the City will work with its partners to more efficiently respond to low-income families at risk of homelessness. The Police Department, Code Enforcement, and social service agencies are already very effective at this work, but it is important that they are supported in this work and can address issues as they arise. The City attends regular meetings with all relevant parties to hear updates and communicate via email on a regular basis to solve issues as they arise.

Seeds of Hope is the convener for discussions of prevention of homelessness, homeless assistance when it happens, and transitional / permanent affordable housing development. Within this planning group, strategies are broken into three areas: client intake, assessment, and guidance; coordination with direct social service assistance from the appropriate social service partner when appropriate; and in the development of an increased supply of supportive housing. Seeds works closely with the Police Department and Southern Maine Health Care to identify those with the most critical needs to enroll them in the partial hospitalization program.

Biddeford Ready, a collaborative effort that advocates for children aged birth to five to prepare them for school and life, is developing ways to support LMI children and their parents. The focus on a child's earliest years, and particularly on Adverse Childhood Experiences (ACEs), helps set these children and

their families up for success.

Biddeford's social service agencies utilize coordinated intake and case management to assist individuals recently discharged from public institutions, providing help and shelter as immediately as possible. As noted above, the lead in many cases is the social work team from the Police Department, with school social workers, police resource officers, and teachers also providing substantial input and the potential for intervention.

Discussion

The Biddeford housing market has become increasingly difficult to navigate for residents at most income levels, which is why housing affordability is a top priority of City Council and staff. Within that priority, there are goals to address homeless issues and preserve affordable units. Using our existing network, particularly the Homeless Task Force and the new Homeless Resource Hub, city staff will continue to connect with and support our most vulnerable community members, and facilitate discussion around housing needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

City Council has continued its commitment to affordable housing through its annual Housing Goals, with a focus on preserving affordability while also improving the quality and livability of our neighborhoods. The expanded housing rehabilitation and lead paint remediation/healthy homes programs, along with other non-CDBG programs, were developed to address these goals. In PY22, the mayor established an Affordable Housing Task Force to examine specific barriers and make priority recommendations. City Council is currently discussing these recommendations, among them the following:

- Increase from 90 to 180 the number of affordable housing units to be preserved or developed in the City per year for the next 5 years.
- Seek that 12.5% of all rental units be affordable by 2028.
- Target affordable housing efforts to address the needs of those who make 80% of the annual median income.
- Establish an inclusionary zoning ordinance.
- Create an Affordable Housing Fund, which could be used for the unhoused, or for support of creating new or converting existing units into affordable housing.
- The Task Force generally committed to support those who fall into the category of extremely low income, which include those at the 15% to 27.5% AMI range.

In PY23, City Council will finalize policy related to these recommendations. Those policies will be reflected in the new Consolidated Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

In the 2018-2022 Consolidated Plan, these goals were set for affordable housing:

1. Consider revisions to the City's zoning and land use standards that would provide incentives (e.g. density bonuses) for the development of affordable housing.
2. In partnership with other public/private parties, explore the adaptive re-use and redevelopment of non-residential properties (e.g. mills and churches) into affordable and sheltered housing.
3. Consider establishment of low-interest loan programs to help finance the rehabilitation of the City's downtown housing stock.
4. Undertake a systematic and concentrated program of code enforcement to ensure life safety

standards are met to prevent blighting influences on neighborhoods.

5. Encourage participation by property owners in the Biddeford Landlords Association and encourage partnerships that provide resources for both owners and tenants.

6. Consider a partnership with other public/private organizations to pool resources to help finance home ownership (e.g. down payments, loan assistance, mortgage interest rate write-downs, and other financing mechanisms).

Full details on the status of these goals can be found as an attachment.

Discussion:

The City continues to pursue a series of housing policies that combine flexibility in the permission of higher density with continued health/safety inspections of existing multi-family structures. The City's access to Lead Paint Hazard Reduction funding, Healthy Homes funding, and a commitment of CDBG to rehabilitating 2- to 7-unit structures, offering down-payment assistance to LMI first-time homebuyers, and acquiring real property for the development of affordable housing are intended to address barriers to affordable housing.

AP-85 Other Actions – 91.220(k)

Introduction:

Ongoing economic challenges and continued market changes will require the staff, CAC, and network partners to monitor the state of homelessness while forging ahead with housing quality improvements. Issues stemming from the pandemic, such as homelessness, day care closures, lack of affordable internet access, and the lack of affordable food, diapers, paper products and toiletries within the community, will be monitored and addressed.

It is critical that the residents of Biddeford have a measure of quality of life by having the most basic of resources and provisions. Ongoing public meetings and forums will keep Biddeford informed about opportunities to make a meaningful impact for the community.

Actions planned to address obstacles to meeting underserved needs

Seeds of Hope, the primary agency for assisting people experiencing homelessness, will keep the city informed about the current issues and the actions that may need to be taken. Biddeford Ready, the Biddeford Food Pantry, and Apex will assist us with the needs of young and/or refugee families, as well as all residents within the Census Tracts where their services are located. Alternative Pathways, with its tie to the school department, will assist us in identifying and serving homeless youth.

The primary obstacle is housing at the lowest income levels. Demand is driving up housing costs at a rate that did not exist at the beginning of the current Consolidated Plan. City Council and staff worked together to establish specific housing goals and will pursue projects to meet those goals. These housing goals are included as an attachment in AP-26. These opportunities will include the further development of affordable housing, Housing First with wraparound support, and rentals for low- and moderate-income residents.

Actions planned to foster and maintain affordable housing

The average age of Biddeford housing stock is significantly older than county and state averages. There are many challenges related to this, particularly the presence of lead, as many houses were built before 1978. The Lead Hazard Reduction Program has given Biddeford the resources to help address this issue. Affordable rental housing is targeted for the mitigation of lead hazards in pre-1978 homes as well as for minor/moderate residential rehabilitation and to correct code/health/safety deficiencies. All these programs will create or preserve quality affordable rental housing for LMI families and individuals.

Biddeford's business community continues to grow rapidly, despite the pandemic. Employment opportunities will be examined in order to address community challenges from all perspectives, for example: ensuring median income levels can support median housing costs, that residents have the qualifications needed for jobs that pay enough to afford housing, that affordable housing opportunities

are provided to those with jobs that have lower pay rates, and so on. As this information is gathered, Biddeford will continue to work with local business owners and interested developers in the coordinated effort of creating more housing. City Council's housing goals will address issues across the housing continuum: homeless assistance through Seeds and Biddeford Food Pantry; very low-income housing through Biddeford Housing Authority's request for 40 additional vouchers and Adams Court family housing project; development of low-income housing through the acquisition / rehabilitation of real property, LIHTC, and other avenues; Affordable Housing Fund and TIF subsidies for the creation/preservation of 900 units over the next 5 years; and the creation of a first-time homebuyer down-payment assistance to help increase homeownership in the City.

The City has at least three housing projects with approximately 200 units underway that are financed in part through the LIHTC program. The pandemic has hit housing developers hard, with the cost of borrowing skyrocketing and equity for investments increasingly difficult to find. However, the City is poised to commit affordable housing TIF funding/Affordable Housing Fund dollars to support LMI housing development. The City is also in the process of approving density bonuses and inclusionary zoning to support the creation of affordable units.

The purpose of the expanded housing rehab program is to preserve affordable units that might be lost to market escalation. A minimum of 15 units is proposed for rehabilitation this year.

The City also has a goal of increasing direct connection with individuals and families living in affordable housing to better understand their needs.

The staff, Mayor's Affordable Housing Task Force, Citizens Advisory Committee, and the Policy Consultant for Unhoused Services Policy are conducting public outreach to ensure that those most affected can share their challenges and potential solutions.

Actions planned to reduce lead-based paint hazards

The City runs a Lead Based Paint Hazard Reduction and Healthy Homes initiative, to which the CDBG program provides match funding to invest in multifamily properties that do not otherwise qualify for lead program assistance. Upon qualification, homes are inspected by licensed professionals to determine the level of lead and other health hazards present, after which a scope of work is developed and put out to bid.

All housing rehabilitation is inspected for quality of work in accordance with local and state building codes and lead abatement is conducted in keeping with state, federal, and HUD lead regulations. The goal of the CDBG match program is to abate up to 4 units per year.

Actions planned to reduce the number of poverty-level families

Tied with the goals set in the Consolidated Plan, Biddeford continues to partner with organizations

working directly with poverty-level families. The Biddeford Ready program, in conjunction with Apex Youth Connection and the Biddeford Food Pantry, will continue to focus on low-income families. Biddeford's youngest residents present a difficult challenge to the school's system, as many begin kindergarten unprepared, which tends to slow growth and learning potential. Other partners include Biddeford Housing Authority, Coastal Healthy Communities Coalition, and Seeds of Hope. The city also collaborates with Biddeford Housing Authority and works with other developers of low-income housing to increase affordable living units in these neighborhoods.

The Community Engagement Specialist with the Police Department continues to form relationships with poverty-level individuals and families in order to identify and address the challenges that keep people in poverty. Biddeford experienced unexpected rapid growth during the Consolidated Plan period, so while efforts are consistent and robust, reducing the number of poverty-level families continues to be a years-long effort. The greatest concern now is the combination of rapid growth in the real estate market, the pandemic and now inflation, all resulting in increased displacement and potential for homelessness. Neighborhood efforts are also re-emerging, led by the CDBG Coordinator and the Citizens' Advisory Committee, to work directly with poverty-level neighborhoods to learn and address their needs.

Outreach programs through the social service agencies target poverty-level families to provide critical resources, such as food, clothing, diapers, toiletries, life skills, and financial counseling to help them improve their current socio-economic situation. These efforts take time and patience to gain the trust of families so that assistance and guidance can be delivered. Biddeford Ready, through Head Start and private pre-K providers, has increased the number of children receiving educational development prior to entry into kindergarten. Biddeford Ready and school social workers at all levels of the school system provide assistance when issues are identified. Biddeford Ready is also expanding awareness of Adverse Childhood Experiences (ACEs) through robust training that encourages participants to envision how to reduce ACEs and increase Positive Childhood Experiences (PCEs), which are proven to counterbalance ACEs. Staff will continue to work with this network.

Actions planned to develop institutional structure

City staff will continue to strengthen our partners to support our core LMI neighborhoods. Staff has reenergized the Citizens' Advisory Committee as a voice for households within our eligible Census Tracts, reporting to the City Council. The CAC and staff will continue to develop neighborhood-based programs to serve communities and increase neighborhood safety, accessibility, and connectivity. Institutionally, City Council recognizes the CAC as an advocacy group for initiatives that, by CDBG rules, largely benefit low/moderate-income individuals, families, and neighborhoods. These initiatives include the continued development of housing and community development goals for the City.

During the program year, the Community Development Coordinator will strengthen partnerships between various groups – municipality, schools, nonprofits, businesses, and others – with a goal to improve coordination of efforts and grow the outreach network for these partners. Staff will also work

with the newly formed Homeless Response Hub, which will coordinate efforts to address homelessness on a broader regional level.

Actions planned to enhance coordination between public and private housing and social service agencies

The City and the CAC will continue to assist in better coordinating the work of social services agencies with private property owners and public housing agencies to assure both housing stability and overall quality of residents' life and health. Existing partnerships, such as that of Seeds of Hope (a social service agency) with private property owners and public agencies via the local Homeless Task Force, will continue to help address the needs of LMI persons, particularly the unhoused. Continuation of the Biddeford Area Landlords Association's partnership with BHA and Coastal Healthy Communities Coalition will further the identification of public resources designed to support the tenancies of private citizens as they continue to experience the economic impacts of COVID.

In addition, the City will continue to support the work of the Biddeford Housing Authority in bringing 33 new low-income family housing online at Adams Court and securing an additional 40 Section 8 vouchers. Similarly, staff will continue to work with LIHTC partners and other developers of affordable housing through its affordable housing TIF, a new Affordable Housing Fund, a soon-to-be-established inclusionary zoning ordinance, and the acquisition/rehab of real property for affordable housing development, with wraparound supports as needed. Ongoing collaboration and coordination will be handled by the CAC and staff, ultimately reporting to City Council, to adopt strategies to address the needs of LMI persons as Biddeford continues to emerge from the pandemic.

Discussion:

The City will continue to monitor the impact of the pandemic and double-digit inflation on the community, as well as working to further future development and redevelopment efforts. Staff has created a resource base that should permit a substantial increase in rehabilitation efforts while obtaining affordability; we will monitor our progress and make necessary adjustments as required.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The goals, objectives, and overall benefit of this AAP represent Year 5 of the Consolidated Plan.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.70%

The goals, objectives, and overall benefit of this AAP represent Year 6 of the Consolidated Plan. The origin year grant amount is \$390,841. Biddeford will continue to support a reduced number of Public Services subrecipients, the expanded housing rehabilitation program, the acquisition of real property for the development of affordable housing units, a first-time homebuyer down-payment assistance program, and safety and accessibility improvements to public facilities. This will ensure effective delivery of services to LMI individuals and households, and the preservation of housing stock and affordability. The Overall Benefit is based on program years 2021, 2022, and 2023. Biddeford had three substantial amendments during the prior program year (PY22).

**CITY OF BIDDEFORD
CITIZEN PARTICIPATION PLAN
Amended April 14, 2023**

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT GRANT BLOCK PROGRAM
ENTITLEMENT PROGRAM**

June 19, 2018

Prepared by:

Biddeford Planning and Development Office

City of Biddeford

205 Main Street

Biddeford, Maine 04005



Introduction

The City of Biddeford receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). These grant funds are managed and administered by the Planning and Development Department.

The primary purpose of this formula grant program is to develop viable communities through the provision of decent housing, suitable living environments, and the expansion of economic opportunities for low- and moderate-income (hereafter, LMI) persons. As a recipient of these entitlement program funds, the City of Biddeford is required to produce the following documents:

- Consolidated Plan – a five-year plan that documents the City’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments
 - Analysis of Impediments to Fair Housing Choice (AI) – this report is updated along with the Consolidated Plan, and identifies various factors that may adversely affect fair housing choice in Biddeford and outlines an action plan to overcome these barriers
- Annual Action Plan – an annual plan that describes specific projects and activities funded with CDBG funds that will be undertaken over the course of the upcoming program year;
- Consolidated Annual Performance and Evaluation Report (CAPER) – an annual report that evaluates the use of CDBG funds.

This Citizen Participation Plan has been developed to provide residents, community organizations, policymakers, and other interested parties the opportunity to fully engage in a significant advisory role throughout the planning, implementation, and evaluation of the CDBG program, and to review and comment on each of the documents listed above.

Citizen participation in CDBG program activities ranges from conducting needs assessments and strategic planning to project selection, development, implementation, and evaluation. The Citizen Participation Plan outlines the City’s responsibility for providing opportunities for active citizen participation. The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all Biddeford residents, emphasizing the involvement of LMI residents, people living in LMI neighborhoods and any slum and blighted areas, people with disabilities, communities of color, residents of HUD-assisted housing, those living with HIV/AIDS, and current or formerly homeless individuals and families;
- Inform residents of the City’s Consolidated Plan and Annual Action Plan, including funds available from CDBG and eligible activities under these programs;
- Give all residents an opportunity to identify and respond to priority needs;
- Give all residents an opportunity to identify and respond to priority proposed projects and the use of funds; and
- Give all residents an opportunity to review and comment on program performance.

The City of Biddeford assures all residents that by adhering to the above goals, residents will have the opportunity to learn about and participate in the planning, allocation, and evaluation of the Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report. The participation of residents does not restrict the responsibility or authority of the City of Biddeford, through the Planning and Development Department, for the development and execution of the Consolidated Plan and Annual Action Plan.

Pursuant to the requirements of 24 CFR 91.105 and 24 CFR Part 5.158, the City of Biddeford hereby issues the following plan to provide for and encourage citizens to participate in the development of the City's Consolidated Plan, any substantial amendments to the Consolidated Plan, development or amendment of the Annual Action Plan, and the Consolidated Annual Performance and Evaluation Report. This plan shall amend and supersede the City's existing Citizen Participation Plan, adopted in accordance with Section 104(a)(3) of the Housing and Community Development Act of 1974. The City of Biddeford will be required to adhere to this Citizen Participation Plan as the official mechanism for obtaining citizen input into the Consolidated Plan and Annual Action Plan process and during the administration of the programs covered by this Plan.

Process for Citizen Participation

Opportunities for citizen participation in the planning and development of the City's Consolidated Plan, the subsequent Annual Action Plan, and the CAPER will be provided through several levels of community involvement and outreach.

CONSULTATIONS

Biddeford will consult with public and private agencies with subject matter expertise in the categories listed below as part of the development of the Consolidated Plan and Action Plan.

- Public and private agencies that provide assisted housing
- Health services
- Social services, including those focusing on services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, homeless persons, and other protected populations
- Community-based and regionally-based organizations that represent protected class members
- Organizations that enforce fair housing laws
- Maine Continuum of Care
- Public and private agencies that address housing, health, social service, victim services, employment, or education needs of:
 - low-income individuals and families
 - homeless individuals and families, including veterans, youth and persons with special needs
- Publicly funded institutions and systems of care that may discharge persons into homelessness, such as:
 - health-care facilities
 - mental health facilities
 - foster care and other youth facilities
 - corrections programs and institutions
- Business and civic leaders
- State and local health and child welfare agencies, including health department data on the addresses of housing units in which children have been identified as lead-poisoned
- Adjacent units of local government and regional governmental agencies, particularly agencies with metropolitan-wide planning and transportation responsibilities that go beyond a single jurisdiction
- Biddeford Housing Authority
- Broadband internet service providers

- Organizations engaged in narrowing the digital divide
- Agencies whose primary responsibilities include the management of flood-prone areas, public land or water resources
- Emergency management agencies
- Southern Maine Planning and Development Commission (SMPDC) and other local or regional planning agencies and commissions

CITIZENS ADVISORY COMMITTEE

The Citizens Advisory Committee (CAC) is a city committee that provides an organized forum for two-way communication between the Planning & Development Department and the community regarding CDBG funding priorities and other community development needs. It consists of seven members who are residents of Biddeford, including one seat reserved for a member of City Council, to be selected by the mayor with recommendations from Planning & Development staff. The remaining seats are filled via applications received through the City Clerk's Office. When a seat opens, the Community Development Coordinator takes recommendations for members from the mayor, current or outgoing CAC members, other City staff, and partner agencies (especially those who work directly with LMI persons). All terms are two years and members may serve two consecutive terms, then must take one year off before applying again. Officer terms are one year. The CAC is regulated by an ordinance approved by the City's Policy Committee, provided in Appendix A of this document.

Representation will include LMI persons, including those living and/or owning property in areas that are predominantly LMI areas and targeted for CDBG projects. The term LMI household means any household which has an income under 80 percent of the area median. LMI neighborhood means any area within which 51 percent or more of the households are low- or moderate-income.

Under the direction of the City's Director of Planning & Development, the Community Development Coordinator will direct and coordinate all activities of the CAC. The Community Development Coordinator will be tasked with being the contact point for various non-profits (including philanthropic organizations), public housing authorities, businesses, residents of assisted housing developments, social services (including faith based organizations), and any population that would be eligible for CDBG funding. The Community Development Coordinator will be tasked with encouraging collaboration between various entities as the Consolidated Plan and Annual Action Plan are developed. Subject to review and recommendation of the CAC, the City will present the Consolidated Plan, Annual Action Plan, projects, substantial amendments, and any other activities regarding CDBG to the City Manager for final approval by the City Council.

The CAC will provide comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed. The CAC will be tasked with reviewing the Consolidated Plan, Consolidated Annual Performance & Evaluation Report (CAPER), Annual Action Plan, and any substantial amendments to any of the foregoing documents.

EQUITABLE ACCOMMODATIONS AND ACCESS

The City of Biddeford encourages the participation of representatives of underserved populations including socioeconomically disadvantaged people, people of color, women and children, people with limited English proficiency, people with disabilities (including physical, hearing or visual impairment, behavioral health concerns, or learning disabilities), public housing residents, residents of predominantly

LMI neighborhoods and those persons living in areas designated by the jurisdiction as a revitalization area or in a slum and blighted area and in areas where CDBG funds are proposed to be used.

Specific accommodations will be made for any participating citizen so as not to limit their involvement including providing in person and virtual hearings, translation services, oral, Braille, electronic or large print copies for the visually impaired, and access to public hearings. Interpretation at meetings for non-English speaking and deaf or hard of hearing residents will be made available with at least 48-hour advanced notice. Requests may be made either in person in the Planning & Development Department at Biddeford City Hall (205 Main Street), in writing via email to cdbg@biddefordmaine.org, or by calling 207-284-9115. Notice of these reasonable accommodations shall be provided in all public hearing notices. Language assistance services and auxiliary aids will be provided upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein.

The city will use available Census data and consultations to assess needs for individuals with limited English proficiency to encourage participation, such as the need for translation services and other vital documents.

Strategies to increase equity will include:

- Outreach to organizations and groups that provide services to any of the populations noted above
- Outreach to Biddeford Adult Education's ELL staff
- Google Translate option on the City's website, which will translate all Public Notices posted to the front page
- Translation Contact Form on the City's website

Through consultation, the city will prioritize equity by collecting data on populations that have been understudied or underreported in traditional data sources. The results of these consultations will be used to fill in gaps where some community needs or market circumstances might not be indicated in quantitative data, where the population with the need is not part of routine data collection efforts.

PUBLIC MEETINGS

The City will periodically hold workshops, focus groups, and other outreach meetings, as appropriate to discuss community, housing, or other needs throughout the City. Every effort will be made to provide notice of at least seven (7) days to interested parties. Notice will be provided using the methods outlined in the Citizen Participation Plan. The time and location of the meetings will vary based on the target audience and purpose. Meetings seeking input from the general public will be held in the early evening hours to the extent possible. For any public meetings held outside City Hall, the location will meet ADA accessibility standards. The City will endeavor to choose locations that have access via public transportation, and will offer remote access via Zoom or other virtual meeting platform when feasible.

HOW TO RECEIVE INFORMATION

The City of Biddeford has a Front Page News email list. [All public notices for the Consolidated Plan, Annual Action Plan, CAPER, **Substantial Amendments** and Citizen Participation and Consultation processes are posted on the Biddeford Front Page News, so interested parties can sign up to receive the Front Page News email to receive these notices, as well as other important updates from the City of Biddeford. [The sign up is available at this page: <https://www.biddefordmaine.org/list.aspx>. Enter the

Commented [GLA1]: Please include substantial amendments

email address, click “sign in” (no password required), and click the icon next to “Biddeford Front Page News” to subscribe. The city will send an email to confirm the subscription.

Staff also maintain an informal list of individuals and organizations that receive CDBG-related information, and interested parties can reach out to the Community Development Coordinator via email (cdbg@biddefordmaine.org) or phone (207-284-9115) to be added to the list. Public/social service providers are encouraged to fill out the Public Service Provider Survey, included as Appendix B of this document and available on the Community Development page of the website, located [here](#).

Development of the Consolidated Plan and Annual Action Plan

INFORMATION

Prior to adopting the Consolidated Plan and Annual Action Plan, the City will make the following available to citizens, public agencies, and other interested parties:

- **Amount of assistance** – the amount of assistance the local government expects to receive (including grant funds and program income). This information will be updated as the Federal appropriation process results in new information. When HUD notifies Biddeford of final fund amounts, that information will be shared on the City website and by other electronic means to relevant interested parties.
- **Range of activities that may be undertaken**- activity descriptions must include specific information so that the public is made aware of the actual specific undertaking to be funded.
- **The estimated amount of funding that will benefit persons of low- and moderate-income.**

PUBLICATION OF PROPOSED CONSOLIDATED AND ACTION PLANS, SUBSTANTIAL AMENDMENTS AND CAPER

PUBLIC NOTICE AND COMMENTS

A summary of each document will be posted on the front page of the City’s website and disseminated through a number of discretionary communication vehicles, including the following:

- City Hall bulletin board posting
- Our Biddeford (the city’s public engagement website)
- Biddeford Beat (the city’s weekly email newsletter)
- press release or advertisement in the Courier
- email notification to partners consulted with during the development stage
- social media (at minimum, the City’s Facebook page)

The notice will describe the content and purpose of the above documents with a link to the full plan and will list the locations where copies of the entire document may be examined.

Free physical copies will be available upon request from the Department of Planning & Development, located on the second floor of City Hall, 205 Main Street, Biddeford, ME 04005 during regular hours (Monday and Tuesday, 7am to 5pm; Wednesday and Thursday, 8am to 4pm). Copies will also be available at McArthur Library (270 Main Street) and the J. Richard Martin Community Center (189 Alfred Road).

Commented [GLA2]: COMMENT PERIOD
Recommend: Public Notice and Comment. Please see section below on Comments, Comment Periods and Consideration of comments.

Commented [WG3R2]:

PUBLIC HEARINGS

There will be at least two (2) public hearings annually to obtain citizens' views and to respond to proposed plans and questions. The first (1st) will include a review of the past year's performance (via review of the CAPER) and an overview of proposed plans **during development of the plan** for the coming Annual Action Plan (and Consolidated Plan when due for update). This will allow the Program to obtain the views of residents on housing and community development needs, including priority non-housing community development needs and affirmatively furthering fair housing, before publication. A second (2nd) public hearing will be held after the publication of the draft Consolidated Plan and/or Annual Action Plan.

Commented [GLA4]: This language is specifically from the regulations.

LOCATION OF HEARINGS

Public hearings will typically be held in City Hall (205 Main Street), which has ADA accessibility to the meeting room and can be reached via public transportation. For any public hearings held outside City Hall, the location will meet ADA accessibility standards and have access via public transportation, particularly from areas where LMI persons reside. Remote access via Zoom or other virtual meeting service will be offered for all public hearings.

TIME HEARINGS ARE HELD

Public hearings will be scheduled at times generally convenient for most residents, such as weekday evening hours or weekends. All public hearings will be recorded and available upon request.

PUBLIC HEARING STANDARDS

Notice of Public Hearings will be posted on the front page of the City's website and disseminated through a number of discretionary communication vehicles, including the following:

- City Hall bulletin board posting
- Our Biddeford (the city's public engagement website)
- Biddeford Beat (the city's weekly email newsletter)
- press release or advertisement in the Courier
- email notification to partners consulted with during the development stage
- social media (at minimum, the City's Facebook page)

Commented [SLB5]: You may want to consolidate the section on public hearings and public hearing section. There is some overlap with above? Also verify that these standards and notice period meet local requirements.

The notice will describe the content and purpose of the hearing, location, time and provide a point of contact for **persons with disabilities or those in need of translation from English**.

NOTICE PERIOD

The City will provide notification of all public hearings at least fourteen (14) days prior to the date of the public hearing.

COMMENT PERIOD

Comment periods will be open for a minimum of 30 days after the publication of the Consolidated Plan, Annual Action Plan, or Substantial Amendment, and a minimum of 15 days after the publication of the CAPER to receive comments from residents of the community before submission to HUD.

Commented [GLA6]: What is the comment period on the CPP? Citizen comment on the citizen participation plan and amendments. The jurisdiction must provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan, and must make the citizen participation plan public. The citizen participation plan must be in a format accessible to persons with disabilities, upon request. 105(a)(3)

Commented [SLB7R6]: Changes to the cpp are by definition a substantial amendment.

COMMENTS

Comments on the Consolidated Plan, Annual Action Plan, Substantial Amendment and CAPER must be submitted to the Community Development Coordinator via email (cdbg@biddefordmaine.org) or by mail to City of Biddeford, Department of Planning and Development, Attn: Community Development, PO Box 586, Biddeford, ME 04005. Verbal comments can be made at the Public Hearing or by contacting the Community Development Coordinator at 207-284-9115.

CONSIDERATION OF COMMENTS

The City will consider any comments or views of citizens received in writing, or orally at the public hearings. At the conclusion of the public comment period, the City will prepare a summary of all comments received, those comments accepted, those comments not accepted, and the reasons any comments were not accepted. Consideration of and response to any comments received will be described in the City's final submission to HUD.

OTHER METHODS OF OUTREACH

The City of Biddeford may also use these methods of outreach in the development of the plans:

- Survey(s) of various stakeholders, such as general public, social services/nonprofits, publicly assisted housing units in the community, and employers.
- Public meetings in LMI neighborhoods on specific topics
- Coordination with social service providers to connect directly with LMI clients

Commented [SA8]: We're reviewing these, will finalize ASAP. Most were taken/adapted from the existing plan.

ACCESS TO CRITICAL RECORDS

Copies of the Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing, CAPER, and Citizen Participation Plan, including any substantial amendments to these documents, will be made available to the public during normal working hours and on the City's website. Information and records relating to the jurisdiction's Consolidated Plan and use of assistance under the programs for the preceding 5 years will be located and available for public viewing in the Department of Planning and Development, 205 Main Street, Biddeford, ME 04005. These documents will also be made available in a form accessible to persons with disabilities upon request.

Commented [SLB9R8]: Please review and finalize. Suggest we leave this as a may.

ACCESSIBILITY AND NON-ENGLISH SPEAKING NEEDS

Interpretation at meetings for non-English speaking and deaf or hard of hearing residents will be made available with at least 48-hour advanced notice. Requests may be made either in person in the Planning & Development Department at Biddeford City Hall (205 Main Street), in writing via email to cdbg@biddefordmaine.org, or by calling 207-284-9115. Notice of these reasonable accommodations shall be provided in all public hearing notices. Language assistance services and auxiliary aids will be provided upon request for informational flyers, plan materials, and other comparable public information tools with the goal of informing and encouraging robust citizen participation in the processes outlined herein.

Technical Assistance

The primary method for delivering technical assistance to community-based organizations and groups representative of persons of low and moderate income is the annual application workshop hosted by Planning & Development Department staff to inform parties interested in applying for CDBG funding.

Periodically, the City may hold additional workshop sessions to enhance program performance and compliance. On an ongoing basis, staff will be available to respond to specific technical questions.

Further information is available at City of Biddeford, Department of Planning & Development, 205 Main Street, Biddeford, ME 04005, Phone: 207-284-9115, Email: cdbg@biddefordmaine.org.

As appropriate, staff may refer technical inquiries to the *Ask a Question* feature on the HUD Exchange website: <https://www.hudexchange.info/get-assistance/my-question>. If necessary, the Division of Housing & Community Development staff may also seek assistance in responding to technical questions from the staff of the Boston Regional HUD Office and from HUD technical assistance providers, as available.

AMENDMENTS

When changes are necessary to the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, or Citizen Participation Plan, an amendment is required. Amendments can be either substantial or minor, with different requirements for each type.

Substantial Amendment

Any of these actions trigger the Substantial Amendment process:

- Amending the Citizens Participation Plan
- Change in Consolidated Plan Allocation Priorities where a priority changes from High to Low or from Low to High;
- Change in Consolidated Plan, Annual Action Plan, and/or (AFH) by adding a new priority, previously not considered, in order to undertake new activities that fiscal year; delete a priority; and/or change a priority in a way that would affect its implementation or funding
- Addition of a new activity and/or deletion of an approved activity in the Annual Action Plan
- Revising the allocation of funds in an Action Plan from one eligible category to another where the amount is more than 20% of the grant.
- Changes in the purpose, scope, location, or beneficiaries of activity
- ~~In the event of a natural disaster or pandemic in which a state of emergency has been declared by the Mayor of Biddeford, Governor of Maine, and/or President of the United States, any unobligated funds are subject to redirection for response to or recovery after the declared emergency, and any unexpended funds to subrecipients may be adjusted as needed. Any changes—including but not limited to reduction of funds to current activities, revision of funds to different activities, and addition of new activities—will go through the public hearing process as described, though adjustments in notice periods for public hearing and comment may be made, consistent with HUD guidance. All potential activities will be reviewed for eligibility and HUD will be contacted prior to finalizing any decision. If an existing subrecipient will alter the program they are delivering in order to meet the need, the substantial amendment process must still be followed and approval of an amendment to the existing agreement must be made in accordance with the city's policy and procedure for amendments.~~

Commented [GLA10]: The city should confirm with city solicitor or counsel that funds already under contract/agreement but not expended can be "adjusted". Please respond.

Consideration of a substantial amendment will adhere to the following process:

- Planning & Development Department staff will determine if a substantial amendment is required based on the criteria in this Citizen Participation Plan.
- The City will develop a proposed Substantial Amendment for public review and comment.

- The City will notify the public of the availability of the proposed Substantial Amendment using the above Public Notice protocols described above or link
- Planning & Development Department staff will contact any organizations directly affected by the Substantial Amendment, providing copies of the proposed amendment and the reasons for it
- The City will approve a proposed Substantial Amendment following the same process as for the Consolidated Plan and in accordance with the city's policy and procedures for amendments.
- Planning and Development Department staff will update the Consolidated Plan and/or Action Plan and notify HUD that an amendment has been made.

Minor Amendments

A Minor Amendment is a proposed change that does not fall into the definition of a Substantial Amendment. Minor Amendments will be discussed by the Community Development Coordinator and Planning and Development Director, as well as the Housing Rehabilitation Director if related to one of the Housing programs. No public hearing or public comment period is required. Once a decision is made, the Community Development Coordinator will inform the Citizens Advisory Committee via email and present it during the staff update at the following CAC meeting. When a minor amendment is approved, staff will update the Action Plan and notify HUD that a minor amendment has been made.

COMPLAINTS

Complaints or inquiries related to the Consolidated Plan, Annual Action Plan, Consolidated Annual Performance and Evaluation Report, and amendments or revisions to these documents may be submitted by mail to City of Biddeford, Department of Planning and Development, Attn: Community Development, PO Box 586, Biddeford, ME 04005, Phone: 207-284-9115, or Email: cdbg@biddefordmaine.org.

Any complaint made verbally must be confirmed in writing. The City will contact the submitter when additional information or clarification is needed to respond appropriately to the written complaint.

The Community Development Coordinator will respond to every written complaint in writing within 15 days.

ANTI-DISPLACEMENT POLICY

Assistance will be provided if persons should be displaced by any of the City of Biddeford's CDBG funded projects. Households will receive appropriate notices and other advisory services to assure they are fully informed of their rights, make informed decisions, and receive referrals to appropriate services that may be needed.

Replacement housing including the offer of a comparable replacement dwelling and if necessary, financial assistance to make the unit affordable, will be provided if such a displacement should occur during the implementation of the Consolidated Plan and Annual Action Plan. Every effort will be made to provide financial assistance in the form of a Replacement Housing Payment or tenant-based assistance, such as Section 8 Certificate vouchers. In addition, displaced persons will receive assistance in the form of moving and related expenses to help cover costs of the move. The City of Biddeford in compliance with the Department of Housing and Urban Development CDBG Program will review each situation on a case-by-case basis. The City of Biddeford will provide displaced persons/businesses with all the benefits and assistance prescribed pursuant to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Appendix A

CITIZENS ADVISORY COMMITTEE ORDINANCE

Establishment.

There is hereby created and established the Citizens Advisory Committee, herein after CAC, comprised of seven members and a staff member of the Biddeford Office of Planning and Development serving in an ex-officio capacity. All members shall be citizens and reside within the corporate limits of the City of Biddeford, with the exception of the ex-officio member, who may reside outside of the City.

In appointing members to the CAC, the Mayor and City Council shall seek to appoint members from a cross section of all citizens, with particular emphasis on those living in US Census Tracts within City limits that are considered to be “low/moderate income” by the US Department of Housing and Urban Development (HUD). The CAC is established under the authority of the Biddeford City Council and shall serve under the directive of the City Council.

Purpose; responsibilities.

(a) The purpose of the Committee is to provide an organized forum for two-way communication between the Office of Planning and Development and the community regarding Community Development Block Grant (CDBG) funding priorities and other community development needs.

(b) Responsibilities shall include:

- (1) Providing comments and/or recommendations in areas such as the assessment of needs, reviewing potential projects, and conducting Public Hearings to keep the citizenry informed.
- (2) Reviewing the Consolidated Plan, Consolidated Annual Performance & Evaluation Report (CAPER), Consolidated Annual Action Plan and any substantial amendments to any of the foregoing documents prior to publication, public review and public hearings.
- (3) Outreach to individuals and groups in the neighborhood(s) to involve them in decision making.
- (4) Where appropriate, making recommendations to the Office of Planning and Development and City Council on substantive issues, with the goal of improved community input to the City's Community Development Block Grant funding allocations.
- (5) Assist the Office of Planning and Development in identifying potential community partnerships, resources, and support to address emerging community needs and development opportunities.
- (6) Receive information and comments from fellow citizens at the Committee's regular monthly meetings and biennial public hearing forums.
- (7) Make presentations to the City Council at such times as may be requested by the City Council or as the CAC determines is necessary.

Membership.

Members shall be appointed by the Mayor and confirmed by a majority of the City Council for staggered two-year terms. One seat shall be reserved for a City Council member, who will be nominated by the mayor and confirmed by the City Council. All subsequent appointments, except to fill a vacancy, shall be for two-year terms. After the initial term expires, the member may apply for reappointment for up to one additional two-year term. Thereafter, the member will need to wait one full year before re-applying for appointment. Members of the Committee shall serve without pay and at the discretion of the City Council. The Planning & Development Director will designate the ex officio staff member to provide assistance to the CAC.

Vacancies.

A vacancy in the membership of the Committee shall be determined upon the occurrence of any of the following:

- (1) The change in a member's primary residence to a place outside the City;
- (2) The death of a member;
- (3) The effective date of the resignation of a member;
- (4) The expiration of the member's term of office;
- (5) Three unexcused absences during a one-year period;
- (6) The removal of a member by the City Council for misconduct or nonperformance of duty.

A member may resign by submitting a written resignation to the Chair of the Committee. Once received by the Chair of the Committee, the Mayor's office will be notified. The resignation may not be withdrawn, and the member's office shall become vacant on the date specified in the resignation.

If a vacancy in the membership of the Committee occurs, the Mayor shall nominate a person to fill the vacancy within a period not to exceed thirty (30) days of its occurrence. The nomination shall be subject to the confirmation of the City Council. The person named to fill a vacancy shall serve out the term of the individual he/she replaces on the Committee. This term shall count as the member's first term and they will be eligible for a full 2-year term on completion of the term filled, after which they must wait one full year before re-applying for appointment.

Organization of Committee.

- (a) The Committee shall annually elect one of its members as Chair.
- (b) A quorum shall consist of 50% (plus one if an even number) of appointed members. The Chair shall be counted in determining a quorum and shall have one vote.
- (c) A quorum shall be necessary to take any CAC action authorized or required. An issue shall carry by a majority of those voting.
- (d) The ex-officio member of the CAC is a nonvoting member and shall serve in an advisory capacity.
- (e) The duties of a secretary responsible for recording meeting minutes shall be rotated sequentially among the Committee's membership for each meeting. The Chair shall be excluded from this responsibility. A roster for secretarial duties shall be established by the Committee.

(f) Notice of any expired terms and/or vacancies shall be given to the public. The Mayor shall nominate and the City Council shall confirm all appointments to fill expired terms and/or vacancies. The City Council may remove any member for misconduct or nonperformance of duty.

(g) The CAC may adopt and amend from time to time rules to govern the conduct of its administrative business.

Meetings.

(a) Meetings of the CAC shall be established by the Committee. Meetings shall be held at the Biddeford City Hall or at a suitable municipal public location. Meetings may be conducted virtually. Prior notice of any change in meeting date, time or place shall be provided to all members, the public, and the administrative staff a minimum of forty-eight (48) hours in advance of said meeting.

(b) All regularly scheduled and special meetings shall have an agenda approved by the Chair.

(c) The Committee shall meet a minimum of four (4) times per year, but may meet as often as the members deem necessary.

Conflict of Interest.

The Committee has adopted a Conflict of Interest policy due to U.S. Department of Housing and Urban Development (HUD) regulations regarding eligible recipients of Community Development Block Grant funding. The Conflict of Interest policy shall be shared with all members and potential members. Non-members can request to see the policy by contacting the city staff liaison to the Committee.

Appendix B
City of Biddeford
Public Service Provider Survey

Agency Information

Agency Name: _____
Primary Contact: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Email: _____

Geographic service area(s): _____

Clientele (check all that apply)

- ☐ Homeless
- ☐ Veterans
- ☐ Seniors
- ☐ Youth
- ☐ Persons with Disabilities
- ☐ Persons with Substance Use Disorders
- ☐ Victims of Domestic Violence
- ☐ Low-Income Persons
- ☐ Other _____

Types of Services (check all that apply)

- ☐ Health Care
- ☐ Literacy
- ☐ Financial
- ☐ Counseling
- ☐ Shelter
- ☐ Housing
- ☐ Food/Hunger
- ☐ Other _____

List in order the critical issues facing your clientele, in order of importance:

1. _____
2. _____
3. _____
4. _____
5. _____

What are the unmet needs or gaps in service facing your clientele?

Please provide any additional concerns or suggestions: