



**City of Biddeford
Citizens' Advisory Committee**

September 25, 2024 at 5:30 PM
City Hall Second Floor Planning Department & Zoom

<https://biddeford.zoom.us/j/92981973335?pwd=7sCPG6hHeQAghEo0eLMQ45NVfSWZch.1>

Join Zoom Meeting Online
Or call in by phone: +1 312 626 6799
Meeting ID: 929 8197 3335
Passcode: 125179

1. Call to Order
2. Approval of Minutes
 - 2.a August 28, 2024 Meeting
 - 2.b September 4, 2024 Meeting
3. Discussion Items
 - 3.a PY24 Budget Allocation - Social Services
 - 3.b Citizen Participation Plan Revisions
 - 3.c Committee Ordinance
4. Other Business
5. Adjourn

08.28.24 CAC Meeting Minutes

1. Call to Order at 5:33 PM
 - a. Absent: Kaily George
 - b. Present: Leah Schaffer, Betsy Martin, Liam LaFountain, Talia Kowalski, Jessica Wilson (staff)
2. Program Updates
 - a. Presentation by Recreation Department - Lisa Thompson
 - i. Recreation spaces are a priority from the feedback we've received
 - ii. Working on \$100K to do playground updates, next month they have a build, local designer is working on the project
 - iii. First week in October there will be 3 updates
 1. Clifford Park – nature play element will be put in, goes well with the space.
 2. Mayfield – one element being added – basket swing (similar to a slingshot shape, but a bulk swing basically). Other elements at Mayfield are in good shape. (Mayfield could use lights too).
 3. Removing skatepark elements and moving them up to the beach. Wanted to bolster space for peak use May – October. Community build weekend on October 4th and 5th. Looking for labor and help from the community.
 4. Age range – 2-12 years.
 5. Total project is \$86,000.
 - iv. Skatepark has been deemed unsafe for use. Our insurance company will not allow for use at the current state – at Rotary park.
 1. Is there enough interest to build a new skatepark?
 2. JFK committee is talking about putting one in that area as well.
 3. Tomorrow night- community discussion on this issue. Published through Biddeford Beat and on Facebook page and on skatepark group social media.
 4. Skatepark will be taken down in the next few weeks.
 5. Good turn out at city council meeting last week regarding the skatepark.
 6. Not enough city support to maintain park in the past.
 7. 20 year life span for professionally installed skateparks.
 8. Need to address cracks and vegetation.
 9. Current park is 23 years old.
 10. Estimate on how much it would cost for a new park.
 11. South Portland opened a brand new skatepark in the last year. Secured CIP funds and did feasibility study on locations, then design. Cost about \$36,000 dollars. (Design and study only, started in 2017).
 12. Construction cost was \$512,000.
 13. Total cost was \$586,000, but much was raised through fundraising.

14. The park sample is 10,000 square feet.
 15. Need to consider maintenance cost.
 16. Other competition for space in Rotary park. Could upgrade teen center building – there is significant work that needs done, including siding, HVAC, etc.
 17. Wanting to focus on multi-function facilities.
- v. Pickleball courts
 1. Cost estimates from a company, only a few companies in the area
 2. To install 8 courts on asphalt
 - a. Grade
 - b. Asphalt
 - c. Chain link fence
 - d. Footers, net, painting surfaces, etc.
 - e. For 8 courts
 3. The community here is less competitive, more recreational and social
 4. \$185-220 thousand dollars for 8 park installation
 5. Looking at current skatepark area.
 6. Has a good tree line that could allow for sound insulation for the nearby community
 7. Existing electricity and parking at this location
 8. 4 courts would be half the price.
 9. Can a pickleball court be lined for multiple sports - can also be lined for tennis.
 10. Tennis courts cost more.
 - vi. Pearson's lane playground
 1. Heavily used by the neighborhood
 2. There is a community garden space, so want to add a nature-based play garden
 3. Want to do something similar to Fort Williams nature play space, passive and active play, quiet contemplation, pollinator field
 4. This park would qualify for our funding
 5. 2-5 or 6 years age range. Could draw ages 6-10 for programming.
 6. My place nearby doesn't really have outdoor space.
 7. Need for a soccer net or something similar in that area.
 - vii. There is a dog park at Rotary park – volunteerism is dwindling though.
 1. See Quarry Run Dog Park – could do something like that at Clifford park.
 - viii. There's an empty lot on Elm street with one tree – could be a pocket park.
 - ix. Riverwalk/ mechanics park
 1. Now city owned land for boat launch.
 2. Parks and Rec not really involved in this.
 3. Talk about a destination playground, only did preliminary design.
 4. Safety concerns near the river.

- x. Existing facilities need help
 - 1. St. Louis field
 - a. Need fencing, bathroom, seating
 - b. Is rented out quite a bit, home field for UNE, Biddeford High school
 - c. City owned, not school department
 - d. Youth soccer plays there as well
 - e. For CDBG funding, needs to be open to the public
 - 2. Martel Field
 - a. Needs a new backstop
 - b. Dangerous conditions presently
 - c. Softball field in Rotary park
 - 3. Bathhouse in Rotary park – needs new septic system
 - 4. Cost for resurfacing basketball courts.
 - a. Some potential funding raising available for this as well.
 - 5. Game tables in parks
 - a. BYO pieces
 - b. Chess tables or something similar
 - c. Grant from age friendly Biddeford
 - 6. Piano in the park – Portland does this, it travels to different parks throughout the summer
 - a. There is a piano at the community center ready for this use
- xi. Would Parks and Rec prefer bulk funding or smaller funding over more years?
- xii. Public art to the parks is something in talks as well.
- xiii. Goal is for CAC to be part of the planning conversation moving forward.
- xiv. Community recreation assessment – could we fund this?
 - 1. Concerns on park focus regarding facilities, not programming
 - 2. How much funding would you need? Vaguely 25K, done mostly digitally. Bringing in consulting company to do assessment.
 - 3. Could be done largely internally as well.
 - 4. Table at election, Octoberfest, Winterfest
 - 5. Could we do an intern for that project? Can we fund this?
 - 6. Could include in Ward Meetings as well
- b. PY24 Budget Discussion
 - i. Tabled for next meeting.

3. Project Updates

- a. Seeds of Hope Renovations
 - i. Still taking steps with HUD for approval, but that will take weeks, if not months.
 - ii. Waiting on state historic preservation commission.
 - iii. HUD won't look at the project until environmental stuff completed.
 - iv. We have little documentation for this project at this time.
 - v. Explore longer term funding for seeds downstairs with out funding.

- vi. Housing first model and state funding. Upfront heavy city investment, financially very feasible.
- vii. Community builds grant – state would provide on going funding.
- viii. Go to council workshop.

4. Other Business

a. Ward Meetings.

- i. Will not be happening this fall.
- ii. Good for us to go to Better Biddeford Salon.
- iii. Twice a month, first and third Wednesdays at pint and pawn.

b. Officer elections:

- i. Leah Schaffer – Chair
- ii. Betsy Martin – Vice Chair
- iii. Talia Kowalski – Secretary

5. Adjourn

09.04.24 CAC Meeting Minutes

1. Call of Order at 5:36 PM
 - a. Kaily absent.
 - b. All others present.
2. Review / Approve meeting minutes
 - a. 08/28/24 Meeting
 - i. Pushed to next meeting to share the minutes with everyone.
3. Program Updates
 - a. PY24 Budget Discussion
 - i. We have previously talked about opening up and having people submit applications
 - ii. Nobody joined the online application, we got two applications otherwise
 - iii. There are agencies that could use our funding that don't know it's available
 - iv. Social services capped at 15% of award
 - v. More available from building/ infrastructure side for groups to seek funding
 - vi. Food pantry could use building funding
 - vii. Using an application for public facilities funding as well
 - viii. There is an application that has been drafted – could incorporate this into the ordinance
 - ix. Need to get this ordinance to come to council soon, ideally around October
 - x. Application has been approved by HUD, just need ordinance language
 - xi. There is no ordinance now, never went to council to be approved
 - xii. There's some other groups working with non-profits that we want to circulate the application to in the future
 - xiii. Part of Gail's salary is in the admin budget, whatever is left goes toward housing rehab
 - xiv. Only 1.5 times annual grant amount can be spent by beginning of next year
 - xv. Gap funding for housing projects would be a helpful use of these funds, could be viable for a year from now and beyond based on zoning, could use referrals from codes or planning
 - xvi. (See Southbend)
 - xvii. Motion from Liam to Approve PY24 as drafted
 1. Talia Seconded motion
 2. Unanimous vote to approve PY 2024 as drafted
 - xviii. The Main St. Park Improvements
 1. Will get more info on what that project looks like and if the public can engage in this green space
 2. Who will be maintaining this? Likely an adopt a park situation, but this is kind of at a halt right now (was run through Heart of Biddeford)

3. This is city owned – public works will do the maintenance
- xix. Pearl Point park design
 1. need someone with a design background to look at it
 2. Goes in tandem with river walk
 3. Could recommend project with conditions to council
 4. Could we pay someone half rate to plan this project with community input
- xx. These two projects were approved amounts in the past action plan by council
- xxi. Could we use funding to move parking and add functional greenspace? Not sure as of right now.
- xxii. Adding a housing category
 1. Could use this toward acquisition or to provide gap funding for private developers
 2. Unsure if this can go toward utility access at this time.
 3. But does this category get covered by different pots of funding?
 - a. Housing trust Fund
 4. Putting 50K from Public facilities/infrastructure into the housing category as a placeholder for each PY
- xxiii. Can CAC funds be used to pay for a project with Biddeford Housing? Yes, but would need help with capacity building, etc.
- xxiv. Could Helping Hands get this fundings? Like for smoke detectors, grab bars, etc.
- xxv. Saco is going to share a home assessment tool through age friendly program and Saco fire department
- xxvi. Betsy to get us more info for the next meeting.
- xxvii. Motion to add housing project category and allocate 50K a year from PY 2-5 from money allocated from public facilities/infrastructure improvements
 1. Seconded by Liam
 2. Unanimous vote to approve
- xxviii. Gov't buildings for ADA compliance will be under public facilities/infrastructure
- xxix. Motion to approve PY 2-5 as amended
 1. Seconded by Liam
 2. Unanimous vote to approve
4. Other business
 - a. If we wanted to projects around food, we could request money from the city for a CAC budget (thinking ward meetings, public participation for design projects, etc.)
 - b. CDBG funds can't be used for food
 - c. Meeting again 09/25/24 – will discuss ordinance at that meeting
 - d. Need to update map from census tracks, based on income guidelines
5. Adjourn – at 6:55 PM

City of Biddeford
CDBG Consolidated Plan 2024-2028 Proposed Budget

\$ 393,621 PY24 Award

\$ 721,420 Prior Years' Resources, CDBG-CV, PY24 Award

\$ 1,574,484 Years 2-5 Projected Total (\$393,621 * 4)

PY24 Planned Expenses, incl \$327,799 prior years' resources

\$ 78,724 PY24 Admin Expenses

\$ 59,043 PY24 Social Services Budget, incl \$15k for Wifi hotspots

\$ 38,885 CDBG-CV Seeds of Hope (Social Services separate from above line)

\$ 120,000 PY24 Housing Rehab Expenses, incl housing admin

\$ 424,768 PY24 Public Facilities/Infrastructure Improvements

\$ 721,420 Total Year 1 Planned Expenses

PY25-28

\$ 314,897 Admin Expenses

\$ 236,173 Social Services Budget

\$ 200,000 Housing Rehab Expenses, including housing admin

\$ 823,414 Public Facilities/Infrastructure Improvements

\$ 1,574,483 Total Years 2-5 Planned Expenses

\$ 2,295,903 Total 5 Year Planned Expenses

City of Biddeford
CDBG Year 1 PY24 Proposed Budget

\$ 327,799.00 Total Projected Prior Year Resources (incl CDBG-CV balance)

\$ 393,621.00 PY24 Award

\$ 721,420.00 **Total Projected Year 1 / PY24 Budget**

\$ 78,724.20 PY24 Admin Expenses

\$ 59,043.15 PY24 Social Services Budget, incl \$15k for Wifi hotspots

\$ 38,885.00 CDBG-CV Seeds of Hope (Social Services separate from above line)

\$ 120,000.00 PY24 Housing Rehab Expenses, incl housing admin

*\$ 424,767.65 PY24 Public Facilities/Infrastructure Improvements**

\$ 721,420.00 **Total Year 1 Planned Expenses**

\$ - PY24 Remaining Funds

PY24 SOCIAL SERVICE ACTIVITIES	\$ 59,043.15
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Main St Wifi Hotspot	\$ 10,000.00
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Mission Hill Wifi Hotspot	\$ 10,000.00
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Food Pantry	
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SMAA Meals on Wheels	
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Available to Commit	\$ 39,043.15
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PY24 PUBLIC FACILITIES/INSTRAStructure ACTIVITIES	\$ 424,767.65
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Main St Park Improvements	\$ 16,000.00
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Pearl Point Park Design	\$ 50,000.00
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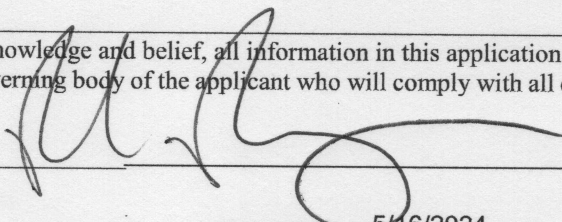
Available to Commit	\$ 358,767.65
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2024 CDBG Public Services Application

APPLICATION COVER SHEET		
Organization Information:		
Organization Legal Name:	Biddeford Food Pantry	UEI # 057922201
Address:	162 Elm St.	
City: Biddeford	State: ME	Zip Code: 04005
CEO/Executive Director:	Name: Donald Bisson	Title: President
Telephone: (207) 282-4771	Fax:	Email: biddefordpantry@yahoo.com
Project/Program Information:		
Program Name:	Biddeford Food Pantry	
Location where activities will take place:	Address: 162 Elm St.	City: Biddeford
Program Manager*:	Name: Donald Bisson	Title: President
Telephone: (207) 282-4771	Fax:	Email: biddefordpantry@yahoo.com
*The person identified here should be the person who is paid by CDBG and will report on the client demographics and goals.		
Finance Manager**:	Name: Rob Ruszenas	Title: Secretary
Telephone: (603) 969-2026	Fax:	Email: ruszenas@live.com
**The person identified here should be the person who completes the drawdown and ensures that the financial information is correct.		

Amount requested: \$ 38,284

Total program cost: \$ 131,102

Federal Suspension and Debarment Certification:	
Federal Executive Order 12549 prohibits federal, state, and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants. The purpose of this certification is for the contractor/vendor to advise the City of Biddeford, Maine, in writing, of any current Federal Suspension and Debarment.	
<u>Debarment Certification.</u> By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.	
Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.	
Signature of Authorized Representative:	
Typed Name and Title: Rob Ruszenas Secretary	Date Signed: 5/16/2024

2024 CDBG Public Services Application

Please provide narrative responses on another sheet of paper if additional space is needed. Each response should be labeled with the appropriate question.

SECTION 1. COMMUNITY NEED & BENEFIT

1. What community needs and gaps in services does this project/program address? (Identify the current need in the community for the proposed project in the context of the CDBG priorities. Describe any gaps in service and the need for the services proposed. Provide current local statistics, agency statistics or other evidence to document the needs and gaps.)

We are responsible for filling a significant gap in food security for the City of Biddeford and surrounding region. The food pantry is currently providing food at no cost to approximately 600 or more families per month. The pantry is averaging 1,300 visits per month. The food pantry consistently helps out the most vulnerable citizens of Biddeford.

Our clientele consists of 25% under 18 and 18% over the age of 60. 97% of our clients are low or moderate income. We serve homeless, refugees and are a hub for providers who get food for their clients that cannot leave their homes. 8% of people we serve are black, 4% hispanic, and 2% middle eastern. 5% of our clients are veterans.

The service that we provide is greatly needed in our community based on the statistics that we gather about visits. Last year (2023), we were up 70% over the previous year (2022). So far this year, we are up 79% over last year. Unfortunately with the current state of economics for our community coupled with the cuts in government programs, less and less people can afford food.

We have a non discrimination commitment. The rule at the food pantry is that no one leaves hungry. Even if someone shows up when we are closed or on a day that we aren't technically open, we will give them food.

2. Will the project provide a new service based on the 2018-2023 Consolidated Plan? (If yes, describe. If no and is a continuing service, answer the next question)

2024 CDBG Public Services Application

3. If the project is a continuing service, (funded in the first year of the 2018-2023 Consolidated Plan) answer the following questions:

a. What is your current level of services? (Describe, what the service is; who and how many do you serve now; how often is the service provided; number of staff)

We provide food and goods at no cost to those who cannot afford to feed themselves or their families. We currently average 1,300 visits per month. We give groceries, paper goods, toiletries, diapers, and other miscellaneous items. We have about 30 volunteers. The president is the only employee. We are open Tuesday, Wednesday, and Thursday from 9am-11am.

b. Does CDBG fund this program currently? (If yes, how much funding do you receive?)
Yes, we received \$38,284 for 2023-2024.

c. In quantifiable terms, how will new or increased funding be used to provide a quantifiable increase in the current level of service?

Our service has increased 300% since 2020. The costs associated with the increase of service have gone up a similar amount. The funding that we would receive will attribute to the ever increasing need for our service.

d. Does it align with the goals and strategies in the 2018-2023 Consolidated Plan? (Appendix A)
Yes, food insecurity is major concern cited in the Consolidated Plan.

4. Describe the population who will benefit from the service. (homeless or at risk of being homeless, children, youth, victims of domestic violence, special needs, etc.)

We do not discriminate and there is no population that we target, the people that come to the pantry are those who need food. The majority of them are at risk groups such as children, refugees, homeless, elderly, ethnic minorities, etc.

5. What is the proximity of your location to the persons being served?

We are located at 162 Elm Street in downtown Biddeford. We are in proximity of a large population of people who access our facility without need for transportation. A lot of our clients walk to our location.

2024 CDBG Public Services Application

6. How will the program/project collaborate with other service providers that service the same population?
(Include any formal agreements or describe a history of partnerships in the community.)

We work with other local food pantries as well as groups such as Youthfull Maine who work exclusively with children. We share food when we have surplus and help others by taking their surplus. We also work closely with Good Shepherd Food Bank.

2024 CDBG Public Services Application

SECTION 2. PROJECT DESCRIPTION & SOUNDNESS OF APPROACH

1. Provide a clear, detailed description of the program. How does the program address the strategy in the attached Appendix A?

We are open three days a week consistently throughout the year regardless of the weather. Our residents can rely on us and know that there will be food for them when they need it. Larger and larger amounts of people have experienced food insecurity. Our food pantry has been a lifeline for these people. We also help other agencies meet needs for people by giving them food to bring to their clients that cannot access the food pantry.

We provide food such as fresh vegetables, meat, non-perishables, paper goods, toiletries, womens health products, diapers, toys for kids, clothing, tents, can openers, seeds in spring time, and myriad of other things that might help ease people's lives.

2. Define and describe the services that will be provided by this program including your organization's experience in serving the target population.

The food pantry is a food safety net for the community. We provide specialized foods for the population we are serving. For example, we provide ready to eat foods for the homeless. We give Halal food to Muslims. The pantry tries to accomodate every diet that we can, organic, vegetarian, microwave only (no stove at home), etc.

3. When is the program offered? (list hours of program operation for each day, i.e., 9a-5p)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time/Duration:		9am-11am	9am-11am	9am-11am			

2024 CDBG Public Services Application

4. Describe the staffing plan and qualifications (such as, education, training, or experience) of the staff members who will manage the project and provide the services.

The president, Don Bisson, is the only paid member of the staff. The rest are all volunteers. We utilize our volunteers specialties to take full advantage of their experience.

The pantry has volunteer truck drivers, forklift operators, computer techs, food packers, food preppers, and our most friendly staff is out front helping our clients.

5. Indicate the number of unduplicated households or persons to be assisted and the number to be assisted with CDBG funds. Agencies providing non-housing related services should count Persons. Agencies providing Homebuyer down payment assistance, rental housing subsidies or Security Deposits should count Households. (Use chart below)

# Served	Households		Persons	
	Biddeford Residents	Non-Biddeford Residents	Biddeford Residents	Non-Biddeford Residents
Total assisted with all funds	450	150	1380	460
Total assisted with CDBG funds	117	39	359	120

2024 CDBG Public Services Application

6. HUD Performance measures:

A. Select one of the three objectives that best describes the purpose of the public service activity.

- ☒ a. Provide essential public services to improve quality of life for individuals and families with low-moderate incomes, including special needs populations and those experiencing homelessness or at risk of becoming homeless.
- ☐ b. Increase, maintain, and improve the supply of safe, decent and affordable housing
- ☐ c. Create economic opportunities for individuals and families with low-moderate incomes.

B. Select one of three outcome categories that best describes what the public service activity will achieve.

- ☒ a. Availability/Accessibility
- ☐ b. Affordability
- ☐ c. Sustainability

C. Select one of the following indicators:

- ☒ a. Number of persons receiving new or continuing access to the service or benefit; or
- ☐ b. Number of persons receiving improved access to the service or benefit

D. Describe how your organization will track, count and report this data.

We utilize Service Insights on Mealconnect (SIMC) which is program that was provided to us Good Shepherd Food Bank that helps us track all of our clients and their demographics digitally. We also use paper income tracking sheets to give us the income of our clients. Our data collection is vast and tries to cover all needed demographical information that is relevant to the agencies that give us aid. We are transparent with data and share it with anyone that asks for it.

2024 CDBG Public Services Application

SECTION 3: ORGANIZATIONAL CAPACITY

1. Describe any specific experience your organization has in administering public funds.

We have received public funds many times over the years. We spend them primarily on food and related expenses to acquiring food.

2. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems.

We have an accountant in Biddeford that we work with, Hammond & Shields. We are a non-profit 501(c)(3) organization. We utilize a yearly P&L for descriptions of our expenses and our fiscal year runs from June 1 until May 31.

3. If you have received CDBG funding before, did you meet the reporting requirements?

Yes

2024 CDBG Public Services Application

SECTION 4: FINANCIAL FEASIBILITY

1. Budget to be completed (Appendix B).

2. What funds have you committed from your organization or have obtained from another organization to fund the project/program described in this application? (Leveraged funds are defined as “a financial commitment toward the costs of a project or program other than the granting agency”.

The pantry's largest fiscal contributions come from individual donors and are followed by corporate donors, grants, and in kind donations.

3. What steps has your organization taken to sustain its mission as defined below? (Sustainability is defined as the ability of an organization to continue its mission or program into the future. A project/program can be considered sustainable in three main categories: organizational, financial, and community sustainability.)

The pantry has operated since 1981 and is currently in very good fiscal condition. The pantry will be operable for years into the foreseeable future.

4. Will your organization be able to proceed with the program described above without CDBG funds?

Yes

PROJECTED EXPENDITURES

Remember that CDBG can only fund Salaries, Benefits, Supplies and Lease/Rent. You must find another source for the remaining budget categories.

APPENDIX B - PUBLIC SERVICES BUDGET

[illegible]

APPENDIX B PUBLIC SERVICES BUDGET

DETAIL SALARIES / WAGES: July 1, 2024-June 30, 2025

POSITION	TOTAL FTEs	TOTAL MONTHLY COST	% OF TIME TO CDBG	MONTHLY CHARGE TO CDBG	ANNUAL CHARGE TO CDBG
President		2,666.66	0	0	0
TOTALS		2666.66	0	0	0

CDBG PUBLIC SERVICES PROPOSED BUDGET
July 1, 2024-June 30, 2025

Program Title:	Biddeford Food Pantry
Organization	Biddeford Food Pantry

Requested Grant Revenues:

Revenue Source	Amount
CDBG Public Services	\$ 38,284
Total Funds	\$ 38,284

Other Project Resources:

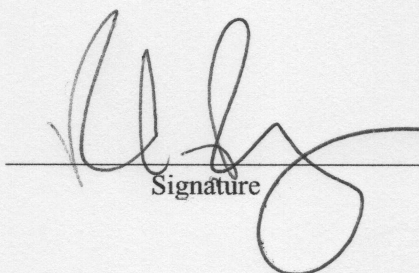
Source (e.g., private/federal/state)	Period	Amount
Individual Contributions	Ongoing	\$ 135,548.65
Corporate Contributions	Ongoing	\$ 45,587.04
Grants & Gifts in Kind	Ongoing	\$ 91,339.77
Total Other Resources:		\$ 272,475.46

I have read and understand the Conflict of Interest Disclosure Form. I have disclosed all information required by this disclosure, if any, in the attached statement. I agree to comply with any conditions or restrictions imposed by the City of Biddeford and CDBG programs to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this disclosure is not a confidential document.

If the City of Biddeford and CDBG programs determine that a conflict of interest exists, you may be deemed ineligible for the requested assistance and you may be required to return any and all funding received and/or the value of the services you received from the program.

Rob Ruszenas

Print Name

A handwritten signature in black ink, appearing to read 'Rob Ruszenas', written over a horizontal line.

Signature

5/16/2024

Date

APPENDIX C

APPLICANT CONFLICT OF INTEREST DISCLOSURE FORM

The following form must be completed and submitted by each Applicant. The purpose of this form is to determine whether a conflict of interest may exist. The information will assist in the determination of whether the restrictions, oversight, or other conditions might be necessary prior to your receipt of assistance under the program.

Please refer to the following definitions as you are completing the form:

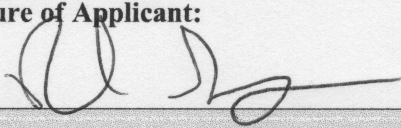
Conflict of interest – Situation in which any person who is a public servant, employee, agent, consultant, officer, or elected official or appointed official of the PRDOH, or of any designated public agencies, or of Subrecipients that are receiving funds under the CDBG-DR Program may obtain a financial or personal interest or benefit that is or could be reasonably incompatible with the public interest, either for themselves, or with those whom they have business, or an organization which employs or is about to employ any of the parties indicated herein, or a member of their family unit during their tenure or for two (2) years after.

Family unit – Includes the spouse of the public servant or former public servant, his dependent children, family members within the fourth degree of consanguinity or within the second degree of affinity who are not dependents of or reside with the public servant or former public servant, or those persons who share the legal residence of the public servant or former public servant, or whose financial affairs are under the de jure or de facto control of the public servant or former public servant.

Public servant - Includes public officials and employees of PRDOH and/or any of its related agencies, including Subrecipients.

Please mark the appropriate box for each question and complete the attachment as indicated.

- | | | |
|---|------------------------------|--|
| 1. Are you a public servant? | ☐ YES | ☒ NO |
| 2. Is any member of your family unit a public servant? | ☐ YES | ☒ NO |
| 3. Do you or any member of your family unit have business dealings or business ties to/with a public servant? | ☐ YES | ☒ NO |

Part II: Certification of NO Conflict of Interest	
WARNING: Knowingly and willingly making false or fraudulent statements may result in denial of assistance, civil penalties, and/or referral to law enforcement.	
“I hereby certify under penalty of law that, as defined in 24 C.F.R. §570.611, no conflict of interest exists.”	
Print name of Applicant: Rob Ruszenas	
Signature of Applicant: 	Date: 5-16-24
FOR USE BY CITY OF BIDDEFORD STAFF ONLY	
Name of City Staff who reviewed the form: Yes	
Signature of City Staff who reviewed the form:	Date:

2024 CDBG Public Services Application

APPLICATION COVER SHEET		
Organization Information:		
Organization Legal Name:	Southern Maine Agency on Aging	UEI # EL86BZ7JLZL8
Address:	30 Barra Rd	
City: Biddeford	State: ME	Zip Code: 04005
CEO/Executive Director:	Name: Megan Walton	Title: CEO
Telephone: 207-396-6500	Fax:	Email: mw Walton@smaaa.org
Project/Program Information:		
Program Name:	Biddeford Meals on Wheels	
Location where activities will take place:	Address: 30 Barra Rd	City: Biddeford
Program Manager*:	Name: Ashley Perrone	Title: Healthy Living Director
Telephone: 207-396-6500	Fax:	Email: aperrone@smaaa.org
*The person identified here should be the person who is paid by CDBG and will report on the client demographics and goals.		
Finance Manager**:	Name: Meg Callan	Title: Finance Director
Telephone: 207-396-6500	Fax:	Email: mcallan@smaaa.org
**The person identified here should be the person who completes the drawdown and ensures that the financial information is correct.		

Amount requested: \$ 19,142

Total program cost: \$ 169,059

Federal Suspension and Debarment Certification: Federal Executive Order 12549 prohibits federal, state, and local public agencies receiving grant funding from contracting with individuals, organizations, or companies who have been excluded from participating in federal contracts or grants. The purpose of this certification is for the contractor/vendor to advise the City of Biddeford, Maine, in writing, of any current Federal Suspension and Debarment. <u>Debarment Certification.</u> By signing and submitting a response to this competitive solicitation, I certify that this firm and its principals are not currently suspended or debarred by any Federal Department or Agency from participating in Federal Funded Contracts.	
Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.	
Signature of Authorized Representative: _____	
Typed Name and Title: Megan Walton, CEO	Date Signed: 1/29/2024

2024 CDBG Public Services Application

Please provide narrative responses on another sheet of paper if additional space is needed. Each response should be labeled with the appropriate question.

SECTION 1. COMMUNITY NEED & BENEFIT

1. What community needs and gaps in services does this project/program address? (Identify the current need in the community for the proposed project in the context of the CDBG priorities. Describe any gaps in service and the need for the services proposed. Provide current local statistics, agency statistics or other evidence to document the needs and gaps.)

Maine is the oldest state by median age in the United States today. More than 20% of its residents are now 65 or older and the proportion of elderly residents in Maine is projected to double in the next 15 years. Maine demonstrates some of the highest levels of need: 32% of seniors in Maine are threatened by hunger, 22% of seniors self-report "poor health", 27% of seniors live alone, 30% of seniors have a disability, and 10% of seniors experience falls with injury in any given year (September 2020 Maine Report and Fact Sheet, Meals on Wheels America).

Food insecure seniors are twice as likely to have overall poor health conditions than food secure elderly. They also have an increased risk of chronic health issues such as heart attacks, stroke, and depression (Maine Senior Hunger Report 2017). Maine has more food insecure seniors than the average state in the U.S. Many older Mainers face limited access to and financial capability to purchase healthy, nutritious foods, while others that have enough money to buy food do not have the resources to access or prepare it due to functional limitations, transportation difficulties, and/or health issues. In our service areas for Nutrition programming, York and Cumberland counties, there are over 65,000 residents aged 65+ living alone who are at risk for social isolation, 15% (~34,500 residents) are food insecure, and an additional 25,000 are at risk of hunger (MaineHealth CHNA 2018). This is the 12th highest food insecurity rate in the nation and the worst in Northern New England.

These challenges have further been exacerbated by the COVID-19 crisis. There has been a considerable surge of seniors who are now isolated and homebound, deeming them eligible for an in need of nutrition support; since March 2020, requests for SMAA's Nutrition services have almost doubled. Throughout the pandemic, Meals on Wheels clients increased by 30% regionally and 57% in Biddeford. The challenges of funding this program are further compounded by rising program costs. Food costs for SMAA's Meals on Wheels program have increased 3-4% each of the last three years and with food inflation at an all-time high, we anticipate that percentage increase again in the coming year. Without SMAA's help, many Mainers would be faced with the difficult choice of which most basic human needs they can afford. Tackling food insecurity among Maine's seniors is therefore an urgent public health issue we are working to address.

Salaries

2. Will the project provide a new service based on the 2018-2023 Consolidated Plan? (If yes, describe. If no and is a continuing service, answer the next question)

No.

2024 CDBG Public Services Application

3. If the project is a continuing service, (funded in the first year of the 2018-2023 Consolidated Plan) answer the following questions:

a. What is your current level of services? (Describe, what the service is; who and how many do you serve now; how often is the service provided; number of staff)

Last year, SMAA served 202 older adults in Biddeford with 14,982 meals and Nutrition case management services through our Nutrition services program. Meals are provided up to five days a week and case management services are provided on intake and regularly throughout engagement in the program to ensure needs are being met. We currently have two staff overseeing Nutrition operations in the Biddeford area.

b. Does CDBG fund this program currently? (If yes, how much funding do you receive?)

We received \$19,142 from CDBG funds for a project period of 07/01/2023-06/30/2024.

c. In quantifiable terms, how will new or increased funding be used to provide a quantifiable increase in the current level of service?

Requested funds will be used to help provide nutritious meals and nutrition case management services for 202 Biddeford residents from 07/01/2024-06/30/2025.

d. Does it align with the goals and strategies in the 2018-2023 Consolidated Plan? (Appendix A)

SMAA's Nutrition program aligns closely with the Consolidated Plan goals to provide essential public services to improve quality of life for individuals and families with low-moderate incomes by providing nutritious meals to older adults and adults with disabilities in Biddeford, helping not only improve their nutritional health, but also delivering a frequent "check-in" from a friendly visitor in SMAA's Meals on Wheels program. Once a client qualifies for services, SMAA staff will do an in-home assessment to further verify program eligibility, and to identify other social service needs such as caregiving stress, falls, financial exploitation, home health

4. Describe the population who will benefit from the service. (homeless or at risk of being homeless, children, youth, victims of domestic violence, special needs, etc.)

The requested funds will be used to provide meals and nutrition case management services to older adults and adults with disabilities who are residents of the Biddeford area. On an organizational level, our Nutrition program serves clients across York and Cumberland counties, excluding the towns of Brunswick, Harpswell, Orr's Island, and Bailey Island, with special attention to all the rural areas in between town centers. The majority of SMAA's nutrition clients are low-income, with many living on fixed incomes under the FPL; 37% of our clients are below 100% FPL, 72% are below 150% FPL, and 92% are below 250% FPL. Approximately 25% of our participants are persons with

5. What is the proximity of your location to the persons being served?

SMAA's main office is in Biddeford at the Sam L. Cohen Adult Day Center at 30 Barra Rd. Our location is convenient to exit 32 off the Maine turnpike (I-95), Route 111, and is easily accessible from businesses, stores, and medical providers in the immediate area. Our office is within a 10-minute commute of most Nutrition clients in Biddeford. SMAA also operates a Meals on Wheels hub at 189 Alfred Street in Biddeford.

2024 CDBG Public Services Application

6. How will the program/project collaborate with other service providers that service the same population?
(Include any formal agreements or describe a history of partnerships in the community.)

SMAA is the sole Agency on Aging providing older adults with supportive services in the Biddeford area. However, we have built a partnership network over the last 51 years of local Community Based Organizations (CBOs) who also serve the vulnerable adult communities we serve. These partner agencies are essential to receiving referrals and executing our Nutrition program to reach those most in need. We work with physicians, healthcare providers, social services providers, legal agencies, public service agencies, faith-based organizations, and more.

SMAA also partners with local CBOs already working with older rural, BIPOC, immigrant, and refugee populations in Maine to better understand and address barriers to accessing services for vulnerable communities. Operationally, partnering with existing CBOs offers a safe and trusted starting point for residents and community members to connect with SMAA's services, and ensures that programs are well attended and supported over time. We advertise in ethnic group publications such as Amjambo African Newsletter, the Unified Asian Communities organization, New England Arab American organization and the Greater Portland Immigrant and Refugee Center. We also collaborate with local ethnic restaurants to provide monthly congregate meals at 100 State Street's hub and Avesta Housing's four low-income senior housing units (Raymond, Gray, Standish, and Gorham locations). Catholic Charities of Maine assists in translating our outreach/education materials and website in multiple languages to better reach our vulnerable population of non-English speaking immigrant and refugee seniors.

2024 CDBG Public Services Application

SECTION 2. PROJECT DESCRIPTION & SOUNDNESS OF APPROACH

1. Provide a clear, detailed description of the program. How does the program address the strategy in the attached Appendix A?

SMAA's Nutrition Programming has been vital to combating senior adult food insecurity and social isolation in our area for over 50 years. This program aims to increase accessibility to SMAA's Nutrition assistance services for vulnerable senior populations in Biddeford who are challenged by food insecurity, social isolation, financial strain, and physical and mental health decline.

Our Meals on Wheels program provides free, ready-to-eat, home-delivered, nutritious meals to older adults who are homebound and unable to shop for or prepare adequate meals independently. Clients receive up to five meals delivered directly to their homes two to three times per week by our staff and volunteers. Meals are delivered frozen. If a hot meal is needed, SMAA's "Warming Crew" will come into the home and heat the meal. These points of contact serve as a wellness check to monitor client's health and wellbeing as well as a friendly visit to help decrease social isolation. Volunteers and staff are trained to make sure that clients are safe when they make their delivery. This brief check-in with meal recipients helps to provide peace of mind to our clients and their families. For clients who can heat their own meals but would like a daily wellness check, we also provide a "Phone Pals" program where volunteers make daily check-in phone calls.

This program helps address the Consolidated Plan goal to provide essential public services that improve quality of life for low-income residents of Biddeford and helps grow and environment of health and wellness among older adults. By the end of the program period, this project will produce the following results for our clients:

1) Improve seniors' nutritional health, foster independence, and reduce food insecurity

2. Define and describe the services that will be provided by this program including your organization's experience in serving the target population.

SMAA proposes to provide its Meals on Wheels program and related services in Biddeford over 52 weeks, beginning Jul 1, 2024 and concluding June 30, 2025. These services have been a pillar of SMAA's programming during our 51 years of operations. With funding from 2024 CDBG funds from the City of Biddeford, SMAA will coordinate and execute the delivery of nutritious meals to eligible older adults and adults with disabilities who are Biddeford residents.

Activities to implement these services include, but are not limited to, the following:

1. Provide nutrition case management for clients including:

- Receiving referrals via phone, email, online form, internally, or by word of mouth.

- Conducting phone or in-home assessments to determine eligibility using Meals on Wheels assessment tool and to screen clients for any unmet needs that might warrant a referral to SMAA's Information & Referral program for further assistance. Of note, eligibility is determined based on either age (over 60) or disability (under 60 and receiving SSDI), as well as whether the client has some level of difficulty getting food or preparing a meal, and no adequate support and what their health and nutrition requirements are to achieve maximum health and wellness. If

3. When is the program offered? (list hours of program operation for each day, i.e., 9a-5p)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time/Duration:	9-5	9-5	9-5	9-5	9-5	9-5	9-5

2024 CDBG Public Services Application

4. Describe the staffing plan and qualifications (such as, education, training, or experience) of the staff members who will manage the project and provide the services.

The Nutrition program relies on internal staff to plan, coordinate, operate, manage, and oversee meal delivery and congregate dining program operations, as well as staff to operate dining sites and deliver meals, and offer administrative support. The requested funds will cover staff time for the MOW Site Manager and Assistant Site Manager for the Biddeford Region. SMAA Nutrition staff may refer clients to SMAA's I&R team as needed for help with other needs. This team is staffed by highly trained licensed social workers and resource specialists who serve as compassionate navigators and advocates for individuals who reach out to SMAA for help. These staff connect older adults to relevant community services, resources, and information/educational resources on a variety of topics essential to the mental, emotional, behavioral, physical, and financial health of older adults. Our staff also often provide short-term case management for clients that need additional one-on-one assistance (i.e., weekly calls, help with paperwork, or help navigating one of the resources available etc.).

5. Indicate the number of unduplicated households or persons to be assisted and the number to be assisted with CDBG funds. Agencies providing non-housing related services should count Persons. Agencies providing Homebuyer down payment assistance, rental housing subsidies or Security Deposits should count Households. (Use chart below)

# Served	Households		Persons	
	Biddeford Residents	Non-Biddeford Residents	Biddeford Residents	Non-Biddeford Residents
Total assisted with all funds			202	
Total assisted with CDBG funds			202	

2024 CDBG Public Services Application

6. HUD Performance measures:

A. Select one of the three objectives that best describes the purpose of the public service activity.

- ☒ a. Provide essential public services to improve quality of life for individuals and families with low-moderate incomes, including special needs populations and those experiencing homelessness or at risk of becoming homeless.
- ☐ b. Increase, maintain, and improve the supply of safe, decent and affordable housing
- ☐ c. Create economic opportunities for individuals and families with low-moderate incomes.

B. Select one of three outcome categories that best describes what the public service activity will achieve.

- ☒ a. Availability/Accessibility
- ☐ b. Affordability
- ☐ c. Sustainability

C. Select one of the following indicators:

- ☒ a. Number of persons receiving new or continuing access to the service or benefit; or
- ☐ b. Number of persons receiving improved access to the service or benefit

D. Describe how your organization will track, count and report this data.

For this project, success will be defined by the following metrics measured quarterly:

1. Number of new clients served.
2. Number of clients served in our vulnerable target populations (e.g., low-income, immigrant/refugee etc.)
3. Number of home-delivered meals served
4. Number of congregate dining meals served
5. Analysis of qualitative survey data to determine if accessibility of services was improved for clients based on our program outreach from MOW staff.

SMAA will closely track the number of people served and units of services provided using our sophisticated database and software system to analyze trends and changes in program growth, demand, and participation levels. SMAA also conducts yearly qualitative surveys to collect client satisfaction data, suggestions for program improvement, and demographic tracking information. Survey participants will be both older adults and their caregivers, and are asked to reflect on how the program(s) impact their health, the health of their family, their ability to remain living independently, and other quality of life measures. In order to determine impact on specific population groups we serve, all data will be disaggregated by racial and ethnic groups, gender, age, annual household income, nationality/immigration status, and geography (Zip code and neighborhood).

2024 CDBG Public Services Application

SECTION 3: ORGANIZATIONAL CAPACITY

1. Describe any specific experience your organization has in administering public funds.

The Southern Maine Agency on Aging is one of five area agencies on aging in the state of Maine. SMAA has a variety of funding sources and as of our most recent audited financial statements for the twelve months ended September 30, 2022, SMAA received approximately 74 percent of funding from Federal and State sources. As an area agency on aging, SMAA was established under the Older American Act and has been serving the York and Cumberland counties since 1973. With this designation, SMAA has been administering public funds for the betterment of our communities for 50 years.

2. Describe your organization's fiscal management including financial reporting, record keeping and accounting systems.

SMAA is designated as a 501(c)(3) not for profit organization. SMAA utilizes Quickbooks as the accounting system of record and has an accounting staff of three individuals: CFO, Senior Accountant, and Accounting Assistant. The CEO reviews financial statements at least monthly with the CFO. SMAA reports monthly to a finance committee established by members of the agency Board of Directors. All monthly financial reports and minutes from the finance committee meetings are reviewed and approved by the full Board of Directors at bi-monthly board meetings. SMAA works with an independent auditor who performs an Agency annual audit and prepares Form 990 IRS return for the agency. The audit is reviewed and approved by the finance committee and full board.

3. If you have received CDBG funding before, did you meet the reporting requirements?

Yes.

2024 CDBG Public Services Application

SECTION 4: FINANCIAL FEASIBILITY

1. Budget to be completed (Appendix B).

2. What funds have you committed from your organization or have obtained from another organization to fund the project/program described in this application? (Leveraged funds are defined as “a financial commitment toward the costs of a project or program other than the granting agency”.)

Other funds are primarily provided by Older Americans Act Title III federal grants and by individual and other donations.

3. What steps has your organization taken to sustain its mission as defined below? (Sustainability is defined as the ability of an organization to continue its mission or program into the future. A project/program can be considered sustainable in three main categories: organizational, financial, and community sustainability.)

Financially, SMAA has historically relied heavily on federal and state funding to maintain operations. In addition, our dedicated Board of Directors and Program staff will ensure future program needs are financially supported through activities like building relationships with other foundations, cultivating support from corporate sponsors and individual donors, increasing revenues from special events, and refining our annual appeal process. Top philanthropic supporters in the last year include Doree Taylor Foundation, Sam L. Cohen Foundation, Maine Health Access Foundation, Maine Community Foundation, and Texas Instruments Community Fund. In addition, we have contracted a grant writer and are increasing efforts to apply to and win local/state government grants and private foundation grants moving forward to support a significant portion of our budget. We are also currently working to fill the position of Chief Advancement Officer, a role that will enhance our ability to secure funding to sustain our services. Funds from the proposed grant will be used to leverage other sources of revenue for our Nutrition program. Other funding sources for this program in FY24-25 include funds from Hannaford Charitable Foundation, Unum Foundation, Tegna Foundation, Meals on Wheels America, State of Maine home-delivered meals grants, and Title III OAA funding, among others.

4. Will your organization be able to proceed with the program described above without CDBG funds?

As federal resources such as Title III funds become more unpredictable and service numbers have increased, SMAA increasingly relies on the philanthropic support of our individual donors, grants, corporations, and private foundations to ensure that we can meet the needs of all eligible older adults in our area. The CDBG funds are essential and vital to continued operations of the Meals on Wheels nutrition program each year. While we can still operate the program without CDBG funds, it will reduce the number of older adults in need we can serve and will result in clients going on a waitlist for services where they may go hungry or fall through the cracks for assessment for other services.

APPENDIX A

Goal 2 (anticipated): Social Services - Provide essential public services to improve quality of life for individuals and families with low-moderate incomes, including special needs populations and those experiencing homelessness or at risk of becoming homeless.

- Grow an environment that supports health and wellness among community members. (including, access to health services, centralized resources for homeless in a one-stop shop, access to quality and nutritious food, expand navigation services to persons that at-risk of becoming homeless)
- Expand gap funding for flexible low barrier grants to support emergency needs in coordination with current community initiatives. (including utility and security deposit)
- Grow individual education outcomes. (English language learning, early childhood, peer to peer education, job skills)
- Encourage agencies to coordinate services for persons experiencing homelessness.
- Address barriers to safe, decent, affordable housing. (tenant education, landlord meetings)
- Support distribution of materials on affordable housing and fair housing at conferences, workshops, and other public venues.

APPENDIX B - CDBG PUBLIC SERVICES BUDGET

CDBG PUBLIC SERVICES PROPOSED BUDGET
July 1, 2024-June 30, 2025

Program Title: Biddeford Meals on Wheels
Organization: Southern

Requested Grant Revenues:

Revenue Source	Amount
CDBG Public Services	<u>\$ 19,142</u>
Total Funds	<u>\$ 169,059</u>

Other Project Resources:

Source (e.g., private/federal/state)	Period	Amount
Federal		\$ 82,279
State		\$ 44,427
Private		\$ 23,211
		\$
		\$
Total Other Resources:		<u>\$ 149,917</u>

PROJECTED EXPENDITURES

**Remember that CDBG can only fund Salaries, Benefits, Supplies and Lease/Rent
You must find another source for the remaining budget categories.**

APPENDIX B - PUBLIC SERVICES BUDGET

EXPENDITURES DETAIL		
AMOUNT	CATEGORY	NARRATIVE (provide justification describing each category that would be supported with grant funds; describe position rate of pay and hours per work providing CDBG funded service)
\$19,142	Salaries	Site Manager and Site Coordinator working to support Biddeford Meals on Wheels program.
	TOTAL	\$19,142

APPENDIX B PUBLIC SERVICES BUDGET

DETAIL SALARIES / WAGES: July 1, 2024-June 30, 2025

POSITION	TOTAL FTEs	TOTAL MONTHLY COST	% OF TIME TO CDBG	MONTHLY CHARGE TO CDBG	ANNUAL CHARGE TO CDBG
Site Manager	1	\$3,444	30.18	\$1,039	\$12,473
Site Coordinator	0.625	\$1,842	30.18	\$556	\$6,670
TOTALS		\$5,286		\$1,595	\$19,142

APPENDIX C

APPLICANT CONFLICT OF INTEREST DISCLOSURE FORM

The following form must be completed and submitted by each Applicant. The purpose of this form is to determine whether a conflict of interest may exist. The information will assist in the determination of whether the restrictions, oversight, or other conditions might be necessary prior to your receipt of assistance under the program.

Please refer to the following definitions as you are completing the form:

Conflict of interest – Situation in which any person who is a public servant, employee, agent, consultant, officer, or elected official or appointed official of the PRDOH, or of any designated public agencies, or of Subrecipients that are receiving funds under the CDBG-DR Program may obtain a financial or personal interest or benefit that is or could be reasonably incompatible with the public interest, either for themselves, or with those whom they have business, or an organization which employs or is about to employ any of the parties indicated herein, or a member of their family unit during their tenure or for two (2) years after.

Family unit – Includes the spouse of the public servant or former public servant, his dependent children, family members within the fourth degree of consanguinity or within the second degree of affinity who are not dependents of or reside with the public servant or former public servant, or those persons who share the legal residence of the public servant or former public servant, or whose financial affairs are under the de jure or de facto control of the public servant or former public servant.

Public servant - Includes public officials and employees of PRDOH and/or any of its related agencies, including Subrecipients.

Please mark the appropriate box for each question and complete the attachment as indicated.

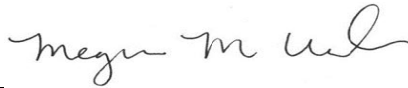
- | | | |
|---|------------------------------|--|
| 1. Are you a public servant? | ☐ YES | ☒ NO |
| 2. Is any member of your family unit a public servant? | ☐ YES | ☒ NO |
| 3. Do you or any member of your family unit have business dealings or business ties to/with a public servant? | ☐ YES | ☒ NO |

I have read and understand the Conflict of Interest Disclosure Form. I have disclosed all information required by this disclosure, if any, in the attached statement. I agree to comply with any conditions or restrictions imposed by the City of Biddeford and CDBG programs to reduce or eliminate actual and/or potential conflicts of interest. I will update this disclosure form promptly, if relevant circumstances change. I understand that this disclosure is not a confidential document.

If the City of Biddeford and CDBG programs determine that a conflict of interest exists, you may be deemed ineligible for the requested assistance and you may be required to return any and all funding received and/or the value of the services you received from the program.

Megan M. Walton

Print Name



Signature

1/29/2024

Date

**CITY OF BIDDEFORD
CITIZEN PARTICIPATION PLAN
Amended ~~June 20, 2023~~ October 15, 2024**

**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.

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 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).

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.

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)

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-ten~~ (1410) days prior to the date of the public hearing.

COMMENT PERIOD

Comment periods will be open for a minimum of ~~30~~15 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.

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

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.

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

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 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:

CITIZENS ADVISORY COMMITTEE

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 promote citizen participation through its role in advising the Community Development Coordinator and City Council on matters pertaining to the City's Community Development Block Grant (CDBG) programs. The Committee oversees the funding recommendations for the CDBG dollars received from the U.S. Department of Housing and Urban Development (HUD). It assures that the housing and community development needs of the City of Biddeford's low- and moderate-income residents are addressed through projects and activities. ~~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 participating in 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 that are eligible for CDBG funding.
- (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.

(c) The Committee is strictly advisory in nature and has no decision-making authority and is prohibited from incurring expenses, making payments, entering into contracts, leases, or obligations or otherwise binding the City.

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 and one of its members as Secretary. The Committee may also elect a Vice 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) 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.

(f) 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.