

City of Biddeford
Citizens Advisory Committee

March 01, 2023 5:30 PM City Hall Second Floor Conference Room & Zoom
<https://biddeford.zoom.us/j/95599519059?pwd=WW8ya3pzWXkvK2l1aWdNeWdnQUU1Zz09>
Webinar ID #955 9951 9059 Passcode #269295

Status: Citizen's Advisory Committee-March 1, 2023-Second Floor Conference Room & Zoom
5:30 PM

- 1. Call to Order**
- 2. Consent Agenda**
 - 2.1. Approval of Meeting Minutes from 2-15-23
[CAC 2.15.23.pdf](#)
- 3. Discussion**
 - 3.1. CDBG/CDBG-CV Priority Expenditure Recommendations
[CAC Memo 3.1.2023 Meeting.pdf](#)
 - 3.2. Vote on official request of Council to delay of the 5-year plan by 1-year.
 - 3.3. Citizen Participation Plan Support Needs-Danica Lamontagne
[HUD'S CAPER ACCEPTANCE LETTER 2-21-23.pdf](#)
- 4. Adjourn**

City of Biddeford
CAC Minutes
February 15, 2023 – City Hall Conference Room & Zoom

Committee: Bates, Edwards, Schaffer, Turner, Whiting
Staff: Bennett, Smallwood, Wilkerson

1. Open CAC meeting: 5:31pm, Chair Bates
2. Agenda Review
3. Consent Agenda
 - 3.1 Approval of Meeting Minutes, 1/25/2023
Move: Whiting, Second: Edwards, Vote: Unanimous
4. Discussion
 - 4.1 City Council Request for Information re: CDBG Workout Plan (WP)
 - Bennett: will staff CAC with Smallwood's departure
 - Focus on dollars needed for timeliness; include alternatives for spending; ONE WP will include all alternatives/eligible options to ensure timeliness for April 2024
 - Schaffer: Include focus on arc of entire spending (e.g. long-term impact)
 - Smallwood: Citizen Participation Plan almost complete; part of a HUD requirement, may help with CDBG Workout Plan and next Consolidated Plan
 - March 7, 2023 is goal for draft WP to City Council
 - CAC will meet again on March 1, 2023 to hear options from staff to include in WP and help shape as necessary
 - 4.2 Consolidated Plan (CP) – 5 Year Plan for CDBG
 - Bennett: staff now suggesting one-year delay in new CP for CDBG, that can come together as we are also working through the Workout Plan
 - New due date: Spring (May) 2024; advised to get CP Draft in by December 2023 at latest, and be cognizant of local elections in November
 - Delay in new CP means the Action Plan for 23-24 (when the WP will be run) will be run under the old CP
 - Citizens Participation in new CP will be coordinated with staff, namely Danica
 - July 1, 2023 – December 2023 – most Citizens Engagement for new CP
 - Action Plan for 23-24 due August 2023 (Goal: July 1, 2023); requires 2 public hearings, can also inform the new CP engagement process
 - 4.3 Social Services Funding for Current Year
 - CAC requests staff reach out to Meals on Wheels to submit a renewed application for the increased funding that is qualified under CDBG
 - 4.4 Social Services Categories for Next Year
 - Create a "pre-qualified" list of organizations that fit into eligible categories
 - Pre-application process and/or Known Agencies List means it may be easier to invite eligible programs to apply
 - Eligible Categories: putting more targeted work within larger categories can also assist in public participation process (e.g. public has something to react to)

and can help ensure eligibility with HUD as well as matching funding with Action Plan, Consolidated Plan, and HUD Strategic Plan.

5. Project/Program Update

5.1 2-4 Unit Program - Wilkerson

- One 4-unit set to complete March 3; another 3-unit in application process
- Request recraft of this program to broader audience, e.g. non-owner occupied
- Make work with other programs, e.g. ADU from Maine State Legislation

6. Other Business

6.1 None

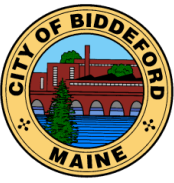
7. Relevant Meeting/City Update

7.1 Comprehensive Plan

- All chapters now on OurBiddeford.org for review and comment

8. Adjourn: 6:58pm

- a. Move: Edwards; Second: Turner; Vote: Unanimous



CITY OF BIDDEFORD

Housing and Community Development Office Planning and Development Department

To: Citizens Advisory Committee (CAC)
From: Gail Wilkerson, HUD Housing Rehabilitation Program Director
RE: CDBG Expenditure Recommendations and Extension of the 5-Year Consolidated Plan
Date: February 23, 2023

As we discussed at our February 15th meeting, please find below a summary of the City's CDBG and CDBG-CV grant award balances, the upcoming deadlines by which Program funds must be expended, and staff-recommended priority projects/categories that are CDBG eligible. These funding recommendations will appear on the City Council's March 7th meeting agenda, along with CAC's guidance on whether the Council should request a one-year extension of the current CDBG 5-Year Consolidated Plan.

As you know, due to CDBG's timely expenditure rule, **a CDBG fund balance of @ \$751,000 needs to be spent on eligible projects benefitting low/moderate-income (LMI) residents by April 1, 2024.** Since City Council's 2020 Housing Goals and the 2023 Mayor's Affordable Task Force Recommendations both focus—at least in part—on addressing the urgent housing affordability challenges of LMI residents (i.e., households with annual income not exceeding the CDBG eligibility limit of 80% of Area Median Income or AMI), **staff recommends CAC consider for City Council's review and deliberation the following priority uses of the \$751,000 CDBG fund balance:**

- **\$400,000** (53.3% of the total) to support City Council in addressing its affordable housing priorities for the City's LMI population.
- **\$251,000** (33.4% of the total) to support CDBG-eligible public infrastructure projects, such as sidewalk reconstruction, improved street lighting, or public green spaces in LMI neighborhoods.
- **\$100,000** (13.3%) to support the removal of architectural barriers from City properties, such as City Hall, in keeping with Biddeford's 2021 ADA Transition Plan.

In the **CDBG-CV Program, @\$45,000 needs to be spent on eligible COVID-related projects by June 1, 2023** to meet HUD's timely use requirement. Staff's recommended project priorities are:

- **\$30,000** (66.7% of the total) to help offset the rising costs borne by the Biddeford Food Pantry in serving LMI residents. Pantry Manager Don Bisson reports a 17% increase in the nonprofit's costs in the past month, an increase in daily clients served (from @80 individuals to @100), and an urgent need for better refrigerator/freezer capacity for perishable foods.
- **\$15,000** (33.3% of the total) to support CDBG-eligible public infrastructure projects, such as improved street lighting for public safety/crime prevention or ADA-accessible green spaces in LMI areas.

At next week's meeting, CAC also will be asked to consider recommending that the Council **formally request from HUD a one-year extension of the CDBG 5-Year Consolidated Plan, which expires June 30, 2023.** As you know, this extension would help CAC achieve optimal community input—especially from LMI residents—on the proposed use of CDBG grant awards over the period from July 1, 2024 through June 30, 2029.

As a reminder, Danica Lamontagne will attend the March 1st meeting to learn how the Communications Department can help support CAC as part of the Citizens Participation Plan. We look forward to seeing you then.



U.S. Department of Housing and Urban Development

MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA
Office of Community Planning and Development
Thomas P. O'Neill, Jr. Federal Building
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Boston, Massachusetts 02222-1092

Phone (617) 994-8350

CPD website: https://www.hud.gov/program_offices/comm_planning

Mr. Gregory Mitchell, Director
Planning and Development Director
City of Biddeford
205 Main Street, P.O. Box 586
Biddeford, ME 04005

Subject: FY 2021 Consolidated Annual Performance and Evaluation Report

Dear Mr. Mitchell:

We have reviewed and approved the City of Biddeford's Consolidated Annual Performance and Evaluation Report (CAPER) for the program year July 1, 2021 to June 30, 2022. Based on the information provided, we find the FY 2021 CAPER to be consistent with the City's Five-Year Consolidated Plan and One Year Action Plan for FY 2021. The narrative describes how the city is working to meet the goals identified in the plans as well as proposed versus actual outcome results. We also find the city to be within the 15% cap for public services and the 20% cap for planning and administration for the Community Development Block Grant Program.

As a result of our review, we have determined that the city has carried out its activities and certifications in a timely manner, consistent with the requirements and primary objective of the Housing and Community Development Act of 1974, as amended, and with other applicable laws and program requirements. Pursuant to 24 CFR 570.905, we find that the City of Biddeford has the continuing capacity to carry out its activities in a timely manner based on the information provided in the City's CAPER.

Please note that grantees are required to expend at least 80 percent of all CDBG-CV funds no later than the end of the third year of the period of performance (this time period starts from the date HUD signed the grantee's CDBG-CV grant agreement). Unexpended funds may be subject to recapture after the three-year performance period.

Please remember that a copy of this letter must accompany all copies of the CAPER. If you have any questions or if we can be of further assistance, please contact your CPD Representative, Laura Schiffer at 617-994-8359 or Laura.B.Schiffer@HUD.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert D. Shumeyko".

Digitally signed by:
ROBERT SHUMEYKO
Date: 2023.02.20 20:09:
53 -05'00'

Robert D. Shumeyko
Regional Director