

Order 176-19/20

Amended to adopt the CARES Act Emergency Assistance Payment Program: 9-0 on 5/18/2020
Passage as amended: 9-0 on 5/18/2020

KATE SNYDER (MAYOR)
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CITY OF PORTLAND
IN THE CITY COUNCIL

KIMBERLY COOK (5)
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**ORDER APPROVING SUBSTANTIAL AMENDMENT TO THE 2016-2020
HOUSING AND URBAN DEVELOPMENT CONSOLIDATED PLAN
AND ANNUAL ACTION PLAN
RE: USE OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT
FUNDING**

ORDERED, a Substantial Amendment to the 2016-2020 Consolidated Plan and 2019-2020 Annual Action Plan outlining the use of the Coronavirus Aid, Relief, and Economic Security Act (CARES) Act, Public Law 116-136, supplemental Community Development Block Grant funding (CDBG-CV) in the amount of \$1,137,154 and Emergency Solutions Grant funding (ESG-CV) in the amount of \$573,734, substantially in the form attached hereto, is hereby approved; and

BE IT FURTHER ORDERED, that the CARES Act Emergency Assistance Payment Program is hereby adopted, substantially in the form attached hereto; and

BE IT FURTHER ORDERED, that the City Council hereby authorizes the City Manager or his or her designee to execute said documents and any other related documents necessary or convenient to carry out the intent of said documents and this Order.

Total CDBG-CV Funding : \$1,137,154

All funds must be used to prevent, prepare for, and respond to COVID 19 and are subject to Duplication of Benefits rule. Funds are not subject to the consultation and citizen participation requirements that otherwise apply to the Community Development Block Grant, however each recipient must publish how its allocation has and will be used, at a minimum, on the Internet at the appropriate Government web site or through other electronic media

ADMINISTRATION	ACTIVITY	ACTIVITY EXAMPLES	STAFF FUNDING RECOMMENDATION
1% of funding \$11,371	General Management, oversight, and coordination of grant funds	Preparing budgets, reports, and other HUD required documentation, related to COVID-19. Monitoring of program activities for compliance. Other related costs.	\$11,371

PUBLIC SERVICES \$820,000	ACTIVITY	BENEFICIARIES STAFF PROGRAM RECOMMENDATION	STAFF FUNDING RECOMMENDATION
	Child Care Services	Summer camp program serving children in grades K-5 from low/moderate income households earning at or below 80% AMI. Program funded: City of Portland Parks and Recreation Summer Camp Waiver Expansion	\$50,000
	Food Assistance	Low Moderate income individuals, 80% AMI. Program to be funded: Application process	\$175,000
	Homeless Prevention <i>Housing Assistance</i>	Beneficiaries: Low/moderate income households at or below 80% AMI. Individuals must not be receiving any other federal rent assistance. Individual will need to provide documentation showing an inability to pay rent or utilities as a result of loss of income due to COVID-19. Aid is capped at 3 months per HUD regulations; program cap would be no more than a TBD amount per month. Program to be funded: Portland CARES Program	\$500,000
	Homeless Prevention <i>Non-profit assistance</i>	Beneficiaries: Shelters operated in Portland by non-profits in need of financial assistance to prevent, prepare and respond to COVID-19 Program to be funded: Application Process	\$20,000
	Homeless Services	Beneficiaries: Homeless Individuals in Portland Program to be funded: Amistad Peer Outreach Program	\$75,000

ECONOMIC DEVELOPMENT \$305,783	ACTIVITY	BENEFICIARIES STAFF PROGRAM RECOMMENDATION	STAFF FUNDING RECOMMENDATION
	Special Economic Assistance	COVID-19 Business Assistance Program for Job Creation (Rehiring) (BAP) for local Portland businesses with 2 or more FTE employees on January 31, 2020. Program will provide a \$5,000 grant for the rehiring of 2 or more FTE employees that are low/moderate income individuals; COVID-19 Microenterprise Grant Program (MGP) for local Portland businesses with 0-1 FTE employee on January 31, 2020 plus the owner who must be a low/moderate income employee of the business. Program will provide a \$2,500 grant for working capital.	\$305,783

Total ESG -CV Funding : \$573,734
Up to 10% for Administration: \$57,373

All funds must be used to prevent, prepare for, and respond to COVID 19 and are subject to Duplication of Benefits rule. Funds are not subject to the consultation and citizen participation requirements that otherwise apply to the Emergency Solutions Grant, however each recipient must publish how its allocation has and will be used, at a minimum, on the Internet at the appropriate Government web site or through other electronic media

Emergency Shelter Shelter Operations and Essential Services	ACTIVITY	BENEFICIARIES	STAFF FUNDING RECOMMENDATION
	Maintenance, operation, utilities, repair, furnishings, security, supplies, equipment, out patient health services, case management, child care	Guests of the Oxford Street Shelter, Chestnut Street Family Shelter, and/or alternative wellness site (i.e. Expo)	\$217,602
hotel/motel vouchers	Homeless individuals/families relocate to hotel/motels	\$139,907	

Street Outreach Essential Services	ACTIVITY	BENEFICIARIES	STAFF FUNDING RECOMMENDATION
	Urgent physical needs	Unsheltered homeless	
Engagement/case management	Unsheltered homeless	\$155,634	
transportation (bus pass/cab fare)	Unsheltered homeless	\$3,219	

Administration	ACTIVITY		STAFF FUNDING RECOMMENDATION
	General management, oversight and coordination of the grant funds/HMIS costs	staff preparing reports and other HUD required documentation, monitoring of program activities, and other related costs. Additional HMIS license for staff to enter increased data	\$57,373

\$573,734

DRAFT

City of Portland

CARES Act Emergency Assistance Payment Program

In response to the Coronavirus Aid, Relief, and Economic Security (CARES) Act the City of Portland will make available up to three (3) months of rent, or utility payment(s) to alleviate the housing burden for low income households that have lost their employment income as the result of the COVID-19 pandemic.

Program Goal:

- To alleviate financial pressure for low income households as the result of the COVID-19 pandemic.
- To provide greater economic security to rental property owners.

Estimated Funding Available:

Starting on June 1, 2020, the City of Portland will make available \$500,000 through an Emergency Assistance Payment Program. The program will provide up to \$2,250 (\$750/month for 3 months) for rent assistance and a maximum of \$250 in utility expense assistance.

Eligible Applicants:

- Renters living in the City of Portland;
- Renters who receive rental housing assistance vouchers (Section 8 for example) or who live in public housing are not eligible. These renters should contact the agency or Public Housing Authority who provides the voucher.
- Household Income is at or below 80% of area median income as defined by the U.S. Department of Housing and Urban Development, as noted below;
- Lost household income as a result of COVID-19 (examples include being laid off, your place of employment closed, reduced hours of work, having to stay home to care for your children because your day care or school has closed);
- Provide documentation of income received as a result of any governmental response program due to COVID-19 (such as unemployment compensation); **and**
- A gap exists between household income prior to COVID-19 and now.

	Number of Persons in Household							
	1	2	3	4	5	6	7	8
80% Income Limits	52,100	59,550	67,000	74,400	80,400	86,350	92,300	98,250

Type of Assistance:

Applicants that meet all of the criteria listed above are eligible to apply for an Emergency Assistance Payment for rent and may be eligible to receive up to a total of \$250 in utility assistance for current electricity or fuel costs for a period not to exceed three (3) months. All payments made on behalf of the applicant will be paid directly to the landlord, or utility company. Under no circumstance will the payment be made directly to the household.

Program Requirements:

- Applicants will be required to provide household income, assets and expenses for the timeframe prior to when the household member (s) were laid off or terminated; documentation of rent; documentation of the relief programs applied for including the history of benefits received or estimated benefits;
- Demonstrated gap between unemployment benefits and regular income;
- Sign and comply with a Declaration of Benefits (DOB) statement and agreement to pay City back if funding is received from another state, federal or local resource.
- Renter must provide documentation from the rental property owner that no evictions were pending prior to COVID-19;
- A signed Lease Agreement and a letter/email from the rental property owner indicating the amount of rent the tenant pays and a statement that the household was in good standing with the property owner and not subject to an eviction for failure to pay rent prior to January 20, 2020 (coincides with President declaring Maine a Major disaster)
- If the landlord agrees to participate in the program, the landlord is postponing the balance of the payment, not forgiving it. In addition the landlord is agreeing not to evict the renter for non-payment of rent during the month(s) in which the rental assistance payment is made.
- Participation in the MaineHousing COVID-19 Rental Relief Program does not prohibit participation in this program.
- Applicant must first apply for assistance through the MaineHousing COVID-19 Rental Relief Program.

Review and Approval:

The City will review the contents of the application and may use 3rd party verification methods to document income, assets, and expenses for all applicants. The City will use Part 5 Income Determination Method (Attachment 2: Income Inclusions and Exclusions of Part 5). Expenses provided by the applicant will be analyzed and a cash flow analysis will be prepared for the time prior to COVID-19 when the applicant was laid off to the current time frame. The analysis will be reviewed and signed by the applicant household. A write up will be prepared for the Division Director to review. Included will be an analysis of the gap payment, the amount the applicant is eligible for, and whether or not the household qualifies for utility assistance. The Division Director will approve or deny the assistance and the applicant will be notified of the decision. If approved, the Intake Coordinator will prepare the closing documents and contact the applicant.

If denied, the applicant will be provided a *“Notice of the Right to Appeal”*. This notice will detail the reasons for the denial and will provide instructions of the appeal process.

The applicant may appeal the Director’s decision to the Planning and Urban Development Department Director or her designee and will use the following procedure:

- The request for a hearing must be made in writing to the Department Director within 30 days of the date of decision.
- No new information may be presented by the applicant, only clarification of information that was originally provided, which, in the applicant’s point of view, may not have presented their complete financial condition.
- The applicant may provide a written explanation to the Department Director or may request a meeting, which may be on Zoom, conference Call or equivalent.
- The Department Director will review the information and make a determination on the appeal. The Department Director will contact the Housing and Community Development Division Director with the decision. The Department Director’s decision is final.

To Apply for the Emergency Assistance Payment Program:

If the program is approved by the City Council on May 18, 2020, the City of Portland CARES Act Emergency Assistance Payment Program will be marketed. Applications and supporting documentation may be submitted for program starting June 1.

Applications are available by calling the City of Portland’s General Assistance Department’s General Phone Number at 207.775.7911. Please leave a message of your name, address, and phone number. Once received, an application will be mailed to you at the address provided. In addition, the application will be available electronically on the City’s website, (Add link). Fill out the form completely and provide the necessary back up documentation, completed applications can be returned by mail to:

City of Portland General Assistance Office
196 Lancaster Street, Portland, ME 04101
Or emailed to (provide email contact).

Applications and back up documents must be complete to be considered for assistance.

Program Marketing:

- Public hearing on May 18, 2020 and Mayor announcement
- Notification to Landlords Association
- Website, social media, Press release

CDBG Eligibility and National Objective:

This program is eligible for CDBG funding under 570.207(b)(4) and the National Objective is LMI Limited Clientele 570.208(2)(C).

Environmental Review Requirements:

This program is considered to be classified as 24 CFR 58.35(b) (2) a Categorical Exclusion Not Subject to 58.5.