



PORTLAND DEVELOPMENT CORPORATION

Board Meeting

DATE: Thursday, April 17, 2014
TIME: ~~4:00 p.m.~~ **4:30 P.M.**
LOCATION: Council Chamber, Second Floor
Portland City Hall

A G E N D A

1. President's comments.
2. Review and accept Minutes of previous meeting held on March 13, 2014.
3. Loan Applications, Business Assistance Grant Program for Job Creation (BAP) Request, and Request for Amendment to Loan Terms. Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board may go into executive session to review proprietary information for each of the following loan/grant requests:
 - a) Request for Loan from North Atlantic, Inc. at 12A Portland Fish Pier
 - b) Request for Loan from Portland Food Co-op at 290 Congress Street
 - c) Request for BAP from Vincenza's Italian Bakery at 10 Exchange Street
 - d) Request for Amendment to Loan Terms from TOMAKS, LLC, 140 Marginal Way
4. Requests from Portland Economic Development Plan Implementation Program grant fund from:
 - a) World Affairs Council
 - b) StartUp Portland
5. Treasurer's Report – March 2014 – Jennifer Sporzynski
 - a) Monthly Administrative Budget Report
 - b) Loan Receivables Report
 - c) Cash Management Report
 - d) Delinquency Report (Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board may go into executive session discussion any of the loans listed on the delinquency report.)
6. Next Meeting Date: May 15, 2014.

Jack Lufkin
President/Portland Development Corporation

Minutes

Portland Development Corporation

March 13, 2014

A meeting of the Board of Directors of the Portland Development Corporation was held on Thursday, March 13, 2014, at 4:00 p.m. in Room 209 on the second floor of Portland City Hall. Present from the Board was President Jack Lufkin, and Directors Mayor Michael Brennan (arriving as noted), Jill Hunter, Neil Kiely, Jess Knox, Dennis Martin, Jere Shaw, Mark Rees (arriving as noted), Barry Sheff, Jennifer Sporzynski, and Drew Swenson. Present from the City staff were Business Programs Manager Nelle Hanig, Economic Development Director Greg Mitchell, Senior Executive Assistant Lori Paulette, and Associate Corporation Counsel Lawrence Walden. Also present were PDC loan underwriting consultants William Armitage and Vin DiCara.

Item #1: President's Comments

Due the lengthy agenda, President Lufkin waived the comments.

Item #2: Review and accept Minutes of previous meeting held on February 27, 2014.

On motion made and seconded, the Board voted 6-0-3 (Knox, Shaw, Sporzynski abstained) to accept the Minutes as presented,

Item #3: Loan and Business Assistance Grant Program for Job Creation (BAP) Requests. Note: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board will go into executive session to review proprietary information for each of the following loan/grant requests:

- A. Request for Loan from Roux & Cyr Art Gallery at 48 Free Street;
- B. Request for Loan and BAP from Sur Lie Wine Bar at 11 and 13 Free Street;
- C. Request for Loan from Maine Rock Gym at 127 Marginal Way; and,
- D. Request for Loan from Nova Star Cruises at Ocean Gateway.

President Lufkin said that the Board would first take up public presentations, with questions/comments on each of the four loans, and then go into executive session to discuss proprietary information for each loan, after which it would come out of executive session and vote publicly on each loan/grant request.

Ms. Hanig introduced the first loan request from Roux & Cyr Fine Art Gallery, a start-up business to be located at 48 Free Street, introducing owners Susan Roux and Paul Cyr. In addition to selling fine art, there will also be a large teaching room for art classes. Public benefits include contributing to Portland's creative economy and adding to the vibrancy of Free Street, as this was previously office space at the street level. The loan request is for \$25,000.

Ms. Roux then thanked the Board for their time. She has been artist since the late 1990's and has been teaching art for over 10 years. Marketing brochures and postcards have been designed and sent out to various businesses/constituencies. Mr. Cyr continued saying that their motto is "Uniting the world through art." He is an artist will be doing live paintings in the gallery space. A grand opening is anticipated the end of May. Teaching will be an important element, noting that schools will have field trips to the gallery, and, eventually, they would like to offer scholarships for art classes. He then described some of marketing activities, as well as artists and their art that will be sold. Art sales will be 50%/50% to artist/to store, with 40% of the store portion going back to the store.

(Mayor Brennan joined the meeting at this time.)

Ms. Sporzynski asked about their drawing any money the first year, and Mr. Cyr said that the business plan proposes one art piece per month sold, with funds only being drawn to pay essential items. The 10% being retained will be shared 5%/5% between he and Ms. Roux.

Mr. Sheff asked how many students Ms. Roux currently has, and Ms. Roux said that she is teaching all the time – beginner to advanced weekly. She indicated that she has 15-20 students weekly.

Ms. Sporzynski asked about how long students stay, and Ms. Roux said that courses are designed six weeks in length – three hours a week, and some of her students have come every week for five years. At this new location, she can have eight students at once, and can have six courses going at one time.

President Lufkin noting no further questions/comments, indicated that the next loan request is from Sur Lie Wine Bar.

Directors Kiely and Swenson indicated that they would be abstaining from this loan request due to their conflicts of interest.

Ms. Hanig introduced this request saying that it is a loan request for \$37,355, and a Business Assistance Program for Job Creation (BAP) grant request of \$20,000 to fill a financing gap. This will be a tapas-style restaurant, with monthly wine tastings. It is a start-up, and funds will be used for startup expenses, including fitting out a full kitchen. Public benefits include the creation of 15 full-time jobs and contributing to Portland's expanding food sector. She then introduced its owners Krista Cole and Antonio Alviar.

Ms. Cole said that she grew up in Maine and recently relocated back here after traveling/working as a Nurse, which she will continue with her Nursing Manager position, in addition to opening this new tapas restaurant – the reason why she did move back. She noted that she also has her Masters Degree in Management and Organization, as well as is a Certified Wine Cellar Manager.

Mr. Alviar said that Sur Lie will have community ambiance and a wine bar/tasting second to none. His background has been in restaurant management, and local entrepreneurs here support this start-up as it is a different style of eating.

Mr. Knox asked about a relationship with Sean Kenyon, as a possible marketing tool.

Mr. Alviar indicated that this will be a marketing tool, with Sean Kenyon having recently been selected for the James Beard award both for America's Best Bartender and his bar, Williams and Graham of Denver, CO selected as America's Best Bar. Mr. Alviar said that Sean Kenyon will be a consultant for Sur Lie's bar program and will work with the bar manager to train the bartenders.

Mr. Martin noted that this would be near MJ's wine bar, and Mr. Alviar indicated that he has met with the owner of MJ's and these will be two different styles of bars. MJ's is pleased to have another business in the area, and they expect to complement each other.

(Mr. Rees joined the meeting at this time.)

Ms. Sporzynski asked about various estimates being on the higher side than average, and Ms. Cole said that they worked with the SBDC for their business plan and it is based on industry standards, with 32% of sales going to cost of goods. The SBDC was comfortable with the estimates.

Mr. Martin asked about the targeted populations of 25 to 44 years old, and Ms. Cole said that an older audience would appreciate this style of eating.

Ms. Hunter asked if there was an historic element to this building, and Ms. Cole was not aware of any. Ventilation for the business will be out through the roof.

President Lufkin, noting no further comments/questions, said that the next loan request is from Maine Rock Gym.

Mr. Kiely noted that he would be abstaining from this loan request due to a conflict of interest.

Ms. Hanig said that the loan request from Maine Rock Gym for \$132,954 is to assist with a financing gap for the purchase of equipment for their expansion from Marginal Way to 65 Warren Avenue. It is expected to be open on Warren Avenue in a year, and then the Marginal Way facility will close. Public benefits will put Portland on the map for recreational rock climbers, having the potential to attract many new visitors to Portland. She then introduced Scott Howard, co-owner of Maine Rock Gym.

Mr. Howard said that he started the Maine Rock Gym in 1994 with 2,700 sq. ft. and has been successful since then with demand higher than they can supply. With the expansion, and additional partners, they will occupy 13,000 sq. ft. One of his partners has built the same kind of facility in New Hampshire. It will include rock climbing, work out facility, and 2 function rooms. Mr. Howard said that they have Planning Board approval and have already purchased the property.

Mr. Martin asked if they would be hiring new staff, and Mr. Howard indicated that they now have 2.75 full-time equivalent positions, with expectations to grow to 7 to 10 mostly part-time positions.

Ms. Sporzynski asked about projections for a big growth on sales revenue. Mr. Howard said that birthday parties now have to be held before the gym opens due to the limited space. In the new facility, there will be dedicated spaces for events such as birthday parties that will be able to occur anytime when the facility is open, also noting that the new building will be designed to hold competitions. Mr. Howard said that memberships are expected to grow as well - they now have to turn people away.

Mr. Sheff asked about competition from the rock gym being built in Scarborough, and Mr. Howard said that he did find it troublesome but both could exist as he has seen this in other communities.

Mr. Sheff asked about having the Rock Gym be part of a wellness program, and Mr. Howard said that they are considering this.

President Lufkin then noted that the fourth loan request was from Nova Star Cruises at Ocean Gateway.

Mr. Sheff noted that his firm did some readiness work at Ocean Gateway two months ago, but did not feel he has any conflict or pecuniary interest to participate in this request.

Ms. Hanig said that this loan request from Nova Star Cruises Limited is a joint venture of Quest Navigation, Inc. and Singapore Technologies Marine Limited to provide ferry service between Portland and Yarmouth, Nova Scotia, with service anticipated to begin May 1, 2014. This loan request of \$225,000 will finance Custom Border Protection (CBP) new requirements for fencing, lighting, CBP booth requirements, as well as office trailer rental along with trailer fit up and a covered structure for vehicle inspections. Total project investment is estimated at \$35 Million, and public benefits include the restoration of ferry service estimated to attract 108,000 passengers in the first year of operation, all new visitors to the City of Portland. She then introduced Mark Amundsen, President of Quest Navigation.

Mr. Amundsen said that he started with this project two years ago, working with the Province of Nova Scotia which is investing \$21 Million. The vessel leaves Singapore on Friday, and then ramps will be tested in Nova Scotia around April 15, and then the vessel will come to Portland around April 17 for testing here. This project has brought multiple governments working together and he is looking forward to being a long time member of Portland's business community.

Mr. Sheff asked about the status of the Lease Agreement for use of Ocean Gateway, and Mr. Mitchell said that the City Council's Housing and Community

Development Committee, yesterday, voted unanimously to send the lease to the City Council for approval. This is expected to be on the Council's Agenda for April 7th.

Mr. Sheff said that there have been past operators for this service including Prince of Fundy, Scotia Prince, and most recently the Cat. He asked about the Nova Star.

Mr. Amundsen said that Nova Star is a cruise ferry, while the Cat was a high speed ferry. The Cat lost one-third of the cruise business because of the high speed. This Ferry will feature three restaurants, casino, gym, spa, and lounge.

Mr. Martin asked about the possibility of renting the Ferry for a three-mile voyage out to sea and back, and Mr. Amundsen said that could be considered.

Mr. Shaw asked about capacity, and Mr. Amundsen indicated the ship can serve 1,250 passengers and 386 vehicles. The Nova Star is 161 meters long, while the Scotia Prince was 143 meters long.

Mayor Brennan said that this project has passed through many obstacles to get where it is today, and he looks forward to having this service re-established.

Mr. Amundsen added that the equity investment for this project is over \$10 Million.

President Lufkin, noting no further questions/discussion, thank all four loan applicants and indicated that the Board would now be going into executive session. The applicants can either wait outside in the hallway area or Ms. Hanig will call with the voting results.

On motion then made and seconded, the Board voted unanimously to go into executive session at approximately 5:15 p.m. pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A to review proprietary information for each of the four loan applicants.

(Mayor Brennan left the executive session at 5:50 p.m.)

At approximately 6:20, the Board came out of executive session.

Loan Request from Roux & Cyr: A motion was made and seconded to approve the loan to Roux and Cyr on terms and conditions as recommended by staff. Mr. Sheff commented that the PDC is designed to make risky loans, and this is a new business planning to open in Portland that is important to that area's vibrancy.

A vote was then taken on the motion at 5-5 (Martin, Rees, Shaw, Swenson, Kiely) and it did not carry.

Loan Request from Sur Lie Wine Bar: A motion was made and seconded to approve the loan and grant request to Sur Lie Wine Bar on terms and conditions as recommended by staff. A vote was then taken and it passed 7-1 (Martin)-2 (Kiely and Swenson abstained).

Loan Request from Maine Rock Gym: A motion was made and seconded to approve the loan to Maine Rock Gym on the terms and conditions as recommended by staff, with two additional conditions: repricing the loan after the 5th year to the Wall Street prime rate plus 2%; and, distributions to owners of Evo Rock and Fitness Portland, LLC to be limited to covenants as required by Androscoggin Bank. A vote was taken on the motion and it passed 9-0-1 (Kiely abstained).

Loan Request from Nova Star Cruises Limited: Mr. Sheff said that Nova Star is leasing from the City at Ocean Gateway and felt that the City should fund the improvements.

Mr. Knox said that this is a creative way to facilitate creation of growth and long-term benefit.

A motion was then made and seconded to approve the loan on the terms and conditions as recommended. A vote was then taken on the motion and it passed 8-2 (Shaw, Sheff).

(Mr. Swenson had to leave the meeting at this time.)

Item #4: Request for Grant from Portland Economic Development Plan

Implementation Program Fund from City of Portland – Greg Mitchell

Mr. Mitchell said this Grant request is to assist with funding his participation in the Maine International Trade Center's Trade Mission (MITC) to Iceland and the UK. This will create stronger international connections, noting that the high tech/life science industry is prevalent in the UK. This will also be an opportunity to market the Portland Technology Park, which MITC included in its Maine Life Sciences Guide at no cost to the City. Mr. Mitchell said that the Trade Mission is estimated to cost \$6,618, which includes air fare, hotel, meals, and transportation while there, all as more fully noted in the backup material.

Mr. Knox said that England is prevalent with life sciences and said that this is a great opportunity to seek out new partners.

On motion made and seconded, the Board voted unanimously to extend the grant as recommended by staff.

(Directors Kiely, Knox, and Rees had to leave at this time.)

Item #5: Treasurer's Report – February 2014 – Jennifer Sporzynski

Noting the time, Ms. Sporzynski only highlighted the delinquency report with a couple of updates since it was sent. Portland Trading made a \$300 payment on March 6 so is now almost 2 payments due instead of 3; and, Studio Management made a payment on March 7 so is now 3 payments due instead of 4.

Ms. Sporzynski also noted that the loan to TOMAKS LLC has a maturity date of 3/1/2014. Staff has been in contact with the loan recipient, and an extension of the maturity date will be drafted.

On motion made and seconded, the Board voted unanimously to accept the Report as presented.

There being no further business, the meeting was then adjourned at approximately 6:40 p.m.

Respectfully,

Lori Paulette



Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: President and Members of the Portland Development Corporation Board

FROM: Greg Mitchell, Economic Development Director

DATE: April 11, 2014

SUBJECT: PEDPIP Application for Grant Funds from World Affairs Council of Maine

Overview/Budget

Attached is an application from the World Affairs Council of Maine (WAC) for grant funding assistance for its initiative “Celebrating Immigration – A Community Dialogue on Economic Opportunity.” This project will be a yearlong community dialogue to examine best strategies and approaches to fully integrate immigrants into the regional economy and examine the barriers that stand in the way.

Goals from the initiative include increasing awareness of the strategic importance of immigration to the regional economic growth and prosperity; address barriers confronting immigrants as they seek employment and integration in the region’s economy; education regarding economic development and employment programs available to immigrants and identify areas of need; facilitate collaboration between immigrants/organizations, community leaders, and general public; and, expand the network of individuals and organizations engaged with the immigrant communities to advocate for and implement an “Immigration Economic Opportunity Agenda for Greater Portland”.

A series of events will form the foundation of the community dialogue, including:

1. An opening forum of community leaders on strategic economic opportunities presented by immigration, and lessons learned/best practices from around the country.
2. A community forum on the history of immigration in the region, including historic stereotyping of immigrants and stories of immigrant contributions to the region.
3. A community event to learn about immigrant communities, featuring the rich diversity of those immigrant communities.
4. A working conference on economic development, identifying successful initiatives that address economic aspirations of and obstacles faced by the immigrant community.

5. A creative initiative through Creative Portland identifying opportunities for the immigrant community to participate in the growing artistic and creative economy of our region.
6. A final event featuring a presentation by the immigrant coalition of an “Immigration Economic Opportunity Agenda for Greater Portland” (“Agenda”), followed by a dialogue on implementation and a celebratory social event. The Agenda will facilitate collaboration between the immigrant communities and their organizations, community leaders, and the general public that empowers the immigrant communities to have a collective voice that leads to articulation of priorities in the area of economic and business development

WAC will create a part-time position for the duration of the project to assist with management and coordination.

PEDPIP grant request is \$15,000 and will be matched by projected \$15,000 grant from the Cohen Foundation, \$15,000 from sponsorships and in-kind contributions, and \$5,000 from pro bono contributions for evaluation.

Consistency with PEDPIP Objectives and Work Plan

“Celebrating Immigration – A community Dialogue on Economic Opportunity” is consistent with the PEDPIP Program Guidelines, specifically three of the five Objectives:

1. Support job creation and retention;
2. Facilitate opportunities for start-ups and expansion of small businesses; and,
3. Enhance the City’s image as a center for innovation, entrepreneurship and business growth.

This initiative also meets Eligible Activities of the PEDPIP Guidelines of “Planning that evaluates economic development opportunities”, and “Marketing plans/strategies for the City.”

Also, this request is consistent with the City Economic Development Plan and Vision, including to “support efforts to increase minority entrepreneurs and entry of minority populations into business and the workforce” found under “Grow the Economy”.

Lastly, this meets one activity of the 2014/2015 Work Plan: “Business Retention and Attraction: Minority and Women-Owned Business Development”.

PEDPIP Funds

Remaining uncommitted funds in the PEDPIP program total \$59,106.

Staff Recommendation

Staff recommends approval of the PEDPIP Grant in the amount of \$15,000.

Application

Portland Economic Development Plan Implementation Program (PEDPIP)

Please review PEDPIP guidelines before completing application.

Date: 2/28/14

1. APPLICANT INFORMATION

Organization Name: World Affairs Council of Maine

Organizational Structure: ☐ Public ☒ Not-for-Profit

Address: 102 Bedford St. Portland, ME 04102

Mailing Address (if different from above): P.O. Box 9300, Portland, ME 04104

Website: www.wacmaine.org

Primary Contact Person at Organization: Amy Holland, Executive Director

Phone Numbers > Work: (207) 780-4337 Cell: (207) 841-3627

Email Address: aholland@wacmaine.org

2. PROJECT INFORMATION

a. Project Description: See attached (pages 1-6).

- b. Explain how your project is consistent with a PEDPIP objective(s) or Work Plan and an eligible activity as described in the guidelines (see attached)?

See attached (pages 6-11).

3. PROJECT FUNDING

Grant Amount Requested	<u>\$15,000</u>	
Applicant Match (Minimum 1:1 match with grant)	<u>\$35,000</u>	Match Source(s) Sam L. Cohen Foundation World Affairs Council of Maine corporate sponsorship and in-kind contributions
Total Cost of Project	<u>\$50,000</u>	

Application Attachments

- a) Verification of not for-profit status, if applicable;
- b) Brief description and history of organization requesting grant and resume(s) of all staff that will be involved in the project;
- c) Consultant proposal with resume(s) of individuals conducting the project, if applicable;
- d) Project timeline;
- e) Project budget.

Provide completed application with attachments to: Economic Development Division, City of Portland, 389 Congress Street, Room 308, Portland, ME 04101.

World Affairs Council of Maine
Application Attachments
Portland Economic Development Plan Implementation Program
(PEDPIP)

2. PROJECT INFORMATION

a. Project Description

Project name: **Celebrating Immigration - A Community Dialogue on Economic Opportunity**

Need

This project addresses a critically important global and local issue, immigration, and its potential for very positive impacts upon our state and region. A community dialogue is urgently needed to understand that with the declining population in Maine, the economic growth of our region is dependent upon integrating the immigrant communities into our economy. The project will address the following needs within the Greater Portland region, and the success of the project will be measured against how well these needs have been addressed.

- The need for community education on the strategic importance of immigration to our region's economic future;
- The need to bring together the general public, community leaders and the immigrant communities to better understand the contributions and perspectives coming from the immigrant community, and to openly discuss the historical negative stereotyping of immigrants;
- The need to focus on economic opportunities for the immigrant communities and to identify economic development and employment initiatives that positively impact upon immigrants;
- The need for immigrant empowerment based upon listening to the collective voice from the immigrant communities and strengthening and expanding the immigrant coalition; and
- The need for sustained community dialogue around these issues.

Goals and Outcomes

This project, through a yearlong community dialogue, will examine best strategies and approaches to fully integrate immigrants into the regional economy, and will examine the barriers that stand in the way. The dialogue will assist the immigrant communities, and the extensive networks engaged with them, to articulate a strategy for economic integration into the Greater Portland region.

The project will address the following goals. The success of the project will be measured against how well the events advance these goals. These goals are in alignment with the City's Economic Development Strategy and the 2014-2015 Work Plan – please see section below which explains this in detail.

Goal 1: Through community events, increase awareness about the strategic importance of immigration to the region's economic growth and prosperity, and celebrate the cultural diversity and richness the immigrant communities bring to our region.

Outcomes:

- Implementation of a series of community events featuring immigrant communities in our region.
- Event participants understand the potential benefits and contributions that immigration brings to the region's economy, including the diversity of skills, knowledge, culture and perspectives that immigrants bring with them to the community.

Goal 2: To undertake a community dialogue between the general public, community leaders and the immigrant communities that addresses barriers confronting immigrants as they seek employment and integration in the region's economy.

Outcomes:

- Participants have a greater understanding of the barriers facing immigrants in their quest for integration into the region's economy.

Goal 3: To educate participants about the economic development and employment programs available to immigrants within the region, and identify areas of need.

Outcomes:

- Participants are informed about immigrant-focused programs that advance economic opportunity, and have identified programmatic gaps that need improvement.

Goal 4: To facilitate collaboration between the immigrant communities and their organizations, community leaders, and the general public that empowers the immigrant communities to have a collective voice that leads to articulation of priorities in the area of economic and business development.

Outcomes:

- Development of an Immigration Economic Opportunity Agenda for Greater Portland, which articulates the priorities of the immigrant communities.

Goal 5: To expand the network of individuals and organizations who are engaged with the immigrant communities in advocating for and implementing an Immigration Economic Opportunity Agenda for Greater Portland.

Outcomes:

- Program participants are committed to being engaged with the immigrant communities in promoting and advancing an Immigration Economic Opportunity Agenda.

Implementation

The project involves a yearlong community dialogue around the economic importance of immigration to the Greater Portland region, and the challenges faced by the immigrant community in accessing the region's economy.

A series of events will form the foundation of the community dialogue. The following six events have initially been selected to address the goals of the project, but it is recognized that the series will be refined as planning takes place with partners.

1. An opening forum of community leaders on the strategic economic opportunities presented by immigration, and the lessons learned/best practices from cities/regions around the country.
2. A community forum on the history of immigration in our region, both old and new, including the historic stereotyping of immigrants and stories of the many contributions that immigrants have made to our region.
3. A community event offering an opportunity to learn about the immigrant communities in our region and featuring the rich diversity of immigrant communities.
4. A working conference on economic development, identifying successful initiatives that address the economic aspirations of and obstacles faced by the immigrant community.
5. A creative initiative through Creative Portland, identifying opportunities for the immigrant community to participate in the growing artistic and creative economy of our region.
6. A final event featuring a presentation by the immigrant coalition of an Immigration Economic Opportunity Agenda for Greater Portland, followed by a dialogue on implementation and a celebratory social event.

The Celebrating Immigration Advisory Committee has been established to provide input into the framework of the program and help guide the initiative. Event Committees will be developed for each of the events, tapping into the partner organizations.

The Executive Director of the World Affairs Council of Maine will have responsibility for the final design and implementation of the various programs, working with the Advisory Committee and partners. A part-time position will be created for the duration of the project to assist with management and coordination. The World Affairs Council's Program Committee will provide input into each of the programs and assist the Executive Director in implementing the programs. In addition, the World Affairs Council will align these events with important findings from the Hudson Foundation regarding barriers facing immigrants, and will also incorporate important findings that have emerged from other forums on immigration.

A Rapporteur will be engaged to attend each event and write a report on the proceedings. The rapporteur, who will ideally have a strong connection to and trust from the immigrant community, will draft recommendations based on the first five events, and bring them to the Maine Immigrant Rights Coalition for review and revision. The Advisory Committee will also provide support in the development of the recommendations. The final product, a report and recommendations in the form of an Immigration Economic Opportunity Agenda for Greater Portland, will be presented and discussed at the final event.

Measurement

After each event, the participants will receive an e-mail or telephone survey asking them to evaluate whether the event helped achieve progress toward one or more of the goals and projected outcomes of the project. The evaluation will be conducted Dr. Bruce Clary, a public policy and management professor at the Muskie School at the University of Southern Maine, and Sarah O'Connell, a graduate student at the Muskie School who will be doing her capstone project on evaluating the results of the project. Since many of the participants will be immigrants, some with limited English proficiency, it will be very important to design the assessments to be simple and understandable. The results of these surveys will be shared with the Advisory Committee and partner organizations, so that there will be continuous improvement for future events.

Capacity

The World Affairs Council of Maine is uniquely capable of implementing the Celebrating Immigration project. The initiative is aligned with the mission of the World Affairs Council to connect Maine and the world through engagement and education. The Council has traditionally focused its programming around issues related to foreign policy, and this project will allow us to adjust our programming and explore a global issue that significantly impacts our region and state.

The Executive Director of the World Affairs Council of Maine will have responsibility for the overall management of the program, assisted internally by the Council's Board of Directors and Program Committee and a part-time position created for the duration of the project. There will be very close collaboration with the project's Advisory Committee and Event Committees.

While our staff is small, we are experts in implementing programs through partnerships and collaboration. In this program year we are implementing over 25 programs, ranging from the Citizen Diplomacy Summit on International Education, to our three-part series on Rethinking Oceans in partnership with the Gulf of Maine Research Institute, to our monthly programs at CIEE on important global issues, and our annual breakfast in partnership with MITC.

The project will use the World Affairs Council's website, with links to our partners' websites and events, and an integrated social networking approach to promote the events and goals of the project. The Advisory Committee will provide the guidance on this important subject.

Partners

We are developing an extensive network of partners who will engage in the planning of the program and support its implementation, including the Celebrating Immigration Advisory Committee and other partner organizations. Partners and supporters will be coordinated through our Executive Director.

The Advisory Committee has been established and currently includes the following organizations: Community Financial Literacy, Creative Portland, Growing Portland, Hope Acts, Immigrant Legal Advocacy Project, Maine Association of New Americans, Maine Historical Society, Maine Immigrant Rights Coalition, Maine Irish Heritage Center, New Mainers Resource Center, Portland Public Library, Portland Public Schools, Portland Regional Chamber of Commerce, and Welcoming Immigrants Network.

The role of the Advisory Committee is to ensure that all appropriate partners are identified and feel welcomed and engaged in program activities; to help conceptualize, finalize and implement project events; and to identify ways in which social media can be used to promote the program and its goals.

Many other potential partner organizations have been identified and will be asked to participate through the Event Committees, planning and outreach, and attendance at events. Categories of partner organizations include new Mainers grassroots immigrant groups, other immigrant communities, government sector, businesses and community organizations, service providers, education institutions, economic development organizations, arts and cultural organizations, and faith-based organizations. A list of potential partners is attached.

Sustainability

Sustainability of the project will be enhanced by the partnerships that the World Affairs Council is putting in place to implement the specific events. We believe that through these partnerships we will be able to reach many of the leaders in the Greater Portland area to better understand the imperative for a welcoming response to immigration, with the goal of fully integrating immigrants into the mainstream of our regional economy. Our partnerships will also include many immigrant run and sponsored organizations, and their input is critical to the success of the project. A goal is to develop and present a final report that includes an Immigration Economic Opportunity Agenda for Greater Portland. This can serve as a framework agenda for future discussions and actions.

However, the greatest opportunity for sustainability of this project is the personal interaction that the immigrant community will have with the general public and community leaders. When the leaders and residents of Greater Portland can put a face on immigration, and hear and understand immigrant stories and aspirations, this will translate into more focus and attention at the interpersonal level. This can lead to changes in public policy based on what the immigrant community articulates is needed, as well as increased volunteerism through faith based groups and community organizations focused upon serving immigrants.

Finally, the World Affairs Council of Maine will engage with the owners of immigrant restaurants in the Greater Portland region to be part of an ongoing community dialogue program that would commence in 2015 following the conclusion of this program. In future years, these community dialogue forums will be held under the auspices of the World Affairs Council, which will bring people together to discuss important issues identified by the immigrant community that need community participation, insights and action.

b. Explain how your project is consistent with a PEDPIP objective(s) or Work Plan and an eligible activity as described in the guidelines (see attached)?

This grant request is in alignment with the grant Guidelines from the City, as well as the PEDPIP 2014 -2015 Work Plan.

Program Guidelines from City

Objectives: The grant request is in alignment with three out of the five objectives outlined in the City Guidelines. They are:

1) Support job creation and retention

The first goal of the project is to increase awareness about the strategic importance of immigration to the region's economic growth and prosperity, and celebrate the cultural diversity and richness the immigrant communities bring to our region.

The outcome of the first goal is that event participants understand the potential benefits and contributions that immigration brings to the region's economy, including the diversity of skills, knowledge, culture and perspectives that immigrants bring with them to the community.

2) Facilitate opportunities for start-ups and expansion of small businesses

The project focuses upon why immigrants can and must be key players for start-ups and business expansion.

The second goal of the project is to undertake a community dialogue between the general public, community leaders and the immigrant communities that addresses barriers confronting immigrants as they seek employment and integration in the region's economy.

The outcome of the second goal is for participants have a greater understanding of the barriers facing immigrants in their quest for integration into the region's economy.

The third goal of the project is to educate participants about the economic development and employment programs available to immigrants within the region, and identify areas of need.

The outcome of the third goal is that participants are informed about immigrant-focused programs that advance economic opportunity, and have identified programmatic gaps that need improvement.

3) *Enhance the City's image as a center for innovation, entrepreneurship and business growth*

The project enhances the City's image as a center for innovation, entrepreneurship and business growth by fostering empowerment, creativity and diversity.

The fourth project goal is to facilitate collaboration between the immigrant communities and their organizations, community leaders, and the general public that empowers the immigrant communities to have a collective voice that leads to articulation of priorities in the area of economic and business development.

The outcome of the fourth goal is the development of an Immigration Economic Opportunity Agenda for Greater Portland, which articulates the priorities of the immigrant communities.

The fifth project goal is to expand the network of individuals and organizations who are engaged with the immigrant communities in advocating for and implementing an Immigration Economic Opportunity Agenda for Greater Portland.

The outcome of the fifth goal is that more program participants are committed to being engaged with the immigrant communities in promoting and advancing an Immigration Economic Opportunity Agenda.

Eligible Activities

The grant application specifically addresses two out of the four eligible activities.

- 1) *Planning that evaluates economic development opportunities.*** The events that form the community dialogue clearly fall within a planning process that leads to a specific result - an Immigration Economic Opportunity Agenda for Greater Portland. These events are as follows:
1. An opening forum of community leaders on the strategic economic opportunities presented by immigration, and the lessons learned/best practices from cities/regions around the country.
 2. A community forum on the history of immigration in our region, both old and new, including the historic stereotyping of immigrants and stories of the many contributions that immigrants have made to our region.
 3. A community event offering an opportunity to learn about the immigrant communities in our region and featuring the rich diversity of immigrant communities.

4. A working conference on economic development, identifying successful initiatives that address the economic aspirations of and obstacles faced by the immigrant community.
 5. A creative initiative through Creative Portland, identifying opportunities for the immigrant community to participate in the growing artistic and creative economy of our region.
 6. A final event featuring a presentation by the immigrant coalition of an Immigration Economic Opportunity Agenda for Greater Portland, followed by a dialogue on implementation and a celebratory social event.
- 2) ***Marketing plans/strategies for the City:*** The image of the city will be greatly enhanced through “Celebrating Immigration - A Community Dialogue on Economic Opportunity” It allows Portland to project itself as a city that is welcoming to immigrants, and wants to ensure that they have a pathway to economic integration. It allows Portland to project itself as a city that works creatively and collaboratively to tackle one of the most complex and important issues facing the city – immigration. It allows Portland to make the statement that economic growth is dependent upon population growth, and that growth is greatly enhanced through welcoming diverse populations from around the world and integrating them into the region’s economy.

Meeting Objectives and Action Items identified in the PEDIP 2014 -15 Work Plan

The grant will meet the following Objectives and Activities as outlined in the PEDIP 2014-2015 work plan

First Objective: Growing the Economy

Activity: Business Retention and Attraction – Minority and Women-Owned Business Development

Status/Details: *First, inventory businesses and clarify growth challenges including creative economy.*

Project Alignment:

First, the project will include immigrant-owned businesses. The six community dialogue events are designed to clarify challenges, identify barriers, and to put forth specific solutions that get formulated within an Immigration Economic Opportunity Agenda. The Creative Economy will be the sole focus of one of the forums, and this will be undertaken in partnership with Creative Portland.

Second, through the community dialogue forums the issues of workforce development and sector partnership opportunities will be explored as a key part of the overall project agenda and goals.

These partnerships can take place with many different sectors, including the creative economy, the hospitality and tourist sector, the small business sector, and others. They can serve as the building blocks for the Immigration Economic Opportunity Agenda.

Third, promoting current financial and business development offerings will be addressed during the 4th community dialogue forum. It will be focused on existing economic development initiatives targeted on the immigrant communities and identifying successful initiatives that can be expanded.

Fourth, creating connections to entrepreneurial and vocational training will be featured as part of the fourth community dialogue forum, and the opportunities for entrepreneurial and vocational training will be part of the final report on the Immigration Economic Opportunity Agenda.

Second Objective: Enrich the Creative Economy: Value innovation, entrepreneurship, creativity, arts, culture and entertainment to improve the economy and enhance Portland's uniqueness and diversity

Activities:

Portland Marketing and Branding Program

Status/Details:

Ongoing/increase national and international recognition of Portland, Maine.

Project Alignment:

As mentioned above, the image of the city will be greatly enhanced through "Celebrating Immigration - A Community Dialogue on Economic Opportunity" It allows Portland to project itself as a city that is welcoming to immigrants, and wants to ensure that they have a pathway to economic integration. It allows Portland to project itself as a city that works creatively and collaboratively to tackle one of the most complex and important issues facing the city – immigration. It allows Portland to make the statement that economic growth is dependent upon population growth, and that growth is greatly enhanced through welcoming diverse populations from around the world and integrating them into the region's economy.

Addressing Other Important Indicators and Benchmarks:

The grant will advance the City's Economic Scorecard Indicators and the Creative Portland Goals.

Portland's Economic Scorecard Indicators

The Portland Chamber of Commerce Economic Scorecard targets the following lagging indicators that will be enhanced by this grant. The final report, the Immigration Economic Opportunity Agenda, will include recommendations on initiatives that can positively address these lagging indicators that have been put forward by the Portland Chamber of Commerce

Target: Regional Employment Growth will exceed the national benchmarks

“In the last year, 2010-11, total non-farm employment in the Portland region increased by 0.6%. The national benchmark regions increase by 0.9% in the same time period, more than the Portland region.

Between 2006 and 2011, employment in the Portland region declined by 2.2%, compared to an average decline for the national benchmark regions of 3.1%, the State of Maine by 3.5%, and a decline in New England by 3.3%. From 2002-11, the Portland region (1.8%) exceeded all of the comparison geographies in employment growth with the exception of the national benchmark regions (2.3%).”

Target: Annual regional personal income growth will exceed the national benchmarks.

“From 2009-10, the Portland region experienced an increase in personal income of 2.1%, lagging behind the national benchmark regions, which experienced an increase of 3.1%.

Personal Income growth in the Portland region has lagged that of the national benchmark regions in the past ten, five, and 1-year periods. From 2005-10, the Portland region experienced an increase of 15.5% in personal income. This was lower than the averages experienced for the national benchmark regions (18.2%) New England (16.9%), and the State of Maine (16.2%). From 2000-10, the Portland region experienced an increase of 44.2% in personal income. This was lower than the averages experienced for the national benchmark regions (46.7%), but was higher than the average increases experienced by the State of Maine (43.1%) and New England (40.3%).”

Target: Annual regional population growth will equal the national benchmarks.

“The Portland region grew 0.3% in population during the last one-year period, 2010-11; the national benchmark regions stayed essentially flat, while Maine increased by 1.2%, and New England grew by a modest 0.3%.

From 2006-11, the population of the Portland MSA increased by 0.7%, while the national benchmark cities increased by 3.5%, Maine increased by 1.1%, and New England increased by 1.0%. From 2001-11, the population of the Portland region grew by 4.1%, which was much slower than the national benchmark regions (10.1%), but faster than the State of Maine (3.4%) and New England (2.9%).”

Creative Portland Indicators

Creative Portland has established a goal of increasing the number of creative people coming to Portland by 10,000. This grant will help focus attention on the role that immigration can play in meeting this goal. It will provide a dialogue for how immigrants can engage in the creative

economy, and can serve as a marketing platform to attract additional creative immigrants to the city and region.

The final report, the Immigration Economic Opportunity Agenda, will include in its recommendations initiatives for attracting creative immigrants to our region and state, and the community infrastructure needed to achieve this goal.

3. PROJECT FUNDING

Grant Amount Requested: \$15,000

Applicant Match: This grant application is requesting \$15,000 from the City of Portland's Economic Development Plan Implementation Program. It will be matched by a projected \$15,000 grant from the Cohen Foundation, \$15,000 from sponsorships and in-kind contributions, and \$5,000 from pro bono contributions for evaluation (see budget).

APPLICATION ATTACHMENTS

a) Verification of non-profit status: The World Affairs Council of Maine is a non-profit educational organization. (See attached IRS determination letter)

b) Brief description and history of organization requesting grant and resume(s) of all staff that will be involved in the project.

The Council's origins date to 1962 when a group of like-minded people from Maine hosted United Nations diplomats and correspondents. In 1977, the World Affairs Council of Maine was officially founded to promote understanding of world events and issues, diverse cultures, and foreign policy and international trade. Over the years, with support from its members, the Council's annual series of speakers and events has engaged individuals, the business and education communities, and other organizations involved in Maine's expanding global activities and interests.

The World Affairs Council of Maine provides dynamic and varied opportunities for information exchange, discussion, networking, and education on international issues. Formats include speaker series and lectures, small group discussions on current topics, Great Decisions discussion groups, the annual Academic WorldQuest competition, the International Visitors Program, and resource support to schools. Many of our speaker programs bring internationally-known experts to Maine, and the Global Connections series features Maine experts speaking on a variety of international topics. While the Council has traditionally focused its programming largely around issues related to foreign policy, recently we have explored global issues that significantly impact our region and state. For example, we are currently running a three-part series on "Rethinking Oceans: Bringing a Maine Perspective to a Global Imperative." We are also putting together a Global Speakers Bureau, which will serve as a resource for educators by facilitating classroom visits by professionals, university students and professors, returned international volunteers, business people, immigrants and community members to bring their international knowledge, culture and experiences to life for students.

Our location on the University of Southern Maine Portland campus gives us the opportunity to interact with students on a regular basis, host interns and volunteers, and present many of our programs on campus where students, our members, and the general public can easily access them.

The Executive Director of the Council, Amy Holland, will manage this program (resume attached), with assistance from a part-time staff person who will be hired this summer for the duration of the project.

c) Consultant proposal with resumes of individuals conducting the project, if applicable.

Not applicable at this point, as we will need time to hire the right people for the staff position and the rapporteur.

d) Project timeline: July1, 2014 – June 30, 2015

e) Project budget (see attached)

The World Affairs Council of Maine is requesting a grant of \$15,000 for the fiscal year from July 1, 2014 – June 30, 2015. The total budget for the project is \$50,000, with \$15,000 requested from the City of Portland, \$15,000 requested from the Cohen Foundation, \$15,000 from corporate sponsorships and in-kind contributions, and \$5,000 for pro bone evaluation services. The funds from the PEDPIP grant will be utilized for project management, web services and social media, supplies and printing, marketing of events, cost of travel for a speaker from another city on best practices, work on a final report and recommendations, and evaluation.

f) Additional Attachments:

- Advisory Committee members
- Advisory Committee letters of support (most addressed to Sam L. Cohen Foundation)
- Potential partnership organizations to be engaged

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: June 12, 2001

Person to Contact:

Jackie Johnson 31-07453
Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 9:30 p.m. EST

877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

01-0365691

World Affairs Council of Maine
% U S M
P. O. Box 9300
Portland, ME 04104-9300

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in January 1980 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

World Affairs Council of Maine
01-0365691

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

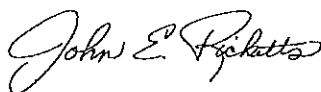
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,

A handwritten signature in cursive script, reading "John E. Ricketts".

John E. Ricketts, Director, TE/GE
Customer Account Services

AMY B HOLLAND

34 Alba Street
Portland, ME 04103
Phone 207.841.3627

QUALIFICATIONS

M.A. in Public Policy and Management; B.A. in International Relations
Nonprofit work at the management level
Experience with office administration and event organization
Excellent writing, editing and communication skills

PROFESSIONAL EXPERIENCE

Executive Director, World Affairs Council of Maine

2010-present

Provide overall management of small international education nonprofit. Responsibilities include daily office administration; developing program, organizational, and financial plans with the Board of Directors and committees; financial management and accounting; event planning; website maintenance; marketing; management of membership and donation database and communication; volunteer and intern coordination and supervision; and communication with the Board, members, community partners, volunteers and the public.

Consultant, Event Organization

2008-2010

Provided assistance in organizing events, speaker series and conferences.

Director of Quality Assurance, Youth Alternatives, Inc.

2001-2002

Directed quality assurance activities, including development and implementation of CQI plan and related policies; coordination of contracting and licensing; report writing and editing; and researching and monitoring compliance with state law and rules. Managed successful agency reaccreditation effort.

Legislative Analyst, Maine State Legislature ***Office of Policy and Legal Analysis***

1995-2000

Served as primary staff to legislative committees and study commissions

- Drafted legislation, study reports and committee correspondence
- Researched, analyzed and synthesized information from state and federal agencies and interested parties
- Communicated complex legal and policy information to legislators, committees and other interested persons

Researcher, Maine State Legislature, ***Office of Policy and Legal Analysis***

1994-1995

Conducted policy and legal research for legislative committees.

EDUCATION

Muskie School of Public Service, University of Southern Maine
M.A. Public Policy and Management

Tufts University, Medford, MA
B.A. International Relations and French

Celebrating Immigration Budget Proposal

EXPENSES	Total	Cohen Foundation	City PEDPIP	Sponsorships And In-Kind	Pro-Bono
Early Planning and Coordination beginning in the summer of 2014 with the Advisory Committee and the Sector Committees.	\$2,000	\$1,000		\$1,000	
Celebrating Immigration Management: Staff and administrative costs of managing and coordinating the Celebrating Immigration project and other related Council activities.	\$20,000	\$10,000	\$5,000	\$5,000	
Web Services and Social Media: Using the World Affairs Council website (www.wacmaine.org), a calendar of official events will be created, as well as archives of information and programs. Additionally, the Celebration of Immigration will be marketed and networked through the tools of social media.	\$2,000		\$2,000		
Supplies and Printing	\$2,000		\$500	\$1,500	
Event Refreshments	\$3,600			\$3,600	
Event A/V Costs	\$3,400			\$3,400	
Marketing of Events	\$3,500		\$3,000	\$500	
Cost of travel/lodging for outside speaker(s)	\$1,000		\$1,000		
Rapporteur work on report/recommendations	\$6,000	\$3,000	\$3,000		
Evaluation	\$6,500	\$1,000	\$500		\$5,000
TOTAL	\$50,000	\$15,000	\$15,000	\$15,000	\$5,000

Celebrating Immigration
A Community Dialogue on Economic Opportunity

Celebrating Immigration Advisory Committee

Organizations
World Affairs Council of Maine
Community Financial Literacy (CFL)
Creative Portland
Growing Portland
Hope Acts
Immigrant Legal Advocacy Project (ILAP)
Maine Association of New Americans (MANA)
Maine Historical Society
Maine Immigrant Rights Coalition (MIRC)
Maine Irish Heritage Center
New Mainers Resource Center, Portland Adult Education
Portland Public Library
Portland Public Schools
Portland Regional Chamber of Commerce
Welcoming Immigrants Network (WIN)



COMMUNITY FINANCIAL LITERACY

309 Cumberland Ave · Suite 205 · Portland, ME 04101
P.O Box 8013 · Portland, ME 04104
207-797-7890 · www.cflmaine.org

Claude Rwaganje,
Executive Director,
Community Financial Literacy
309 Cumberland Avenue, Suite 205,
Portland, ME 04101
February 27, 2014

Dear Cohen Foundation,

We wish to go on record in support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its potential for very positive impacts upon our state and region.

As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

We are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to undertaking an inclusive and collaborative process that will engage all stakeholders.

Our organization is involved in this project because we know that economic empowerment is at the very center of successfully integrating the immigrant population into the region's economic structure. We believe that our work at Community Financial Literacy contributes to this goal, but realize the need for a broader community dialogue about immigration and economic opportunity is an imperative. We are working very closely with the World Affairs Council of Maine, and fully support this project.

Sincerely yours,
Claude Rwaganje

Claude Rwaganje
Executive Director
Community Financial Literacy (CFL)

Community Financial Literacy's mission is to empower refugee and immigrant communities by providing them with financial skills for a better future

CREATIVE PORTLAND

February 27, 2014

Sam L Cohen Foundation
50 Foden Road
South Portland, ME 04106

Dear Foundation Trustees:

Creative Portland would like to express support for the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project addresses an issue of great importance to the Greater Portland region: the integration of immigrants into our economy and community and the fulfillment of their potential to impact our state.

As a region, we particularly need to better understand the importance of immigration through the lens of economic development. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

Creative Portland is pleased to serve on the Advisory Committee for the project because a diverse community is essential to our economic health. Research demonstrates that some of the most prosperous, creative communities in the U.S. have open and welcoming communities that leverage a diverse range of skills, perspectives and cultures. We are committed to working with the World Affairs Council to undertake an inclusive and collaborative process that will engage all stakeholders.

Many thanks for your kind consideration of this project.

Sincerely,



Jennifer Hutchins
Executive Director



February 26, 2014

To the Sam L. Cohen Foundation:

On behalf of the Growing Portland collaborative, I want to indicate our support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its potential for very positive impacts upon our state and region.

As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

We are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to undertaking an inclusive and collaborative process that will engage all stakeholders.

Growing Portland's involvement in this project is intrinsic to our mission. One of our three primary initiatives is to develop better pathways to meaningful employment for a number of Portland-area populations that face barriers to employment, including recent immigrants and refugees. The forums, events, and conferences proposed by the project get to the heart of greater linkage between immigrant populations and secure positions within the workplace.

Sincerely yours,

John Spritz

Manager, Growing Portland



185 High Street
Portland, Maine 04101
207-899-2435
www.hopeacts.org



February 27, 2014

Sam Cohen Foundation
50 Foden Road
South Portland, ME 04106

Dear Friends at the Sam Cohen Foundation:

It is my pleasure to write in support of the World Affairs Council of Maine's project, "Celebrating Immigration: A Community Dialogue on Economic Opportunity."

As an organization working hard to develop programs that support Portland's immigrant community – especially those who are seeking asylum in this country – we are well acquainted with both the assets that our immigrant friends bring and the great challenges they face as they begin their new lives in this great state. One thing is clear to us: There is much to celebrate – *much* to celebrate – about the arrival and integration of immigrants in our communities. Especially we are excited about the potential economic development impact of immigration. As the oldest state in the country, and one of the whitest, Maine is facing a "demographic winter." The asylum seekers with whom we work – from places like Burundi, Rwanda, Democratic Republic of Congo, and Angola – are young, intelligent, well educated, and highly motivated. They are grateful. They want to contribute to our economy. They want to succeed. They bring with them great potential, and we would do well to invest in them and celebrate the gifts they bring.

We believe this project being coordinated by the World Affairs Council of Maine is an important one for the Greater Portland region. It will provide a framework for community dialogue that allows state and community leaders and our neighbors to better understand the importance of immigration through an economic opportunity lens. It will help guide our regional leaders towards a deeper, better informed celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

I am pleased to be serving as a member of the Advisory Committee for the project. We are committed to undertaking an inclusive and collaborative process that will engage all stakeholders. As an organization, Hope Acts is involved in this project because we believe strongly in the importance of this dialogue.

Please do not hesitate to be in touch if you have questions.

In gratitude and hope,

Rev. Allen Ewing-Merrill
Executive Director



IMMIGRANT LEGAL ADVOCACY PROJECT

February 21, 2014

Samuel H. Cohen Foundation
50 Foden Road, Suite 5
South Portland, Maine 04106

To Whom It May Concern:

We wish to go on record in support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its potential for very positive impacts upon our state and region.

As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

We are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to undertaking an inclusive and collaborative process that will engage all stakeholders.

ILAP is involved in this project because it is our mission to improve the legal status of Maine's low-income immigrants and to work towards more just and humane laws and policies affecting immigrants. Obtaining legal status is the threshold need that immigrants must meet before they can work to support themselves and their families, so that they can integrate into our economy and engage in our communities. Therefore our work is integral to the conversation about economic opportunity for immigrants.

Warm regards,

Susan Roche, Esq.
Executive Director

Apollo M Karara

Maine Association for New Americans

February 28, 2014

Dear Cohen Foundation,

We wish to go on record in support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its potential for very positive impacts upon our state and region.

As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

We are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to undertaking an inclusive and collaborative process that will engage all stakeholders.

Sincerely yours,

apollokarara.

Apollo M Karara

Chair, Maine Association for New Americans



Amy Holland <aholland@wacmaine.org>

MANA letter of support

Apollo M Karara <amunanira@gmail.com>

Fri, Feb 28, 2014 at 1:31 PM

To: Amy Holland <aholland@wacmaine.org>, Stephen Honey <Timhoney@aol.com>

Hello Amy,

Find attached a letter of support of celebrating immigration economic opportunity and hope that finders will provide financial support to this program.

Apollo KARARA

Founder of Maine Association for New Americans (MANA)

Tel: 207-615-1793

www.mana-maine.org



MANACelebratingImmigration-PartnerLetterofSupport.docx

17K



MAINE HISTORICAL SOCIETY
MUSEUM & STORE
BROWN LIBRARY
LONGFELLOW HOUSE & GARDEN
MAINE MEMORY NETWORK

February 26, 2014

To Whom It May Concern:

I am writing to express Maine Historical Society's support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project will have tremendous value to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its impact on our state and region.

The project will help the community to better understand the importance of immigration through an economic opportunity lens, and help guide regional leaders towards a celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

Immigration, of course, is not a new aspect of life in Maine. New residents have come to Maine since this region was first settled, seeking opportunity, refuge, a fresh start. Immigrant populations have played a vital role in the development of Maine's economy, shaped its culture and identity, gradually assimilated, and become Mainers. The process of immigration and assimilation is a constant, and critical to the vibrancy of any community.

Maine Historical Society is pleased to serve as a member of the Advisory Committee for the project, and appreciates the inclusive and collaborative process that the World Affairs Council has created. We look forward to participating in and supporting this program and important community dialog.

Please don't hesitate to contact me if I can provide additional information.

Sincerely,

Stephen Bromage
Executive Director

Maine Immigrants' Rights Coalition

02/25/2014

RE: Letter of Support to World Affairs Council

Dear Cohen Foundation,

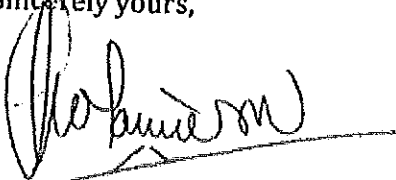
We wish to go on record in support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its potential for very positive impacts upon our state and region.

As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities, and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

We are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to undertaking an inclusive and collaborative process that will engage all stakeholders.

The Maine Immigrants' Rights Coalition is involved in this project because the project is in line with our mission to advocate for a fair immigration system that builds on the potential that immigrants bring in this country. It is also in our mission to improve the economic conditions experienced by immigrants and engage different stakeholders into strengthening the lives of immigrants while strengthening Maine.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Alain Nahimana', with a horizontal line extending from the end of the signature.

Alain NAHIMANA | MIRC Coordinator

MIRC Address: c/o : Maine People's Alliance, 565 Congress Street, Suite 200, Portland, ME 04101

Amy Holland
The World Affairs Council of Maine
PO Box 9300
Portland, Maine 04104

February 27, 2014

Dear Amy:

I am pleased to be able to write a letter to the Sam L. Cohen Foundation in support of the grant application from the World Affairs Council of Maine for the Celebrating Immigration: A Community Dialogue on Economic Opportunity project. I serve as the Program Coordinator for the New Mainers Resource Center, which is a newly established program whose mission is to bridge the need for a more culturally and linguistically diverse workforce and the untapped resource of skilled foreign trained professionals living in Maine. In this position I have an opportunity everyday to meet and work with these professionals who represent a tremendous untapped resource in the state. Given Maine's demographics of an aging workforce it is clear that as a state, the vibrancy of our economy will be dependent on our ability to successfully integrate these professionals into the state's workforce.

I believe the goals of the World Affairs Council of Maine proposal are appropriate and realistic to address the needs of the Greater Portland region:

- Educating the public
- Facilitating integration
- Focusing on economic development
- Empowering members of the immigrant community; and
- Sustaining the dialogue going forward.

I am pleased to offer my support for this proposal and look forward to being involved in its implementation if it is funded. Thank you for pursuing this project.

Sally Sutton
Program Coordinator
New Mainers Resource Center
Portland Adult Education
14 Locust St.
Portland, Maine 04101
suttos@portlandschools.org
207 874-8155





ENRICHING OUR COMMUNITY, EXPANDING OUR WORLD.

February 28, 2014

John Shoos, Executive Director
Sam L. Cohen Foundation
P. O. Box 1123
Portland, Maine 04104

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EXECUTIVE DIRECTOR

STEPHEN J. PODGAIJNY

Dear John:

It is with pleasure that Portland Public Library expresses its support of the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue, namely immigration, and its potential for very positive impacts upon our state and region. As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities and an appreciation of the skills and knowledge immigrants bring in their quest to fully participate in the region's economy.

The Library has a deep interest and engagement in the overall health (physical, financial, cultural and educational) of the immigrant community. As such, we are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to participating in an inclusive and collaborative process that will engage all stakeholders.

The Library is prepared to offer various supports to this initiative including facilities, staff and access to technology and information resources.

Sincerely,

Stephen J. Podgajny
Executive Director

FIVE MONUMENT SQUARE, PORTLAND, MAINE 04101. TEL. 207-871-1700, FAX 207-871-1703, WWW.PORTLANDLIBRARY.COM

BURRANK BRANCH
377 STEVENS AVENUE
207-774-4229

PEAKS ISLAND BRANCH
129 ISLAND AVENUE
207-766-5540

RIVERTON BRANCH
1600 FOREST AVENUE
207-797-2915



Multilingual & Multicultural Center Portland Public Schools

171 Auburn Street, Portland, Maine 04103; Phone (207) 874-8135; Fax (207) 842-4660
www.portlandschools.org/schools/multilingual

February 24, 2014

Dear Cohen Foundation:

The Multilingual and Multicultural Center is pleased to support the World Affairs Council of Maine's project "Celebrating Immigration - A Community Dialogue on Economic Opportunity." We believe this project is of great importance to the Greater Portland region. It addresses a critically important global issue of immigration, and its potential for very positive impacts upon our state and region.

This project is important for the multilingual students and their families that we serve in Portland Public Schools. Currently, the district has 2,260 students from refugee and immigrant backgrounds. Their economic well-being and integration in the community of their families are contributing factors to the successful academic outcomes of their children. At the same time, we also recognize that our new immigrants bring with them linguistic and cultural assets necessary in the global marketplace. Nurturing and harnessing these assets is an important play for a state like Maine whose population is aging, stagnating, and least diverse.

As a region, we need to better understand the importance of immigration through an economic opportunity lens. We need to help guide our regional leaders towards a celebration of our growing and diverse immigrant communities, as well as acknowledge and appreciate the skills, knowledge, and cultural capital immigrants bring with them in their quest to fully participate in the region's economy.

We are pleased to be serving as a member of the Advisory Committee for the project, and we are committed to undertaking an inclusive and collaborative process that will engage all stakeholders.

Sincerely yours,


Grace Valenzuela
Director

Preliminary List Of Potential Partner Organizations

New Mainers Immigrant Groups:

- Immigrant Legal Advocacy Project (ILAP)
- Maine Human Rights Coalition
- Maine Association of New Americans
- Welcoming Immigrants Network
- Centro Latino
- Center for African Heritage
- Cocomaine (Congolese Community Association)
- Rwandese Community Association
- Somali Community Development Association (SCDA)
- Sudanese Immigrant Association
- Burundi Community Association
- Indian Association
- Afghanistan Association

Other Immigrant Groups:

- Irish Heritage Center
- Italian American Association
- Greek Heritage Festival

Governments:

- City of Portland, Office of Economic Development
- City of Portland, Office of Refugee Services
- Greater Portland Council of Governments
- State of Maine Office of Multicultural Affairs
- Portland Career Center

Business and Community Organizations

- Greater Portland Chamber of Commerce
- Maine Restaurant Association
- Maine International Trade Center (MITC)
- Diversity Hiring Coalition of Maine
- United Way of Greater Portland
- Goodwill Industries of Northern New England

Education:

- Portland Public Schools
- Portland Adult Education

- Portland Public Library
- USM (including OLLI and Multicultural Student Affairs)
- University of New England
- St. Joseph's College
- Southern Maine Community College
- Council on International Educational Exchange (CIEE)
- Waynflete School
- North Yarmouth Academy

Economic Development Organizations

- Community Financial Literacy
- Economic Development Department, City of Portland
- Mobilize Maine
- Growing Portland
- Sustainable Southern Maine
- New Mainers Resource Center, Portland Adult Education
- Learning Works
- Coastal Enterprise Inc. (CEI)
- Avesta Housing
- Portland Housing Authority
- Maine Center for Economic Policy (MECEP)

Arts and Cultural Organizations

- Creative Portland
- Portland Children's Film Festival
- Maine Arts Commission
- Maine College of Art

Faith-based Organizations:

- Catholic Charities Refugee and Immigration Services
- Maine Council of Churches
- Welcoming Immigrants Network
- Hope Acts
- Maine Jewish Museum
- Temples
- Mosques



Economic Development Department
Gregory A. Mitchell, Director

MEMORANDUM

TO: President and Members of the Portland Development Corporation Board

FROM: Greg Mitchell, Economic Development Director

DATE: April 11, 2014

SUBJECT: PEDPIP Application for Grant Funds/"StartUp Portland Event" – June 12-20, 2014

Overview/Budget

Attached is an application from "Maine Startup and Create Week", hosted by StartUp Portland, Portland Regional Chamber, and Creative Portland. The Portland Regional Chamber is the fiscal agent for the event.

Maine Startup and Create Week was founded in 2014. It is planned to be an 8-day celebration of startups, innovators, and creative entrepreneurs in Portland and throughout Maine. The event will present some of the best practices from across the country from collaborators at Boulder Startup Week, UpGlobal from Washington State, Austin Startup Week, and Kansas City Startup Week.

Jess Knox, co-founder of StartUp Portland, hosted Maine's first two Startup Weekend events last year and is expanding this into a weeklong event, kicking off with PROPEL's Entreverge Awards and Startup Weekend. Securing national speakers and national sponsors is underway. Expectations for attendance at this event are 1,500+, with at least a third of those from outside of Maine.

PEDPIP grant request is \$25,000 and will be used to secure venues for events and speakers, build and execute the marketing plan, and fund items to create events. The overall budget for the event is \$150,610. Should Maine Startup and Create Week be approved for a \$25,000 PEDPIP grant, it would need to raise \$125,610 to meet its stated budget requirements. To date, the applicant has secured commitments of \$20,000 of their budget (not including the PEDPIP request).

Consistency with PEDPIP Objectives and Work Plan

"Maine Startup and Create Week" is consistent with the PEDPIP Program Guidelines, specifically three of the five Objectives:

1. Support job creation and retention;
2. Facilitate opportunities for start-ups and expansion of small businesses; and,

3. Enhance the City's image as a center for innovation, entrepreneurship and business growth.

This project also meets Eligible Activities of the PEDPIP Guidelines of “Business recruitment activities that focus on targeted industries” and “Marketing plans/strategies for the City.”

Additionally, this project is consistent with the Portland Economic Development Vision and Plan Goal to “attract and support entrepreneurs as a means of growing and diversifying the local economy” found under “Grow the Economy”.

Lastly, this project is consistent with the 2014/2015 Work Plan under “Enrich the Creative Economy”, and goals including:

1. Increase collaboration, coordination, and communication among those involved in the arts, culture, creative and innovative sectors; and,
2. Market Portland and increase recognition nationally and internationally that Portland is a City where the arts, culture, entertainment, innovation and creativity thrive.

PEDPIP Funds

Remaining uncommitted funds in the PEDPIP program total \$59,106.

Staff Recommendation

Staff recommends approval of the PEDPIP Grant in the amount of \$25,000.

Application

Portland Economic Development Plan Implementation Program (PEDPIP)

Please review PEDPIP guidelines before completing application.

Date: **March 9, 2014**

1. APPLICANT INFORMATION

Organization Name: Maine Startup and Create Week, hosted by **StartUp Portland, Portland Regional Chamber, and Creative Portland**

Organizational Structure: ☐ Public ☒ Not-for-Profit

Address:

StartUp Portland, 533 Congress Street, Portland, ME 04101

Portland Regional Chamber, 443 Congress Street, Portland, ME 04101

Mailing Address (if different from above):

Website: www.startupportland.com; www.portlandregion.com; event website launched in 5-7 days

Primary Contact Person at Organization:

StartUp Portland, co-founder, Jess Knox

Portland Regional Chamber, Chris Hall, CEO

Phone Numbers: Work: **Startup Portland: 207.408.3552; Portland Regional Chamber: 207.772.2811**

Email Address: jess@olympicstrategies.com; chall@portlandregion.com;

2. PROJECT INFORMATION

Project Description:

Founded in 2014, Maine Startup & Create Week is an eight-day celebration (from June 12-20) of startups, innovators, and creative entrepreneurs in Portland and throughout Maine. Startup Portland, Creative Portland, and the Portland Regional Chamber of Commerce are teaming up to host this week designed to showcase Portland's vibrant, growing startup community to the greater Maine community and to visiting guests from around the country.

The event is employing some of the best practices from across the country from collaborators at Boulder Startup Week (CO) and UpGlobal (WA) as well as from the leaders of Austin Startup Week (TX) and Kansas City Startup Week (MO). We are building original content for the event as well as working with existing organizations that already run events in the area of innovation and creative entrepreneurship. MSCW will include more than 20

events: Startup Weekend, the PROPEL entreverge Awards, 2 Degrees Portland, a startup bazaar, a startup career and internship fair, and numerous inspirational and educational programs. The week will also feature workshops to pitch ideas, form teams, and start companies. It's a frenzy of business model creation, coding, designing, and market validation.

We expect to have at least 1,500 people attending the events of MSCW with at least a third of those from outside of Maine. Our marketing plan, as well as our work with organizations outside of Maine's borders will help us reach attendees from New England and "one-hop" airline cities.

The intended audiences are: (1) residents of Greater Portland – to showcase the amazing entrepreneurs and companies that exist here; (2) residents throughout the rest of Maine – to showcase the great companies that call Maine home and to inspire future greatness and entrepreneurial aspirations; and (3) people around the country – to showcase Portland (and Maine) as a great place to live and to start and grow your business.

MSCW is led by a broad steering committee of individuals and organizations who are involved in supporting the growth of startups, entrepreneurs and creative innovators. This group includes: **Startup Portland, PelotonLabs, Maine Center for Entrepreneurial Development, Portland Regional Chamber of Commerce, Creative Portland, Maine Center for Creativity, Blackstone Accelerates Growth, BigRoom Studios, Shines & Jecker Labs, and SMCC's Entrepreneurship Center.**

MSCW is structured to provide both "anchor events" that our steering committee will oversee and "non-anchor events" that will be overseen by organizations offering related programming. We have already begun to secure national speakers and national sponsors in our effort to develop useful, inspiring, content-rich programs. MSCW will kick-off with the PROPEL entreverge Awards and Startup Weekend, then roll into a 5-day extravaganza of creativity and innovation.

THE SCHEDULE:

June 12th: PROPEL's Entreverge Awards

June 13-15: Portland Startup Weekend

June 15th: The "Think Big" Gala

June 16th-20th: Panels and speeches will happen each day meant to inspire and educate the audience. Additionally, we will have some larger evening and night events.

We have partnered with the startup EventJoy to utilize mobile technology to create connections between attendees of the event and to provide connection to local vendors, restaurants and events in Portland for attendees to get a taste of the greatness of the city.

Additionally, we plan to a "Startup & Create Hub" in downtown Portland as a central gathering place throughout the week.

MSCW, an event of such boldness and size, is the logical next step in the growth of Portland's startup and entrepreneurship culture. Many involved in the planning and

execution of the week successfully hosted Maine's first two Startup Weekend events last year. Moreover, events like 2 Degrees, PROPEL and others continue to grow in strength. By building a large coalition of these organizations working to promote and strengthen the startup, innovation, and creative community, MSCW will aggressively grow these efforts and enhance Portland and Maine's brand as a great place to start, or work in, an innovative or startup company.

We will use this grant to secure venues for events and speakers, build and execute our marketing plan, and fund the needed items to create excellent events for MSCW and a memorable experience for attendees.

Achieving the PEDPIP objective(s)

Explain how your project is consistent with a PEDPIP objective(s) or Work Plan and an eligible activity as described in the guidelines (see attached)?

This project addresses economic development objectives, those of the City's Economic Development Vision and Plan.

This project supports the City's economic development goals by facilitating the **expansion of the high-value creative economy, supporting creative job creation and retention, enabling creative business startups and expansion, enhancing the City's image** as a center for creative innovation and entrepreneurship, and **contributing to the vitality of districts** in which new creative spaces are developed.

PROJECT FUNDING

Grant Amount Requested: **\$25,000**

Applicant Match: **\$25,000**
(Minimum 1:1 match with grant)

Match Source(s): **Private donors, local foundations, and local and national businesses supporting the startup, innovative and creative economy.**

Total Cost of Project: **\$150,000**

Application Attachments

(a) Project budget

Provide completed application with attachments to: Economic Development Division, City of Portland, 389 Congress Street, Room 308, Portland, ME 04101.

Item	Budget
SWAG	
Bags, Notebooks, etc.	\$2,500
T-Shirts	7,500
SWAG Total	\$10,000

Admin	
Accounting	250
Team meals	2,500
Printing	2,500
Thank you cards	60
Event APP: EXMO	0
National Fundraising Support	5,000
Eventbright or ticketing model	
Convention, Logistics & Fundr	15,000
Admin Total	\$25,310

Fly-ins	
Flights & Transportation	10,000
Fly-ins Total	\$10,000

Speakers:	
Flight	\$15,000
Housing	\$5,000
Speaker Total:	\$20,000

Marketing	
Website	10,000
Photo & Video	3,000
Printing	5,000
Advertising	7,500
Banners	1,800
Marketing Total	\$27,300

Events	
startup weekend:	10,000
Startup Week Hub	15,000
Envision Maine	2,000
House of Genius	5,000
Opening Party	15,000
Venue Costs:	6,000
Friday Night Party	5,000
Events Total	\$58,000

Grand Total Expenses	\$150,610
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**Portland Development Corporation
Operating Report FY14
For Month Ending
3/31/2014**

Operating transfer from EDF 28,522

Total Funds Available 28,522

FY14 Expenditures	Budget	Current Month	Year to Date	Percent of Budget	Balance
Administrative Services	575	92	193	33.6%	382
Postage	300	0	19	6.3%	281
Travel, Training, Meetings	3,000	30	2,547	84.9%	453
Contractual services	10,250	2,095	2,750	26.8%	7,500
Operating Transfer to Fin.	9,647	0	9,647	100.0%	0
Advertising	2,000	1,099	1,737	86.8%	264
Auto Expense Reimb.	100	0	0	0.0%	100
Printing & Binding	650	0	373	57.4%	277
Minor Equipment	1,150	890	890	77.4%	260
Office Supplies	850	0	327	38.5%	523
Total FY14 Expenditures	28,522	4,206	18,483	64.8%	10,039

Expenditures:

Administrative Services	Various Credit Reports
Travel, Training, Meetings	Refreshments for Board Meeting
Contractual Services	Commercial Loan Underwriting Consultant (DiCara) Charges
Advertising	Shared 50/50 Payment with Economic Development for CVB Full Page Ad
Minor Equipment	New Lateral File Cabinet for PDC Loans

**Downtown Portland Corporation
Schedule of Loans Receivable
For the Month Ending March 31, 2014**

		----Committed/Disbursed Funds----						
		Account No. & Name	Date of Loan	Maturity Date	Original Loan	Not Yet Disb.	Total Disb .	Outstanding Princ. Bal.
Cust #	Ln #	-----	-----	-----	-----	-----	-----	-----
		Portland Business Fund 271 (UDAG):						
		Nova Star Cruises Limited	3/20/2014	5/15/2020	225,000	225,000	0	
		Sub-Total PBF (UDAG)						
								0
		Portland Business Fund 272 (Restricted - CIP):						
4349	1078	Mayflower Pottery	2/25/2008	7/1/2015	25,000	0	25,000	5,335
4500	1127	Tomaks, LLC	3/27/2008	3/1/2014	75,000	0	75,000	64,120
5496	1288	Museum of African Culture	10/3/2011	10/1/2016	15,500	0	15,500	13,696
3763	955	Eastman Industries	4/19/2012	4/6/2017	34,800	0	34,800	31,455
3826	1007	Kennebec St. Properties	04/25/06	10/1/2018	67,500	0	67,500	49,173
		Sub-Total PBF (Bonds)						
								163,780
		Portland Micro Capital Fund 271 (Unrestricted):						
4740	1180	PBJ Empire, LLC	2/24/2010	3/31/2015	7,500	0	7,500	3,983
4760	1185	DSM, LLC	4/7/2010	5/1/2015	18,500	0	18,500	4,180
5147	1244	Gorgeous Gelato LLC	11/19/2010	12/1/2014	25,000	0	25,000	5,313
5320	1263	Dobra Tea	4/8/2011	4/1/2016	15,000	0	15,000	6,370
5708	1320	Veranda Asian Market LLC	4/19/2012	4/1/2017	50,000	0	50,000	36,458
5837	1341	Back Bay Skate	9/10/2012	9/1/2017	12,500	0	12,500	9,156
6113	1379	EcoHome Studio, LLC	4/11/2013	4/1/2018	15,000	0	15,000	12,465
6120	1380	Portland Trading Co. LLC	4/26/2013	8/1/2018	15,000	0	15,000	14,243
6133	1381	Maine Bio-Fuels, Inc.	5/24/2013	6/1/2018	25,000	0	25,000	21,555
6180	1382	Undeclared Enterprises, Inc.	6/27/2013	7/1/2018	25,000	0	25,000	23,530
6302	1411	Pachanga, LLC	11/6/2013	1/1/2016	14,000	0	14,000	13,636
		Sub-Total Micro Capital Fund						
								150,889
		Creative Economy Fund 271 (Unrestricted):						
5615	1308	Studio Management Corp.	1/20/2012	2/1/2017	26,000	0	26,000	<u>18,137</u>
		Sub-Total Creative Economy Fund						
								18,137
		FAME Fund 277:						
3763	956	Eastman Industries	4/19/2012	4/6/2017	34,800	0	34,800	31,455
5862	1351	Peaks Island Fuel	10/1/2012	10/1/2017	61,000	0	61,000	<u>57,176</u>
		Sub-Total FAME Fund						
								88,632
		FAME SSBCI 279:						
5836	1340	251 Woodford Street LLC	8/31/2012	9/1/2017	165,000	0	165,000	157,040
5939	1356	Apothecary By Design LLC	11/8/2012	11/1/2017	200,000	0	200,000	172,818
5748	1327	Fermentation & Distillation	4/25/2012	10/1/2017	165,000	0	165,000	124,350
6199	1390	Inn at Diamond Cove LLC	7/10/2013	7/1/2018	200,000	0	200,000	<u>192,899</u>
		Sub-Total FAME SSBCI						
								647,106
		Real Estate Investment Fund 271(Unrestricted):						
6104	1378	McCuda, LLC	4/19/2013	4/1/2018	200,000	0	200,000	<u>193,275</u>
		Sub-Total RE Invest						
								193,275
		Grand Total Loans				225,000	1,492,100	1,261,819
		Allowance for uncollectable loans at 15%						189,273
		Total with Allowance for uncollectable loans:						1,072,546

**CITY OF PORTLAND, MAINE
PORTLAND DEVELOPMENT CORPORATION
DELINQUENCY REPORT
MONTH ENDING MARCH 31, 2014**

Loan	Payment Past Due	# of Payments	# of Days Past Due*	Outstanding Principal Balance	# of Times Past Due In Last 12 Reports (excluding present mo.)
Back Bay Skate	\$239	1	20	\$9,116	8
Eastman Industries (PDC)**	\$1,335	3	90	\$31,455	4
Eastman Industries (FAME)**	\$1,335	3	90	\$31,455	4
Kennebec Street Properties	\$1,039	1	20	\$49,173	6
Museum of African Culture	\$218	2	59	\$13,693	10
PBJ Empire LLC	\$2,201	15	455	\$3,983	12
Portland Trading Co.	\$840	Almost 3 @ 289.99/mo.	90	\$14,243	6
Studio Management Corp.	\$1,481	3	90	\$18,137	12
Undefeated Enterprises (Mitheap)	\$1,394	3	90	\$23,530	7
Veranda Asian Market	\$955	1	31	\$36,458	9
TOTALS:	\$11,036			\$231,244	

*Reflects number of days after 1st of month due date. Also, this report lists only loans that have not paid before the 15th of each month.

**Made payment on 3/31/2014 which brought both loans current as of month end 3/31/2014.

**Portland Development Corporation
Cash Management Report
For Month Ending March 31, 2014**

		UDAG		FAME	FAME	Brown-		Year-to-Date				Business Assistance Grant Prgrm for Job Creation- FY12**	Business Assistance Grant Prgrm for Job Creation-FY14
	CIP	271			SSBCI	field		Principal/Interest					
	272	(Unrestricted)		277	279	278							
	(Restricted)	Loans/PDAP	PEDP Bal			(PET)	TOTAL	Restricted	Unrestricted	FAME	SSBCI		
Beginning Cash Bal. Feb. 1, 2014	539,827	961,967	250,000	285,117	118,218	502,756	2,407,885					100,000	100,000
Plus:													
Principal payments received	2,524	5,715		1,290	11,649			18,526	147,898	5,142	52,303		
Interest payments received	1,031	3,162		456	3,981			7,629	20,066	3,418	26,421		
Interest Income					32						238		
Other Income											2,000		
Sub-Total Cash Available	543,381	970,844		286,863	133,880	502,756	2,437,725	26,154	167,964	8,560	80,962		
Less:													
FAME Annual Admin. Fee													
Disbursements - Loans/PDAP Grants													
PEDPIP Grant Committed		(8,750)	-190,894										
Sub-Total Cash Available 2/28/2014:	543,381	962,094	59,106	286,863	133,880	502,756							
Less Reserves for:													
Beautification Program (EC0301)		(72,000)											
Ptld ED Plan Imple. Fund (EC1201)		(122,764)											
Portland Dev. Action Grant (EC0302)		(44,114)											
Transfers not yet recorded (UDAG Int)		(20,066)											
Grants/Loans Approved												-80,000	
Annual Admin Payment to FAME													
Used for Administration												-14,375	
Total Ending Loan/Grant Cash Bal. 2/28/2014:	543,381	703,150		286,863	133,880	502,756	2,170,031					5,625	100,000

LOANS/COMMITMENTS APPROVED NOT DISBURSED:

Nova Star Cruises	-225,000
Sur Lie Wine Bar	-37,355
Transfer of \$56,250 to DAG	-56,000
	384,795

Loan Commitment to Evo Rock & Fitness of \$132,954 will come from new SSBCI Funds.

NOTE: CIP Restricted Funds is comprised of three CIP Bond issues, one of which has now been paid off. Therefore, April's Report will have a new column "CIP Unrestricted Funds" in an amount of \$330,00, to be taken from the current balance of \$543,381, which this would then have a balance of \$213,381.