



**City of Biddeford**  
**Citizens' Advisory Committee**

March 25, 2026 at 5:30 PM

Planning Office & Teams

[Citizens' Advisory Committee](#) | [Meeting-Join](#) | [Microsoft Teams](#)

1. Call to Order
2. Approval of Meeting Minutes
  - 2.a Meeting Minutes for February 25, 2026
3. Discussion Items
  - 3.a Councilor Ward Meetings
  - 3.b FY26 Resident and Provider Surveys
  - 3.c Application Scoring
4. Other Business
5. Adjourn

## 02.25.26 CAC Meeting Minutes

1. Call of Order at 5:30 PM by Leah
  - a. New member: Erin Partridge – not able to attend due to technical difficulties
  - b. Also Jessica Reilly, welcome!
  - c. Leah, Terje, Jessica (both), David, Betsy in attendance.
  - d. Truc joined the meeting to observe, as well as William J. Mann from the public.
2. APPROVAL OF MINUTES
  - a. January 28, 2026 Meeting Minutes
  - b. Motion by David, second by Terje.
3. DISCUSSION ITEMS
  - a. Councilor Ward Meetings
    - i. The counselors are holding ward meeting to discuss the recreation bonds and get feedback from citizens and residents on how the money should be spent.
    - ii. Talia and David echoed immense support for the skatepark from the community, and that we as the CAC should support this in what ways we can.
    - iii. David also heard a lot about the pearl street park as well.
    - iv. Leah said from past community conversations that Pearl street park was being led by a landscape architect, and some community meetings for public bathrooms, which could tie into CDBG funding. We would need to check if this is in a service area that CDBG could fund. HUD has said to consider a realistic walking radius for the park as well.
    - v. We are going to do what we can to join Ward meetings.
    - vi. Talia raised her conversation with Rec at the recent snowshoeing event – Clifford park could be used for some cool maintenance winter projects, and different trail improvements. Talia will email Jessica with more details from this conversation to include form community feedback.
    - vii. The community center was raised at council meeting as well.
    - viii. The recreation department has also been polling students in the area too, and they have different focus points about St. Louis field, etc.
  - b. FY26 Action Plan/ Budget Process
    - i. We will be gathering info from ward meeting s and will be putting out the survey for providers to find the gaps in services already being provided, as well as a survey for residents, with QR codes and paper copies in key community areas. Jessica will send us these surveys for feedback for what we might want to see. This will go out depending on the committee - sometime in March for us to roll out.
    - ii. Jessica is working on putting a guidebook together on this process for new members.
    - iii. We talked about an open application process for CDBG funds – we would need to have an application form anyone who wanted funds, including a city department or not. We will be putting this out there with a notice of

- funds availability. A year ago, Jesscia did two training sessions, but we didn't get any attendance, nor new organization applications.
- iv. We do need to decide on scoring criteria for applications in line with HUD's requirements for March meeting.
  - v. Jessica is planning to do more trainings, because things change and are updated year to year.
  - vi. Some agencies do not have the capacity to meet HUD requirements, but we can help them set up for the next fiscal year.
  - vii. If CDBG isn't a good fit for an organization, we can point them in the direction of funding that might be a better fit.
  - viii. Advertising and marking has to come from our admin budget which is very tight. We have some left this year, because Jessica's salary has been moved almost entirely from CDBG.
  - ix. Jessica was offered to do a feature with Randy from the Biddeford Gazette about CDBG as well. He runs some community groups on Facebook as well.
  - x. Betsy asked if talking to the chamber might be of any help – they might be open to a presentation, and that they have bene effective in the past with connecting people.
  - xi. Jessica encouraged our members to reach out to demographics we might not be reaching. Leah plans to reach out to the school, and Talia is working with Gracepoint. Jessica was invited to talk to tech students as well.

#### 4. PROGRAM/PROJECT UPDATES

##### a. 2024-2028 Consolidated Plan

- i. Jessica wanted to update us that at least week's meeting we had the second public hearing for the 5-year consolidated plan ad FY24 plan and budget, as well as FY25 action plan and budget – all three were approved, she should be getting orders from city clerk tomorrow, and will be sent to HUD as last piece to submit those plans. We will receive grant agreements then.
- ii. These can be amended based on feedback from ward meetings, etc. We go through this process each year for the next action plan, where we made need to change year to year.

##### b. PY25 Action Plan

- i. See above.
- ii. We haven't been adding area in budget for economic development due to focus on housing crisis at this time.
- iii. It will be interesting and important to see what social services the new counselors fund moving forward.
- iv. Our focus has been majority on housing – last economic development through city was business funding in COVID.
- v. SMPEC – does more formal economic development for a region. Regional planning commission also raised. There are community partners

interested in economic development and we want their input, even if that bucket isn't in this consolidated plan.

- vi. Groups can petition for funds from EDA, important to consider if we want to access those funds in the future.

5. OTHER BUSINESS

- a. We did some introductions for the new members and Truc.
  - b. Truc will not be at all meetings, but is available if we have needs as a committee and to access her staff liaison as well. She just passed 6 months as the city manager, is from away.
  - c. We have a full committee for the first time!
6. ADJOURN – at 6:29 PM, by motion of Talia. Second by Betsy. Unanimous.

## APPENDIX A

**Goal 2: 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.**

To meet this goal the City will fund non-profit agencies and organizations to support community members including the homeless, those at risk of becoming homeless and special needs populations with a variety of services that are inclusive for residents of all ethnic and cultural backgrounds.

# City of Biddeford, Maine

## CDBG Social Service Provider Survey

Organization Name:

Address:

Contact Person:

Title:

Email:

Phone:

### Type of Organization

**Nonprofit**

**Municipal**

**Faith-based**

**Healthcare Provider**

**Housing Provider**

**Social Service Agency**

### Population(s) Primarily Served

**Low-income households**

**Seniors**

**Persons experiencing homelessness**

**Individuals with disabilities**

**Youth/children**

**Veterans**

## **Section 2 – Services Currently Provided**

**Food assistance**

**Emergency shelter**

**Transitional housing**

**Permanent supportive housing**

**Rental assistance**

**Housing counseling**

**Utility assistance**

**Mental health services**

**Substance use treatment**

**Domestic violence services**

**Childcare**

**Youth programs**

**Job training/employment services**

**Financial literacy**

**Transportation assistance**

**Senior services**

**Case management**

### **Section 3 – Demand for Services**

**Increased significantly**

**Increased somewhat**

**Stayed the same**

**Decreased**

Which services have experienced the largest increase in demand?



### **Section 4 – Service Gaps**

**Affordable housing**

**Emergency rental assistance**

**Homeless shelter beds**

**Transitional housing**

**Permanent supportive housing**

**Mental health services**

**Substance use treatment**

**Childcare access**

**Transportation**

**Food access**

**Senior services**

**Youth programs**

**Disability services**

**Workforce development**

**Legal assistance**

## **Section 5 – Barriers for Residents**

- Lack of affordable housing**
- Transportation challenges**
- Lack of childcare**
- Limited service capacity**
- Long waiting lists**
- Language barriers**
- Lack of information about services**
- Cost of services**
- Stigma or fear of seeking help**

## **Section 6 – Facility / Infrastructure Needs**

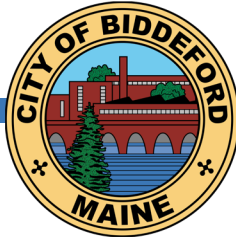
- Building repairs**
- Accessibility improvements (ADA)**
- Energy efficiency upgrades**
- Space expansion**
- Safety improvements**
- Equipment/technology needs**
- None**

Describe facility needs:

## Section 7 – Additional Comments

Submission Email:

Submission Deadline:



## Community Development Block Grant (CDBG) Citizen Participation Survey

### Purpose

The City of Biddeford receives federal funding through the **Community Development Block Grant (CDBG) Program** from the U.S. Department of Housing and Urban Development (HUD).

CDBG funds may be used for activities that benefit **low- and moderate-income residents**, eliminate slum or blight, or address urgent community needs.

Your feedback will help the City determine **which eligible activities should be prioritized for funding**.

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### Section 1 – About You

1. Do you live in Biddeford?

Yes

No

2. What best describes you?

Resident

Business owner

Nonprofit/service provider

Property owner/landlord

Other: \_\_\_\_\_

3. How long have you lived or worked in Biddeford?

Less than 1 year

1–5 years

6–10 years

More than 10 years

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### Section 2 – Housing Needs (CDBG Eligible Activities)

How important are the following housing programs for Biddeford?

Activity	Not Needed	Some Need	High Priority
Housing rehabilitation for low-income homeowners			
Rental housing rehabilitation			
Lead paint hazard reduction			
Accessibility modifications for seniors or persons with disabilities			
First-time homebuyer assistance			
Development of affordable housing			

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### Section 3 – Public Facilities and Infrastructure

How important are the following improvements?

Activity	Low Priority	Medium Priority	High Priority
Sidewalk and street improvements			
Public parks and recreation improvements			
Improvements to community centers			
Library improvements			
Improvements to nonprofit facilities serving residents			
Neighborhood lighting and safety improvements			

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### Section 4 – Public Services (15% CDBG Cap)

Which services are **most** needed for low-income residents?

(Check up to **three**)

- |   |   |
|---|---|
| <input type="checkbox"/> Food assistance programs               | <input type="checkbox"/> Senior services                      |
| <input type="checkbox"/> Homeless services and prevention       | <input type="checkbox"/> Childcare assistance                 |
| <input type="checkbox"/> Mental health services                 | <input type="checkbox"/> Job training / workforce development |
| <input type="checkbox"/> Substance use recovery programs        | <input type="checkbox"/> Transportation assistance            |
| <input type="checkbox"/> Youth programs / after-school programs | <input type="checkbox"/> Legal services / tenant assistance   |
- 

### Section 5 – Economic Development

Which economic development activities should the City prioritize?

- Small business assistance
  - Workforce training programs
  - Job creation programs
  - Commercial building improvements
  - Revitalization of downtown or neighborhood business areas
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### Section 6 – Funding Priorities

If the City could fund **three priorities with CDBG funds**, which should come first?

- |   |  |
|---|--|
| <input type="checkbox"/> Housing rehabilitation             | <input type="checkbox"/> Parks and recreation improvements |
| <input type="checkbox"/> Affordable housing development     | <input type="checkbox"/> Public service programs           |
| <input type="checkbox"/> Lead hazard reduction              | <input type="checkbox"/> Homeless services                 |
| <input type="checkbox"/> Public infrastructure improvements | <input type="checkbox"/> Economic development/job creation |
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### Section 7 – Additional Input

What improvements would you most like to see in Biddeford?

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(Optional) Email if you would like updates on CDBG programs or public hearings:

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**Thank you for participating in Biddeford’s CDBG Citizen Participation process.**

## 2026 CDBG Public Services Application

### APPLICATION COVER SHEET

**Organization Information:**

Organization Legal Name:		UEI #
Address:		
City:	State:	Zip Code:
CEO/Executive Director:	Name:	Title:
Telephone:	Fax:	Email:

**Project/Program Information:**

Program Name:		
Location where activities will take place:	Address:	City:
Program Manager*:	Name:	Title:
Telephone:	Fax:	Email:

\*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:	Title:
Telephone:	Fax:	Email:

\*\*The person identified here should be the person who completes the drawdown and ensures that the financial information is correct.

**Amount requested: \$** \_\_\_\_\_ **Total program cost: \$** \_\_\_\_\_

**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 Lewiston, Maine, in writing, of any current Federal Suspension and Debarment.

**Debarment Certification.** 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: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# 2026 CDBG Public Services Application

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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 (Scoring Criteria – Maximum – 10 points)

**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.)

**2. Will the project provide a new service based on the 2024-2028 Consolidated Plan?** (If yes, describe. If no and is a continuing service, answer the next question)

**3. If the project is a continuing service, (funded in the first year of the 2018-2024 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)

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

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

**d. Does it align with the goals and strategies in the 2024-2028 Consolidated Plan?** (Appendix A)

## 2026 CDBG Public Services Application

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**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.)

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

**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.)

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## SECTION 2. PROJECT DESCRIPTION & SOUNDNESS OF APPROACH (Scoring Criteria – Maximum – 10 points)

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

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

**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:							

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**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.**

**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	Persons	
	Biddeford Residents	Non-Biddeford Residents
Total assisted with all funds		
Total assisted with CDBG funds		

## 2026 CDBG Public Services Application

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### **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.**



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## SECTION 4: FINANCIAL FEASIBILITY (Scoring Criteria – Maximum – 4 points)

- 1. Budget located in 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”.)
  
- 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.)

## 2026 Public Services Scoring Criteria

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**Organization Name:** \_\_\_\_\_

The Citizens Advisory Committee (CAC) will evaluate eligible CDBG applications based on the following criteria. Organizations can receive up to 30 points.

<b>SECTION 1. COMMUNITY NEED &amp; BENEFIT – MAXIMUM 10 POINTS</b>	
<b>WHAT TO LOOK FOR</b>	Evaluate if the organization identified the community need as it relates to the CDBG priorities identified in the 2024-2028 Con Plan. Did the organization provide evidence of need? If this is a “new” or expansion of services, how well did the organization align with the 2024-2028 Con Plan goal? Is the service located near the population served? Did the organization describe its collaboration efforts with other organizations that provide a similar service?
<b>SCORE LEVELS</b>	<p><b>0-3 points</b> Addressed some of the criteria but were missing key elements</p> <p><b>4-8 points</b> Provided information that partly describes the criteria but reviewer had to infer certain aspects of the organization or the services provided.</p> <p><b>9-10 points</b> Provided a clear and detailed description with a direct response that addressed the criteria</p>
<b>RECOMMENDED SCORE</b>	
<b>RATIONALE/COMMENT</b>	
<b>SECTION 2. PROJECT DESCRIPTION &amp; SOUNDNESS OF APPROACH – MAXIMUM 10 POINTS</b>	
<b>WHAT TO LOOK FOR</b>	Provides clear detailed description of the program. Does it align with one of the strategies listed in Appendix A? Evaluate the services provided, does the organization have experience serving the population? Is the program offered at a time and duration when the target population can access the service? Do the staff running the program/project have the education/qualifications needed? Is there a mechanism in place to achieve a unduplicated count of persons receiving the service? Does the organization demonstrate that they can track, count and report the required performance measures?

2026Public Services Scoring Criteria

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<b>SCORE LEVELS</b>	<p><b>0-3 points</b> Addressed some of the criteria but were missing key elements</p> <p><b>4-8 points</b> Provided information that partly describes the criteria but reviewer had to infer certain aspects of the organization or the services provided.</p> <p><b>9-10 points</b> Provided a clear and detailed description with a direct response that addressed the criteria</p>
<b>RECOMMENDED SCORE</b>	
<b>RATIONALE/COMMENT</b>	

**SECTION 3: ORGANIZATIONAL CAPACITY – MAXIMUM 6 POINTS**

<b>WHAT TO LOOK FOR</b>	Evaluate the agency’s ability to administer public funds (federal, state, and/or local) and successfully manage publically funded projects in a timely manner, consistent with funding requirements. Does the organization have adequate financial controls and accounting systems to adequately manage federal grants? Does the application describe a history of complete and timely performance reporting?
<b>SCORE LEVELS</b>	<p><b>0-2 points</b> Addressed some of the criteria but were missing key elements</p> <p><b>3-4 points</b> Provided information that partly describes the criteria but reviewer had to infer certain aspects of the organization or the services provided.</p> <p><b>5-6 points</b> Provided a clear and detailed description with a direct response that addressed the criteria</p>
<b>RECOMMENDED SCORE</b>	
<b>RATIONALE/COMMENT</b>	

2026Public Services Scoring Criteria

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<b>SECTION 4: FINANCIAL FEASIBILITY</b>	
<b>SUB-CATEGORY 1: PROJECT BUDGET (MAXIMUM 2 POINTS)</b>	
<b>WHAT TO LOOK FOR</b>	Estimates and costs are reasonable and well supported or justified relative to the number of persons to be served, the services to be provided, and the target population.
<b>SCORE LEVELS</b>	<p>Project budget estimates are reasonable and well supported:</p> <p><b>0 points</b> Addressed some of the criteria but were missing key elements.</p> <p><b>1 point</b> Provided information that partly describes the criteria but reviewer had to infer certain aspects of the organization or the services provided.</p> <p><b>2 points</b> Provided a clear and detailed description with a direct response that addressed the criteria.</p>
<b>RECOMMENDED SCORE</b>	
<b>RATIONALE/COMMENT</b>	
<b>SUB-CATEGORY 2: PROJECT LEVERAGE (MAXIMUM 1 POINT)</b>	
<b>WHAT TO LOOK FOR</b>	Supports the specific program not the entire agency and is defined as: <b>Leveraged funds are defined as “a financial commitment toward the costs of a project or program other than the granting agency”.</b>
<b>SCORE LEVELS</b>	<b>0-1 point</b> Identifies leveraged funds according to the definition
<b>RECOMMENDED SCORE</b>	
<b>RATIONALE/COMMENT</b>	

**2026Public Services Scoring Criteria**

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<b>SUB-CATEGORY 3: SUSTAINABILITY (MAXIMUM 1 POINT)</b>	
<b>WHAT TO LOOK FOR</b>	Project/program is sustainable as defined as: <b>Sustainability is defined as the ability of an organization to continue its mission or program into the future.</b> A project/program can be considered sustainable in three main categories: organizational, financial, and community sustainability.
<b>SCORE LEVELS</b>	<b>0-1 point</b> Demonstrates sustainability according to definition
<b>RECOMMENDED SCORE</b>	
<b>RATIONALE/COMMENT</b>	

**TOTAL SCORE ALL CATEGORIES: \_\_\_\_\_**