Application Type	Economic Devolopment
Applicant	Greater Portland Immigrant Welcome Center
Project Name	Immigrant-Owned Business Accelerator
Project Address/Location	24 Preble Street, 4th Floor, Portland, ME 04101
Funds Requested	$150,000.00

Project Summary

Greater Portland Immigrant Welcome Center (IWC) requests $150,000 to support its Immigrant-Owned Business Accelerator, a three-part Economic Development initiative. CDBG funds will support a) instructional salaries for Women Lead, a comprehensive entrepreneurship training program for immigrant women; b) assembly of Digital Business Starter Kits providing all the hardware and software needed to create an online business with a year of training and unlimited tech support; and c) a program of Microenterprise Startup Grants to advance the most promising new initiatives in Portland's immigrant community.

a) Women Lead: An Enterprise Institute attempts to address this disparity through a set of initiatives designed to move immigrant women into business ownership. It was created in 2023 through Representative Chellie Pingree's Congressionally Directed Funding. In 2024/25 Women Lead will graduate four cohorts of fifteen women from its entrepreneurship training program, which includes 50 hours of instruction – by women/for women – in financial literacy and accounting; business taxes and regulatory mandates; human resources and being a boss; strategic marketing and promotions; online business best practices; social media navigation; business planning and budgeting, and much more. Participants are assigned experienced business mentors to work with them one-on-one for six months. The classes are offered at no charge and all participants are provided with free transportation and childcare to facilitate their engagement. Collectively, the Women Lead programs are intended to provide new businesswomen with the tools and resources they need for success.

b) IWC's Business Hub serves many immigrant-run startups, and we have learned that they frequently lag far behind in digital literacy and the use of internet technology, to their detriment. The Center is collaborating with SMI Networks, a Portland-based IT provider, in the creation of a Digital Business Starter Kit, a complete internet business hardware and software package, and the personalized consultancy to make it work. In one box, aspirational businesses receive a free Chromebook or equivalent device, handheld tablet, router gateway/wireless, printer/scanner/copier, desktop VOIP telephone, multifunction desk lamp/inductive charging station, power surge strip and Cat5e network jumper cables. The package comes with a two-year license for the Office 365 software suite, VOIP phone service, a ZOOM Meeting account, website hosting, and one year of on-call tech support – everything needed to connect to the internet, build a business web site, create a Facebook page, promote themselves on Instagram, receive online and telephone orders, track sales, create fliers, pay taxes and fees, and manage their finances. Hardware is being financed through other funding – CDBG will fund SMI to offer each business a year of free, individually-tailored consultancy to ensure that every entrepreneur's tech is properly functioning. IWC proposes to distribute 24 Digital Starter Kits to qualifying immigrant-owned microenterprises in 2024/25. We anticipate that this initiative will have a very positive impact on all the participating businesses, particularly those of aspiring women enrolled in our Women Lead training program (above).

c) In further support of businesses created through Women Lead, and other immigrant-owned startups, IWC proposes to disburse Microenterprise Startup Grants of $5000 to Portland businesses. Through a competitive process, IWC will solicit proposals from immigrant businesses and award up to 16 grants to those showing exceptional need and promise. Business owners must submit a written business plan and budget, indicating how they propose to use the funds to advance their goals, typically through support of staffing costs, rent, utilities and services. The only eligibility restrictions for IWC funding are that it must be for immigrant-owned businesses that struggle to obtain traditional financing, and adhere to CDBG requirements for measurable outcomes and documentation. Combined with the Women Lead training and Digital Starter Kits, these grant awards will offer significant incentive to immigrant-run business

HUD National Objective	Low and Moderate Income Clientele (LMC)
HUD Program Objective	Creating Economic Opportunity
Primary Goal	Economic Opportunity
Units of Service (for development activities) - *Refer to Section II.B.4*	
Type of Unit of Service:	
Number of Units Provided:	
Cost per Unit of Service:	
Location - For LMA projects	
Census Tracts	Greater Portland Immigrant Welcome Center is located in Census Tract 3, a Low Income Community Opportunity Zone.
Beneficiaries/ Clients Served	
Client Description	Greater Portland Immigrant Welcome Center (IWC, a new CDBG applicant, UEI# KDMWHAGLN6D4, Tax ID# 82-2844735) serves the community of New Mainers – immigrants, refugees and asylum seekers. Most of these constituents came to Maine from Africa, Asia, the Middle East and Latin America. Most identify as BIPOC, and virtually all begin their American experience on the very first rung of the economic ladder. IWC's goal is the successful integration and inclusion of every newcomer to this community.
Number of Clients Served	100
Number of LMI Portlanders	100
LMI Portland Percentage	100.00%
Outcomes	
Budget	
$ 150,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 524,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]
Leveraged Funds	
$ 28.00%	

Program Overview

Completed by bau@welcomeimmigrant.org on 11/14/2023 12:19 PM

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

Program Overview

Please provide the following information.

City of Portland Construction Grant Application

Housing & Economic Development Department
HCD Program Manager
389 Congress St
Portland, ME 04101
207-874-8731
cdbg@portlandmaine.gov

I. APPLICATION INSTRUCTIONS

A. INTRODUCTION

- The City of Portland CDBG program is designed to foster innovative and creating programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding innovative programs. Our goal in funding a program is to help get it off the ground or successfully expand. We strongly encourage new and innovative programs to apply for this round of CDBG funding.

B. FEDERAL HUD REGULATIONS

1. NATIONAL OBJECTIVES: Each project must meet one of the following National Objectives:

a. Benefit to Low to Moderate Income (LMI) Persons
To qualify for funding under the LMI category, the persons or households served must have income levels at or below 80% of the area median income (AMI) as set forth in the chart

below. HUD requires stratified income data on beneficiaries. You will need to report which category beneficiaries fall into below 80% of AMI, 50% of AMI or 30% of AMI.

FY 2024 HUD Low to Moderate Income Guidelines for Portland, Maine**
** New income guidelines are expected prior to grant award. All CDBG recipients will be required to update any forms used to collect beneficiary information whenever new income guidelines are made available.

FY23 CDBG Income Limits Portland, ME HUD Metro FMR Area

Percent of Average Median Income (AMI)	1	2	3	4	5	6
30%	$24,850	$28,400	$31,950	$35,500	$38,350	$41,200
50%	$41,450	$47,350	$53,250	$59,150	$63,900	$68,650
60%	$49,740	$56,820	$63,900	$70,980	$76,680	$82,380
80%	$66,250	$75,700	$85,150	$94,600	$102,200	$109,750

There are three approaches for meeting the Low to Moderate Income qualifications:

i. Low to Moderate Income Limited Clientele (LMC): an activity which provides benefits to a specific group of persons of which at least 51% of the beneficiaries of the activity qualify as LMI persons earning less than 80% of the area median income as defined in the table above. To qualify each individual must establish, by means of financial information on household size and income, that at least 51% of the clientele are persons whose household income does not exceed the LMI limit. There are certain populations that HUD presumes to be low to moderate income. For programs serving these populations income data does not need to be collected, however race and ethnicity do. Populations include abused children, elderly persons, battered spouses, homeless persons, severely disabled adults, illiterate adults, persons living with AIDS, and migrant farm workers.

ii. Low to Moderate Income Area Benefit (LMA): an activity, which is available to benefit all the residents of an area qualifying under HUD guidelines. HUD has identified neighborhoods eligible to receive CDBG funding based on income data provided by the census and American Community Survey. The eligible areas are shown on the map here and include Cliff Island, plus Portland Housing Authority. Other service areas may be eligible on a case-by-case basis. After defining your service area, please contact the HCD Staff to determine eligibility. The current map is based on the 2010 Census and the American Community Survey.

iii. Low to Moderate Income Housing (LMIH): an activity which assists in the acquisition, construction, or improvement of permanent, residential structures benefiting LMI persons

b. Aid in the Prevention and Elimination of Slum or Blight

If you intend to apply for this category please reach out to cdbg@portlandmaine.gov first to review your eligibility

The project must be limited to eliminating specific instances of blight ("spot blight"). To qualify an activity must meet the following criteria:

i. The property must exhibit physical signs of blight or decay that are detrimental to public health, safety, or welfare. Blight or decay must be documented and submitted as part of the application.

ii. The project must address one or more of the conditions which contributed to the deterioration of the property, included in the description or scope of work.

iii. The project must be designed to eliminate specific conditions of blight or physical decay, such as acquisition, clearance, relocation, historic preservation or rehabilitation. Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety.

2. LIST OF ELIGIBLE ACTIVITIES: In addition to meeting a National Objective, each project must be an Eligible Activity, including:

a. Public facilities and improvements including acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of buildings for eligible purposes. In addition, improvements of sidewalks, parks, playgrounds, publicly owned utilities and public buildings. Maintenance is not permitted.

b. Removal of architectural barriers inhibiting handicap accessibility.
c. Clearance, demolition, and removal of buildings.

d. Rehabilitation and preservation of privately owned buildings; low-income housing; publicly or commercially owned buildings; non-profit owned non-residential buildings; or historic preservation, including rehabilitation, preservation or restoration of publicly and privately owned historic properties.

e. Acquisition of real property by purchase, long-term lease, or donation.

f. Housing development support for construction of new permanent residential structures may be eligible under very limited circumstances. Please contact HCD staff prior to submitting an application to ensure the proposed activity is eligible.

g. Home ownership assistance to low to moderate-income households and housing services, including housing counseling, loan processing, inspections, and homebuyer down-payment assistance.

h. Economic development activities such as:

i. Programs that provide assistance to private for-profit business including but not limited to grants, loans, technical assistance and other forms of support, for any activity where the assistance and other forms of assistance is appropriate for carrying out an economic development project.

ii. Programs that provide economic development services including but not limited to outreach efforts to market forms of assistance, screening of applicants, reviewing and underwriting applications for assistance, preparation of necessary agreements, management of assisted activities, and screening, referral and placement of applicants for employment in CDBG eligible economic development activities, including training for persons filling positions

iii. Programs that provide assistance through a public or private organization or agency to facilitate economic development to microenterprises or persons developing microenterprises by providing credit or financial support, technical assistance or advice, or general support, including but not limited to peer support, counseling, childcare transportation and similar services.

3. LIST OF INELIGIBLE CDBG ACTIVITIES

a. Improvements to buildings for the general conduct of government.
b. General government expenses.
c. Political activities and lobbying.
d. Purchase of equipment, specifically for construction but also including fire protection equipment, furnishings and personal properties.
e. Operating and maintenance expenses.
f. New housing construction
g. Income payments.
h. Supplanting or substituting expenses currently paid for by other sources.

4. PROJECT OBJECTIVES: Once a national objective and eligible activity has been identified, each proposal must address one of the following objectives:

a. **Providing Decent Affordable Housing**
b. **Creating Economic Opportunities**
c. **Create suitable living environments**

5. FEDERAL REQUIREMENTS FOR ALL CONSTRUCTION PROJECTS: If you have questions on any of these requirements, please ask.

a. **Environmental Review Requirements:** All funded projects that include construction will require an Environmental Review by the City to ensure compliance with the State Historic Preservation Office and local Historic Preservation Ordinances and other environmental regulations. All construction projects must undergo historic review regardless of location.
b. **Federal Labor Standard Requirements:** Applicants applying for construction or rehabilitation projects must ensure that they and all subcontractors meet requirements for federal prevailing wage rates specified under the Davis-Bacon Act. The Act requires that all laborers and mechanics employed by contractors or subcontractors in the performance of construction work over $2,000, financed in whole or in part with assistance received under HUD programs, shall be paid the prevailing wage as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C.276a—276a-5).
c. **Lead-based paint:** CDBG residential rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act.
d. **Handicapped Accessibility:** All federally funded projects must be accessible to handicapped persons.
e. **Fair Housing and Equal Opportunity:** Discrimination based on race, color, national origin, religion, sex or age is prohibited.
f. **Uniform Relocation Assistance and Real Property Acquisition Act (URA):** a federal law that establishes

minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms.
g. **Section 3:** requires recipients of HUD funding to direct employment, training, and contracting opportunities to low-income individuals and the businesses that employ these persons within their community. Section 3 is a provision of the HUD Act of 1968 and is found at 12 U.S.C. 1701u. The regulations are found at 24 CFR Part 75.
h. **Build America, Buy America Act (BABA):** establishes a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022.
6. CITY REQUIREMENTS: The City of Portland has added the following requirements to supplement the Federal Requirements:

a. **Conflict of Interest:** Proposals will not be permitted from agencies or organizations that have staff, board members, contractors or anyone receiving financial gain volunteering on the City's CDBG Annual Allocation Committee.
b. **Domestic Partner Ordinance:** All recipients must adhere to the Domestic Partner Ordinance of the City of Portland, Chapter 13.6.
c. **Additional City Requirements:** Post-award requirements are listed in Section I. Post Award and Sub-Recipient Criteria.

C. CITY OF PORTLAND'S GOALS, PRINCIPLES, AND PRIORITIES

1. GOALS

- **Neighborhood Investment and Infrastructure-** Create strong, safe, accessible and vibrant neighborhoods- Invest in infrastructure to improve neighborhood assets and build strong, safe, accessible and vibrant neighborhoods. Improve accessibility through ADA compliance. Build sidewalks and trails to improve connectivity, increase the use of bicycles as a mode of transportation, and redevelop streetscapes to create shared streets for cars, bikes, and pedestrians that integrate with the fabric of the neighborhood. Support programs that increase safety in neighborhoods for residents and visitors. Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods.

- **Housing Availability-Increase housing availability and affordability-** Increase housing availability and affordability to all Portland residents regardless of income, race, ethnicity, and family size. Encourage housing development by removing barriers to traditional urban housing types while ensuring the inclusion of workforce housing in significant development projects.

- **Economic Opportunity-** Create economic opportunities to transition people out of poverty- Invest in Portland businesses to enable them to expand to create jobs. Invest in persons wanting to create microenterprises. Engage job seekers in a continuum of services to increase their professional capacity, financial stability, and ability to maintain employment. Focus on difficult to employ populations including homeless, new Americans and single parent head of households. Combine resources and build partnerships between public and private entities to provide opportunities to transition Portland residents out of poverty to sustainable employment and financial stability.

- **Address the Needs of the Growing Homeless Population-** Prevent and reduce homelessness - Prevent individuals and families from becoming homeless and entering into the shelter system. Rapidly rehouse those who enter the shelter system. Provide necessary resources to assist vulnerable population's transition out of homelessness, including housing opportunities for chronically homeless or long-term stayers at homeless

shelters.

2. GUIDING PRINCIPLES

- Consistent. All projects and programs will be reviewed with respect to the Consolidated Plan and other HUD requirements as well as City goals, priority impact levels, and other CDBG or HOME investments. Proposals should be coordinated with relevant City Departments where appropriate and align with City initiatives. City plans can be found online at: https://www.portlandmaine.gov/484/Portlands-Plan-2030

- Measurable Community Impact. Programs and projects will be evaluated based on how well they create a significant and measurable community impact.

- Location. Projects should be complimentary to other requested or existing projects and/or focus on targeted locations within the eligible neighborhoods, for example neighborhood commerce districts, proximity to new affordable housing development, identified troubled areas, etc.

- Leveraged Funding. CDBG cannot be the only source of funding for a program or project; leveraging other funds is essential.

- Sustainability. Programs and projects must demonstrate positive impacts on the environment and be energy efficient.

- Diversity and Inclusiveness. Projects shall address diversity and be inclusive in order to engage differences and create a culture of belonging.

- Priority to Lower Incomes. Priority will be given to projects and programs that serve the lowest income persons.

3. PRIORITY IMPACT LEVEL

See table here:

- Neighborhood Investment and Infrastructure- Create strong, safe, accessible and vibrant neighborhoods. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Community policing, public infrastructure in target neighborhoods, accessibility/ADA compliance, alternative modes of transportation; PRIORITY: Park and recreation facilities, historic preservation, tree planting, and non-profit rehab, inclusive and diverse community centers and engagement programs, senior services, disability services, public infrastructure outside of the targeted neighborhood.

- Housing Availability- Increase housing availability and affordability. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Housing rehabilitation, adaptive reuse of housing, housing retention; PRIORITY: Rental assistance programs, environmental testing and remediation, energy efficiency/weatherization, fair housing activities, heating and fuel assistance, tenant landlord counseling services, and legal services.

- Economic Opportunity- Create economic opportunity to transition out of poverty. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Job creation, expansion of microenterprise businesses, career advancement services (education, job training, GED attainment, ESL, etc.), Job retention

support services (childcare vouchers, housing counseling, transportation assistance, etc.) PRIORITY: Façade improvements, and financial stability services (budgeting, financial planning, tax preparation, etc.).

- Address the Need of the Growing Homeless Population- Prevent and reduce homelessness. Eligible programs and activities include but are not limited to; HIGH PRIORITY: Food assistance, shelter services, mental health service, substance use disorder services, housing and housing services for long-term shelter consumers, emergency services to prevent homelessness; PRIORITY: Rental assistance, and at risk youth services.

4. SET ASIDES PROGRAM YEAR 2024-2025

- Public infrastructure set-aside of up to 60% of the cumulative funding available to the City programs in the development activities category
- New applicant set-aside of up to 20% of the previous year allocation within the respective funding category, for applications that score 75 points or higher
- The Community Policing program of the City of Portland Police Department receives a $150,000 set aside annually.

D. APPLICATION GUIDELINES

1. APPLICATION CHOICES: There are three application options within this application.

a. **Construction Application:** For infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing or other eligible construction activities. Any needed technical assistance or consulting for completing the project may be built into the request.
b. **Development Activity Application:** For non-construction infrastructure improvement, housing activities, or other eligible activity. Any needed technical assistance or consulting for completing the project may be built into the request.
c. **Economic Development Application:** For programs that create at least one (1) full time equivalent job for every $10,000 of CDBG project investment, with 100% match. When creating jobs, 51% of jobs created by CDBG funding must be filled with LMI residents of Portland.

Please note: Individual businesses cannot apply for CDBG funds directly through the annual application; programs and organizations that assist businesses or individuals are eligible to apply.

2. FUNDING REQUEST RESTRICTIONS: The City Council has imposed a number of restrictions regarding the amount of funds that can be requested per applicant.

a. **Minimum Grant Request** - $10,000 Development Activities
b. **Maximum Grant Request**–$250,000 EXCEPT Public Infrastructure Projects
c. **Maximum Cumulative Request by City Departments** - 85% of funding available for Development Activities

3. SUBMISSION GUIDELINES

All applications must follow the prescribed formatting, or be subject to penalty points:

a. Projects at different locations cannot be combined into a single application; each distinct project must have a separate application.

b. Character limits listed in the application must be followed, additional pages may not be forwarded to the Committee for review;
c. Required documents for all applications
    i. Non-profit applications: verification of 501(c)3 status; agency organizational chart; most recent audit or if not available the most recent 990 financial statement; complete list of board members; Articles of Incorporation or bylaws; Authorization to Request Funds and/or Designation of Authorized Official
    ii. Project map of neighborhoods served by the project (LMA only).
    iii. Non-discrimination Policy
    iv. Conflict of Interest Policy
    v. Whistleblower Policy
d. Required documents for construction applications (in addition to above)
    i. Scope of work and estimate provided by building professional
    ii. Plans, designs, and/or pictures
    iii. Project timeline including specific dates and milestones
    iv. Verification of contact with City Historic Preservation staff
    v. Memorandum of Agreement: describes the relationship between partner entities for this application, including specific details concerning the allocation of funds, shared goals, objectives, space, employees, and other resources. If awarded funds, the MOA will be attached to your contract.
    vi. Letter of Support: describes relationship between applicant and the entity writing the letter and the reason for support, including impacts the applicant has on the community, strength and benefits of partnerships established with other organizations, etc.
    vii. All applications shall be complete, approved, and electronically signed
    viii. Applicant must have site control or ownership of proposed project or apply in partnership with the owner of the property;
    ix. All applications for improvements to City owned parcels must be requested by a City Department.

E. DEADLINES

DEADLINE: <u>Monday, November 20, 2023 at 4:00pm</u>
For any questions, please contact:
Rowen McAllisterHCD Program Manager
cdbg@portlandmaine.gov
207-874-8731
NO LATE APPLICATIONS OR SECTIONS WILL BE ACCEPTED. POINTS WILL BE DEDUCTED FOR INCOMPLETE SUBMISSIONS.

F. REVIEW PROCESS AND SCORING

1. **REVIEW PROCESS**
The Housing and Community Development staff will review all applications and designate the priority impact level of each application; giving 5 points for 'High Priority' and 2 points for 'Priority' 0 points for other eligible projects (See Section I.C.3 above for more detail). The CDBG Annual Allocation Committee will then review and score all applications based on need, goal, guiding principles, and other scoring categories. The staff of Housing and Community Development will prepare a list of the rated applications from highest score to lowest score for the City Manager, Mayor, and City Council. A draft timeline for the Allocation Committee is below and is available on the website: https://www.portlandmaine.gov/1201/Application-Process

2. **SCORING CATEGORIES AND POINT DISTRIBUTION**

Scoring Category, see I.B for more information	**Possible points**
Guiding Principles: measurable community impact, diversity and inclusiveness, priority to lower incomes, location, sustainability	30 points total
Capacity to deliver: financial need, leveraged funding, experience providing service, readiness to proceed, and financial stability	25 points total
Goal, Priority Impact Level & Community Need	30 points total
Partnership/Collaboration: A single overall score for the following: - Memorandum of Agreement (MOA) - Letter of Support (LOS) - Demonstrated Outreach	15 points total
Penalty	**Points Deducted**
Missing section/s	1 point deducted per item
Failing to follow Submission Guidelines, section I.C.3	0.25 point deducted per instanc
Errors (e.g. in budget calculation)	0.25 points deducted per instar

3. **APPEALS PROCESS ON SCORING**

An applicant may appeal only the score that it receives. The appeal must be based on a factual error that was made and that, if corrected, would result in a grant award or a higher award. The appeal must be filed in writing within 10 calendar days of the date upon which the Allocation Committee publishes the scores. The appeal shall be filed to: Office of the City Manager, Portland City Hall, 389 Congress Street, Portland, ME

The appeal shall identify the specific factual error or errors that are alleged and be accompanied by documentation that supports the allegation. If the City Manager or his/her designee determines that, if granted, the appeal would result in a change to the appellant's application score sufficient to result in a grant award or a higher grant award, the City Manager or his/her designee ("Hearing Officer") shall schedule the matter for a hearing. The hearing must be held within five days of the date upon which the appeals period ends. The Hearing Officer shall issue a written decision within three days after the completion of the hearing. The date of the hearing and the date by which the written decision must issue may be extended by agreement between the appellant and the City.

If an appeal is granted, the Hearing Officer's decision shall state the additional points awarded to the applicant and be transmitted to the Allocation Committee within 3 days after the completion of the hearing with instructions to make the appropriate adjustments in the CDBG allocations that result from the scoring change.

The Allocation Committee shall not be required to meet to make any final adjustments to its allocation grant awards recommendations until all appeals have been decided.

G. RESERVATION OF RIGHTS

The City of Portland reserves the right, at its sole discretion, to award all, a portion, or none of the available CDBG funding for this fiscal year, and may reject any and all proposals based on the quality and/or merits of the proposals, or when it is determined to be in the public interest to do so. Furthermore, the City may extend deadlines and timeframes, as needed.

The City of Portland reserves the right to substantiate any applicant's qualifications, financial information, capability to perform, availability, past CDBG performance, and to verify that the applicant is current in its financial obligations to the City. The City of Portland reserves the right to waive any informalities in proposals, to accept any proposal or portion thereof, and, to reject any and all proposals, should it be in the best interest of the City to do so.

H. POST AWARD AND SUB-RECIPIENT CRITERIA

- All awards are subject to the City's receipt of its annual appropriation from the U.S. Department of Housing and Urban Development. All awards are subject to pre-agreement negotiations with the recipient.

- The City of Portland is committed to monitoring the performance of grant recipients to ensure that Federal funds are used appropriately and in a manner to maximize low and moderate income public benefit. Grant recipients include City of Portland departments, divisions, outside social service agencies, non-profit organizations and local businesses. Monitoring each grant recipient ensures that the goals and objectives identified within the City of Portland's HUD Action and Consolidated Plan are met. Copies of the monitoring reports are kept in the Housing and Community Development Office.

- Recipients that do not comply with the Post-Award and Sub-Recipient Criteria listed below will forfeit their award of CDBG funds. The forfeited funds will be then returned to the CDBG program for reallocation.

- CDBG recipient shall not incur any costs or obligate any CDBG funding until a release of funds is received from the U.S. Department of Housing and Urban Development by the City of Portland and a contract between the City of Portland and the recipient is executed. Environmental Review and historic preservation at the State and local level are required before construction bidding can begin.
- Program years begin when HUD has approved Portland's Annual Action Plan, projected to be July 1. Construction activities must begin within six months of award and complete within 24 months, ending June 30.

- CDBG recipients must sign the contract no later than July 1. If the contract is not signed by such time, the award may be forfeited and the funds returned to the CDBG program for reallocation. In the case of construction projects, the contract will be signed once a scope of work has been provided and after the environmental review is complete. The term will remain July 1 - June 30 of the relevant year

- CDBG recipient shall ensure recognition of the role of the City of Portland Community Development Block

Grant in providing services. All facilities constructed or providing services assisted with CDBG funding shall be prominently labeled as to the funding source.

- All non-City recipients must provide the following insurances:
    - Provide baseline payroll prior to the beginning of the project
    - Hire at least 51% low to moderate income Portland residents.
    - Report and maintain accurate records of jobs for one year after the final job is created. Reports are to be submitted monthly or quarterly until project completion.
    - Follow the construction project requirements listed below, if applicable.

- For construction, rehabilitation or acquisition projects recipients are required to:
    - Maintain accurate records for all expenses and relevant grant/loan transactions and information.
    - Conduct all procurement transactions in a manner that provides full and open competition, including choice of designers or contractors paid for in whole or in part through these federal dollars. This procurement process shall utilize formal advertising, and either: sealed bids with award going to the lowest price responsible bidder or competitive proposals where the award is given to the entity most advantageous to the project, with both price and other factors considered.
    - Competitive sealed bids are required for all construction work. For goods and non-construction services, obtain price or rate quotations from three or more vendors for all equipment or other purchases less than $25,000. For goods and non-construction services greater than $25,000, competitive sealed bidding is required.
    - Comply with all applicable laws, ordinances, and codes of the City of Portland and State of Maine, and secure and pay fees for all permits required to perform the scope of work.
    - Comply with all Federal Laws and Regulations, including Environmental Review, Historic Preservation, Federal Davis Bacon Wage regulations, Fair Housing and Equal Opportunity, Handicap Accessibility, Lead Based Paint Poison Prevention, and other applicable federal regulations including Section 3, BABA, and the URA.
    - Allow the City of Portland to retain a security interest in the property for up to 10 years. This may be in the form of a mortgage deed and/or promissory note.

- Payments and Invoices
    - Construction projects will receive payment based on work complete, substantiated by contractor or designer invoices. Davis Bacon certified payroll must be submitted with each construction invoice. 10% of the allocation will be kept until final inspection.
    - Economic development programs will need to provide a cost per job/ cost per microenterprise assisted. Invoices or requests for payment will be paid based on costs incurred and must include back up of expenditures. Final costs per project are not to exceed the cost per unit. 10% of the allocation will be kept until all units (jobs, microenterprises, etc.) are provided.
    - Façade or Housing programs will receive payment based on work complete, substantiated by contractor, designer invoices or other. Davis Bacon certified payroll must be submitted with each construction invoice (as applicable). 10% of the allocation will be kept until final inspection. Final costs per project are not to exceed the cost per unit.

A. Application Cover Page

Completed by bau@welcomeimmigrant.org on 11/14/2023 12:19 PM

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Economic Devolopment

A.2. Operating Agency/ Business:
Greater Portland Immigrant Welcome Center

A.3. Project Name:
Immigrant-Owned Business Accelerator

A.4. Mailing Address:
24 Preble Street, 4th Floor Portland, ME 04101

A.5. Project Address:
24 Preble Street, 4th Floor Portland, ME 04101

A.6. Executive Director Name:
Brenda Peluso

A.7. Phone Number:
(207) 517-3405

A8. Email:
brenda@welcomeimmigrant.org

A.9. Financial Contact Name:
Danielle King

A.10. Email:
danielle@welcomeimmigrant.org

A.11. Phone Number
(207) 517-3406

A.12. Person who completed the application name:
Bau Graves

A.13. Amount of CDBG Funds Requested:
$150,000.00

A.14. Unique Entity Identifier (UEI):
64

A.15. Tax ID:
822,844,735

B. Construction and Economic Development

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

Completed by bau@welcomeimmigrant.org on 11/14/2023 12:20 PM

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Clientele (LMC)

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating Economic Opportunity

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Economic Opportunity

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by bau@welcomeimmigrant.org on 11/14/2023 4:20 PM

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
Greater Portland Immigrant Welcome Center (IWC, a new CDBG applicant, UEI# KDMWHAGLN6D4, Tax ID# 82-2844735) serves the community of New Mainers – immigrants, refugees and asylum seekers. Most of these constituents came to Maine from Africa, Asia, the Middle East and Latin America. Most identify as BIPOC, and virtually all begin their American experience on the very first rung of the economic ladder. IWC's goal is the successful integration and inclusion of every newcomer to this community. By success, we mean the full participation of immigrants in the many benefits of life in our state, through good-paying employment, educational advancement, access to health care and nutritious food, economic and social opportunity, home ownership, and civic engagement – all the things most Mainers take for granted, but that can seem very distant to someone arriving here with few resources. IWC works to lower or remove barriers that hamper the progress of New Mainers as they navigate America's sometimes-bewildering systems, acquiring the skills needed for workforce integration, social interaction, economic self-sufficiency, and attainment of citizenship.

C.2. How will the beneficiaries' information be collected and documented?
IWC is a social service agency working with New Americans. Some of our funding comes from federal sources that restrict services to "ORR-eligible" populations (ORR = Office of Refugee Resettlement, a division of US Department of Homeland Security), specific immigration classifications which must be carefully verified, documented and tracked. As a result, our intake managers must routinely collect sensitive information from new clients, which is securely stored, both electronically via password-protected software and in physical case files, kept under lock at all times. Data collected in this manner is reported to US government funding agencies through required quarterly submissions. Thus, documentation of IWC constituents served through the proposed CDBG grant will be consistently thorough, exact, and prompt.

C.3. How many will be served by the proposed program or project
100

C.4. How many are residents of Portland?
100

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
100

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
100.00%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
28.00%

C.9. Program Objectives and Outcomes. Please list below:
The overall objective of IWC's Immigrant-Owned Business Accelerator is to stimulate the growth and success of Portland businesses run by New Mainers. Specific outcomes include:
• 60 immigrant women graduating from the Women Lead program with enhanced knowledge and skills, having developed detailed business plans for new microenterprises, built networks to support their aspirations, and refined their vision with the guidance of highly qualified mentors.
• 24 immigrant businesses will receive free, comprehensive packages of digital hardware and software. Through CDBG support, they will receive instruction and ongoing tech support sufficient to set up online commerce to pursue and enhance business, marketing and customer relations.
• 16 startups will receive microenterprise grants to help them establish, stabilize or expand their micro-enterprises, resulting in the creation of new businesses in Portland's BIPOC immigrant community.
• Greater Portland Immigrant Welcome Center will continue to grow and mature as an essential provider of services to the immigrant community.

Location

C.10. What census tract is the project located?
Greater Portland Immigrant Welcome Center is located in Census Tract 3, a Low Income Community Opportunity Zone.

C.11. Is the project located in a historic district?
Yes

C.12 How will the outcomes be measured, collected, and documented?
Assessment and documentation are essential to the success of IWC's programs and are built into the processes for participation. All clients are tracked through the Immigrant Welcome Center's data management system, accounting for their engagement in multiple programs and successful completion of specific modules. Programs are frequently recorded or photographed, and participation celebrated through newsletters and social media feeds. Specific outcomes for the proposed activities will be measured as follows:
• Women Lead Entrepreneurship Track: How many women register for classes? How many successfully complete 50 hours of training? How many file completed business plans at the culmination of the program? Six months afterwards: Reports from mentors assess participant success; number of businesses actually launched.
• Digital Business Starter Kits: Level of demand for participation; quality of applications. Six months afterwards: number of online businesses successfully launched, or added to existing enterprises; percentage growth generated by kits; satisfaction of participants, as collected by SMI.
• Microenterprise Grants: Level of demand for participation; quality of applications. Six months afterwards: Reports from all 16 grantees.

D. Project Narrative

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Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
Greater Portland Immigrant Welcome Center (IWC) requests $150,000 to support its Immigrant-Owned Business Accelerator, a three-part Economic Development initiative. CDBG funds will support a) instructional salaries for Women Lead, a comprehensive entrepreneurship training program for immigrant women; b) assembly of Digital Business Starter Kits providing all the hardware and software needed to create an online business with a year of training and unlimited tech support; and c) a program of Microenterprise Startup Grants to advance the most promising new initiatives in Portland's immigrant community.

Immigrants as a whole are responsible for creating almost twice as many new businesses as native-born Americans, but this is not the case for women. Immigrant women participate in the workforce at a rate (55%) lower than native-born women (58%) and substantially below that of immigrant males (77%). Moreover, when they do, they earn on average 75% of what immigrant men make; and fully two-fifths of female immigrant workers (42%) earn less than $20,000 annually. Immigrant women lag behind in socio-economic indicators for a complex variety of reasons including culturally-determined attitudes, religious limitations, gender discrimination, the fear of jeopardizing existing benefits, ignorance of American bureaucratic and civic systems, racism and poverty.

a) Women Lead: An Enterprise Institute attempts to address this disparity through a set of initiatives designed to move immigrant women into business ownership. It was created in 2023 through Representative Chellie Pingree's Congressionally Directed Funding. In 2024/25 Women Lead will graduate four cohorts of fifteen women from its entrepreneurship training program, which includes 50 hours of instruction – by women/for women – in financial literacy and accounting; business taxes and regulatory mandates; human resources and being a boss; strategic marketing and promotions; online business best practices; social media navigation; business planning and budgeting, and much more. Participants are assigned experienced business mentors to work with them one-on-one for six months. The classes are offered at no charge and all participants are provided with free transportation and childcare to facilitate their engagement. Collectively, the Women Lead programs are intended to provide new businesswomen with the tools and resources they need for success.

b) IWC's Business Hub serves many immigrant-run startups, and we have learned that they frequently lag far behind in digital literacy and the use of internet technology, to their detriment. The Center is collaborating with SMI Networks, a Portland-based IT provider, in the creation of a Digital Business Starter Kit, a complete internet business hardware and software package, and the personalized consultancy to make it work. In one box, aspirational businesses receive a free Chromebook or equivalent device, handheld tablet, router gateway/wireless, printer/scanner/copier, desktop VOIP telephone, multifunction desk lamp/inductive charging station, power surge strip and Cat5e network jumper cables. The package comes with a two-year license for the Office 365 software suite, VOIP phone service, a ZOOM Meeting account,

website hosting, and one year of on-call tech support – everything needed to connect to the internet, build a business web site, create a Facebook page, promote themselves on Instagram, receive online and telephone orders, track sales, create fliers, pay taxes and fees, and manage their finances. Hardware is being financed through other funding – CDBG will fund SMI to offer each business a year of free, individually-tailored consultancy to ensure that every entrepreneur's tech is properly functioning. IWC proposes to distribute 24 Digital Starter Kits to qualifying immigrant-owned microenterprises in 2024/25. We anticipate that this initiative will have a very positive impact on all the participating businesses, particularly those of aspiring women enrolled in our Women Lead training program (above).

c) In further support of businesses created through Women Lead, and other immigrant-owned startups, IWC proposes to disburse Microenterprise Startup Grants of $5000 to Portland businesses. Through a competitive process, IWC will solicit proposals from immigrant businesses and award up to 16 grants to those showing exceptional need and promise. Business owners must submit a written business plan and budget, indicating how they propose to use the funds to advance their goals, typically through support of staffing costs, rent, utilities and services. The only eligibility restrictions for IWC funding are that it must be for immigrant-owned businesses that struggle to obtain traditional financing, and adhere to CDBG requirements for measurable outcomes and documentation. Combined with the Women Lead training and Digital Starter Kits, these grant awards will offer significant incentive to immigrant-run business

D.2. Readiness to Proceed and Complete

Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.

The Immigrant-Owned Business Accelerator as detailed above will begin on July 1, 2024, and extend for two calendar years, ending June 30, 2026. Cohorts of Women Lead entrepreneurs will graduate from their trainings in March and September each year. We expect 50% of the Digital Starter Kits and Microenterprise Grants to be awarded in each of the two years of the proposed grant period.

BUDGET NARRATIVE

D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet

A breakdown of budget categories and explanation of how amounts are calculated follows.

a) Women Lead
Program staff:
Project Coordinator (FT) @ $45K annually x 2 years = $90,000
Curriculum Developer (PT) @ $25K x 2 years = $50,000
Case Manager (FT) @ $35K x 2 years = $70,000
Fringe benefits @ 18% = $50,000
Total salaries + fringe = $260,000; 10% charged to CDBG; 90% IWC match
Teachers/workshop leaders: (multiple PT positions)
Total salaries $30K annually x 2 years = $60,000; 50% charged to CDBG; 50% IWC match
Participant childcare costs during classes:
$4K x 2 years = $8,000; 50% charged to CDBG; 50% IWC match

b) Digital Business Starter Kits
Hardware and software packages
24 kits @ $3500 apiece = $84,000; 0% charged to CDBG; 100% IWC match
IT help contract with SMI Networks

Contract $10K x 2 years = $20,000; 50% charged to CDBG; 50% IWC match

c) Microenterprise grants
Grant funds
16 @ $5K = $80,000; 100% charged to CDBG
Processing costs
Calculated at 15% = $12,000; 0% charged to CDBG; 100% IWC match

Total Budget: $524,000
CDBG request: $150,000 (28%)
IWC match: $374,000 (72%)

D.4. Leveraged Funds, Financial Need
What other funding do you have to support this project? Will this project go forward without CDBG funding?
Greater Portland Immigrant Welcome Center has secured partial funding for the projects detailed here. Matching funds are pulled from segments of three grants, each of which supports a range of other programming not enumerated here. They are 1) a grant from the US Small Business Administration supporting Women Lead ¬– these funds came through a Congressional earmark by Representative Chellie Pingree; 2) a grant from the Office of Refugee Resettlement, Department of Homeland Security, which partially funds Digital Starter Kits; and 3) another grant from Maine Technology Institute which supports a portion of Women Lead as well as a piece of the Starter Kits. Without CDBG support, funds for Women Lead and the Starter Kits will be expended by partway through this grant cycle, truncating those programs' effectiveness; the Microenterprise Grants will remain un-funded.

D.5. Goal
Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness
This project falls squarely into the Creating Economic Opportunity bucket, providing tools and resources to support new immigrant-run business startups. Program participants will all be owners of small businesses, or actively developing a micro-enterprise, and will document their status as Low to Moderate Income (LMI).

D.6 Priority Impact Level
Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).
IWC's Immigrant-Owned Business Accelerator addresses all three Priority Impact Levels.

D.7. Community Need Description
Why is this project needed?
This project directly addresses the City Council's priority of supporting minority- and women-owned businesses. 100% of the participants in the proposed initiatives are new Mainers identifying as BIPOC who are starting microenterprises. Women Lead focuses resources on aspiring female entrepreneurs.

D.8. Measurable Community Impact
What impact the project will this project have on the community?
The project is focused on CDBG priorities: job training, including business education and ESOL instruction when necessary, for those entering the microenterprise field, with ongoing support of childcare services and free transportation for trainees. Women Lead and its entrepreneurship training program are projected to serve 60 immigrant

women over two years; 24 businesses will benefit from the Digital Starter Kits; and 16 firms will be awarded startup grant funds.

D.9. Additional questions for specific application types
Development/Economic Development Activities

For Development/Economic Development Activities
Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives (descriptions on page 8).
This economic development proposal directly addresses CDBG Guiding Principles.
• 100% of the participants served through this initiative qualify as Low to Moderate Income Clientele (LMC). Incidentally, the Immigrant Welcome Center is also located in a Low to Moderate Income Area (LMA).
• 100% of those served through this grant are new Mainers and identify as BIPOC.
• The proposal addresses the City of Portland's enumerated goals for Economic Opportunity initiatives, investing in "persons wanting to create microenterprises," focusing on "difficult to employ populations including… new Americans," and providing "opportunities to transition Portland residents out of poverty to sustainable employment and financial stability."

D.10. Experience Providing Service
Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.
Greater Portland Immigrant Welcome Center has offered a variety of services to Maine's immigrant communities since 2017: The iEnglish Project is a digital language learning program with modules tailored to workforce preparation in several fields. During the past year, IWC offered 438 discrete classes at a half dozen different locations with certified ESOL instructors, plus drop-in service at our on-site language lab. iEnglish currently serves about 700 language learners. IWC's Community Integration initiative produced 43 public voter registration and education events during the 2022 election cycle, and our multi-lingual Community Navigators canvassed more than 400 homes in 2023 with the sole purpose of registering new voters. Our Food Security and Nutrition Program distributes free food at dozens of events annually, hosts weekly cooking classes featuring low-cost/high-nutrition ethnic recipes, registers families for SNAP benefits, and sponsors tours of grocery stores, food coops and farmers' markets conducted in four languages. These food security programs collectively reach approximately 400 people. Women Lead, a program designed to assist immigrant women starting new businesses, launched in the fall of 2023. IWC is a leader among immigrant service agencies in Maine, and is part of an active referral network encompassing housing, health care, education, job training, social and economic integration, and quality of life. Although in-person programs were curtailed during the pandemic, in the past year programs have expanded dramatically and the organizational budget has more than doubled. In the past twelve months, the staff has grown from five to twenty-five.

D.11. Partnership/Collaboration
If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.
Greater Portland Immigrant Welcome Center is collaborating on a portion of this proposal (part b. Digital Business Starter Kits) with SMI Networks, a local IT consulting firm with which IWC has worked for several years. SMI will assemble the Digital Starter Kits and provide the tech support for users. For its Women Lead programs, IWC partners with several nonprofits including New Ventures Maine, Prevention-Action-Change (PAC), Cross-Cultural Community Services, Maine Association of New Americans (MANA), and cPort Credit Union.

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

Greater Portland Immigrant Welcome Center's work is pursued on a deeply intentional collaborative basis. Partnership is essential to our work, which would be impossible without strong collaborators across the civic landscape. Immigrant community leaders and ethnic community-based organizations help us connect to the participants in our programs and provide essential insights into the needs and preferences of their communities. The Greater Portland Immigrant Welcome Center relies on the cooperation of the City of Portland and the State of Maine, Greater Portland Council of Governments, United Way of Southern Maine, Catholic Charities Refugee and Immigration Services, Jewish Community Alliance, the Immigrant Legal Advocacy Project (ILAP), microlenders such as cPort Credit Union or Bangor Savings Bank, and the range of civic institutions including public libraries, schools, colleges, hospitals, and other nonprofits. Thanks to this collaborative method, duplication of services is rarely an issue; rather, enhancement of services is frequently the outcome.

E. Program Budget Detail

Completed by bau@welcomeimmigrant.org on 11/14/2023 4:24 PM

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$150,000.00

E.2. Total Program Budget
$524,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Women Lead staff Coordinator	$90,000.00	$9,000.00	$81,000.00	SBA, MTI	Committed
WL staff Curriculum Developer (PT)	$50,000.00	$5,000.00	$45,000.00	SBA,MTI	Committed
WL staff Case Manager	$70,000.00	$7,000.00	$63,000.00	SBA, MTI	Committed
Fringe Benefits	$50,000.00	$5,000.00	$45,000.00	SBA, MTI	Committed
WL teachers, facilitators	$60,000.00	$30,000.00	$30,000.00	SBA, MTI	Committed
WL Participant Childcare	$8,000.00	$4,000.00	$4,000.00	SBA, MTI	Committed
Digital Starter Kits hardware & software	$84,000.00	$0.00	$84,000.00	ORR	Committed
Starter Kits SMI contract	$20,000.00	$10,000.00	$10,000.00	ORR	Committed
Microenterprise Grants award funding	$80,000.00	$80,000.00	$0.00		Pending
Grant processing	$12,000.00	$0.00	$12,000.00	Applicant	Committed
	$524,000.00	$150,000.00	$374,000.00		

F. Required Documents

Completed by bau@welcomeimmigrant.org on 11/16/2023 9:29 AM

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

Org Chart.docx

☑ **Complete List of Board Members (required for non-profits)**

2023 Board of Directors.docx

☑ **Conflict of Interest Policy**

conflict of interest.pdf

☑ **Letter of Support** ***Required**

MTI Support Letter for IWC 11152023.pdf
GPIWC.pdf

☑ **Memorandum of Agreement (if applicable)**

MOU.docx

☑ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

IWC-2022 draft 990 for review v2.pdf

☑ **Non-Discrimination Policy**

dei2.pdf

☐ **Plans, Designs, and/or Pictures**

***No files uploaded*

☑ **Project Timeline including specific dates and milestones *Required**

CDBG timeline.docx

☐ **Scope of Work and Estimate (provided by building professional)**

***No files uploaded*

☑ **Verification of 501(c)3 Status (required for non-profits)**

IRS 501 3C GPWIC (1).pdf

☐ **Verification of contact with City Historic Preservation Staff**

***No files uploaded*

☑ **Whistleblower Policy**

wb.pdf

☑ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

CamScanner 11-14-2023 18.19.pdf

Submit

Completed by bau@welcomeimmigrant.org on 11/16/2023 9:30 AM

Case Id: 30449
Name: Greater Portland Immigrant Welcome Center -
Address: 24 Preble Street, 4th Floor, Portland, ME 04101

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

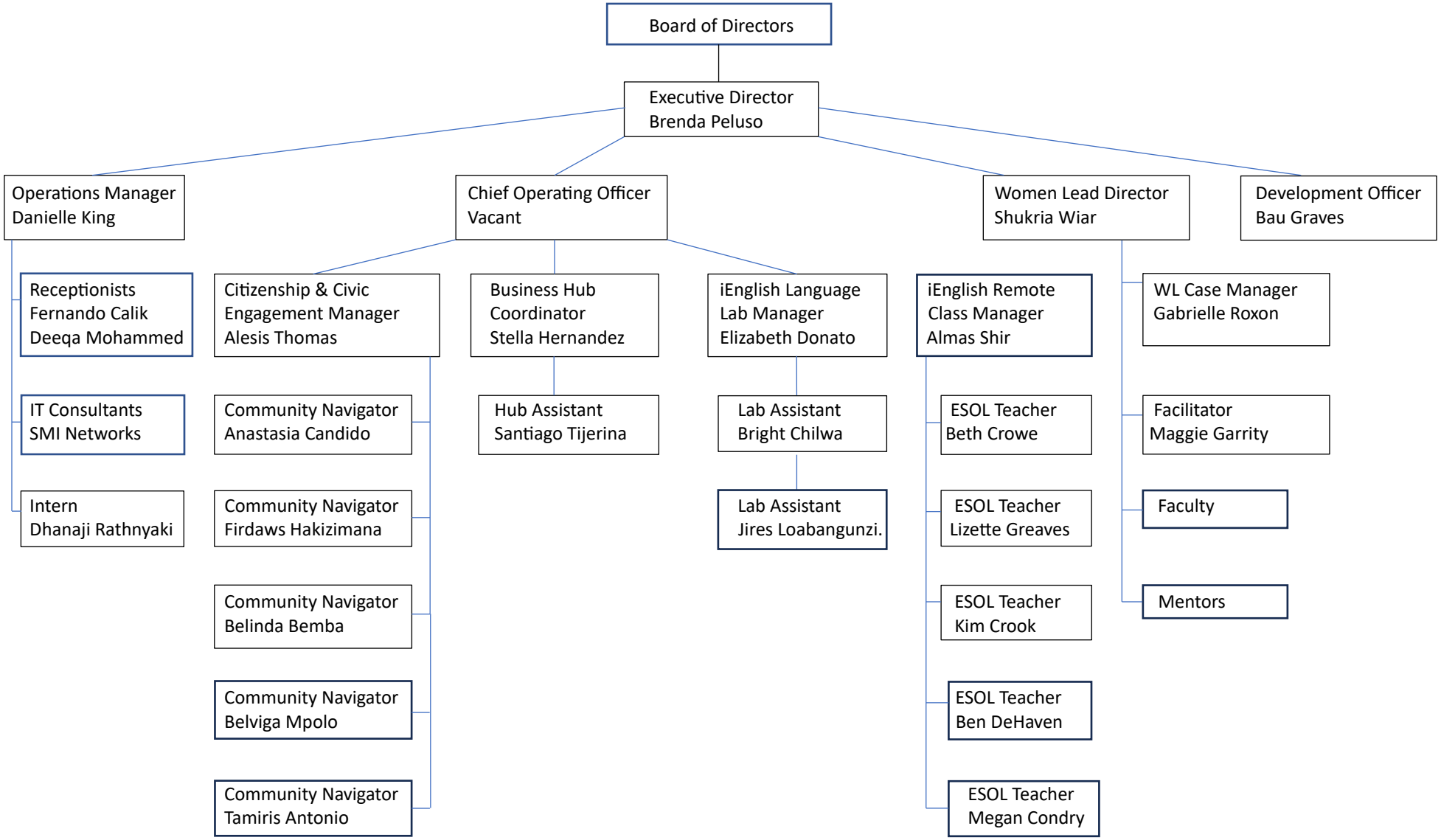
☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Bau Graves
Electronically signed by bau@welcomeimmigrant.org on 11/16/2023 9:30 AM

Greater Portland Immigrant Welcome Center
Org Chart 2023



Immigrant Welcome Center
GREATER PORTLAND

2023 Board of Directors

Quang Nguyen (Vietnam), Chairman
Portland, Financial Advisor, Win Financial Strategies

Cathy Lee (USA), Vice Chair
North Yarmouth, Managing Partner, Lee International

Michael Simonds (USA), Treasurer
Falmouth, COO, UNUM Group

Amberlynn Esperanza (Philippines), Secretary
Portland, AVP Commercial Lending Officer, Mascoma Bank

Elvice Adji (Cote d'Ivoire)
Portland, Senior Consultant, Federal Advisory Partners

Josephine Katandula (DRC)
Portland, CRA Coordinator, Bangor Savings Bank

Bob Leger (USA)
Scarborough, Chief Strategy Officer for Maine, Infinity Credit Union

Roberta March (Brazil), MFA
Falmouth, Art Instructor, Maine College of Art and Design

Ike Ndu (Nigeria), PhD, CPA
Portland, Accountant; Assistant Professor, University of Southern Maine

Rupa Lall Pakash (Malaysia)
South Portland, Director of Human Resources at Southern Maine Community College

Suely Simpson (Angola)
South Portland, Human Resources Manager, the VIA Agency

Yusuf Yusuf (Somalia)
Portland, Mental health case manager; at-large member of the Portland School Board

Conflict of Interest Policy

Article 1 - Purpose

The purpose of the conflict of interest policy is to protect the **Greater Portland Immigrant Welcome Center** ("the Organization") interest when it is contemplating entering into a contract, transaction or arrangement that might benefit the private interest of a management employee, officer or director of the Organization, or might result in a possible excess benefit transaction under the Internal Revenue Code. This policy is intended to supplement but not replace any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Article 2 - Definitions

1. Interested Person

Any management employee, director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

An interested person has a financial interest if the person has, directly or indirectly, through business, profession, investment, or through a family member:

a. An ownership or investment interest in any entity with which the Organization has a contract, transaction or arrangement,

b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a contract, transaction or arrangement, or

c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a contract, transaction or arrangement.

3. Outside Commitment Interest

An interested person has an outside commitment interest if the person has, directly or indirectly, or through a family member:

a. A legal commitment, including by virtue of a volunteer position, to serve the best interests of another entity or individual; or

b. An actual or potential ownership interest in any entity.

result in extra benefits for the Organization, the record of the decision must show that the best interests of the Organization were the overriding consideration in deciding to use such a supplier.

Article 4 - Applicability and Procedures

1. Applicability

In the case of interested persons who are management employees, the same procedures described below as to directors and committee members apply, except it is the interested person's supervisor or the Executive Director to whom disclosure must be made, and who must deal with the disclosed conflict, not the directors and members of committees with governing board delegated powers. The person's supervisor or the Executive Director, as appropriate, shall then make such disclosures of the conflict that are proper, to the directors and members of committees.

2. Duty to Disclose

outside commitment interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article 6 - Compensation

The following policies apply to compensation-related matters:

a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article 7 - Annual Disclosure Statements

Each management employee, director, officer and member of a committee with governing board delegated powers shall annually sign and any potential director before election shall sign a statement that affirms such person:

a. Has received a copy of the conflicts of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article 8 - Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, the Board of Directors or its designee(s) shall conduct periodic reviews. The periodic reviews shall take place at least biennially, and, at a minimum, include the following subjects:

a. Whether all compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

b. Whether disclosure statements are being properly used; partnerships, joint ventures, and financial arrangements with interested persons conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes, and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article 9 - Use of Outside Experts

When conducting the periodic reviews as provided for in Article 8, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted. In exceptional circumstances involving significant transactions, the Board may request that the transaction be approved by the Attorney General or by the Superior Court in an action in which the Attorney General is joined as a party, in accordance with 13-B Maine Revised Statutes section 718(3), as amended.

Immigrant Welcome Center
GREATER PORTLAND

MEMORANDUM OF UNDERSTANDING

This document recognizes an agreement on the part of the following parties.

Greater Portland Immigrant Welcome Center (IWC)
24 Preble Street, 3rd Floor
Portland, ME 04101

And:

SMI Networks (SMI)
110 Marginal Way, Suite 997
Portland, ME 04101

IWC and SMI agree as follows:

- SMI will procure at the most advantageous price, and package twenty four (24) "Entrepreneur Starter Kits" each consisting of 1 Chrome book or equivalent device; 1 handheld tablet device; 1 desktop IP VOIP phone; 1 copier/scanner/printer color; 1 multi-function desk lamp inductive charging station;1 router gateway/wireless; 1 power surge strip; 1 hand held valise portfolio folder; 1 pack 250 business cards; 6 Cat5e network jumper cables.

- For each "Starter Kit" SMI will procure contracts and licenses required to support two years of the Office 365 software suite; website hosting; VOIP ZOOM phone service, and a ZOOM meeting account.

- SMI will provide setup services for all hardware and software, website design assistance, and unlimited computer tech support for one year from delivery of each "Starter Kit."

- IWC will pay an average price of $1860 per "Starter Kit" for hardware, $1640 per "Starter Kit" for software, licenses and tech support, and a $10,000 annual service contract to manage the project.

- SMI and IWC agree that this memorandum of understanding is null and void in the event that IWC's application for grant support is not approved.

Agreed, June 5, 2023:

Reza Jalali	David Rodrigue
Greater Portland Immigrant Welcome Center	SMI Networks

Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form as it may be made public.

Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

A For the 2022 calendar year, or tax year beginning 01/01/2022 **and ending** 12/31/2022

B Check if applicable:
- [x] Address change
- [ ] Name change
- [ ] Initial return
- [ ] Final return/terminated
- [ ] Amended return
- [ ] Application pending

C Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Doing business as

Number and street (or P.O. box if mail is not delivered to street address): 24 Preble street 4th Floor | Room/suite

City or town, state or province, country, and ZIP or foreign postal code: Portland, ME 04101

D Employer identification number 82-2844735

E Telephone number 207-517-3401

G Gross receipts $ 916,316

F Name and address of principal officer: Reza Jalali
24 Preble Street, 4th Floor, Portland, ME 04101

H(a) Is this a group return for subordinates? [ ] Yes [x] No

H(b) Are all subordinates included? [ ] Yes [ ] No

If "No," attach a list. See instructions.

I Tax-exempt status: [x] 501(c)(3) [ ] 501(c) ( ) (insert no.) [ ] 4947(a)(1) or [ ] 527

J Website: http://www.welcomeimmigrant.org/

H(c) Group exemption number

K Form of organization: [x] Corporation [ ] Trust [ ] Association [ ] Other

L Year of formation: 2016

M State of legal domicile: ME

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: The Greater Portland Immigrant Welcome Center serves as a hub of collaboration that strengthens the immigrant community through language acquisition, economic integration and civic engagement.

2 Check this box [ ] if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	10
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	10
5	Total number of individuals employed in calendar year 2022 (Part V, line 2a)	5	21
6	Total number of volunteers (estimate if necessary)	6	12
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	506,698	673,288
	9	Program service revenue (Part VIII, line 2g)	91,891	208,350
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	58	578
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0	34,100
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	598,647	916,316
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	3,903	1,050
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	183,968	276,385
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	2,750
	b	Total fundraising expenses (Part IX, column (D), line 25) 3,250		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	234,311	335,818
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	422,182	616,003
	19	Revenue less expenses. Subtract line 18 from line 12	176,465	300,313

			Beginning of Current Year	End of Year
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	527,632	801,603
	21	Total liabilities (Part X, line 26)	35,510	9,168
	22	Net assets or fund balances. Subtract line 21 from line 20	492,122	792,435

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer | Date

Reza Jalali, Executive Officer
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check [ ] if self-employed	PTIN
Didier Hakizimana				P01609464

Firm's name: D&G Accountants LLC | Firm's EIN: 47-8383467

Firm's address: 24 Preble Street 3rd Floor, Portland, ME 04101 | Phone no. 207-838-3467

May the IRS discuss this return with the preparer shown above? See instructions [x] Yes [ ] No

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Part III **Statement of Program Service Accomplishments**

Check if Schedule O contains a response or note to any line in this Part III . . . . . ☐

1 Briefly describe the organization's mission:

The Greater Portland Immigrant Welcome Center serves as a hub of collaboration that strengthens the immigrant community through language acquisition, economic integration and civic engagement.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . . . ☐ **Yes** ☑ **No**

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . . . ☐ **Yes** ☑ **No**

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 12,500 including grants of $ 44,000) (Revenue $ 44,000)

Business Hub: Entrepreneurship is a key component of economic empowerment. We leverage local and regional experts and economic development initiatives to facilitate technical support, mentoring, access to capital and know-how for immigrant-led businesses. The Business Hub was created to help immigrants understand, navigate and thrive as an integral part of the Maine business community. We are building programs to support the development and success of new and established immigrant-owned businesses and offer seminars with experts from different business professions, access to co-working space and other IWCs resources, and the opportunity to connect with the others in the business community.

4b (Code:) (Expenses $ 142,615 including grants of $ 205,778) (Revenue $ 205,778)

iEnglish: English proficiency is an essential gateway to economic opportunity for immigrant workers. Yet access to acquiring these skills is persistently limited by a lack of resources and attention. Increasing investment in adult English instruction-through targeted outreach and digital language literacy -will enhance the human capital of immigrants that could lead to enhanced career opportunities and better outcomes for their families. Through the iEnglish Project, we hope to provide regional business leaders with the opportunity to enhance the economic mobility of their current and future workforce by investing in adult English instruction.

4c (Code:) (Expenses $ 134,609 including grants of $ 241,690) (Revenue $ 241,690)

Civic Engagement: While we view civic engagement broadly, we will begin with a strong emphasis on the right to vote. There are currently 36,000 immigrants in Maine eligible or close to eligible to vote -- 25,000 who are already citizens and the 11,000 mentioned above. We will canvas and leverage community partnerships to register voters and get them to the polls. For Get-Out-the-Vote (GOTV), we will focus on collective opportunities for early in-person absentee voting through mosques, churches, community associations, and other trusted community hubs. Non-voters will participate in all programming as we build an increasingly prepared and aware pipeline of future voters and civic participants.

4d Other program services (Describe on Schedule O.)

(Expenses $ 0 including grants of $ 0) (Revenue $ 0)

4e Total program service expenses 289,724

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Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	✔	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	✔	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		✔
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		✔
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		✔
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		✔
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		✔
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		✔
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		✔
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? *If "Yes," complete Schedule D, Part V*	10		✔
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	✔	
b	Did the organization report an amount for investments—other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		✔
c	Did the organization report an amount for investments—program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		✔
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		✔
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		✔
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		✔
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a		✔
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		✔
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		✔
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		✔
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		✔
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		✔
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV.*	16		✔
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		✔
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		✔
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		✔
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		✔
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		✔

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Part IV **Checklist of Required Schedules** *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		✔
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		✔
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		✔
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		✔
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		✔
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		✔
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		✔
28	Was the organization a party to a business transaction with one of the following parties (see the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		✔
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		✔
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		✔
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	✔	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		✔
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		✔
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		✔
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		✔
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34		✔
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		✔
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		✔
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		✔
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	✔	

Part V **Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	10		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	21		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		✔	

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Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

				Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a 21			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b	✔	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		✔
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*		3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		4a		✔
b	If "Yes," enter the name of the foreign country ---------- See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		✔
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		✔
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		6a		✔
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a		
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the sponsoring organization make any taxable distributions under section 4966?		9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.		13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		✔
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*		14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.		15		✔
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.		16		✔
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? If "Yes," complete Form 6069.		17		

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Part VI **Governance, Management, and Disclosure.** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI . . . . . ☑

Section A. Governing Body and Management

				Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a	10		
b	Enter the number of voting members included on line 1a, above, who are independent .	1b	10		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2			✔
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3			✔
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4			✔
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5			✔
6	Did the organization have members or stockholders?	6			✔
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a			✔
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b			✔
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:				
a	The governing body?	8a		✔	
b	Each committee with authority to act on behalf of the governing body?	8b		✔	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9			✔

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		✔
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	✔	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	✔	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	✔	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c	✔	
13	Did the organization have a written whistleblower policy?	13	✔	
14	Did the organization have a written document retention and destruction policy?	14	✔	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	✔	
b	Other officers or key employees of the organization	15b	✔	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		✔
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ME

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☑ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

Reza Jalali, (207)517-3405

24 Preble street, 3rd Floor, Portland, ME 04101

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Part VII **Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors**

Check if Schedule O contains a response or note to any line in this Part VII . . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/ 1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/ 1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
Reza Jalali	40.00									
Executive Director	0.00				✔			93,930	0	0
Quang Nguyen	4.00									
Board Chair	0.00	✔						0	0	0
Amberlynn Esperanza	2.00									
Board Secretary	0.00	✔						0	0	0
Cathy Lee	4.00									
Board Vice-Chair	0.00	✔						0	0	0
Bob Leger	2.00									
Board Director	0.00	✔						0	0	0
Roberta March	2.00									
Board Director	0.00	✔						0	0	0
Michael Simonds	2.00									
Board Treasurer	0.00	✔						0	0	0
Yusuf Yusuf	2.00									
Board Director	0.00	✔						0	0	0
Suely Simpson	2.00									
Board Director	0.00	✔						0	0	0
Ike Ndu	2.00									
Board Director	0.00	✔						0	0	0
Elvice Adji	2.00									
Board Director	0.00	✔						0	0	0

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Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
1b Subtotal								93,930	0	0
c Total from continuation sheets to Part VII, Section A										
d Total (add lines 1b and 1c)								93,930	0	0

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 0

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		✔
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		✔
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		✔

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
None		

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 0

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Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII . . . . . ☐

					(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512–514
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns	1a	0				
	b	Membership dues	1b	0				
	c	Fundraising events	1c	0				
	d	Related organizations	1d	0				
	e	Government grants (contributions)	1e	0				
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	673,288				
	g	Noncash contributions included in lines 1a–1f	1g	$ 34,432				
	h	**Total.** Add lines 1a–1f			673,288			
				Business Code				
Program Service Revenue	2a	iEnglish Lab		611710	134,950	134,950	0	0
	b	Space use revenue		561210	73,400	73,400	0	0
	c							
	d							
	e							
	f	All other program service revenue			0	0	0	0
	g	**Total.** Add lines 2a–2f			208,350			
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)			578	578	0	0
	4	Income from investment of tax-exempt bond proceeds			0	0	0	0
	5	Royalties			0	0	0	0
				(i) Real / (ii) Personal				
	6a	Gross rents	6a					
	b	Less: rental expenses	6b					
	c	Rental income or (loss)	6c	0 / 0				
	d	Net rental income or (loss)						
				(i) Securities / (ii) Other				
	7a	Gross amount from sales of assets other than inventory	7a					
	b	Less: cost or other basis and sales expenses	7b					
	c	Gain or (loss)	7c	0 / 0				
	d	Net gain or (loss)						
	8a	Gross income from fundraising events (not including $ 0 of contributions reported on line 1c). See Part IV, line 18	8a					
	b	Less: direct expenses	8b					
	c	Net income or (loss) from fundraising events						
	9a	Gross income from gaming activities. See Part IV, line 19	9a					
	b	Less: direct expenses	9b					
	c	Net income or (loss) from gaming activities						
	10a	Gross sales of inventory, less returns and allowances	10a					
	b	Less: cost of goods sold	10b					
	c	Net income or (loss) from sales of inventory						
				Business Code				
Miscellaneous Revenue	11a	Paycheck Protection Program Loan Forgive		900099	34,100	34,100	0	0
	b							
	c							
	d	All other revenue			0	0	0	0
	e	**Total.** Add lines 11a–11d			34,100			
	12	**Total revenue.** See instructions			916,316	243,028	0	0

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Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX . . . . . ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21	1,050	1,050		
2 Grants and other assistance to domestic individuals. See Part IV, line 22	0	0		
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16	0	0		
4 Benefits paid to or for members	0	0		
5 Compensation of current officers, directors, trustees, and key employees	93,930	0	93,930	0
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)	0	0	0	0
7 Other salaries and wages	157,786	157,786	0	0
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	0	0	0	0
9 Other employee benefits	3,304	1,864	1,440	0
10 Payroll taxes	21,365	14,179	7,186	0
11 Fees for services (nonemployees):				
a Management	0	0	0	0
b Legal	0	0	0	0
c Accounting	3,632	0	3,632	0
d Lobbying	0	0	0	0
e Professional fundraising services. See Part IV, line 17	2,750			2,750
f Investment management fees	0	0	0	0
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	6,661	2,250	3,911	500
12 Advertising and promotion	4,485	0	4,485	0
13 Office expenses	11,438	6,272	5,166	0
14 Information technology	27,017	12,705	14,312	0
15 Royalties	0	0	0	0
16 Occupancy	140,594	45,176	95,418	0
17 Travel	1,584	1,584	0	0
18 Payments of travel or entertainment expenses for any federal, state, or local public officials	0	0	0	0
19 Conferences, conventions, and meetings	4,408	2,135	2,273	0
20 Interest	0	0	0	0
21 Payments to affiliates	0	0	0	0
22 Depreciation, depletion, and amortization	23,656	0	23,656	0
23 Insurance	10,291	10,291	0	0
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a In-kind expense	34,432	34,432	0	0
b Dues and subscriptions	2,455	0	2,455	0
c Bad debt expense	62,416	0	62,416	0
d Staff development expense	2,724	0	2,724	0
e All other expenses	25	0	25	0
25 **Total functional expenses.** Add lines 1 through 24e	616,003	289,724	323,029	3,250
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

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Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X . . . . . ☐

				(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing		339,059	1	706,301
	2	Savings and temporary cash investments			2	
	3	Pledges and grants receivable, net			3	
	4	Accounts receivable, net		8,600	4	1,400
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		62,416	5	0
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)			6	
	7	Notes and loans receivable, net			7	
	8	Inventories for sale or use			8	
	9	Prepaid expenses and deferred charges		6,930	9	6,930
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 209,512			
	b	Less: accumulated depreciation	10b 122,540	110,627	10c	86,972
	11	Investments—publicly traded securities			11	
	12	Investments—other securities. See Part IV, line 11			12	
	13	Investments—program-related. See Part IV, line 11			13	
	14	Intangible assets			14	
	15	Other assets. See Part IV, line 11			15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)		527,632	16	801,603
Liabilities	17	Accounts payable and accrued expenses		1,410	17	9,168
	18	Grants payable		0	18	0
	19	Deferred revenue		0	19	0
	20	Tax-exempt bond liabilities		0	20	0
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		0	21	0
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		0	22	0
	23	Secured mortgages and notes payable to unrelated third parties		0	23	0
	24	Unsecured notes and loans payable to unrelated third parties		34,100	24	0
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17–24). Complete Part X of Schedule D		0	25	
	26	**Total liabilities.** Add lines 17 through 25		35,510	26	9,168
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here ☑ and complete lines 27, 28, 32, and 33.**				
	27	Net assets without donor restrictions		474,622	27	729,935
	28	Net assets with donor restrictions		17,500	28	62,500
		Organizations that do not follow FASB ASC 958, check here ☐ and complete lines 29 through 33.				
	29	Capital stock or trust principal, or current funds			29	
	30	Paid-in or capital surplus, or land, building, or equipment fund			30	
	31	Retained earnings, endowment, accumulated income, or other funds			31	
	32	Total net assets or fund balances		492,122	32	792,435
	33	Total liabilities and net assets/fund balances		527,632	33	801,603

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Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI . . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	916,316
2	Total expenses (must equal Part IX, column (A), line 25)	2	616,003
3	Revenue less expenses. Subtract line 2 from line 1	3	300,313
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	492,122
5	Net unrealized gains (losses) on investments	5	0
6	Donated services and use of facilities	6	0
7	Investment expenses	7	0
8	Prior period adjustments	8	0
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	792,435

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII . . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☑ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		✔
	If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
b	Were the organization's financial statements audited by an independent accountant?	2b		✔
	If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a		✔
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b		

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SCHEDULE A (Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization	**Employer identification number**
GREATER PORTLAND IMMIGRANT WELCOME CENTER	82-2844735

Part I **Reason for Public Charity Status.** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i)**.

2 ☐ A school described in **section 170(b)(1)(A)(ii)**. (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii)**.

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii)**. Enter the hospital's name, city, and state:

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv)**. (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v)**.

7 ☐ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi)**. (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university:

10 ☑ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2)**. (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4)**.

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2)**. See **section 509(a)(3)**. Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations . . . . . .

g Provide the following information about the supported organization(s).

(i) Name of supported organization	**(ii)** EIN	**(iii)** Type of organization (described on lines 1–10 above (see instructions))	**(iv)** Is the organization listed in your governing document? Yes	No	**(v)** Amount of monetary support (see instructions)	**(vi)** Amount of other support (see instructions)
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

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Part II **Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**
(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3						
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
7 Amounts from line 4						
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
11 **Total support.** Add lines 7 through 10						

12 Gross receipts from related activities, etc. (see instructions) **12**

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** . . . . . ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2022 (line 6, column (f), divided by line 11, column (f)) . . . . **14** %

15 Public support percentage from 2021 Schedule A, Part II, line 14 . . . . . **15** %

16a **33 1/3% support test—2022.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ☐

b **33 1/3% support test—2021.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization . . . . . ☐

17a **10%-facts-and-circumstances test—2022.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ☐

b **10%-facts-and-circumstances test—2021.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization . . . . . ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . . . ☐

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Part III **Support Schedule for Organizations Described in Section 509(a)(2)**
(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	339,209	467,254	418,853	506,698	707,966	2,439,980
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose	1,715	117,113	62,910	91,949	208,350	482,037
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5	340,924	584,367	481,763	598,647	916,316	2,922,017
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						2,922,017

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2018	(b) 2019	(c) 2020	(d) 2021	(e) 2022	(f) Total
9 Amounts from line 6	340,924	584,367	481,763	598,647	916,316	2,922,017
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)	340,924	584,367	481,763	598,647	916,316	2,922,017

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2022 (line 8, column (f), divided by line 13, column (f))	15	100 %
16	Public support percentage from 2021 Schedule A, Part III, line 15	16	100 %

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2022** (line 10c, column (f), divided by line 13, column (f))	17	0 %
18	Investment income percentage from **2021** Schedule A, Part III, line 17	18	0 %

19a **33 1/3% support tests—2022.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☑

b **33 1/3% support tests—2021.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

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Part IV **Supporting Organizations**

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in **Part VI** how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in **Part VI** how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in **Part VI** when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in **Part VI** what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in **Part VI** how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in **Part VI** what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in **Part VI**, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in **Part VI**.*	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in **Part VI**.*	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in **Part VI**.*	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in **Part VI**.*	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

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Part IV **Supporting Organizations** *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	**11a**		
b	A family member of a person described on line 11a above?	**11b**		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* ***Part VI****.*	**11c**		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* ***Part VI*** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	**1**		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* ***Part VI*** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	**2**		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* ***Part VI*** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	**1**		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	**1**		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* ***Part VI*** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	**2**		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* ***Part VI*** *the role the organization's supported organizations played in this regard.*	**3**		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (****see instructions****).*

a ☐ The organization satisfied the Activities Test. *Complete* ***line 2*** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* ***line 3*** *below.*

c ☐ The organization supported a governmental entity. *Describe in* ***Part VI*** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. ***Answer lines 2a and 2b below.***			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* ***Part VI identify those supported organizations and explain*** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	**2a**		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* ***Part VI*** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	**2b**		
3	Parent of Supported Organizations. ***Answer lines 3a and 3b below.***			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No," provide details in* ***Part VI****.*	**3a**		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* ***Part VI*** *the role played by the organization in this regard.*	**3b**		

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Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* ***Part VI***). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A—Adjusted Net Income			(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1		
2	Recoveries of prior-year distributions	2		
3	Other gross income (see instructions)	3		
4	Add lines 1 through 3.	4		
5	Depreciation and depletion	5		
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7	Other expenses (see instructions)	7		
8	**Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B—Minimum Asset Amount			(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a	Average monthly value of securities	1a		
b	Average monthly cash balances	1b		
c	Fair market value of other non-exempt-use assets	1c		
d	**Total** (add lines 1a, 1b, and 1c)	1d		
e	**Discount** claimed for blockage or other factors *(explain in detail in* ***Part VI****)*:			
2	Acquisition indebtedness applicable to non-exempt-use assets	2		
3	Subtract line 2 from line 1d.	3		
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6	Multiply line 5 by 0.035.	6		
7	Recoveries of prior-year distributions	7		
8	**Minimum Asset Amount** (add line 7 to line 6)	8		

Section C—Distributable Amount				Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1		
2	Enter 0.85 of line 1.	2		
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3		
4	Enter greater of line 2 or line 3.	4		
5	Income tax imposed in prior year	5		
6	**Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6		

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

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Part V **Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** *(continued)*

Section D—Distributions			**Current Year**
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required—*provide details in* ***Part VI***)	5	
6	Other distributions (*describe in* ***Part VI***). See instructions.	6	
7	**Total annual distributions.** Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in* ***Part VI***). See instructions.	8	
9	Distributable amount for 2022 from Section C, line 6	9	
10	Line 8 amount divided by line 9 amount	10	

Section E—Distribution Allocations (see instructions)		**(i) Excess Distributions**	**(ii) Underdistributions Pre-2022**	**(iii) Distributable Amount for 2022**
1	Distributable amount for 2022 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2022 (reasonable cause required—*explain in* ***Part VI***). See instructions.			
3	Excess distributions carryover, if any, to 2022			
a	**From 2017**			
b	**From 2018**			
c	From 2019			
d	From 2020			
e	From 2021			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2022 distributable amount			
i	Carryover from 2017 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2022 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2022 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2022, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* ***Part VI***. See instructions.			
6	Remaining underdistributions for 2022. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* ***Part VI***. See instructions.			
7	**Excess distributions carryover to 2023.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	**Excess from 2018** . . .			
b	Excess from 2019 . . .			
c	Excess from 2020 . . .			
d	Excess from 2021 . . .			
e	Excess from 2022 . . .			

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Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

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SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements.

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (for example, recreation or education)
☐ Preservation of a historically important land area
☐ Protection of natural habitat
☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year

4 Number of states where property subject to conservation easement is located

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 $

(ii) Assets included in Form 990, Part X $

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 $

b Assets included in Form 990, Part X $

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Part III **Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? . . ☐ **Yes** ☐ **No**

Part IV **Escrow and Custodial Arrangements.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? . . . . . ☐ **Yes** ☐ **No**

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ **Yes** ☐ **No**

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII . . . . ☐

Part V **Endowment Funds.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____%
b Permanent endowment _____%
c Term endowment _____%

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations	3a(i)		
(ii) Related organizations	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI **Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land	0	0		0
b Buildings	0	0	0	0
c Leasehold improvements	44,115	0	18,867	25,248
d Equipment	123,525	0	64,617	58,908
e Other	41,872	0	39,056	2,816
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10c.)*				86,972

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Part VII **Investments—Other Securities.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)*		

Part VIII **Investments—Program Related.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)*		

Part IX **Other Assets.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)*	

Part X **Other Liabilities.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)*	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII . ☐

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Part XI **Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	

Part XII **Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**
Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	

Part XIII **Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

DRAFT FOR REVIEW ONLY

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to *www.irs.gov/Form990* for instructions and the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art—Works of art				
2	Art—Historical treasures				
3	Art—Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities—Publicly traded				
10	Securities—Closely held stock				
11	Securities—Partnership, LLC, or trust interests				
12	Securities—Miscellaneous				
13	Qualified conservation contribution—Historic structures				
14	Qualified conservation contribution—Other				
15	Real estate—Residential				
16	Real estate—Commercial				
17	Real estate—Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (Volunteer hours)	✔	12	34,432	hourly rate
26	Other ( )				
27	Other ( )				
28	Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement **29** 0

			Yes	No
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		✔
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		✔
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		✔
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

DRAFT FO REVIEW ONLY

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

DRAFT FO REVIEW ONLY

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

Attach to Form 990 or Form 990-EZ.

Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2022

Open to Public Inspection

Name of the organization	Employer identification number
GREATER PORTLAND IMMIGRANT WELCOME CENTER	82-2844735

Form 990, Part VI, Section B, Line 11b - Once the draft 990 form has been reviewed by the management, a copy is then sent to all board directors by email for their review prior to the board meeting where the draft is approved for filing.

Form 990, Part VI, Section B, Line 12c - The conflict of interest policy is reviewed by the board of directors once a year during one of the regular board meetings.

Form 990, Part VI, Section B, Line 15 - The Executive Committee of the Board is responsible for determining compensation for the executive employees and make recommendations to the Board for final decision. The policy in place requires that determination process includes consideration of appropriate data regarding market comparability, including the most recently available survey of nonprofit salary rates in Maine or similar data.

Form 990, Part VI, Section C, Line 19 - All organizing and operating documents are available to the public upon request.

DRAFT FO REVIEW ONLY

Schedule B (Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990 or Form 990-PF.
Go to *www.irs.gov/Form990* for the latest information.

OMB No. 1545-0047

2022

Name of the organization	**Employer identification number**
GREATER PORTLAND IMMIGRANT WELCOME CENTER	82-2844735

Organization type (check one):

Filers of:	**Section:**
Form 990 or 990-EZ	☑ 501(c)(3) (enter number) organization
	☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	☐ 527 political organization
Form 990-PF	☐ 501(c)(3) exempt private foundation
	☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation
	☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

☑ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year . . . . . $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	Lennox Foundation 1164 Shore Rd Cape Elizabeth, ME 04107	$ 7,500	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
2	Maine Initiatives 56 North St Suite 100 Portland, ME 04101	$ 7,500	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
3	Androscoggin Bank PO Box 1407 Lewiston, ME 04243	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
4	Pond Family Foundation 3 Canter Lane Cape Elizabeth, ME 04107	$ 5,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
5	Maine Community Foundation 245 Main Street Ellsworth, ME 04605	$ 5,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
6	Justin Alfond 143 Vaughan St Portland, ME 04102	$ 50,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
7	Paul and Kathleen Anderson 17 Barbican Road Pemaquid, ME 04558	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
8	Catherine Lee 200 Main Street Westbrook, ME 04092	$ 5,013	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
9	Fisher Charitable Foundation PO Box 17513 Portland, ME 04112	$ 5,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
10	Maine Justice Foundation 40 Water Street Hallowell, ME 04347	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
11	Bangor Savings Bank PO Box 930 Bangor, ME 04402	$ 5,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
12	Betterment Fund PO Box 979 Bethel, ME 04217	$ 20,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
13	Casco Foundation 16 Sea Cove Road Cumberland Foreside, ME 04110	$ 5,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
14	Catholic Charities Maine PO Box 10660 Portland, ME 04101	$ 18,228	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
15	Clowes Foundation 320 North Meridan Suite 316 Indianapolis, IN 46204	$ 20,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
16	Elmina Sewel Foundation PO Box 52047 Antlanta, GA 30355	$ 40,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
17	Good Shepard Food Bank 3121 Hotel Rd Auburn, ME 04211	$ 40,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
18	Hannaford Community Relations 145 Pleasant Hill Rd Scarborough, ME 04074	$ 70,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
19	Libra Foundation 3 Canal Plaza Portland, ME 04112	$ 5,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
20	Margot and Roger Milliken 157 Pine Street Portland, ME 04102	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
21	Fritz and Susan Onion 414 Hardscabble Road Wayne, ME 04288	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
22	Robert Wood Johnson Foundation 50 College Rd East Princeton, NJ 08540	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
23	State Leadership Project PO Box 223 Releigh, NC 27602	$ 65,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
24	Spring Point Fund 245 Main Street Elssworth, ME 04605	$ 10,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
25	TD Charitable Foundation PO Box 9540 Portland, ME 04112	$ 15,000	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
26	William and Marie Cooper 15422 Carilon Estate Blve Tampa, FL 33625	$ 7,517	Person ☑ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)
		$	Person ☐ Payroll ☐ Noncash ☐ (Complete Part II for noncash contributions.)

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part II **Noncash Property** (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
		$	

DRAFT FO REVIEW ONLY

Name of organization: GREATER PORTLAND IMMIGRANT WELCOME CENTER

Employer identification number: 82-2844735

Part III ***Exclusively*** **religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this information once. See instructions.) $

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

DRAFT FO REVIEW ONLY

9. DIVERSITY, HARASSMENT, AND DISCRIMINATION

Diversity Statement

GPIWC deeply values and is committed to diversity. We honor the differences among us, knowing that those differences strengthen and enhance not only our experience while at GPIWC but our community as well. In this way, we can utilize our diverse backgrounds, skills, and perspectives to create a culture of inclusion.

GPIWC seeks people from all segments of the community for all job levels and actively supports the development of employees for personal growth internal advancement opportunities.

GPIWC is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available individuals in every job.

Anti-Harassment and Discrimination Policy

GPIWC strongly disapproves of sexual harassment and unlawful discrimination and will not tolerate the harassment or unlawful discrimination of any employee, visitor, customer, supervisor, director, manager, or volunteer.

GPIWC believes all individuals have the right to work and volunteer in an environment free of sexual harassment and discrimination based on race or color, sex, sexual orientation, genetic information, physical or mental disability, religion, age, ancestry or national origin.
Sexual harassment is a form of misconduct that is a violation of Section 4572 of the Maine Human Rights Act and that undermines the integrity of the employment relationship or the volunteering environment. In any employment or volunteer context, sexual harassment can be defined as the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors or the creation of an intimidating, hostile or offensive working environment based on unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. The following is the Maine Human Rights Commission's regulatory definition of sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment are: 1) repeated unwelcome sexual flirtations, advances or propositions; 2) continued or repeated verbal abuse of a sexual nature; 3) graphic or degrading comments about an individual or his or her appearance; 4) the display of sexually suggestive objects or pictures; 5) any offensive physical contact; and 6) any retaliation or threat of retaliation against one who has made a complaint of harassment. In addition, no one should suggest, imply or threaten that an applicant or employee's "cooperation" of a sexual nature (or refusal thereof) will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment.

Any employee, volunteer (including directors and officers) or visitor who feels s/he has been subject to sexual harassment or unlawful discrimination at GPIWC should immediately report the incident or incidents to the Executive Director or, if the Executive Director is involved, to the Executive Director or the Chair of the Board. GPIWC will make a thorough investigation of any alleged incident. The investigation will be kept confidential to the greatest extent possible. Any employee or volunteer who is determined, after investigation, to have engaged in sexual harassment or discrimination will be subject to appropriate sanctions up to and including termination or dismissal as a volunteer and, if applicable, removal from the Board of Directors.

In addition, employees may file a complaint of sexual harassment or unlawful discrimination directly with the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, (207) 289-2326. Any employee wishing to make a complaint directly to the Maine Human Rights Commission must do so within 180 days of the alleged incident or incidents.

Employees are protected by law from retaliation for filing a complaint of sexual harassment or discrimination with the Commission. There will be no retaliatory measures taken against any employee who makes a complaint of sexual harassment or discrimination.

Immigrant Welcome Center
GREATER PORTLAND

Immigrant-Owned Business Accelerator Timeline

July 1, 2024	Project start date
	Women Lead entrepreneur training cohort launches
	SIM Networks assembles *Digital Starter Kits*
October ’24	*WL* cohort graduates, submits business plans
	Microenterprise Grant guidelines published
January ’25	First distribution of *Digital Starter Kits* and *Microenterprise Grants*
	SIM Networks offers tech support
	Second *Women Lead* entrepreneur training cohort launches
April ’25	*WL* cohort graduates, submits business plans
July ’25	Second distribution of *Digital Starter Kits* and *Microenterprise Grants*
	Third *Women Lead* entrepreneur training cohort launches
October ’25	*WL* cohort graduates, submits business plans
January ’26	Third distribution of *Digital Starter Kits* and *Microenterprise Grants*
	Fourth *Women Lead* entrepreneur training cohort launches
April ’25	*WL* cohort graduates, submits business plans
June 30, 2026	Project end date
July ’26	Final project report

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: DEC 20 2017

GREATER PORTLAND IMMIGRANT WELCOME CENTER
24 PREBLE ST 3RD FLR
PORTLAND, ME 04101

Employer Identification Number:
82-2844735
DLN:
17053279317037
Contact Person:
DAVID SCHAEFF ID# 31691
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
December 12, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

GREATER PORTLAND IMMIGRANT WELCOME

Sincerely,

Stephen a. Martin

Director, Exempt Organizations
Rulings and Agreements

11. WHISTLEBLOWER POLICY

Statement of Purpose

It is the policy of the Greater Portland Immigrant Welcome Center to abide by all applicable federal, state and local laws, rules and regulations, and to have all of its employees do the same. This policy is intended to ensure that employees are protected from discrimination and retaliation if the employee reports to the Executive Director or the Chair of the Board any good faith concern regarding the Greater Portland Immigrant Welcome Center practices or conditions which the employee has reasonable cause to believe are in violation of any federal, state or local law, rules or regulation, or which the employee has reasonable cause to believe risk the health or safety of that employee or any other individual.

Review and Revision

This policy has been reviewed and accepted by the Board of GPIWC. The Board of GPIWC must approve any changes to or deviations from this policy. A full review of the policy should be conducted every two years. This policy is intended to be complemented by other policies, and all such policies shall be reviewed together to ensure consistency of purpose.

Procedure

In accordance with this policy and applicable law, an employee will be protected from discrimination and retaliation if the employee reports to the Executive Director or the Chair of the Board any good faith concern regarding Greater Portland Immigrant Welcome Center practices or conditions which the employee has reasonable cause to believe are in violation of any federal, state or local law, rules or regulation, or which the employee has reasonable cause to believe risk the health or safety of that employee or any other individual. The Greater Portland Immigrant Welcome Center will promptly investigate each complaint to determine its merits and the appropriate action to be taken. Confidentiality will be maintained to the extent practical and appropriate under the circumstances. If an investigation reveals that unlawful conduct has taken place, appropriate disciplinary action will be taken, up to and including suspension or discharge.

The Greater Portland Immigrant Welcome Center will not discharge, threaten, discriminate or otherwise retaliate against an employee who submits a good faith complaint to the Greater Portland immigrant Welcome Center, participates in any investigation or legal proceeding arising from any such complaint, or on the basis of any other lawful actions of such employee in submitting a good faith report relating to real or perceived unlawful conduct. This statement applies even if an investigation proves that there has been no unlawful activity involving the Greater Portland Immigrant Welcome Center or any of its employees.

In order to receive the protections under the Maine Whistleblowers' Protection Act, the employee who has reported or caused to be reported a violation or unsafe condition or practice to a public body must first bring the alleged violation, condition or practice to the attention of the Executive Director or the President, and must allow the Greater Portland Immigrant Welcome Center a reasonable opportunity to correct that violation, condition or practice, unless the employee has specific reasons to believe that a report to the Greater Portland Immigrant Welcome Center will not result in a prompt correction of the violation, condition or practice.

Any action considered to be discriminatory or retaliatory should be reported immediately to the Executive Director or the President. The Greater Portland Immigrant Welcome Center will not tolerate discrimination or retaliation against the complainant by any employee and will subject such employee to discipline, up to and including suspension or discharge from employment. Employees who are not themselves complainants, but who assist in an investigation relating to unlawful activity, will also be protected from discrimination and retaliation.

Responsibility

The administration of this policy is the responsibility of the Management Team.

Immigrant Welcome Center
GREATER PORTLAND

Authorization to Request Funds

To whom it may concern:

I, Quang Nguyen, Chairman of the Greater Portland Immigrant Welcome Center Board of Directors, hereby authorize staff to prepare and submit a request for funding from the Community Development Block Grant program of the City of Portland, Maine.

Sincerely yours,

11/14/2023

Quang Nguyen, Chairman
Greater Portland Immigrant Welcome Center
24 Preble Street, 4th Floor
Portland, ME 04101

Date

November 15, 2023

Community Development Block Grants Program
City of Portland
Housing and Economic Development Department
HCD Program Manager
389 Congress Street
Portland, ME 04101

Re: MTI letter of support for CDBG applicant, Greater Portland Immigrant Welcome Center.

Dear CDBG Program Manager:

The Maine Technology Institute (MTI) is pleased to support the Greater Portland Immigrant Welcome Center's proposal for its Immigrant-Owned Business Accelerator. MTI is our state's unique public-private partnership whose core mission is to help diversify and grow Maine's economy through innovation and entrepreneurial support. We have collaborated with, and provided funding to, the Immigrant Welcome Center on its *Women Lead* project.

We believe this project holds substantial promise for promoting new micro-enterprises run by immigrant women in Portland. The Immigrant Welcome Center has strong relationships with the rapidly growing community of New Mainers. It serves as a hub of collaboration that strengthens the immigrant community through language acquisition, economic integration, and civic engagement. The Maine Immigrant Business Accelerator - - a comprehensive stimulus program for immigrant-run small business startups - - is focused on supporting technical innovation and immigrant women entrepreneurs.

As you know, New Mainers constitute a significant force in Maine's population and economy and are exceptionally active in entrepreneurship: according to a 2022 MIT study, immigrants start new businesses 80% more frequently than native-born Americans. Since 2017, IWC has helped facilitate the creation of more than one hundred startups.

Without question, IWC is well positioned to undertake the project as detailed in its grant application. MTI is delighted to support their proposal.

Sincerely,

Brian Whitney
President

PH | 207.582.4790
8 VENTURE AVENUE | BRUNSWICK LANDING | BRUNSWICK, ME 04011
MAINETECHNOLOGY.ORG

SMI Networks
110 Marginal Way Suite 997
Portland, Maine 04101

November 15, 2023

Community Development Block Grants Program
City of Portland
Housing and Economic Development Department
HCD Program Manager
389 Congress Street
Portland, ME 04101

Re: A letter of support for CDBG applicant, Greater Portland Immigrant Welcome Center.

SMI Networks is pleased to support the proposal of Greater Portland Immigrant Welcome Center for its Immigrant-Owned Business Accelerator. SMI is a Portland-based technical support firm that has collaborated with the Immigrant Welcome Center for several years, providing, installing and servicing computers, servers, software, and telephone systems. We have worked with the IWC team to develop the concept of a *Digital Business Starter Kit.* The idea is to provide in one package all of the hardware, software and licensure needed to launch an online business – with a year of unlimited instruction and technical support to insure that each business is using the technology as effectively as possible. SMI will assemble the kits and provide the tech support; IWC will identify and mentor the aspiring immigrant-run businesses.

We believe this project holds substantial promise for promoting new micro-enterprises in Portland. The Immigrant Welcome Center has strong relationships with the rapidly growing community of New Mainers. It is an exceedingly diverse organization, with board and staff members from a dozen different countries and speaking as many languages. IWC is well-positioned to undertake the project as detailed in its grant proposal. I encourage you to support their application.

Sincerely yours,

David Rodrigue
Randall Williams

Application Type	Economic Devolopment
Applicant	City of Portland's Housing and Economic Development Department (HEDD): Lead Agency; Portland Development Corporation (PDC), a 501c3 non-profit organization with reiew and approval authority over City commercial loan and grant awards, including this.
Project Name	Business Assistance Program for Job Creation (BAP)
Project Address/Location	Housing and Economic Development Department (HEDD), 389 Congress Street, Portland, ME 04101
Funds Requested	$105,000.00

Project Summary

The City's Housing and Economic Development Department (HEDD) and the Portland Development Corporation (PDC), a 501c3 commercial grant and loan review board whose members are appointed by the City Council, are seeking $105,000 to implement a new round of the Business Assistance Program for Job Creation (BAP). This grant/match program would continue to provide grants to Portland businesses of up to $20,000 ($10,000 per 34hr/work permanent full-time job, or $5,000 per half-time equivalent job). As a result, at least 10 full-time jobs (or 20 half-time equivalent jobs) will be made available to low/moderate income (LMI) individuals as well as Portland residents. It is likely that over 51% will be Portland residents, and 100% of the jobs will go to LMI individuals. Each business awarded a grant is required to match 100% of the grant with private funds. Each application will be reviewed by an underwriter, presented to, reviewed by, and approved by the PDC. Almost all of the $105,000 grant being requested will be used for job creation grants to businesses ($100,000) and the remainder ($5,000) will be for the services of a consulting underwriter. The underwriter analyzes the viability of each applicant's business, whether a start-up or an existing business, its potential for growth, and the soundness of its strategies to support job creation.

HUD National Objective	Low and Moderate Income Job Creation (LMJC)
HUD Program Objective	Creating Economic Opportunity
Primary Goal	Economic Opportunity

Units of Service (for development activities) - *Refer to Section II.B.4*

Type of Unit of Service: Net new jobs created by businesses receiving job creation grants

Number of Units Provided: 10

Cost per Unit of Service: $10,500.00

Location - For LMA projects

Census Tracts	All tracts in Portland, Maine

Beneficiaries/ Clients Served

Client Description	low/moderate income individuals working in Portland
Number of Clients Served	10
Number of LMI Portlanders	6
LMI Portland Percentage	60.00%

Outcomes

Budget

$ 105,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 230,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
46%	Percentage of CDBG Request of Total Budget

A. Application Cover Page

Completed by nmartin@portlandmaine.gov on 10/25/2023 8:51 AM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Economic Devolopment

A.2. Operating Agency/ Business:
City of Portland's Housing and Economic Development Department (HEDD): Lead Agency; Portland Development Corporation (PDC), a 501c3 non-profit organization with reiew and approval authority over City commercial loan and grant awards, including this.

A.3. Project Name:
Business Assistance Program for Job Creation (BAP)

A.4. Mailing Address:
City of Portland 389 Congress Street Portland, ME 04101

A.5. Project Address:
Housing and Economic Development Department (HEDD) 389 Congress Street Portland, ME 04101

A.6. Executive Director Name:
Mary Davis, HEDD Interim Director; James Dowd, PDC President

A.7. Phone Number:
(207) 874-8711

A8. Email:
mpd@portlandmaine.gov.jsdowdgmail.com

A.9. Financial Contact Name:
Nancy L. Martin

A.10. Email:
nmartin@portlandmaine.gov

A.11. Phone Number
(207) 756-8019

A.12. Person who completed the application name:
Nancy L. Martin

A.13. Amount of CDBG Funds Requested:
$105,000.00

A.14. Unique Entity Identifier (UEI):
7174802

A.15. Tax ID:
16,000,032

B. Construction and Economic Development

Completed by nmartin@portlandmaine.gov on 10/24/2023 4:09 PM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Job Creation (LMJC)

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating Economic Opportunity

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Economic Opportunity

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by nmartin@portlandmaine.gov on 10/25/2023 9:45 AM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
low/moderate income individuals working in Portland

C.2. How will the beneficiaries' information be collected and documented?
Job certification forms and quarterly payrolls. Note that in November 2017, Portland City Council voted to not allow Job Creation Projects to require Portland residency for new hires as it was determined by City Corporation Counsel to be unconstitutional. Therefore this program is permitted to require only that new hires be Low/Moderate Income Individuals.

C.3. How many will be served by the proposed program or project
10

C.4. How many are residents of Portland?
6

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
6

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
60.00%

C.7. Is the proposed program or project a Development Activity?
Yes

Units of Service.(Development Activities Only)

a. Describe the type of unit of service provided by the program.
Net new jobs created by businesses receiving job creation grants

b. How many units of service will be provided by the program?
10

c. What is the cost per unit of service?

$10,500.00

d. Explain the relationship between the cost per unit of service and the total program budget
$105,000 grant request divided by 10 FTE jobs = $10,500/job; $157,500 total program budget divided by 10 jobs - $15,750/job

C.8. What percentage of the total budget is CDBG?
66.00%

C.9. Program Objectives and Outcomes. Please list below:
Objective: Create economic opportunity through creation of 10 net new jobs, and training in marketable job skills
Outcome: Creating jobs for LMI individuals with an opportunity to gain skills and job experieince will enable them to transition out of poverty.
Objective: Support the growth of new and expanding small businesses, including those owned by minorities and immigrants, many of which are LMI individuals. Outcome: Contribute to vibrant neighborhoods, including HCD eligible areas, with small, locally-owned businesses offering products/services and jobs to the LMI population.

Location

C.10. What census tract is the project located?
All tracts in Portland, Maine

C.11. Is the project located in a historic district?
No

C.12 How will the outcomes be measured, collected, and documented?
Program matrix with information on base payrolls, quarterly payrolls, and monthly review of results

D. Project Narrative

Completed by nmartin@portlandmaine.gov on 11/16/2023 1:23 PM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
Please Note: In November 2017, the Portland City Council voted to not allow the Job Creation Project to require Portland residency for new hires. Such a requirement was determined by City Corporation to be unconstitutional. Thus, this Program is permitted to require only that new hires be Low/Moderate Income individuals.

The City's Housing and Economic Development Department (HEDD) and the Portland Development Corporation (PDC), a 501c3 commercial grant and loan review board whose members are appointed by the City Council, are seeking $105,000 to implement a new round of the Business Assistance Program for Job Creation (BAP). This grant/match program would continue to provide grants to Portland businesses of up to $20,000 ($10,000 per 34hr/work permanent full-time job, or $5,000 per half-time equivalent job). As a result, at least 10 full-time jobs (or 20 half-time equivalent jobs) will be made available to low/moderate income (LMI) individuals as well as Portland residents. It is likely that over 51% will be Portland residents, and 100% of the jobs will go to LMI individuals. Each business awarded a grant is required to match 100% of the grant with private funds. Each application will be reviewed by an underwriter, presented to, reviewed by, and approved by the PDC. Almost all of the $105,000 grant being requested will be used for job creation grants to businesses ($100,000) and the remainder ($5,000) will be for the services of a consulting underwriter. The underwriter analyzes the viability of each applicant's business, whether a start-up or an existing business, its potential for growth, and the soundness of its strategies to support job creation.

Program Goals: Previous rounds of the BAP have assisted Portland businesses with accomplishing the goals of creating full-time jobs for LMI individuals (often with more than 51% being Portland residents), providing new job skills training and job experience, supporting business start-ups and expansions, leveraging private investment in small businesses and helping businesses establish good credit. All of these help people to transition out of poverty. In Maine we know that small businesses create the majority of jobs as well as enhance the stability of our neighborhoods. Given the lasting impacts of the COVID-19 pandemic on small business and on jobs, this program is more important than ever. Small businesses are challenged with remaining viable and with retaining their workforce with immigrant- and minority-owned businesses and employees facing even greater pressures.

Program Design: Grant applicants will be required to provide documentation to support that their start-up will be viable, or that their existing business is sustainable, and that they have a realistic strategy for creating the required number of full-time or part-time jobs within 9 months, with a 3-month extension (if a realistic plan to create these jobs is provided). Reviewed and analyzed by an underwriter, existing businesses will submit historical and current financials as well as projections. Start-ups will submit business plans and financial projections. The hourly rate for net new positions must meet or exceed Portland's minimum wage as established by the City Council (The 2023 minimum wage in the City of Portland is $14 per hour for hourly employees or $7.00 for employees who earn over $175 per month in tips (service

employees). Starting January 1, 2024, the minimum wage in the City of Portland will be $15 per hour for hourly employees, or $7.50 for employees for service employees.)
Preferences given to applicants given one or more of the following: training in marketable job skills, potential for advisement within the company (if applicable), demonstrated need for the grant funds, and some level of benefits (e.g., vacation time and/or sick days). Applicant projects are presented to the PDC board with a report from the underwriter. The PDC reviews all grant requests and approves those deemed to have the greatest merit.

Base payrolls are submitted to the HEDD to determine that the jobs created are net new. These are followed by certifications documenting that new hires are LMI. At least 50% of the grant is withheld until the required number of jobs is created. Once an LMI individual is hired, eligible activities for funding include: machinery/equipment, inventory, supplies, marketing, working capital (e.g., salaries, rent, utilities) and business consulting services (e.g., accounting, legal). Paid invoices are submitted by the grantee for the reimbursement of eligible expenses. Reimbursement will be provided for a portion of the invoice, ensuring the private match investment.

D.2. Readiness to Proceed and Complete

Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.

Should grant funds be awarded for this application, the community will be alerted in July 2024. A press release will be issued to the media and the program marketed to a wide range of organizations that work with local businesses, entrepreneurs and immigrants. Applications would be reviewed by HEDD staff and analyzed by a consulting underwriter. Any applicants deemed to have incomplete applications due to the lack of a business plan or financial statements would be referred to SCORE, SBDC or the Women's Business Center for free assistance. At the PDC's August meeting, the HEDD would present to the board for its review and approval the first requests received, along with accompanying staff memos and underwriter reports. Those applicants that receive approval could begin to receive grant awards as early as September 2024. It is anticipated that all grant funds would be awarded by Spring 2025. Once awards are approved and grant agreements signed, a 9-month clock starts, giving grantees that time to create the required number of jobs based on their grant award $10,000 (1 FT job/2 half-time jobs, or a combination thereof) or $20,000 (2 FT jobs or 4 half-time jobs, or a combination thereof).

BUDGET NARRATIVE

D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet

For the $105,000 in CDBG funds being requested, $100,000 will be used for $10,000 and $20,000 grants to 5-10 startup and growing Portland businesses for the creation of net new full or part time jobs for low/moderate incomes individuals, over 51% of which are likely to be Portland residents. Eligible expenses for which grant funds can be used include machinery and equipment, inventory, supplies, working capital (e.g., rent, salaries, insurance and utilities), and business consulting services (e.g., accounting and legal assistance). If a grantee business wishes, it can use all, some or none of the grant funds for salaries, however, the business must be able to support one to two FTE (or a combination thereof) net new jobs (depending on the grant amount), which will be tracked for one year. The remaining $5,000 will be used for consulting underwriters to analyze each applicant's business plan and financial statements to determine feasibility of a new business and sustainability of an existing business to support job creation.

D.4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

The budget for this program is $230,000. For the $105,000 in CDBG grant funds requested, $100,000, which is almost all of the grant funds, would be used for job creation grants to small Portland businesses. The remaining $5,000 in CDBG

funds would be used to cover the cost of the consulting underwriters. The $100,000 in grants would be matched 100% with private investment funds from the businesses receiving grants. Therefore, $100,000 in private funds is projected. The City of Portland will provide $25,000 of HEDD staff in-kind services for Nancy Martin to administer/manage the Program and that is secured funding. Nancy is the Business Programs Manager for the HEDD; $25,000 represents approximately one-third of her time and salary.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

This program will create economic opportunity and transition people out of poverty. The Program invests in new and growing small businesses in Portland with the primary goal of creating jobs for LMI individuals. The job creation focus of the BAP has a significant impact on transitioning individuals and families out of poverty and into self-sufficiency. To date, 7 rounds of the BAP have created over 70 full-time jobs for LMI individuals. In addition, the job creation grants help new businesses start up, and growing businesses expand, within or in close proximity to HCD eligible neighborhoods. These businesses provide products and services for local people as well as jobs they can access easily from their homes. Further, at least 40% of the grantee businesses are owned by LMI individuals. By helping their businesses startup and grow, this is another way the BAP has created economic opportunity to transition people out of poverty and into financial stability.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

Job creation is a high priority for Portland's CDBG program. Specifically, all the job grants will create full or part time jobs for LMI individuals and support for entrepreneurs who want to start their own businesses or grow existing businesses. To date, at least 40% of BAP grantees (owners of startups and existing businesses) have themselves been LMI. Due to the Program's preference for grant awards to businesses that provide training in new job skills, past BAP grant recipients have been trained in computer repair; furniture repair and upholstering; food manufacturing; auto-body repair/auto mechanics; bicycle assembly, sales and repair; retail management; project management and logistics; home health care; baking; and restaurant food prep and cooking. To date, some of these jobs have gone to particularly vulnerable populations, including immigrants. New jobs and the businesses that create them are required to be located either in HCD eligible neighborhoods, within walking distance to them or in other neighborhoods in Portland that are accessible via public transportation (Metro).

D.7. Community Need Description

Why is this project needed?

The value of creating jobs in Portland is vitally important. Across the state of Maine, continued low unemployment and the workforce shortage suggest Maine will have difficulty supporting significant job growth. In-migration during the pandemic helped Maine mitigate some of the workforce shortage, but the arrival of new residents dipped slightly last year compared to 2021. Although unemployment is relatively low for the state, the unemployment rate among immigrants and minorities is usually higher than the general population and the challenge of finding jobs that pay livable wages is also greater for immigrants, minorities, veterans, and those without college degrees The BAP will require that wages meet or exceed Portland's minimum wage and give preference to applicant businesses that will teach job skills to their new hires. Nearly half of the new hires in previous rounds were from the immigrant community, and more than half were LMI. This grant assistance is especially important for start-ups, which face significant startup expenses. The BAP grants enable employers, especially start-ups, to create new jobs that have a direct benefit to LMI populations.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

The primary impact of the Program will be the creation of at least 10 full-time equivalent jobs (or 20 half-time equivalent jobs) through grant assistance to 5-10 Portland businesses. (The range in the number of businesses is due to some seeking $20,000 and some seeking $10,000, depending on the number of eligible jobs they plan to create). Additional community impacts that accompany job creation include: assisting entrepreneurs in the creation of new businesses and the growth of existing businesses; leveraging private investment to support business growth, especially in Portland's neighborhoods, through the Program's match requirement; and helping new and growing businesses establish credit. The credit component occurs when a grantee is not able to fully meet the private match requirement and, therefore, needs to seek a loan either from the City's commercial loan program or from a private bank. Accessing business loans and paying them back on time helps businesses establish a credit history, making them more bankable for future growth opportunities. All of these impacts contribute to creating a more vibrant economic climate in Portland's neighborhoods. The majority of the BAP grantee businesses in previous rounds have been located in HCD eligible neighborhoods, with the remainder within easy walking distance of those neighborhoods or accessible via public transit (the Metro bus).

D.9. Additional questions for specific application types

Development/Economic Development Activities

For Development/Economic Development Activities

Describe how the program meets each of the following Guiding Principles: Priority to Lower Incomes, Diversity and Inclusiveness, Consistent with City Goals and Initiatives (descriptions on page 8).

Priority to Lower Incomes: The BAP will give priority to people of lower incomes because it will ensure that at least 10 FTE (or part-time equivalent) jobs are created for and filled by LMI individuals. The businesses that receive BAP grants will be located in HCD eligible neighborhoods, within walking distance to them, or accessible by public transportation from them. Thus, the jobs will be located in or near the neighborhoods where LMI individuals reside, making it easier to access the jobs, as well as the services and products offered by these businesses. In addition, grantee businesses in HCD-eligible neighborhoods help strengthen the commercial sectors within these neighborhoods, building economic stability.

Diversity and Inclusiveness: Over time, the BAP has increased its inclusivity and diversity as more people have learned about it through word of mouth and effective marketing by the City's HEDD, which includes the Office of Economic Opportunity, as well as community partners such as Portland Buy Local, Creative Portland, Portland Downtown, and CEI's StartSmart program. Nearly half of the grantee businesses in earlier rounds were owned by immigrants, more than half were LMI business owners, and nearly half of the jobs created were filled by immigrants.

Marketing the BAP reaches a wide-ranging population of small business owners. If the grant application is successful, shortly after July 1, 2024, a program announcement will go out to the media and to entrepreneurs and businesses owners of different ethnicities, languages and backgrounds through neighborhood organizations, the City's Office of Economic Opportunity, Creative Portland and organizations that assist immigrants such as Prosperity Maine, Portland Adult Education and the Immigrant Welcome Center. Information about the program will also be provided to business counseling organizations including the US Small Business Development Center (SBDC) and SCORE; Southern Maine Women's Business Center, and CEI's Start Smart Program. A program description and the application will be on the City's website. The clients of many of these organizations are often unemployed or underemployed, including immigrants trying to establish themselves in Portland and looking to start their own businesses. Businesses that are awarded BAP grants are required to post job openings where a diversity of people, particularly LMI individuals, including Portland residents, can learn about them, e.g., Maine Department of Labor online listings, the Career Center, Portland Public Library and at community centers.

Consistent with City Goals and Initiatives: The BAP is consistent with the City's goal of creating economic opportunities to transition people out of poverty. In addition, the Program is consistent with the Portland Comprehensive Plan (completed in 2017). In the Economy section there are many components that support the BAP. The plan notes that "Perhaps the most critical element for the City's economic future is tapping the nascent energy of current and future entrepreneurs .... " It also notes that the City continues to focus on business-based strategies, one of which is job creation. Supporting entrepreneurs and job creation are central to the BAP. Among the Plan's future strategies is to "Pursue policies that create, nurture and retain local businesses" and "Strengthen City programs and services that support business development."

The BAP invests in Portland businesses enabling them to grow and create jobs for LMI individuals, over 51% of which are likely to be Portland residents, and many will receive training in new job skills. Jobs clearly have a significant impact on transitioning individuals and families out of poverty and into self-sufficiency.

D.10. Experience Providing Service

Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.

The HEDD, in collaboration with the PDC, have successfully administered many rounds of the BAP. The HEDD staff and PDC board have substantial experience and systems in place to administer another BAP round next July. Program administration includes marketing, intake, eligibility determination and coordination with consulting underwriters who have assisted with previous rounds of this program. The underwriter's role is to analyze the financial viability and stability of applicant businesses and their ability to create the required number of jobs. The PDC board members are well qualified to review and approve BAP grant applications, having expertise in banking, marketing, small business ownership, accounting and financial management. In addition, the HEDD and the PDC have been administering commercial loans to assist new and growing Portland businesses for close to 30 years. The HEDD staff involved in administering this program includes Greg Watson: Housing and Economic Development Director, Nancy Martin: Business Programs Manager, and Lori Paulette: Senior Executive Assistant. Nancy has primary involvement as the program manager. She also manages/administers the City's Revolving Loan Fund Program, ARPA Microenterprise Grant Program, and the City's Brownfields Assessment and Cleanup Programs. All of these programs share similarities, e.g., budgeting, use of private matching funds, use and oversight of public funds, approval of grant draw downs, adherence to program guidelines, and monitoring grant and loan recipients.

D.11. Partnership/Collaboration

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.

The HEDD is the lead agency and applicant for this program. We will collaborate with the support of many partners, including the Portland Development Corporation as well as several organizations that provide business advisory services to Portland area businesses.

HEDD staff will do marketing and intake of applications; qualify applicants (to confirm that proposed uses of grant and matching funds are eligible); confirm availability of matching funds; and work with the underwriter to analyze and prepare a report on the viability of each applicant business and its strategies for creating jobs. For approved grant applications, HEDD staff will prepare grant agreements; review job certifications, monitor and track job creation and retention as well as track data on employer (grantee) and employee (job recipient) demographics. HEDD staffs the Portland Development Corporation.

The Portland Development Corporation (PDC) is an 11-member board of directors, appointed by the Portland City

Council which will support a new round of the BAP. The HEDD and PDC will work together on this program just as they have in previous rounds of the BAP, and as they have on the City's Commercial Revolving Loan Fund Program and Brownfields Revolving Loan Fund Programs. (Please see Letter of Support from PDC) The PDC board will review the underwriting reports and HEDD memos for eligible applicant businesses, hear presentations from the applicants at its monthly board meetings and make final decisions as to which applicants are approved for BAP grant awards. For applicants that seek a commercial loan to help them meet the required private match, the PDC will also review and approve those requests for funding prepared by HEDD staff and the consulting underwriter.

The HEDD will partner with various service providers including the US SBA's Maine SCORE and SBDC offices, as well as CEI's Women's Business Center and StartSmart for their free business counseling services in Portland (Please see MOU between HEDD, SCORE, SBDC, and CEI). For applicants that don't have business plans or financial statements, the HEDD will refer them to one of these organizations for their help in order to submit a complete application. For grantee businesses, when the HEDD and PDC determine that business counseling would likely help to improve the grantee's operations and likelihood for success, periodic meetings (monthly or quarterly) with a SCORE mentor, SBDC or Women's Business Center counselor (for six months to a year) will be conditioned on receipt of the grant. The focus may be financial management, marketing, managing employees, or other relevant topics.

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.
Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.
Please see above.

E. Program Budget Detail

Completed by nmartin@portlandmaine.gov on 10/31/2023 2:49 PM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$105,000.00

E.2. Total Program Budget
$230,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Employee Salaries	$25,000.00	$0.00	$25,000.00	City	Committed
Professional Services/Consultant	$5,000.00	$5,000.00	$0.00		Pending
Program grants for job creation	$100,000.00	$100,000.00	$0.00		Pending
100% match from assisted business	$100,000.00	$0.00	$100,000.00	Private Sector	Pending
	$230,000.00	$105,000.00	$125,000.00		

F. Required Documents

Completed by nmartin@portlandmaine.gov on 11/17/2023 5:08 PM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

HEDD Org Chart for CDBG.pdf

☑ **Complete List of Board Members (required for non-profits)**

PDC Board members.png

☑ **Conflict of Interest Policy**

PDC Bylaws Conflict of Interest Policy See Article IX.pdf

☑ **Letter of Support** ***Required**

11-16-2023 Ltr of Support by PDC President.pdf

☑ **Memorandum of Agreement (if applicable)**

11-16-2023 MoU CEI SMBD SCORE City.pdf

☑ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

Most Recent Audit - Google Docs.pdf

☑ **Non-Discrimination Policy**

Grievance Procedure for Discrimination Complaints (non-employee).docx

☐ **Plans, Designs, and/or Pictures**

***No files uploaded*

☑ **Project Timeline including specific dates and milestones *Required**

Project Timeline.pdf

☐ **Scope of Work and Estimate (provided by building professional)**

***No files uploaded*

☑ **Verification of 501(c)3 Status (required for non-profits)**

non profit incorp..pdf

☐ **Verification of contact with City Historic Preservation Staff**

***No files uploaded*

☐ **Whistleblower Policy**

***No files uploaded*

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

Completed by nmartin@portlandmaine.gov on 11/17/2023 5:09 PM

Case Id: 30450
Name: Portland Development Corporation - 2024
Address: Housing and Economic Development

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Nancy Martin
Electronically signed by nmartin@portlandmaine.gov on 11/17/2023 4:57 PM

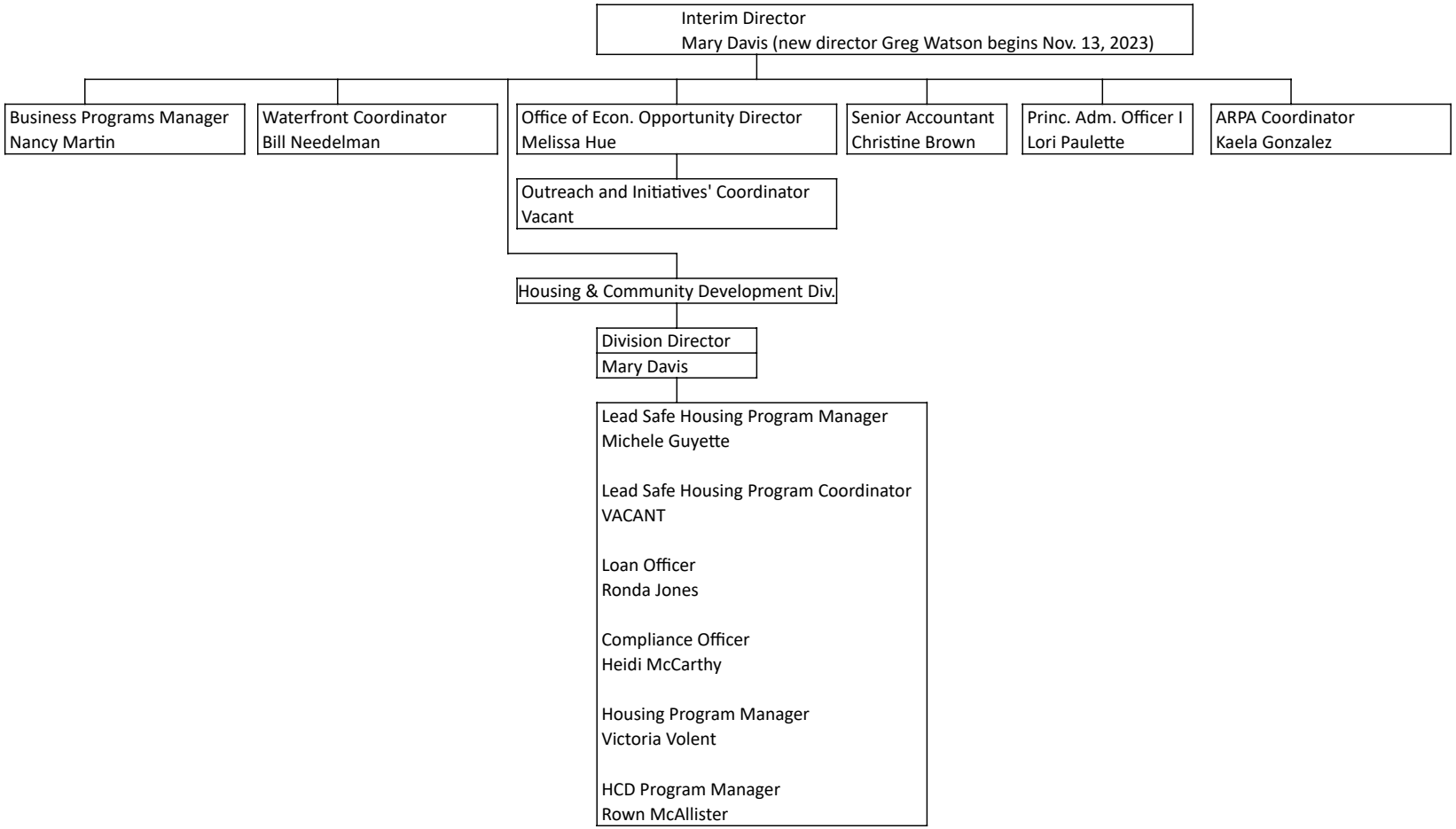
MEMBERS

- Krista Cole
- Sam Dargan
- James Dowd, President
- Eamonn Dundon, Secretary
- Blaine Grimes
- Nathan Henry
- Thomas Mitchell
- Kierston Van Soest, Treasurer
- Beverly Werber
- Councilor April Fournier, Ex Officio Member
- Danielle West, Interim City Manager, Ex Officio Member

10/31/2023

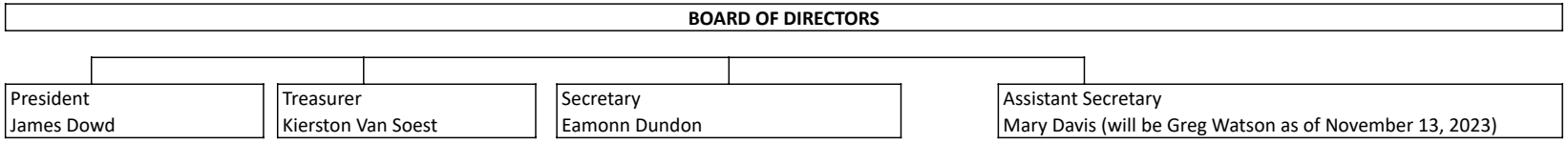
HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT

ORGANIZATIONAL CHART



PORTLAND DEVELOPMENT CORPORATION

ORGANIZATIONAL CHART



Most Recent Audit

The Portland Development Corporation is included in the City of Portland's annual audit because the City Council is the incorporator of this non-profit entity. Based on previous applications, the City of Portland audit is not included with this application.

PROJECT TIMELINE
Business Assistance Program for Job Creation (BAP)

- **July 2024 and ongoing:**
  - Marketing the Program to the public through posting to the City's website, issuing a press release to local media and to organizations requesting that it be distributed to their contact lists including the City's Office of Economic Opportunity, Portland Downtown, Creative Portland, Immigrant Welcome Center, Portland Community Chamber of Commerce, Portland Buy Local, and the free business counseling services in Portland (e.g. Small Business Development Center, SCORE, and the Southern Maine Women's Business Ctr. and Start Smart both at CEI);
  - Applications (available on the City's website) will be accepted on a first come-first served basis and HEDD staff will meet with potential applicants to answer questions and discuss their projects.
  - For those that need assistance with drafting business plans and financial statements to complete their applications, they will be referred to SCORE, SBDC, the Women's Business Center and StartSmart.

- **August 2024 and ongoing** (until funds are exhausted)**:**
  - HEDD staff will review and qualify applications based on compliance with eligible activities and program criteria, and provide City's consulting underwriters with business plans and financial statements for analysis;
  - For each application, HEDD staff will prepare a memo summarizing the project and how it meets program eligibility requirements and program review criteria. An underwriter will prepare a financial analysis. Both will be submitted to the Portland Development Corporation (PDC) prior to its upcoming meeting;
  - At the monthly meeting of the PDC, eligible applicants will make brief presentations, with the first possible meeting on August 15, 2024;
  - PDC will vote to approve those that it deems the strongest projects, that is, they meet eligibility requirements in terms of their ability to create net new jobs within nine months, with salaries that meet or exceed Portland's minimum wage, and meet one or more review criteria/preferences (e.g., provide job training in new skills, exhibit grant need, offer jobs with benefits such as sick and/or vacation time, etc.).
  - For some applicants the PDC may also be reviewing a loan request funded by the PDC's Revolving Loan Program. This will be the case for applicants that do not have the full required 100% private match and are unable to qualify for bank financing.

- **September 2024 and ongoing**:
  - Program contracts will be drafted and executed with successful grantees;
  - Grantee businesses will be given 9 months to create the required number of jobs for LMI individuals, with an extension of 3 months if approved by the HEDD and/or PDC;
  - Grantees that are existing businesses will provide the HEDD with a base payroll.

- **October 2024 and ongoing**
  - As jobs are created, job certifications will be filled out and signed by the new employees and their employers to confirm that the new hire is of low/moderate income;
  - Grants may begin to be drawn down as soon as contracts are signed, however, no more than 50% of a grant can be released until all required jobs are created;
  - Subsequent quarterly payrolls for a period of one year will be provided by grantee businesses to confirm new hires are working there as agreed, and doing so for at least one year.

JUN 5 2001

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

JUN 0 1 2001
Date:

DOWNTOWN PORTLAND CORPORATION
C/O DONNA KATSIAFICAS
389 CONGRESS ST
PORTLAND, ME 04101-0000

Employer Identification Number:
01-0540230
DLN:
17053032011031
Contact Person:
ALETHA BOLT
ID# 75501
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
JUNE 30
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
JANUARY 25, 2001
Advance Ruling Period Ends:
JUNE 30, 2005
Addendum Applies:
NO

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Minimum Filing Fee $10.00. An additional $10 filing fee if

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

ARTICLES OF AMENDMENT

File No. 19910291ND Pages 3
Fee Paid $ 10
DCN 2113181800036 LNME
----FILED----------
11/09/2011

Julie L. Flynn
Deputy Secretary of State

A True Copy When Attested By Signature
Julie L. Flynn
Deputy Secretary of State

Downtown Portland Corporation
(Name of Corporation)

Pursuant to 13-B MRSA §§802 and 803, the undersigned corporation executes and delivers the following Articles of Amendment

FIRST: ("X" one box only) [X] public benefit corporation [ ] mutual benefit corporation

SECOND: Describe **NATURE OF CHANGE** (i.e. change in name of corporation, purpose, number of directors, adding or deleting section or revision of section, etc.) as well as **TEXT** of amendment. Attach additional pages as needed.

The Corporator (the Portland City Council) of the Downtown Portland Corporation voted to change the name of the "Downtown Portland Corporation" to the "Portland Development Corporation" by Order #47, dated October 17, 2011 - attested copy attached.

Grievance Procedure for Discrimination Complaints Relating to the City's Programs, Services, and Activities*

This Grievance Procedure is established to meet the requirements of state and federal non-discrimination laws, including, but not limited to the Americans with Disabilities Act of 1990 ("ADA"), Title VI of the Civil Rights Act of 1964 ("Title VI"), Title IX of the Education Amendments of 1972 ("Title IX"), section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as well as state and federal grant requirements. The City does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, ancestry, age, disability, familial or marital status, military service, or any other characteristic protected by law, in its programs, services, or activities.

This Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of a protected characteristic in the provision of services, activities, programs, or benefits by the City of Portland. The City of Portland's Human Resources policies governs employment-related complaints of discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons upon request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Director of Justice, Diversity, Equity, and Inclusion
Executive Office
389 Congress Street
Portland, ME 04101
207-482-5299
ubalde@portlandmaine.gov

Within 15 calendar days after receipt of the complaint, the Director of Justice, Diversity, Equity, and Inclusion or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, unless another date is agreed to in writing, the Director of Justice, Diversity, Equity, and Inclusion or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print,

Braille, or audio tape. The response will explain the position of the City of Portland and offer options for substantive resolution of the complaint, if appropriate.

If the response by the Director of Justice, Diversity, Equity, and Inclusion or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the City Manager or their designee.

Within 30 calendar days after receipt of the appeal, the City Manager or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 30 calendar days after the meeting, the City Manager or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Director of Justice, Diversity, Equity, and Inclusion or their designee, appeals to the City Manager or their designee, and responses from these two offices will be retained by the City of Portland for at least three years.

*Please note that *employment* issues should be addressed through applicable Human Resources policies and/or any governing collective bargaining agreement.

Last Revised: July 2023

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE CITY OF PORTLAND'S HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT, SCORE, SBDC, AND CEI

This Memorandum of Understanding (MOU), dated as of the _____ day of November, 2023, is made by and between the City of Portland's Housing Economic Development Department (HEDD) and the United States Small Business Administration's (USSBA) SCORE and Small Business Development Center (SBDC) and Coastal Enterprises Inc. (CEI) offices in Maine.

Whereas, the HEDD will be applying for Community Development Block Grant (CDBG) funds to re-capitalize the Business Assistance Program for Job Creation (BAP) to make available grants of up to $20,000 to Portland businesses to assist with job creation for low/moderate income (LMI) individuals through the Portland Development Corporation (PDC), a 501c3 quasi-municipal organization formed by the City of Portland in January 1991;

Whereas, SCORE Maine is a resource partner of the USSBA and is a nonprofit association dedicated to providing mentoring to individuals in business or entrepreneurs planning to start up a business;

Whereas, Maine SBDC is a program of the USSBA and its certified business advisors providing guidance to existing businesses and entrepreneurs planning to start up a business; and

Whereas, CEI is a Community Development Financial Institution that provides both general business advising and focused offerings for specific industries such as child care providers, woman-owned businesses, immigrant-owned businesses, and fisheries and aquaculture.

Now, therefore, the parties agree as follows:

1. **Application for CDBG Funding**
   The HEDD will apply for CDBG funds in the amount of $105,000 to recapitalize the BAP.

2. **Role of HEDD**
   The HEDD will provide administration of the BAP, market the program, meet with interested businesses, review and analyze applications received (with assistance from an underwriter), present qualified applications to the PDC board for review and approval, and follow-up with successful applicants on a quarterly basis to check on job creation and assist with grant drawdown. For applicants that need business plans or only financial statements to complete their applications, HEDD will facilitate the setting up of appointments for them with SCORE mentors, or with SBDC or CEI advisors. For grantees that need mentoring or advising on a continuing basis, HEDD will recommend to the PDC that conditions of their grants include working with SCORE, SBDC or CEI on a monthly or quarterly basis for a period of six months to a year.

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3. **Role of SCORE, SBDC, and CEI**
SCORE mentors, and SBDC and CEI advisors will work with BAP applicants, providing assistance with business plans and financial statements (i.e., profit and loss statements, balance sheets and projections). They will also work with BAP grantees required by HEDD to continue to work with SCORE, SBDC, or CEI on a monthly or quarterly basis for six months to a year for continued mentoring and advising to better ensure job creation, sound business management, and success.

4. **Program Funds**
The HEDD is seeking $105,000 to re-capitalize the BAP, of which at least $100,000 will be directed in grants to Portland businesses. No more than $5,000 will be used to cover the cost of a qualified underwriter (for analysis of business plans, financial statements, and budgets).

IN WITNESS WHEREOF, the parties have signed this MOU as of the date and year written above.

HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT:

By: Gregory P Watson
Greg Watson, Director

SBDC MAINE

By: M. Delisle
Mark Delisle
Title: State Director

SCORE MAINE

By: Nancy Strojny
Nancy Strojny
Title: Assistant District Director

CEI

By: Sarah Guerette
Sarah Guerette
Title: Director/Women's Business Center

APPROVED BY CORPORATION COUNSEL

By: Amy McNally
Amy McNally, Assoc. Corporate Counsel

BlueInk Bundle ID: sencgXQLCT

PORTLAND DEVELOPMENT CORPORATION

November 16, 2023

To Whom It May Concern:

I am pleased to submit this letter in support of the City of Portland's Housing and Economic Development Department (HEDD) CDBG application from the Portland Development Corporation (PDC), a 501c3 quasi-municipal organization formed by the City of Portland in January 1991. The HEDD is the primary staff to the PDC and its Board of Directors, and the eleven (11) member PDC board has oversight for the City's loan and grant programs including previously funded rounds of the *Business Assistance Programs for Job Creation (BAP).*

The Portland Development Corporation provides a continuum of financial assistance to business and industry throughout the city and works to institute economic development programs in Portland to ensure compliance with the City's goals, objectives, and requirements. To this end, the PDC board will review qualified BAP applications and underwriting reports submitted to them by the HEDD staff and underwriter. At the PDC's monthly meetings, the board will discuss the projects proposed in the qualified applications and will award grants to those applicants whose project costs are reasonable, whose businesses are deemed financially sustainable and likely to create the proposed number of jobs, with 100% of the grants provided to low/moderate income individuals. In some cases, the PDC will be reviewing loan requests for applicants who need a City loan to meet 50% of the total private match required by the BAP.

The PDC reviews and approves all requests for commercial loans and grants from the City's business assistance program and has provided more than 209 Portland businesses with over $13 million in financial assistance since 1991. We look forward to the opportunity to support more Portland businesses and create jobs for low and moderate income individuals with this next round of CDBG funding.

Sincerely,

_____

James Dowd
President of the Portland Development
Corporation Board of Directors

APPROVED BY CORPORATION COUNSEL

By: Amy McNally
Amy McNally, Assoc. Corporate Counsel

BlueInk Bundle ID: 9GuAsgEKLv

BYLAWS OF PORTLAND DEVELOPMENT CORPORATION

ARTICLE 1
NAME, PRINCIPAL OFFICE, CORPORATE SEAL

Section 1.1. Name. The name of this corporation shall be the Portland Development Corporation.

Section 1.2. Principal Office. The principal office for the conduct of the activities of the corporation shall be located at Portland City Hall, 389 Congress Street, Portland, Maine.

Section 1.3. Corporate Seal. The corporate seal of the corporation shall be circular in form and shall bear the words and figures "Portland Development Corporation," the word "Maine" and the year of the corporation's incorporation. The form of such seal may be altered from time to time by the Board of Directors.

Section 1.4. Registered Office. The Registered Office of the Corporation is at 389 Congress Street, Portland, Maine. The address of the Registered Office may be changed from time to time by the Board of Directors or by the Registered Agent.

Section 1.5. Registered Agent. The Registered Agent of the Corporation is the person designated in the Articles of Incorporation, as amended from time to time by the Board of Directors.

ARTICLE II
PURPOSES

Section 2.1. General Purposes. The Corporation is organized and shall be operated on a non-profit basis to receive donations and contributions in support of the City of Portland economic development efforts that enhance and create business, employment and development opportunities including:

A. Implement and administer development programs that enhance business opportunities and combat community deterioration in the City of Portland, including, but not limited to, brownfields programs that facilitate development of commercial, multi-family residential, public open space and public recreational properties;

B. Enhance employment opportunities for members of the Portland community by offering education and counseling services which support businesses in the City of Portland, thereby lessening the burdens of government;

C. Make recommendations to the City Council with respect to, but not limited to, bond and tax increment financing and the management, acquisition, disposal and general land use of City of Portland property;

D. Refer requests to acquire property via eminent domain to the City Council; and

E. Acquire, hold, own, manage, dispose or liquidate property, upon City Council approval, for the purpose of advancing economic development and promoting employment opportunities in the City of Portland;

Section 2.2. Powers. This Corporation shall have all such powers as are authorized to non-profit corporations by the Maine Nonprofit Corporations Act. The corporation shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status (i) as a corporation which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or (ii) as a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended.

Section 2.3. Prohibition of the Inurement of Assets and Income to Private Persons. The corporation is not organized for pecuniary profit and shall not have any capital stock. No part of its net earnings or of its principal shall inure to the benefit of any officer or director of the corporation, or any other individual, partnership or corporation, but reimbursements for expenditures or the payment of reasonable compensation for services rendered shall not be deemed to be a distribution of earnings or principal.

Section 2.4. Dissolution. If this Corporation is dissolved or its legal existence terminated, either voluntarily or involuntarily, or upon final liquidation of the Corporation, none of its assets shall inure to the benefit of any private individual, and all of its assets remaining after payment of all of its liabilities shall be distributed to one or more organizations which the Board of Directors then determines is qualified both as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, and as an organization engaged in activities substantially similar to those of this Corporation (within the meaning of 13-B M.R.S.A. §407).

Section 2.5 Tax exempt Status. It is intended that the Corporation shall have and continue to have the status of a corporation which is exempt from federal income tax under Section 501(a) of the Internal Revenue Code of 1986, as amended, or successor provisions of federal tax law (the "Internal Revenue Code") as an organization described in Section 501(c)(3) of such Code, and to which contributions are deductible under Section 170(c)(2) and 2055(a)(2) of the Internal Revenue Code which is other than a private foundation as defined in Section 509(A) of the Internal Revenue Code. The Articles of Incorporation and these Bylaws shall be construed accordingly, and all powers and activities shall be limited accordingly.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation; provided that the Corporation shall have the power to make an election under Section 501(h) of the Internal Revenue Code. Likewise, the Corporation shall not participate or intervene in any manner or to any extent in any political campaign on behalf of any candidate for public office. Furthermore, the Corporation shall not engage in any activities that are unlawful under applicable federal, state or local laws,

including, but not limited to, activities prohibited for an exempt organization under Section 501(c)(3) of the Internal Revenue Code and regulations thereunder as they now exist or as they may hereafter be amended.

ARTICLE III
MEMBERSHIP

Section 3.1. Member. The sole member of the Corporation shall be the City of Portland, Maine. The sole member of the Corporation shall be referred to as the "Corporator" for the purposes of the Articles of Incorporation and these Bylaws.

Section 3.2 General. In addition to the other powers of the Corporator listed in Section 3.3 hereof, the Corporator shall have the responsibility for the election of the Board of Directors of the Corporation, which Board has the ultimate responsibility for governing the Corporation. The rights and responsibilities of the Corporator, may be changed from time to time by an amendment to the Articles of Incorporation (to the extent required by law) and by these Bylaws.

Section 3.3. Powers. The Corporator shall have only those rights set forth in the Articles of Incorporation, as restated in these Bylaws. Such rights are as follows:

A. The establishment of the size of the Board of Directors within the limits described in Section 4.2 hereof;

B. The election of Directors pursuant to Article IV hereof, with the exception of filling of a vacant Board seat as provided in Section 4.5 hereof;

C. The removal of Directors from the Board of Directors;

D. The amendment, restatement, or modification of the Articles of Incorporation or of the Bylaws of this Corporation;

E. The approval of the sale, lease, or other disposition (excluding by mortgage or pledge for purposes of security) of all, or substantially all, of the assets and property of the Corporation;

F. The dissolution of the Corporation or its merger with or consolidation with another corporation; and

G. Any other matter which a majority of the Board of Directors voting on the matter votes to submit to the Member.

Section 3.4 Annual Meetings. The Annual Meeting of the Corporator shall be held on such day in the month of September of each year at such place and time as shall be fixed by the Board of Directors. In the event of a failure for any reason to hold an Annual Meeting as aforesaid, any business which may properly be transacted at an Annual Meeting, including the election of Directors, may be transacted at a Special Meeting.

Section 3.5 Special Meetings. Special Meetings of the Corporator may be called at any time by the President or a majority of the Directors.

Section 3.6. Notice of Meetings. Notice of all meetings of the Corporator shall be given by the Secretary or in his or her absence or disability by the President, by mailing or emailing to the Corporator a written notice specifying the time and place of the meeting, such notice to be addressed to the Corporator and emailed or mailed (postage prepaid) at least five (5) but not more than fifty (50) days before the meeting.

Section 3.7. Action by Unanimous Consent. Any action required or permitted to be taken at a meeting of the Corporator may be taken without a meeting as long as consent in writing, setting forth the action so taken shall be signed by the Corporator, and filed with the minutes of the meetings of the Corporator.

Section 3.8. Manner of Acting. The act of the Corporator, present in person or by proxy at a meeting, shall be the valid act of the Corporator.

ARTICLE IV
BOARD OF DIRECTORS

Section 4.1. Management by Board. The affairs of the Corporation shall be managed by its Board of Directors, which may exercise all powers of the Corporation and do all lawful acts and things necessary or appropriate to carry out the purposes of the Corporation.

Section 4.2. Number of Directors; Eligibility. The Board of Directors shall consist of eleven (11) individuals, nine (9) of whom shall be Directors appointed by the Corporator through the Portland City Council and two (2) of whom shall be ex officio members of the Board pursuant to Section 4 of this Article. No fewer than six (6) of the nine (9) directors appointed by the Corporator must be a resident or property owner in the City of Portland or have an ownership interest in a business that has its principal office in the City.

Section 4.3. Nomination. The Corporator shall receive nominations from the Portland City Council Nominating Committee, which shall supplement its regular Committee recruitment efforts by advertising in the local media and by otherwise publicizing the vacancies as widely as possible.

Section 4.4. Ex Officio Members of the Board of Directors. There shall be two (2) individuals who shall each be deemed an ex officio member of the Board of Directors by virtue of his or her holding the position of (1) Mayor or City Council member of the City of Portland as appointed by the Corporator; and (2) City Manager of the City of Portland.

The provisions of these Bylaws contained in Section 5 regarding term of office, Section 3 regarding nomination of directors and Section 7 regarding vacancies shall not apply to said ex officio members. The City Manager shall be a member of the Board of Directors so long as he or she continues to serve in the office by virtue of which he or she was appointed; and the Mayor or

City Council member shall be appointed annually; and said members shall enjoy all the rights, privileges and responsibilities of all other member of the Board of Directors, including, without limitation, voting privileges, except, however that no ex officio member may serve as President of the Board of Directors. The Board of Directors may take action by unanimous consent only with the consent of said ex officio member. Ex officio members shall be counted as Directors for purposes of determination of residency requirements in Section I of this Article. Ex officio members shall be entitled to the same indemnification rights available to all Directors under the law, these Bylaws or otherwise.

Section 4.5. Terms of Office. One (1) Director shall be initially appointed by the Corporator to hold office until the Second Annual Meeting of the Corporation following the incorporation of this Corporation; two (2) Directors shall be initially appointed by the Corporator to hold office until the Third Annual Meeting of the Corporator following the incorporation of this Corporation; and two (2) Directors shall be initially appointed by the Corporator to hold office until the fourth Annual Meeting of the Corporation following the incorporation of this Corporation. The Corporator shall specify the term of office for which each Director is initially appointed. Thereafter, Directors shall be appointed by the Corporator at Annual Meetings of the Corporator to serve as such for a term of three (3) years. Each Director shall serve until his or her successor shall be duly qualified and appointed. Directors shall be nominated prior to the Annual Meeting of the Corporator. No Director shall succeed himself or herself for more than two (2) full consecutive terms, provided that no term of less than three (3) years which is served directly in advance thereof shall be counted for purposes of this limitation.

Section 4.6. Voting. Each Director shall be entitled to one (1) vote.

Section 4.7. Vacancies. Any vacancy occurring on the Board of Directors may be filled by the Corporator by appointment of an individual qualifying and eligible for such position. A person appointed to fill a vacancy which occurs other than by reason of an increase in the number of Directors shall serve until the next Annual Meeting of the Corporator.

Section 4.8. Resignation. Any Director may resign at any time by giving written notice to the President of the Corporation. Such resignation shall take effect on the date of receipt or at any later time specified therein.

ARTICLE V
MEETINGS

Section 5.1. Annual Meeting. The Annual Meeting of the Board of Directors shall be held without call at the Board's Regular Meeting in the month of September, at the principal office of the Corporation or at some other place fixed by the President.

Section 5.2. Regular Meeting. Other Regular Meetings of the Board of Directors may be held, without call, at such place, date and time as shall be fixed from time to time by resolution of the Board of Directors.

Section 5.3. Special Meetings. Special Meetings of the Board of Directors may be called by such persons as are authorized by law to call Special Meetings. The place, date and time of the Special Meeting shall be fixed in the call therefor.

Section 5.4. Notice of Meetings. Notice of each Annual, Regular or Special Meeting of the Board of Directors shall be given by the person or persons calling the same or by the President or Secretary at least three (3) days in advance thereof. Notice may be given in writing, by email, by telephone, by oral statement or by any other means to the Directors in person or by delivery of a writing to the Director's residence or business address. Notice given in writing by mail shall be deemed given on the day that the same is deposited in the U.S. mails as first class mail, postage prepaid. Neither the business to be transacted thereat, nor the purposes of any Annual, Regular or Special Meeting of the Board of Directors need to be specified in the notice of such meeting, except when otherwise provided by law.

Section 5.5. Conduct of Meetings. The final actions of the Board of Directors shall be taken openly, and subject to provisions of the Maine Freedom of Access Act, deliberations of the Board shall be conducted openly, and the records of their actions shall be open to public inspection.

Section 5.6. Quorum. Six (6) Directors shall constitute a quorum for the transaction of business. The act of at least four (4) of the Directors present at a meeting of the Board of Directors at which a quorum is present shall be the act of the Board of Directors.

Section 5.7. Informal Action by Directors. Action of the Directors may be taken in accordance with the provisions of Section 708 of the Maine Nonprofit Corporations Act, Title 13-B M.R.S.A. In amplification of, and not in limitation of the foregoing, action taken by agreement of a majority of Directors shall be deemed action of the Board of Directors if all Directors know of the action taken and no Director makes prompt objection to such action. Objection by a Director shall be effective if written objection to any specific action so taken is filed with the Secretary of this Corporation within thirty (30) days of such specific action.

Section 5.8. Notice. Whenever under the provisions of the statutes, Articles of Incorporation or these Bylaws notice is required to be given to any Director, such notice must be given in writing by personal delivery, by email, mail, or by telephone, addressed to such Director at his or her address as it appears on the records of the Corporation, with postage or other delivery fees prepaid, or at his or her telephone number as it appears on the records of the Corporation. Notice by mail shall be deemed to be given at the time it is deposited in the United States mail.

Section 5.9. Indemnification. This corporation shall in all cases indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative, by reason of the fact that he or she is or was a Director, officer, employee or agent of this corporation, against expenses, including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding to the maximum extent permitted by law, including, without limitation, 13-B M.R.S.A. §714 as it may

be amended from time to time, and acts additional thereto and supplementary thereof, to which reference is made.

ARTICLE VI
OFFICERS AND AGENTS

Section 6.1. Officers. The officers of the corporation shall be chosen annually at the Annual Meeting of the Board of Directors, and shall be a President, a Treasurer and a Secretary. One individual may serve in more than one such office. The Board of Directors may also appoint one or more Assistant Secretaries and Assistant Treasurers.

Section 6.2. Term. Officers shall be elected for a term of one (1) year to serve until the next Annual Meeting of the Board of Directors or until their successors are duly chosen and qualified. Officers may succeed themselves for any period of years. The initial officers shall be appointed by the Board of Directors at their first meeting following incorporation to serve as such until the first Annual Meeting of the Board of Directors.

Section 6.3. Removal. Any officer of the corporation may be removed by the Board of Directors whenever in their judgment the best interests of the corporation will be served thereby.

Section 6.4. Vacancies. Any vacancy in any office (except the office of Director) may be filled by the Board of Directors.

Section 6.5. President. The President of the Corporation shall be elected from among the members of the Board of Directors, provided however that no ex officio member may be permitted to serve as President.

Section 6.6. Treasurer. The Treasurer shall be the chief financial officer of the corporation and, together with the Assistant Treasurer, shall have the responsibility for all corporate funds and securities and shall maintain full and accurate accounts of receipts and disbursements in a book or books kept for that purpose. The Treasurer shall perform such other duties as may be prescribed by the Board of Directors or the President, under whose supervision the Treasurer shall be.

Section 6.7. Secretary. The Secretary shall attend all meetings of Corporation and the Board of Directors and keep minutes of all meetings of the Corporation and the Board of Directors in a book or books kept for that purpose. The Secretary shall perform such other duties as may be prescribed by the Board of Directors or the President, under whose supervision the Secretary shall be. The Secretary, and any Assistant Secretaries, shall have authority to affix the corporate seal to any instrument which requires it, and when so affixed, it may be attested by the Secretary or by any Assistant Secretary.

Section 6.8. The Assistant Treasurer and Assistant Secretary. One (1) Assistant Secretary shall be appointed by the Board of Directors. The individual appointed Assistant Secretary shall be the Director of the Housing and Economic Development Department of the City of Portland and shall be the principal staff person for the Corporation. The Assistant Secretary will have

authority to execute documents on behalf of the Corporation should a Board officer not be available to do so. One (1) Assistant Treasurer shall be appointed by the Board of Directors. The individual appointed as the Assistant Treasurer shall be that individual who holds the position of Treasurer for the City of Portland. The Assistant Treasurer shall, together with the Treasurer, have the responsibility for all corporate funds and securities and shall maintain full and accurate accounts of receipts and disbursements in a book or books kept for that purpose. The Assistant Treasurer shall have such other powers and duties as may be prescribed from time to time by the Board of Directors. Assistant Secretaries and Assistant Treasurers shall not be members of the Board of Directors.

Section 6.9. Other Employees. Other employees of the Corporation may be appointed by the Board of Directors, and if so appointed, shall be supervised by, and shall serve under the direction of the Assistant Secretary.

ARTICLE VII
ADOPTION, AMENDMENT

Section 7.1. Generally. These Bylaws may be amended or repealed or new Bylaws adopted only by the affirmative vote of the Corporator, provided, however, that the Bylaws may not be amended in such a way as to cause the Corporation to lose its status (i) as a corporation which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or (ii) as a corporation to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended, or (iii) as a corporation described in Section 170(b)(1)(A)(vi) of the Internal Revenue Code of 1986, as amended.

Section 7.2. Amendments. These Bylaws may be amended solely by the Corporator.

ARTICLE IX
CONFLICT OF INTEREST

Section 8.1. Avoidance of Conflict or the Appearance of such Conflict. Every Director shall endeavor to avoid conflicts of interest or the appearance of such conflicts or impropriety as provided by state statute, by full disclosure at all times and by abstention in the appropriate circumstances.

Section 8.1. Disclosure. Any Director who has a direct interest in any matter to be considered by the Board shall fully disclose that interest to the Board. If a Director is unsure whether a direct interest exists in a particular matter or if the issue is otherwise raised in good faith, the Director shall disclose the pertinent facts to the Board, and the Board shall determine the issue.

Section 8.3. Abstention. When the Director has so disclosed and is deemed to have a direct interest in a matter, the Director shall abstain from voting on the matter and from otherwise participating in the decision-making process on the matter. Notation of the disclosure and abstention of the Director shall be recorded in the minutes.

Section 8.4. Direct Interest. For purposes of this Article, direct interest in a matter shall mean:

A. A substantial financial interest of the Director or of the spouse or dependent child of the Director;

B. A substantial financial interest of any employer, partner, associate, co-shareholder or other co-venturer of the Director;

C. A substantial financial interest of the Director in any entity which has a substantial financial interest in the matter; or

B. Any other substantial interest of the Director which the Director or the Board believes might reasonably impair the Director's ability to act independently.

ATTEST:

DATE:

Assistant Secretary

Application Type	Construction
Applicant	City of Portland Maine
Project Name	Oakdale Neighborhood ADA Improvement
Project Address/Location	68 Devonshire Street, Portland, ME 04103-4431
Funds Requested	$199,000.00

Project Summary

The Oakdale Neighborhood ADA Improvement Project comes at the behest of several community entities in Oakdale. The Neighborhood Organization, Temple Beth-El, and the Portland Center for Assisted Living have reached out to the Department of Public Works about improving the pedestrian infrastructure in this section of their neighborhood. Members from the Department of Public Works, Temple Beth-El, Portland Center for Assisted Living as well as City Council and State Representatives had a meeting to discuss possible neighborhood solutions as a way to improve safety and connectivity in the community.

Currently Temple Beth-El and the Levey Day School are constructing Shalom Park, which is an extension of their current playground facility. This pedestrian improvement project will tie into this new Park and allow access for all members of the community.

Longfellow Park, located at the intersection of Longfellow Street, Noyes Street and Oakdale Street is a popular destination for all members of the community, but especially residents of the Portland Center for Assisted Living. These residents currently do not have a safe and accessible way to get to this park. The proposed work would create a safe pedestrian crossing along Devonshire Street and Deering Avenue as well as provide traffic calming along Devonshire Street. The traffic calming element along Devonshire Street will involve bringing the curb in at the intersection of Deering Avenue and Devonshire Street, slowing the right turn movement from Deering onto Devonshire and making motorists more aware of pedestrians at the mid-block crossing. In addition to the work adjacent to Devonshire Street and Deering Avenue, this project proposes to reconstruct six pedestrian ramps adjacent to Longfellow Park. This project aims to install pedestrian facilities in accordance with the City of Portland's Technical Standards, ADA Regulations and Guidelines, and the City of Portland's Sidewalk Material Policy.

HUD National Objective	Low and Moderate Income Area Benefit (LMA)
HUD Program Objective	Creating a Suitable Living Environment
Primary Goal	Neighborhood Investment and Infrastructure

Units of Service (for development activities) - *Refer to Section II.B.4*	
Type of Unit of Service:	
Number of Units Provided:	
Cost per Unit of Service:	
Location - For LMA projects	
Census Tracts	Census Tract 15 Block Groups 1 and 3
Beneficiaries/ Clients Served	
Client Description	Oakdale Neighborhood residents qualify as low-moderate income residents, minorities and disabled population. The project is located in a Low-Moderate Income Area (LMA).
Number of Clients Served	2,065
Number of LMI Portlanders	1,105
LMI Portland Percentage	53.00%

Outcomes	
Budget	
$ 199,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 313,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
36%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]
Leveraged Funds	
$ 64.00%	

A. Application Cover Page

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Case Id: 30453
Name: City of Portland Department of Public Works -
Address: 68 Devonshire Street, Portland, ME 04103-4431

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
City of Portland Maine

A.3. Project Name:
Oakdale Neighborhood ADA Improvement

A.4. Mailing Address:
212 Canco Road Suite B Portland, ME 04103

A.5. Project Address:
68 Devonshire Street Portland, ME 04103-4431

A.6. Executive Director Name:
Mike Murray

A.7. Phone Number:
(207) 808-5480

A8. Email:
msm@portlandmaine.gov

A.9. Financial Contact Name:
Suzanne Knight

A.10. Email:
smk@portlandmaine.gov

A.11. Phone Number
(207) 874-8809

A.12. Person who completed the application name:
Emily Bolt

A.13. Amount of CDBG Funds Requested:
$199,000.00

A.14. Unique Entity Identifier (UEI):
0

A.15. Tax ID:
0

B. Construction and Economic Development

Case Id: 30453
Name: City of Portland Department of Public Works -
Address: 68 Devonshire Street, Portland, ME 04103-4431

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B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Area Benefit (LMA)

What neighborhoods will be served by this project (LMA only)
Oakdale Neighborhood

☑ **Project Map of Service Area (for LMA Only)**
LMA Service Area Block Groups_Oakdale ADA.pdf
LMA Service Area Percentages _Oakdale ADA.csv

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating a Suitable Living Environment

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Neighborhood Investment and Infrastructure

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

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Case Id: 30453
Name: City of Portland Department of Public Works -
Address: 68 Devonshire Street, Portland, ME 04103-4431

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
Oakdale Neighborhood residents qualify as low-moderate income residents, minorities and disabled population. The project is located in a Low-Moderate Income Area (LMA).

C.2. How will the beneficiaries' information be collected and documented?
N/A

C.3. How many will be served by the proposed program or project
2,065

C.4. How many are residents of Portland?
2,065

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
1,105

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
53.00%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
64.00%

C.9. Program Objectives and Outcomes. Please list below:
Creating Suitable Living Environments: The pedestrian improvements will provide ADA-compliant infrastructure allowing Oakdale residents including those living at the Portland Center for Assisted Living as well as the surrounding neighborhood to have an accessible pedestrian route to community centers, transit, places of worship and neighborhood parks. Improving active transportation routes within the neighborhood will better connect the community to neighboring amenities in a safe and equitable way.

Location

C.10. What census tract is the project located?
Census Tract 15 Block Groups 1 and 3

C.11. Is the project located in a historic district?
No

C.12 How will the outcomes be measured, collected, and documented?
Outcomes will be measured by reporting from the major stakeholders in the area, Portland Center for Assisted Living, Temple Beth-El, Portland Community Squash and Levey Day School. These stakeholders are all heavily invested in this project and the significant impact that this work will have on the safety of the surrounding community.

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work

Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.

The Oakdale Neighborhood ADA Improvement Project comes at the behest of several community entities in Oakdale. The Neighborhood Organization, Temple Beth-El, and the Portland Center for Assisted Living have reached out to the Department of Public Works about improving the pedestrian infrastructure in this section of their neighborhood. Members from the Department of Public Works, Temple Beth-El, Portland Center for Assisted Living as well as City Council and State Representatives had a meeting to discuss possible neighborhood solutions as a way to improve safety and connectivity in the community.

Currently Temple Beth-El and the Levey Day School are constructing Shalom Park, which is an extension of their current playground facility. This pedestrian improvement project will tie into this new Park and allow access for all members of the community.

Longfellow Park, located at the intersection of Longfellow Street, Noyes Street and Oakdale Street is a popular destination for all members of the community, but especially residents of the Portland Center for Assisted Living. These residents currently do not have a safe and accessible way to get to this park. The proposed work would create a safe pedestrian crossing along Devonshire Street and Deering Avenue as well as provide traffic calming along Devonshire Street. The traffic calming element along Devonshire Street will involve bringing the curb in at the intersection of Deering Avenue and Devonshire Street, slowing the right turn movement from Deering onto Devonshire and making motorists more aware of pedestrians at the mid-block crossing. In addition to the work adjacent to Devonshire Street and Deering Avenue, this project proposes to reconstruct six pedestrian ramps adjacent to Longfellow Park. This project aims to install pedestrian facilities in accordance with the City of Portland's Technical Standards, ADA Regulations and Guidelines, and the City of Portland's Sidewalk Material Policy.

D.2. Readiness to Proceed and Complete

Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.

Once the project is approved for funding, we will prepare contract documents including specifications and bid quantities. The contract for this project will specify that Davis Bacon Highway wage rates for Cumberland County are required. We will plan to advertise for bids once funds are available for this project and bid documents are complete. The bidding process takes approximately six to eight weeks from advertising to construction readiness, so work could begin as early as autumn of 2024. Substantial completion of the project would be expected no later than spring 2025. The Department of Public Works will lead the planning, design, bidding, construction and construction management phases with input from the Planning Department and the Department of Parks and Recreation.

BUDGET NARRATIVE

D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match

the cover page, summary, and budget worksheet
The budget requested for this project will cover improvements to the pedestrian infrastructure in the Oakdale neighborhood. This includes new sidewalks, new curbing, pedestrian-scale lighting, signage, and other miscellanea during construction. Along with construction, the project will be inspected and CDBG funds may contribute to the cost of ensuring that this project will be built according to City of Portland standards as well as State and Federal regulations.

D.4. Leveraged Funds, Financial Need
What other funding do you have to support this project? Will this project go forward without CDBG funding?
Along with the requested $199,000 in CDBG funds, DPW staff will request an additional $114,000 in CIP funds to support this project. As both the CDBG and CIP funding allocation processes are occurring in parallel, the CIP funds are projected, not secured, at this time. If CDBG funds are not awarded in this cycle, the project may be significantly reduced in scope, delayed and reapplied for or not move forward at all, depending on other department financial outcomes and commitments at the end of this process.

D.5. Goal
Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness
This project will complete safe accessible routes to the Portland Center for Assisted Living, Temple Beth-El, the Levey Day School, Portland Community Squash and the surrounding community. The current gap in a continuous sidewalk network fails to meet City standards for street & sidewalk design and federal ADA guidelines for accessibility. It also falls short by industry best practices for a residential community, located within a walkable proximity to business centers, schools, public transit and other necessities. An investment in pedestrian infrastructure, especially directly adjacent to a school, an assisted living facility and a community center, will foster more active transportation and a safer neighborhood for all.

D.6 Priority Impact Level
Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).
The City of Portland Department of Public Works is prioritizing creating safe pedestrian networks for targeted neighborhoods, around community centers and around schools. This project would create ADA-compliant sidewalks from both targeted and non-targeted neighborhoods to access community centers and community park spaces.

D.7. Community Need Description
Why is this project needed?
The missing section of sidewalk between Devonshire Street and Deering Avenue creates unsafe conditions for members of the community who want to access community parks and community centers. Adding ADA-compliant pedestrian ramps around the park will also foster equitable use of public space. The existing conditions fall short of City standards for street & sidewalk design and federal ADA guidelines for accessibility. It also falls short by industry best practices for a residential community, located within a walkable proximity to business centers, schools, public transit and other necessities. Adequate pedestrian infrastructure is always an important key to encouraging safe and active transportation.

D.8. Measurable Community Impact
What impact the project will this project have on the community?
The addition of pedestrian crossings between Devonshire Street and Deering Avenue will create significantly safer and more accessible conditions for residents in the Oakdale neighborhood, especially those living at the Portland Center for

Assisted Living. The improvement of six pedestrian ramps around the Longfellow Park will also foster a more equitable and accessible park system for those living in this community and those visiting the neighborhood. This will create a more cohesive network of accessible infrastructure, serving as a continuous link between residential, economic, educational, bicycle and transit centers.

D.9. Additional questions for specific application types
Infrastructure

For Infrastructure Projects
Describe how the Location of this project complements or completes currently or previously funded project.
This project seeks to continue the work that is already anticipated in the area, Temple Beth-El and the Levey Day School are constructing Shalom Park, which is an extension of their current playground facility. This pedestrian improvement project will tie into this new Park and allow access for all members of the community.
The Portland Community Squash center is also completing one pedestrian ramp and a section of sidewalk along Noyes Street as part of a development project they are completing early 2024.

Describe how this project is Consistent with City Goals and Plans.
This project will create a suitable living environment for the residents and visitors to the Oakdale neighborhood. The pedestrian improvements will provide ADA-compliant infrastructure allowing Portland Center for Assisted Living residents to travel within their own neighborhood and connect to neighboring amenities safely and more equitably. This project will provide a great impact to the lives of those who live in the Oakdale neighborhood, especially those who reside at the Portland Center for Assisted Living, those who attend temple at Temple Beth-El, and children and their families who attend the Levey Day School. The Oakdale Neighborhood ADA Improvement Project will promote sustainable active transportation among residents of the Oakdale neighborhood, many of whom are lower to moderate income and have varied levels of mobility.

D.10. Experience Providing Service
Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.
Portland's Department Portland's Department of Public Works (DPW) directly delivers or manages dozens of construction projects throughout the City that improve public streets and public spaces. The Department has also managed numerous construction projects funded with CDBG funds, including two that have recently been completed and one currently under construction. DPW will develop or oversee project design and contract documents. City construction inspectors will provide construction oversight to verify that our construction standards are followed and to document quantities and appropriate use of funds. This work will take place with input and feedback from Planning and Urban Development staff, who have training and familiarity with urban design and ADA needs, as well as fostering strong urban spaces. Communication with the neighborhood group, the general public, and abutters will be an integral feature of our service, as will close coordination with city CDBG staff.

D.11. Partnership/Collaboration
If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.
N/A

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

The Oakdale Neighborhood ADA Improvement Project is in collaboration with the Portland Center for Assisted Living, Temple Beth-El, the Levey Day School, Portland Community Squash and the City of Portland Historic Preservation Program. These stakeholders in the Oakdale Neighborhood ADA Improvement Project will provide invaluable commentary during construction about the form and function of the final product to be the best possible outcome for pedestrians and vulnerable members of society while using the resources allocated to complete the project.

E. Program Budget Detail

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Case Id: 30453
Name: City of Portland Department of Public Works -
Address: 68 Devonshire Street, Portland, ME 04103-4431

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$199,000.00

E.2. Total Program Budget
$313,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Oakdale Neighborhood ADA Improvement	$313,000.00	$199,000.00	$114,000.00	Capital Improvement Project Fund	Pending
	$313,000.00	$199,000.00	$114,000.00		

F. Required Documents

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Case Id: 30453
Name: City of Portland Department of Public Works -
Address: 68 Devonshire Street, Portland, ME 04103-4431

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

DeptReportingOrgChart.pdf

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☑ **Conflict of Interest Policy**

City Council Code of Ethics adopted 5.16.2022 (PDF).pdf

☑ **Letter of Support** ***Required**

Block Grant - PCS Recommendation.pdf
Levey Day School Letter_ Oakdale ADA Access Project.pdf
TBE Letter_ Oakdale ADA Access Project.pdf
PCAL - Longfellow Park Construction.pdf

☐ **Memorandum of Agreement (if applicable)**

***No files uploaded*

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☑ **Non-Discrimination Policy**

Equal Employment Opportunity and Nondiscrimination Policy (PDF).pdf

☑ **Plans, Designs, and/or Pictures**

Oakdale CDBG Photo Page for Application.pdf
Oakdale ADA Sketches.pdf
Oakdale CDBG Estimate 2024-2025.pdf

☑ **Project Timeline including specific dates and milestones *Required**

Oakdale Neighborhood - CDBG ConstructionProject Timeline.pdf

☐ **Scope of Work and Estimate (provided by building professional)**

***No files uploaded*

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☑ **Verification of contact with City Historic Preservation Staff**

2023 Oakdale Neighborhood, DPW ADA Work.pdf

☑ **Whistleblower Policy**

whistleblowerprotection112019.pdf

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

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Case Id: 30453
Name: City of Portland Department of Public Works -
Address: 68 Devonshire Street, Portland, ME 04103-4431

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

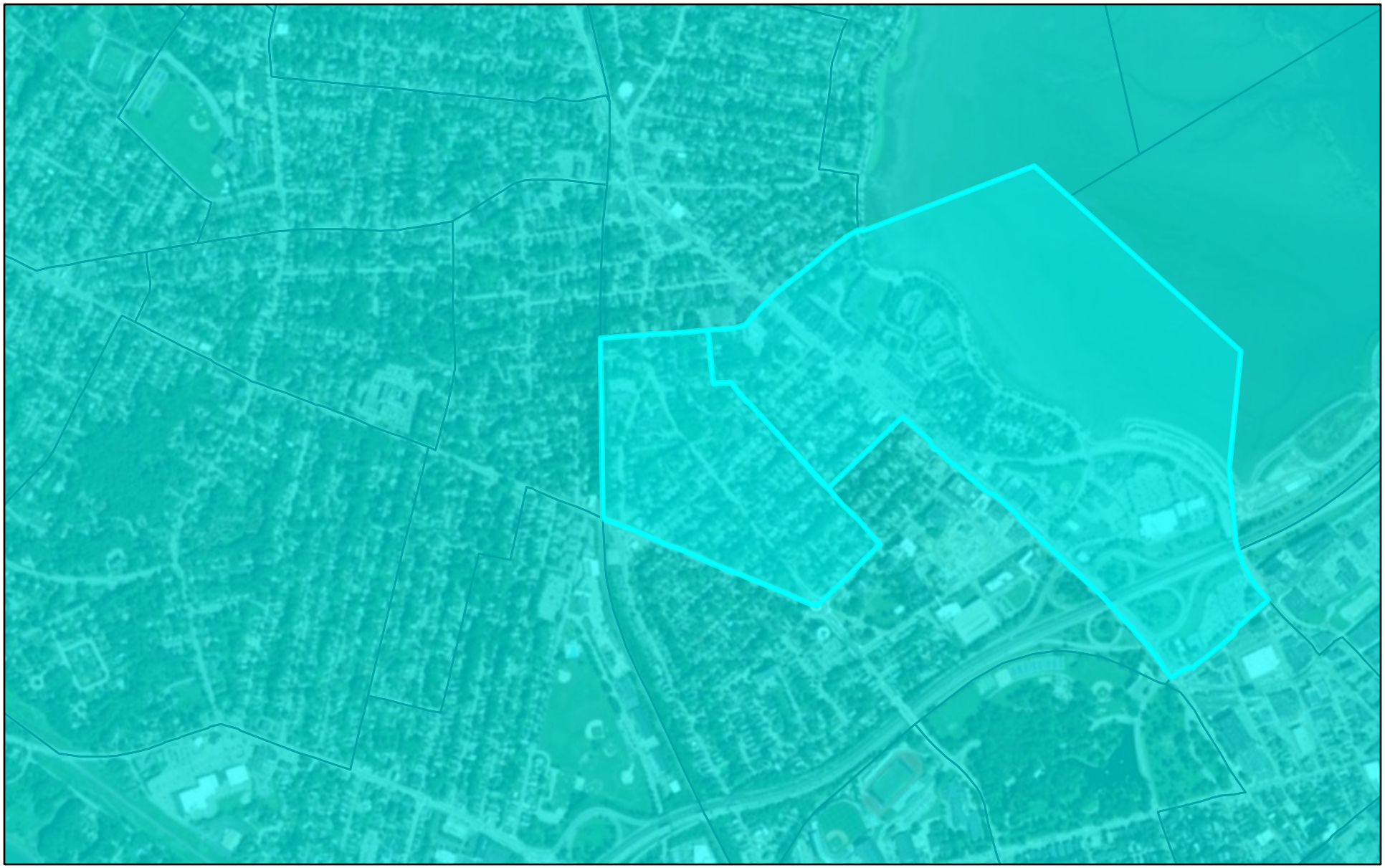
☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Emily Bolt
Electronically signed by ebolt@portlandmaine.gov on 11/17/2023 5:16 PM

Low- and Moderate-Income Data, based on 2011-2015 ACS 5-year Estimates



11/15/2023, 9:37:40 AM

LMISD by Block Group

LMISD by Place & Consolidated City

LMISD by County Subdivision

LMISD by County

1:18,056

0 0.1 0.2 0.4 mi

0 0.17 0.35 0.7 km

Maxar

U.S. Department of Housing and Urban Development, Web AppBuilder for Maxar |

Department of Public Works – Organization Chart

(Updated 11/14/23) – (* stands for Non-Union)

Administration 10031100

*Mike Murray – Director (reports to City Manager)

- *Vacant (Murray) – Deputy Director
  - *Norman Miller – Safety & Training Officer (now reports to HR)
- *Suzanne Knight – Financial Administrator
  - Emilie Nyagatoma – Accountant (starts 11/20/23)
  - Gretchen Gagnon – Support Services Specialist
- *Melissa Graffam – Executive Assistant
- *Cathy Williams – Principal Administrative Officer II
- *Jennifer Lee – Assistant to the Director for Customer Service & Special Projects

Operations – Streets & Sidewalks 10031202

*Mike Murray – Director

- Marc Spiller – District/Winter Coordinator
  - Shawn Perkins – Sr. Public Works Supervisor
    - Andrew Gaillard - MWIII
    - Vacant (Murdock) - MWI
    - Vacant (Jones) – MWII
    - Paul Tundel – MWIII - LOA
  - Donald Noyes – Sr. Public Works Supervisor
    - Vacant (Gilbert) – MWIII
    - Vacant (Dobson) – MWIII
    - Vacant (Larson) – MWIII
    - Justin Sherburne – MWI - LOA
  - Al Leblanc – Sr. Public Works Supervisor
    - Kim Dolbow – MWIII
    - Mike McDonough – MWIII
    - Dan Larochelle – MWIII
    - Carmine Russo - MWIII
  - Kevin Lee – Sr. Public Works Supervisor
    - Vacant (Graf) – MWII
    - Joe Bernard – MWIII
    - Vacant (Pinette) - MWIII
    - Gary Shane – MWIII
  - Vu Do – Sr. Public Works Supervisor
    - Glenn Nilsen - MWIII
    - Martin Tuttle - MWIII
    - Jay Robinson – MWIII
    - Daniel Szatkowski – MWIII
  - Gerald Gilbert – Public Works Foreman (Floater)

Operations - Solid Waste – Recycling & Solid Waste 10031203

*Dawn Davidson – Solid Waste Manager

Juliane McLellan – Solid Waste Programs Administrator

Sarah Colton – Solid Waste Compliance Officer

Scott Ballard – Solid Waste Sr. Supervisor

Ryan Haley – MWI

William Rowe - MWI

Nicholas Higgins – MWIII

Anthony Johnson – MWIII

Abbott, Jacob – MWI

James Johnson – MWIII

Nicholas Lemieux - MWIII

Jeffrey Letourneau - MWII

Nick Phillips - MWIII

Vacant (TerHaar) – MW III

Kevin Sparks – MWII

Joseph Estes – MWII

Daniel Noyes - MWI

Operations – Dispatch 10031204

*Mike Murray – Director

Marc Spiller – District/Winter Coordinator

Jack Adams – Senior Dispatcher

Jim Vance – Dispatcher

Jason Tuttle – Dispatcher

Operations – PDD 10031205

*Mike Murray – Director

Marc Spiller – District/Winter Coordinator

Mike Lamb – Sr. Public Works Supervisor

Mike Pendexter – PDD Steward

Kevin Farley – MWIII

Ryan Bailey - MWIII

Mike Tocher – MWIII

Al Weymouth – MWI

Operations – Islands 10031207

*Bill Patnaude – Operations Manager (reports to Director)

Martin Mulkern – Sr. Public Works Supervisor

Jamie Semon – Public Works Foreman

Donovan Black - MWIII

William Blomquist - MWIII

Robert Henry – MWI

Robert McAndrew – MWIII

Mario Proia - MWII

Travers Tuttle – MWIII

Quintana, Nicholas - MWI

Operations – Traffic 10031208

*Mike Murray – Director
Kevin Thomas – Traffic Coordinator
Frank Mackie – Sr. Public Works Supervisor
Vacant (Libby) – MWI
Ernie Colello – Traffic Sign Computer Operator - LOA
Vacant (Clough) – Traffic Signal Repair Worker
Dan Flibbert – Systems & Lighting Technician
David Sallee – Systems & Lighting Technician
Merlin Ponthy - MWI
Vacant (Larson) – MWIII

Engineering – Transportation 10031303

*Mike Murray – Director
*Keith Gray – Engineering Services Manager
*Jeremiah Bartlett – Transportation Systems Engineer
Jennifer Ladd - Sr. Transportation Engineer
Emily Bolt – Project Engineer
Lauren Andersen – Senior Engineer
Carolyn Bess – Construction Inspection Specialist

Engineering Services – Engineering 10031303

*Mike Murray – Director
*Keith Gray – Engineering Services Manager
*Jon Giles – Survey/GIS/Archives Mgr.
Rachel Belt - Engineering Asset Management Technician
Thea Youngs – GIS Mapping Specialist
Kevin Deneault – GIS Mapping Specialist
George Carhart – Engineering Archivist
Chuck Wordell – Survey GIS Specialist
Vacant (Scott) – Chief Surveyor
Vacant (Alden) – Sr. Project Surveyor
Lynda Scelza – Survey Cad Specialist
Vacant (Pellerin) – Senior Engineer
Janine Ba – Project Engineer
Rhonda Zazzara – Construction Engineering Coordinator
John Low – Construction Inspector
Craig Sloan – Construction Inspector
Michelle Meserve – Construction Inspector
Greg Vining – Construction Inspector (Retiring effective 11/1/23)
Harold Labrecque – Construction Inspector

Fleet Services 10031400

*Mike Murray – Director
- *Joseph Fournier – Fleet Manager (reports to Director)
  - Wanda Cook – Accountant
  - Duane Currie – Parts Manager
  - *Aarne Pennanen – Fleet Ops Manager
    - Stan Mason – Service Writer
    - William Johnson – Auto Technician II
    - Adam Serber – Auto Technician I
    - Mike Taylor – Autobody Repair Worker
    - **Vacant** (Mason) – Auto Technician II
    - Justin Cusack – Auto Technician II
    - Paul Hallstrom – Auto Technician II
    - Anthony Casale – Auto Technician II
    - Cory Lamontagne – Auto Technician I
    - Stephen Pierce – Parts Specialist
    - Keith Emery - Auto Technician II
    - Paul Fournier – Fire Equipment Specialist
    - Phil Gordon – VM Foreman
    - Jeffrey Cole – Auto Technician II
    - Rocco DiSanto – Auto Technician II
    - Matthew Johnson – Machine/Weld Shop Foreman
    - Jerry Brousseau – Welder Machinist II
    - Kenneth Lorenz - Auto Technician I
    - Arthur Peterson – Plow Bay Foreman
    - Jeremy Lambert – Auto Technician II
    - James Emery – Auto Technician II

Water Resources/Administration 57031100

*Mike Murray – Director
- *William Boornazian – Water Resources Manager
  - Catherine Ellis – Water Resources Support Services Specialist
  - Benjamin Pearson - Compliance Section Coordinator
    - Doug Roncarati – Storm Water Coordinator (57131500)
    - Jodie Keene - Stormwater Coordinator (57131500)
    - Ronald Kelton - Water Resources Compliance Specialist
    - Charles Moore – Water Resources Tech
  - Brendan Robertson – Asset Manager
    - Gail Aloisio – Asset Management Tech
    - Bailey Hartnett – Asset Management Tech

Water Resources/Sewer Engineering 57031303

*Mike Murray – Director
- *William Boornazian – Water Resources Manager
  - Justin Pellerin – WR Senior Engineer (57131500)
    - Reed Allen – Water Resources Engineer
  - Bradley Roland – WR Senior Engineer
    - Laura Smith – WR Project Engineer
    - Nathaniel Smith – WR Project Engineer

Water Resources/Operations 57031202 & 57131500

*Mike Murray – Director

*William Boornazian – Water Resources Manager (reports to Director)

Dale Wermenchuk – Water Resources Operations Manager

John Emerson – Wastewater Facilities Coordinator

Adam Daigle – Water Resources Sr. Supervisor

Paul Gilmour – WR Sr. Technician
Joseph Higgins – WR Technician III
Ryan Sullivan – WR Technician III
Peter Pasquali – WR Technician I
Daniel Murray – WR Technician II

George Johns – Water Resources Sr. Supervisor

Donald Penney – WR Sr. Technician
Brian Cogill – WR Sr. Technician
Gary Dobson – WR Technician III (57131500)
Mike Gowen – WR Technician II
Ben Wolf – WR Technician I

Jeff Lamb – Water Resources Sr. Supervisor

Frank Rubino – WR Sr. Technician
Scot Rague – WR Sr. Technician
Mike O'Brien – WR Technician II
Corey Spaulding – WR Technician III (57131500)
Ronald Poulin – WR Technician III
Vacant (Krysinski) – WR Technician III
Vacant (Penney) – WR Technician III
Vacant (Daigle) – WR Sr. Technician
Vacant (Rague) – WR Technician III (5731500)
Vacant – WR Technician II (new position) (57131500)
Vacant – WR Technician II (new position)

CITY OF PORTLAND

CODE OF ETHICS

Adopted by Resolve 12-21/22 on June 16, 2022

§ 1. Declaration of policy and statement of purpose.

The purpose of City government is to serve the public interest. City officials shall treat their office as a tangible representation of the public trust granted to each Councilor. Citizens shall have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are to be used for the benefit of the common good rather than any official's personal benefit. The principles of equitable and fair municipal governance shall include but are not limited to honesty, trust, integrity, transparency, individual and collective behavior that promotes responsibility, accountability, mutual respect, and commitment to the City and its constituents. Council action shall promote the ability of residents to exercise their rights by effectively communicating information that is understandable, accessible and culturally responsive, thereby assuring residents a path to meaningful participation in the proceedings of the Council and the meetings of its various Committees.

In keeping with the policies and obligations outlined in State statutory and decisional law, the City's Charter, Code of Ordinances, and personnel policies, it is recognized that high moral and ethical standards among city officials are essential to the integrity of the City's government and to the trust and confidence of the people of Portland in their governing body. Though there are several existing policies that require City Councilors, appointees, and staff to be fair and impartial and to act with integrity, by adopting this Code of Ethics, the City Council demonstrates its commitment to always work toward improving standards of public service and promoting the community's faith and confidence in the Council's work. In recognition of these goals, a Code of Ethics is hereby established for members of the Portland City Council, beginning with this statement of values.

A. **Trust**. The purpose of City government is to serve the public. City officials treat their office as a public trust. Citizens have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are used for the benefit of the public rather than any official's personal benefit. City officials ensure public respect by avoiding even the appearance of impropriety. The long-term benefit to the public as a whole is held above all other considerations, including serving important individuals and special interests. The public interest, however, includes protecting the rights of under-represented minorities. Administrators implement policies in good faith, as equitably and economically as possible, regardless of their personal views. Whistle-blowing is appropriate for unlawful or improper actions. City officials devote City resources, including paid time, working supplies, and capital assets, to benefit the public. Political campaigns are not conducted on City time or property.

B. **Objectivity**. City officials' decisions are based on the merits of the issues. Judgment is independent and objective. City officials avoid financial conflict of interest and do not accept benefits or gifts of any kind from anyone and, in particular, from people requesting to affect decisions. If an individual official's financial or personal interests will be specifically affected by a decision, the official withdraws from participating in the decision. City officials avoid bias or favoritism and they respect cultural differences as part of decision-making. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

C. **Accountability**. Open government allows citizens to make informed judgments and to hold officials accountable. City officials exercise their authority with open meetings and public records, facilitating open discussion. Officials who delegate responsibilities also follow up to make sure the work is carried out efficiently and ethically. Campaigns for election should allow the voters to make an informed choice on appropriate criteria.

Standards of Conduct.

§ 2. Statutory standards.

There are certain provisions of the general statutes of the State of Maine which should, while not set forth herein, be considered an integral part of this code. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as may be amended, are hereby incorporated by reference and made a part of this Code of Ethics and shall apply to all City Councilors, whenever applicable as if more fully set forth therein:

A. 17 M.R.S.A. § 3104, Conflicts of interest; purchases by the state.

B. 17-A M.R.S.A. § 456, Tampering with public records or information.

C. 17-A M.R.S.A. § 602, Bribery in official and political matters.

D. 17-A M.R.S.A. § 603, Improper influence.

E. 17-A M.R.S.A. § 604, Improper compensation for past action.

F. 17-A M.R.S.A. § 605, Improper gifts to public servants.

G. 17-A M.R.S.A. § 606, Improper compensation for services.

H. 17-A M.R.S.A. § 607, Purchase of public office.

I. 17-A M.R.S.A. § 608, Official oppression.

J. 17-A M.R.S.A. § 609, Misuse of information.

K. 17-A M.R.S.A. § 903, Misuse of entrusted property.

L. 21-A M.R.S.A. § 504, Persons ineligible to serve.

M. 30-A M.R.S.A. § 2605, Conflicts of interest.

N. 30-A M.R.S.A. § 5122, Interest of public officials, trustees or employees.

§ 3. Conflicts of interest.

A. Deliberation and vote prohibited. No City Councilor shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process, on any agenda item before the council or any council committee in which the councilor or a member of the councilor's immediate family has a financial or special interest or the appearance of a financial or special interest, other than an interest held by the public generally.

B. Disclosure of conflict. Any City Councilor who believes that the councilor or a member of the councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the council or a council committee to which the councilor has been appointed shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure. Such disclosure shall be made no later than the date of the first meeting of the City Council or committee thereof at which the agenda item concerned is to be taken up for consideration, recommendation, discussion or vote and at which the City Councilor is present. Additionally, any City Councilor, who believes that any fellow City Councilor or a member of such fellow City Councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the Council or a committee thereof shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure.

C. Determination of conflict. Notwithstanding the language of Rule 26 of the Council's Rules of Procedure, once the issue of conflict has been raised relative to an individual City Councilor or committee member and disclosure has been made as provided above, such individual's fellow City Councilors or committee members shall review the facts as disclosed to them and shall vote on whether or not such individual has a financial or special interest with respect to the agenda item concerned. All conflict of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each City Councilor or committee member present shall be entitled to vote on all conflict of interest questions except those questions pertaining to that individual Councilor's or committee member's alleged conflict of interest.

1. All votes of conflict of interest questions shall be recorded. A majority vote shall determine the question, but a vote by committee may later be reviewed by the full City Council upon the City Council's consideration of the same agenda item.

2. Upon determination that a conflict of interest in fact exists, the City Councilor or committee member concerned shall be excused from participating in discussion, deliberation or vote on the relevant agenda item.

D. Avoidance of appearance of conflict. To avoid the appearance of a violation of this section, once any individual City Councilor is determined to have a conflict of interest in respect to any agenda item and once all conflict of interest questions relating to the agenda item concerned have been determined as provided in Subsection C above, said individual shall immediately remove themselves from the meeting room. The City Councilor shall not return to the Councilor's regular seat as a member of the body until deliberation and action on the item is completed. If the item has not been finally resolved when the conflict of interest is first determined, said individual shall not be present for any subsequent action on the agenda item. Nothing herein shall require an individual Councilor to remove themselves for any item contained on a consent agenda on which there is no deliberation if the individual's conflict has been determined by the other members and the right to abstain from voting on the item has been granted.

E. Personal interest. Nothing herein shall be construed to prohibit any City Councilor, from representing their own personal interest by appearing before the Council on any such agenda item.

F. Municipal budget.

1. Notwithstanding the provisions of § 4 below, no City Councilor shall abstain from or be prohibited from voting on the municipal budget when it comes before the Council on a Council agenda for approval.

2. If during the Council discussion of the approval of the municipal budget the Council decides to deliberate upon a line item of the budget on which a councilor has been previously determined to have a conflict or has previously abstained, then the Councilor shall not participate in the deliberations on that particular line item. Upon the conclusion of any such deliberation, the Councilor shall continue to participate in other budget deliberations and vote on the municipal budget.

3. It is the intent of this provision that all Councilors shall participate in the deliberation and vote on the municipal budget when it is presented to the Council for approval, but that no Councilor shall participate in a deliberation on or vote on any specific provision in the municipal budget for which the Councilor has previously been determined to have a conflict or has previously abstained.

§ 4. Abstention; exercising the right to abstain.

Any City Councilor who believes that they or a member of their immediate family has a special or financial interest, other than an interest held by the public generally, in any agenda item before the Council or any of its committees may, after disclosure of the nature and extent of such interest, publicly state their intent to abstain from participation in the deliberation or vote, or otherwise taking part in the decision making process on the agenda item. However, the City Council may by motion and vote determine that there is no conflict and that the City Councilor, board member or commission member shall not be permitted to abstain from participating and voting on the agenda item.

§ 5. Certain privileges or exemptions prohibited.

No councilor shall use the member's position to secure special privileges or exemptions for the councilor, their spouse, child, parents, other persons or employers. Nor shall any councilor accept anything of value that may tend to influence the councilor in the discharge of the councilor's duties, or which could have influenced the councilor in the discharge of their past duties.

§ 6. Incompatible employment or activity prohibited.

No councilor shall engage in or accept private employment or render services for private individuals or entities or engage in any business or professional activity when the employment, service or activity is incompatible with the proper discharge of the councilor's official duties, or when it would require or induce the councilor to disclose confidential information acquired by reason of their official position.

§ 7. Contracts, purchases and employment.

In keeping with Article VIII, Section 1 of the City's Charter, no member of the City Council shall:

A. Have a substantial financial interest, direct or indirect, in any contract entered into by or on behalf of the City of Portland except their employment contract, or in the sale to or by the city of any land, materials, supplies or services when such officer exercises on behalf of the city any function or responsibility with respect to such contract or sale.

B. Purchase or accept anything from the city other than those items or services which are offered to the public generally, and then only upon the same terms and under the same procedures offered to and used for the general public. This shall not include those items or services which are received as compensation, or as a part of such person's employment contract, or which are necessary for the performance of such person's duties.

C. Accept or receive from any person, firm, or corporation acting under a franchise, contract, or license from the city, any frank, free pass, free ticket, or free service, or accept, directly or indirectly, from any such person, firm, or corporation any service upon terms more favorable than those granted to the public generally.

§ 8. Misuse of City resources.

Misuse of Public Position or Resources. Except for infrequent use at little or no cost to the city, councilors shall not use public resources that are not available to the

public in general, such as city staff time, equipment, supplies or facilities, for other than a city purpose.

§ 9 Coercive political solicitation.

A city councilor shall not use the councilor's position to make threats or promises for the purpose of trying to get anyone to do any political activity or make a political contribution.

§ 10 Political solicitation of vendors, contractors, and licensees.

A city councilor shall not ask any person or entity that does or intends to do business with the municipality or that has or is seeking a license, permit, grant, or benefit from the City or that has done business with the City during the previous twelve months to make any political contribution or engage in any political activity.

§11. Conduct of councilors.
City councilors will hereafter conduct themselves according to the following rules of conduct as they pertain to work for and on behalf of the City of Portland:

A. A councilor shall always represent that opinions stated are the councilor's own and do not necessarily represent those of the council unless the council has voted and passed an ordinance, resolution or motion that so states the expressed policy.

B. A councilor shall not use their office for personal gain, especially financial gain, including particularly the acceptance of any gifts and gratuities.

C. A councilor shall not make false statements on which the council, city staff or other agencies rely to establish policy or make important decisions. A councilor violates this rule if they knows it is untrue, or if the person has knowledge that would lead a reasonable person of ordinary prudence to conclude that the statement is untrue.

§ 12. Violation and penalties.
The following procedure will be implemented by a standing council ethics committee, appointed annually with the other standing committees and with four (4) members, when an alleged violation of the rules stated herein occurs:

A. Any councilor who believes that another councilor has violated the council ethics rules, whether by personal knowledge or by a substantiated report of any member of the public, shall submit a written statement of the purported violation to the council ethics and administration committee.

B. The committee shall review the violation in executive session to determine whether adequate reasons exist to bring formal charges. If the accused councilor is a member of the committee, the accused councilor shall remove him/her/themself from the committee and the council shall substitute another councilmember for the review.

C. The committee shall come to one of the following conclusions:

1. There is insufficient evidence to conclude that any particular violation has occurred. In this case, the committee shall keep any records confidential unless otherwise prohibited by applicable law; or

2. There may have been a violation, in which case the committee may call for full review by the council in executive session.

D. If the committee concludes there may have been a violation, the council shall select one of its members to present its findings at a public hearing of the City Council. The accused councilor shall neither conduct the meeting during the hearing nor shall the member present the findings.

The council shall give the accused council member adequate time to prepare a case and to present the case at the public hearing. Both the council and accused member shall present their own cases but they may be accompanied by counsel during the proceedings. The council presenter and the accused councilor may present witnesses who shall present their evidence upon oath.

After hearing the evidence, the council shall determine whether the purported violation was major, minor or whether there is insufficient evidence to determine that a violation occurred. If the council determines that a violation occurred, they shall also establish a penalty commensurate with the violation.

§ 10. Findings open to public – Exceptions.

The record of the committee's findings and other records made or filed under this chapter shall be open to public inspection unless such designation is inconsistent with some other provision of law.

§ 11. Initiation of appropriate action.

If the findings of the committee disclose a violation of this chapter, Corporation Counsel shall initiate appropriate action to effectuate the purposes of this chapter.

PORTLAND COMMUNITY SQUASH

66 Noyes Street, Portland, ME 04103
(207) 221-6454
pcsquash.com

November 15, 2023

To Whom it May Concern:

Portland Community Squash (PCS) couldn't be more supportive of the City of Portland's proposal for funding to improve the Longfellow Park area. PCS is already making improvements to some of these sidewalks and curbs as part of its Community Commons facility expansion that will also see our community double in size to offer squash, events, daily food service, and more to one of Portland's most diverse communities (pcsquash.com).

We believe these pedestrian improvements will make the neighborhood more friendly to not only the hundreds of students and families who use our facility on a daily basis, but also our neighbors at the Levey Day School (who use PCS squash courts for programming), Temple Beth-El, and the seniors at Portland Center for Assisted Living.

We look forward to an Oakdale neighborhood that is accessible for all members of the incredibly diverse communities that use it on a daily basis.

Lucas Bruns
Development Director

Watch our video: A Matter of Community Video (2 min)

November 16, 2023

To Whom it May Concern:

I am writing to express Levey Day School's strong support of the City of Portland's application for CDBG funding to create an ADA accessible corridor connecting Devonshire Street and Deering Avenue.

Levey Day School, a pre-kindergarten to 8th grade independent Jewish day school, leases the school wing from Temple Beth El (TBE) at 400 Deering Avenue. Levey Day School's enrollment is currently 54 students with 15% of students those coming from families of low income. Levey qualifies for Title One funding from the city of Portland because of this percentage.

Levey Day School has partnered with TBE and we are in the process of building Shalom Community Park, an inclusive green space and playground on the portion of its property that abuts the Devonshire/Longfellow/Deering intersection. The park will not only serve our students, but will be open to the public outside of school hours. It is expected to attract residents from the Portland Center for Assisted Living (PCAL), as well as the many young families who live in the surrounding neighborhood, who currently need to walk over 20 minutes to reach the nearest playground.

Without question, Levey is thrilled to be replacing our old, often regarded as unsafe, playground with a new community park with a brand-new design that is eco-friendly and very safe. While we are excited to offer this new resource to the community in the coming year, we are concerned about the idea of attracting an increasing number of people to this space without safe pedestrian crossings to reach the entrance, especially for PCAL residents and some Levey members who face mobility challenges. Students and families of ours, as well as all families and neighbors who come to enjoy the park should feel safe while walking to the playground. There are several hazards posted by vehicle traffic in the area, and in the past few years, an incredible amount of traffic accidents have occurred. The vertical curbing, increased lighting, and flashing pedestrian crossing lights that are planned for this project will substantially reduce the risk of harm both to those utilizing the new pedestrian way, and those inside of Shalom Community Park.

Thank you for your consideration, and I hope that you will prioritize this important project.

Best,

Jeffrey A. Tremblay
Head of School

TEMPLE
BETH EL
בית אל

November 14, 2023

To Whom it May Concern:

I am writing to express Temple Beth El's enthusiastic support of the City of Portland's application for CDBG funding to create an ADA accessible corridor connecting Devonshire Street and Deering Avenue.

Temple Beth El's (TBE) building at 400 Deering Avenue is home to a congregation that serves 300 member households, 35% of whom are over the age of 70. Our building also serves a range of tenants, including the Levey Day School (serving children preschool through 8th grade), Congregation Shaarey Tphiloh, Art Camp (serving grades K-5), and Common Floor Contra Dance. Currently, TBE is in the process of building Shalom Community Park, an inclusive green space and playground on the portion of its property that abuts the Devonshire/Longfellow/Deering intersection. The park will not only serve our constituents, but will be open to the public outside of school hours. It is expected to attract residents from the Portland Center for Assisted Living (PCAL), as well as the many young families who live in the surrounding neighborhood, who currently need to walk over 20 minutes to reach the nearest playground.

While we are excited to offer this new resource to the community in the coming year, we are concerned about the idea of attracting an increasing number of people to this space without safe pedestrian crossings to reach the entrance, especially for PCAL residents and the many TBE members who face mobility challenges. We are also concerned for those in our community who observe the commandment of not driving on the Sabbath, who must be able to walk to reach the synagogue for prayer services on Saturday mornings.

In addition to the hazards posed by typical vehicle traffic in that location, there have also been several car accidents at this intersection in the last year alone, one of which caused a car to plow down a steel fence that had recently been installed to protect the park. The vertical curbing, increased lighting, and flashing pedestrian crossing lights that are planned for this project will substantially reduce the risk of harm both to those utilizing the new pedestrian way, and those inside of Shalom Community Park.

Thank you for your consideration, and I hope that you will prioritize this important project.

Sincerely,

Kate Shalvoy, Executive Director

Equal Employment Opportunity and Nondiscrimination Policy

Policy:

The City of Portland is an equal opportunity employer and pursues a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the City where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Applicability:

All employees, regardless of their positions, are covered by and required to comply with this policy. This policy also applies to Elected and Appointed Officials, as well as outside parties having dealings with the City (i.e., customers, vendors, contractors).

This policy governs conduct in the workplace, during work hours, during outside activities related to the workplace (i.e., social events, trips, conferences), and any time conduct outside of the workplace has the purpose or effect of substantially interfering with an employee's work performance, an elected or appointed officials' service to the City, the ability of constituents to access City services, or the performance of outside parties' obligations to the City.

Prohibited Conduct Under This Policy:

The City of Portland, in compliance with all applicable federal, state, and local anti-discrimination laws and regulations, strictly prohibits discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

Enacted: July 29, 2019

Employees are expected to report any instances of discrimination and/or unfair treatment that they experience or witness based on membership in (or perceived membership in) a protected class. Each employee is personally responsible for compliance with this policy.

Complaint Process:

The City of Portland will respectfully treat any person who invokes this complaint procedure, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination and/or unfair treatment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

The City of Portland has established the following procedure for lodging a complaint of discrimination, unfair treatment, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

If you believe you have been discriminated against and/or treated unfairly, you should immediately contact any one of the following individuals:

- Immediate supervisor, department head, or any supervisor/manager in the chain of command

- Human Resources Department
  389 Congress Street, Room 115
  Portland, ME 040101
  207-874-8624

You may also be asked to complete a Harassment or Discrimination Complaint form, providing details regarding the incident(s) that gave rise to the complaint. Employees covered by collective bargaining agreements may file a complaint or grievance through the applicable grievance procedure. Police officers also may follow the Police Department's internal affairs procedures.

Depending on the nature of the complaint, an employee may also file a complaint with the Equal Employment Opportunity Commission ("EEOC") or the Maine Human Rights Commission by contacting:

EEOC
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
Fax 617-565-3196
TTY 800-669-6820

or

Maine Human Rights Commission
51 State House Station

Enacted: July 29, 2019

Augusta, Maine 04333
207-624-6050,
TTY 207-624-6064
http://www.state.me.us/

You are encouraged to contact the EEOC or Commission directly to learn about procedures and timelines for filing such a complaint.

Retaliation:

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Policy Violations:

Discrimination, retaliation, or violation of this policy is a significant violation of City policies and is subject to discipline under the City's AR-25 Disciplinary Procedures Policy, and may include disciplinary action, up to and including termination. Furthermore, interference with, including dishonesty during an investigation conducted in accordance with this policy may be grounds for discipline.

Signed by Jon P. Jennings

_____
Jon P. Jennings, City Manager

Enacted: July 29, 2019

Section 1: Devonshire and Deering Intersection

Looking North from Deering Ave to intersection with Devonshire Street

Looking North from Devonshire Street to intersection with Deering Ave

Section 2: Mid-Block Crossing at Longfellow Street in front of PCAL and Temple Beth-El

Deering Ave looking toward Temple Beth-El and PCAL Entrance

Longfellow Street looking toward entrance of PCAL

Deering Ave looking south toward Longfellow Street Crossing

Pedestrian Ramp at Devonshire Street crossing of Longfellow Street in front of Temple Beth-El

Section 3: Intersection of Oakdale Street and Noyes Street

Intersection of Oakdale Street and Noyes Street northwest corner

Intersection of Oakdale Street and Noyes Street northeast corner by Longfellow Park

Intersection of Oakdale Street and Noyes Street southeast corner

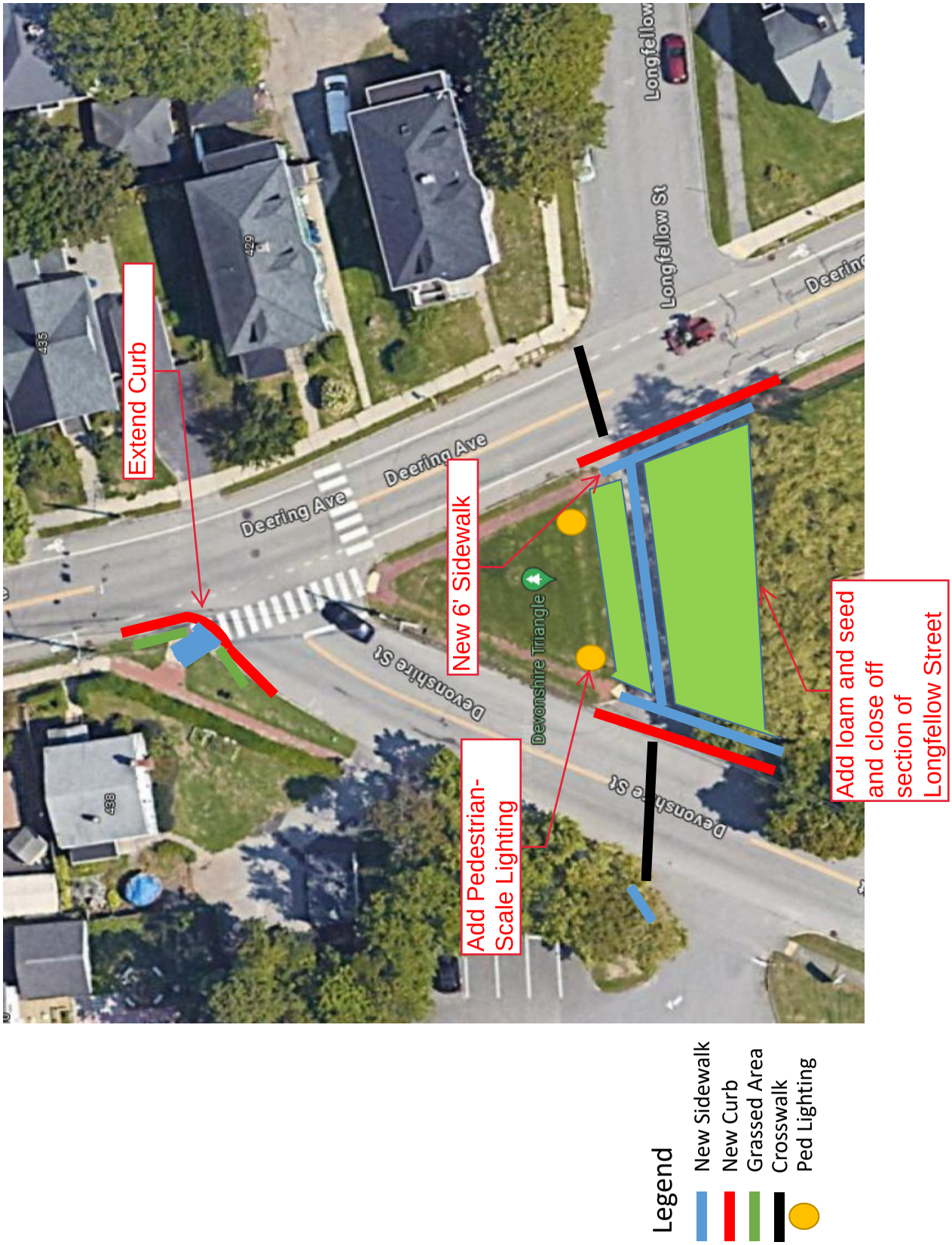
Section 4: Intersection of Oakdale Street and Longfellow Street

Intersection of Oakdale Street and Longfellow Street Ramp in front of 29 Longfellow Street

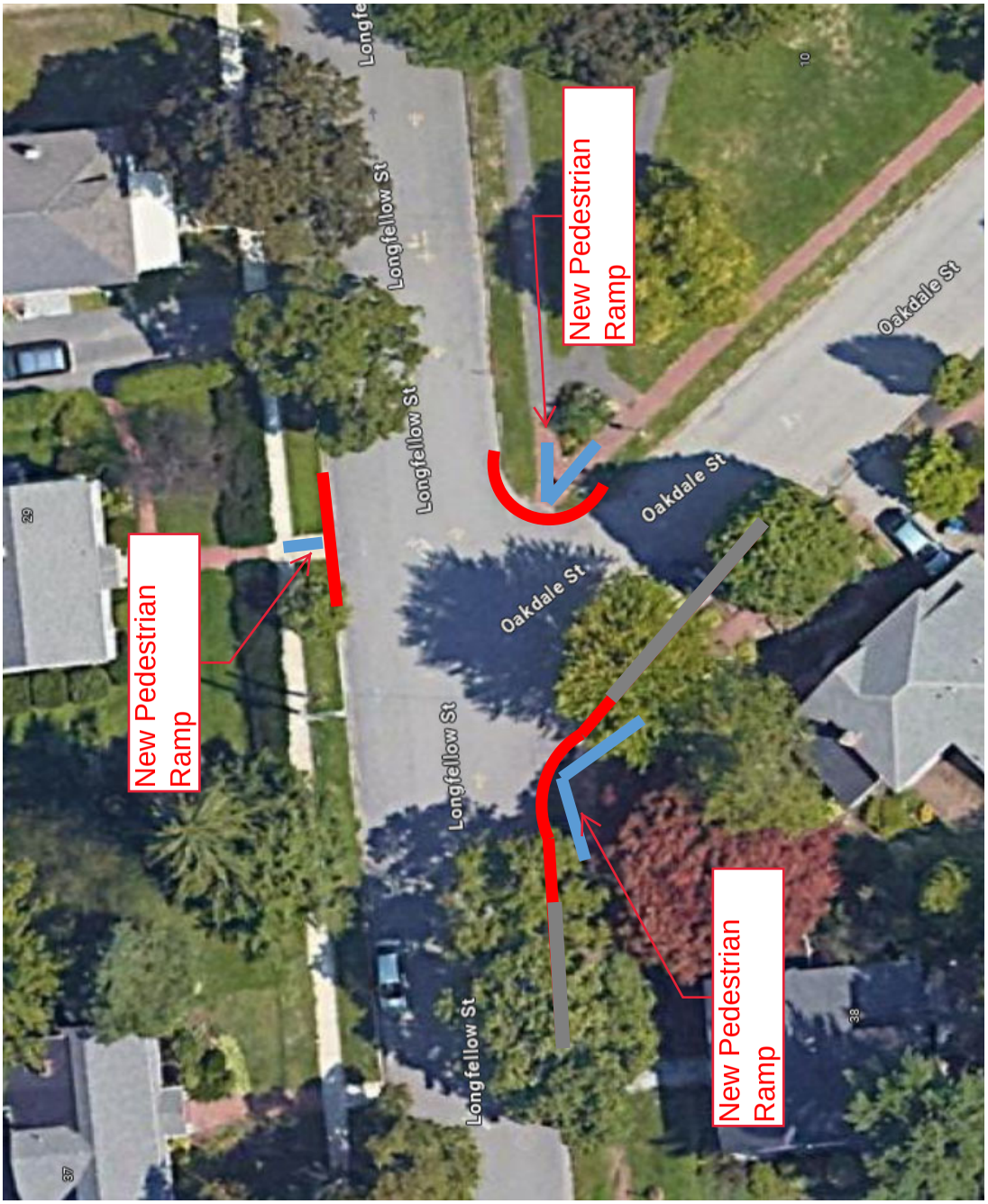
Intersection of Oakdale Street and Longfellow Street southeast corner by Longfellow Park

Intersection of Oakdale Street and Longfellow Street southwest corner by Longfellow Park

CITY OF PORTLAND, MAINE
2024-2025 CDBG APPLICATION
OAKDALE NEIGHBORHOOD ADA IMPROVEMENT PROJECT



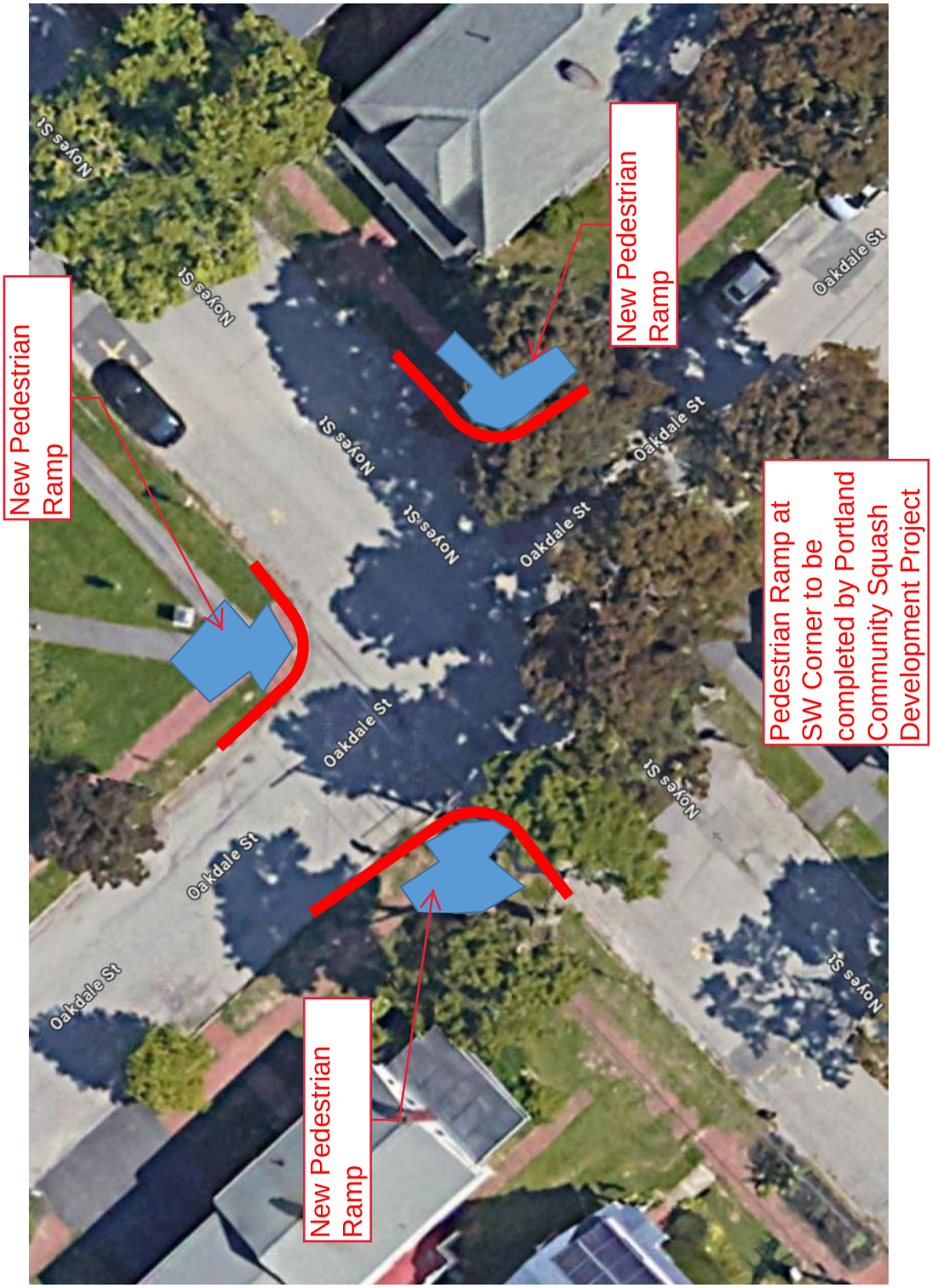
CITY OF PORTLAND, MAINE
2024-2025 CDBG APPLICATION
OAKDALE NEIGHBORHOOD ADA IMPROVEMENT PROJECT



Legend

- New Sidewalk
- New Curb
- Grassed Area
- Crosswalk
- Ped Lighting

CITY OF PORTLAND, MAINE
2024-2025 CDBG APPLICATION
OAKDALE NEIGHBORHOOD ADA IMPROVEMENT PROJECT



Legend
- New Sidewalk
- New Curb
- Grassed Area
- Crosswalk
- Ped Lighting

Whistleblower's Protection Act

MAINE DEPARTMENT OF LABOR
Bureau of Labor Standards

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) **(Title)** **(Location or Phone)**

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: 207-624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: 207-780-3344
www. dol.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: 207-626-9160
www. osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT

TO: Mary Davis, HCD Service Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Jennifer Ladd, Senior Transportation Engineer, Department of Public Works
Emily Bolt, Transportation Project Engineer, Department of Public Works

DATE: November 16, 2023

RE: CDBG Funding Request; Status of Historic Preservation Review

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This is to confirm that Jennifer Ladd, Senior Transportation Project Engineer for the City of Portland's Department of Public Works, has been in contact with this office regarding a proposal to complete pedestrian improvements, including installation of curbing and sidewalk striping in the Oakdale neighborhood near the intersection of Devonshire and Longfellow Streets and Deering Avenue. It is our understanding that federal CDBG funds are being sought for the project.

The intersections and streets affected by this project are not located within any locally designated historic district or within the boundaries of any locally designated individual landmarks. As such, the project does not require review and approval under Portland's Historic Preservation ordinance.

Please feel free to contact me with any questions.

Best regards,

Evan R. Schueckler
Historic Preservation Program Manager

Project Timeline

If successfully funded, the Oakdale Neighborhood Project would have the following approximate project timeline:

- Spring 2024: Project design finalized, CDBG Awards Announced
- Summer 2024: Project Advertised for bid
- Autumn 2024: Construction begins
- Spring/Summer 2025: Construction substantially complete

2024-2025 CDBG Application Oakdale Neighborhood ADA Improvement Project

Item #	Description	Quantity	Unit	avg unit price	Total Cost
Devonshire/Deering Connection					
202.2	Removing Bituminous Concrete Pavement	260	sy	$50.00	$13,000.00
609.41	Remove and Stack Curb	156	lf	$20.00	$3,120.00
608.08	Reinforced Concrete Sidewalk	53	sy	$250.00	$13,250.00
608.26	Detectable Warning Panel	0	sf	$200.00	$0.00
609.11	New 5" Straight Vertical Curb Type #1	96	lf	$150.00	$14,400.00
609.12	New 5" Circular Vertical Curb Type #1	0	lf	$165.00	$0.00
609.38	Reset Existing Curb	0	lf	$90.00	$0.00
615.08	Loam and Seed	260	sy	$50.00	$13,000.00
623.03	Monument Relocation	0	ea	$2,000.00	$0.00
627.77	Removing Pavement Marking	0	sy	$4.00	$0.00
627.75	White or Yellow Pavement & Curb Marking Wate	1120	sf	$4.00	$4,480.00
626.11	Control Cabinet and Foundation	1	EA	$750.00	$750.00
626.22	2-Inch Schedule 80 Conduit	30	LF	$100.00	$3,000.00
634.04	Cable and Installation	200	LF	$225.00	$45,000.00
634.2	Light Fixtures - Holophane Bishops Crook Arm	3	EA	$5,000.00	$15,000.00
643.60x	RRFB, Double Mounted	4	ea	$12,000.00	$48,000.00
					$173,000.00
Oakdale at Longfellow (2 ramps crossing longfellow)					
608.08	Reinforced Concrete Sidewalk	35	sy	$250.00	$8,750.00
608.26	Detectable Warning Panel	20	sf	$200.00	$4,000.00
609.38	Reset Existing Curb	42	lf	$90.00	$3,780.00
615.08	Loam and Seed	20	sy	$50.00	$1,000.00
623.03	Monument Relocation	0	ea	$2,000.00	$0.00
627.75	White or Yellow Pavement & Curb Marking Wate	144	sf	$4.00	$576.00
					$18,106.00
Oakdale at Noyes (5 ramps)					
608.08	Reinforced Concrete Sidewalk	65	sy	$250.00	$16,250.00
608.26	Detectable Warning Panel	58	sf	$200.00	$11,600.00
609.38	Reset Existing Curb	103	lf	$90.00	$9,270.00
615.08	Loam and Seed	42	sy	$15.00	$630.00
	NEENAH Cascade	1	ea	$2,000.00	$2,000.00
627.75	White or Yellow Pavement & Curb Marking Wate	144	sf	$4.00	$576.00
					$40,326.00
Devonshire and Longfellow Ramps and SW					
202.2	Removing Bituminous Concrete Pavement Surfa	SY	50	$20.00	$1,000.00
203.2	Common Excavation	CY	85	$5.00	$425.00
403.209	Hot Mix Asphalt - 9.5 mm Nominal Max, Hand Pl	TON	325	$5.00	$1,625.00
608.08	Reinforced Concrete Sidewalk	SY	250	$55.56	$13,888.89
608.26	Detectable Warning Panel	SF	200	$8.00	$1,600.00
609.11	New 5" Straight Verticle Curb, Type #1	LF	150	$40.00	$6,000.00
609.12	New 5" Circular Verticle Curb, Type #1	LF	165	$10.00	$1,650.00
609.24	New 5" - 4' Tipdown Curb, Type #1	LF	350	$8.00	$2,800.00
609.41	Remove and Stack Existing Curb at Outer Congr	LF	20	$50.00	$1,000.00
615.08	Loam and Seed	SY	50	$20.00	$1,000.00
627.75	White or Yellow Pavement & Curb Marking	SF	4	$159.00	$636.00
627.77	Removing Pavement Marking	SF	4	$340.00	$1,360.00
629.05	Hand Labor, Straight Time	HR	75	$5.00	$375.00
631.105	Air Tool and Compressor, including Operator	HR	165	$5.00	$825.00
631.171	Truck, Small, including Operator	HR	100	$5.00	$500.00
631.225	Excavator or Backhoe, including Operator	HR	225	$5.00	$1,125.00
645.1	Demount Sign & Post	EA	200	$1.00	$200.00
645.11	Reinstall Sign & Post	EA	200	$1.00	$200.00
					$36,209.89

Kasey Moomau
Admissions Coordinator
Portland Center for Assisted Living
68 Devonshire St.
Portland, ME 04103
(207) 772-2893

November 17, 2023

To Who It May Concern:

I am writing to express support on behalf of PCAL residents for the City of Portland's application for CDBG funds for the Longfellow Park Sidewalk Corridor. This project will introduce ADA accessible sidewalks, crosswalks, and improve street lighting from Devonshire Street and along Longfellow Street. The construction of this corridor will ensure a safe and easily accessible passage to Longfellow Park, a park that our residents think very fondly of and utilize often.

Here's a little bit about us! Portland Center for Assisted Living (PCAL) is a 170 bed facility that provides assistance to individuals that can no longer live independently due to physical/mental limitations, medical needs, and/or, in some instances, folks that are in need of help, but simply have nowhere to go. Being that we are an assisted living facility, one of the admission requirements is that residents must be able to transfer/mobilize independently; whether that be with the use of a wheelchair, walker, or cane. The conditions of the current sidewalks and overall journey to the park poses significant risks of injury for residents, especially those that utilize assistive devices, which most do. Longfellow Park is essentially a straight shot from the end of our driveway. Residents access the park by crossing Devonshire St. and Deering Ave. via the short section of Longfellow St. that intersects both streets. Residents then continue down the right-hand side of Longfellow St. (if heading from PCAL) and eventually make it to the park that is also on the right-hand side. Currently, the conditions of the sidewalks – if any at all, as some sections are missing – are a safety hazard. The brick sidewalks are deteriorating due to bricks heaving, sinking, buckling, and going missing. These obstacles make it difficult for residents to navigate to the park safely and most opt to walk in the street to avoid the potential tripping hazards/getting the wheels of their mobility devices caught on a displaced brick. Although the left-hand side of Longfellow St. has a sidewalk in good condition, this requires residents to perform unnecessary street crossings with no crosswalks to access the park. There is not a single crosswalk that residents can utilize to ensure a safe street crossing. This project endorses installing crosswalks and crossing lights to alert motorists to look out for pedestrians crossing the road, as there is virtually no street lighting at either street crossing. It was also proposed that light hubs would be installed on the pre-existing light poles to improve visibility at night.

In recent years, there have been a handful of accidents in this area as motorists tend to speed on Deering Ave. and Devonshire St., with the most recent accident being a car that barreled through Temple Beth El's newly installed fence. What if there was a resident walking home from the park at that time? I am here to advocate for all PCAL residents. I'm glad they have a nice neighborhood park as such

as Longfellow to utilize and hang out at and have an amazing community support, but let's make the journey to Longfellow Park safe for them! The residential population at PCAL is already at risk of falls/injuries due to mobility limitations and use of assistive devices to ambulate. That risk increases with the lack of sidewalks and sidewalk maintenance. The risk of a resident being seriously injured and perhaps being involved with a deadly accident is also increased with current conditions. We at PCAL thank you for the care and consideration of our residents to implement measures to ensure their safety.

Kasey Moomau

Application Type	Construction
Applicant	City of Portland Department of Parks, Recreation, and Facilities
Project Name	Deering Oaks Park ADA Access project
Project Address/Location	Deering Oaks Park, Forest Avenue, Portland, ME 04101
Funds Requested	$192,792.00

Project Summary

The Deering Oaks Tennis Court Road walkway is a continuation of the improvements to ADA facilities that the Department of Parks, Recreation, and Facilities began in Deering Oaks Park during Summer 2022. These important efforts to assure park accessibility to all Portland residents are guided by the Tindale Oliver ADA assessment of Deering Oaks completed in 2019. The consultants from Tindale Oliver assist communities in finding the correct balance of development, essential services, environmental protection, and assist in planning, designing, and building more convenient, equitable, healthful, efficient, and attractive places to live. They specialize in helping local agencies implement the provisions of the Americans with Disabilities Act of 1990 (ADA).

The Walkway project is intended to cover approximately 1,700 linear feet of failing walkways along Tennis Court Road from Deering Ave to State Street. The concept plan calls for the replacement of existing asphalt curbing with granite curb along the road edge, the removal of deteriorated asphalt walkway, and the establishment of base materials for a new reinforced concrete walkway. The City of Portland may provide salvaged granite curbing materials for construction, based on availability. Essential ADA crosswalks and associated infrastructure required for those crossings is also included in the project scope.

HUD National Objective	Low and Moderate Income Area Benefit (LMA)
HUD Program Objective	Creating a Suitable Living Environment
Primary Goal	Neighborhood Investment and Infrastructure
Location - For LMA projects	
Census Tracts	Census Tract 10
Beneficiaries/ Clients Served	
Client Description	Deering Oaks Park is available to all residents of Portland but is used most frequently by the 7,370 residents of the surrounding neighborhoods—Parkside, West Bayside, Oakdale, and Valley Street. 5,640 of these 7,370 residents have been identified by HUD as Low to Moderate Income.
Number of Clients Served	7,370
Number of LMI Portlanders	5,640
LMI Portland Percentage	77.13%

Budget

$ 192,792.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 527,792.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)

36%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

A. Application Cover Page

Completed by info@portlandparksconservancy.org on 11/19/2023 11:42 AM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
City of Portland Department of Parks, Recreation, and Facilities

A.3. Project Name:
Deering Oaks Park ADA Access project

A.4. Mailing Address:
212 Canco Road, Suite A Portland, ME 04103

A.5. Project Address:
Deering Oaks Park Forest Avenue Portland, ME 04101

A.6. Executive Director Name:
Ethan Hipple

A.7. Phone Number:
(207) 808-5400

A8. Email:
ehipple@portlandmaine.gov

A.9. Financial Contact Name:
Amber Brooks

A.10. Email:
asb@portlandmaine.gov

A.11. Phone Number
(205) 808-5400

A.12. Person who completed the application name:
Nan Cumming, Portland Parks Conservancy

A.13. Amount of CDBG Funds Requested:
$192,792.00

A.14. Unique Entity Identifier (UEI):
LZKCFAJXBAC8

A.15. Tax ID:
16,000,032

B. Construction and Economic Development

Completed by info@portlandparksconservancy.org on 11/13/2023 11:45 AM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Area Benefit (LMA)

What neighborhoods will be served by this project (LMA only)
West Bayside (Census Tract 6, block 1), Parkside (Census Tract 10, blocks 1 and 2), Valley Street neighborhood (Census Tract 13, block 2), Oakdale (Census Tract 15, block 2)

☑ **Project Map of Service Area (for LMA Only)**
Project Map of Service Area.pdf

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating a Suitable Living Environment

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Neighborhood Investment and Infrastructure

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by info@portlandparksconservancy.org on 11/20/2023 3:18 PM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
Deering Oaks Park is available to all residents of Portland but is used most frequently by the 7,370 residents of the surrounding neighborhoods—Parkside, West Bayside, Oakdale, and Valley Street. 5,640 of these 7,370 residents have been identified by HUD as Low to Moderate Income.

The primary beneficiaries of the ADA project are people with physical disabilities, including the elderly. Elderly adults comprise 15% of the Portland population according to the US Census in 2022 with people under 65 with disabilities comprising 9% of the Portland population, totaling 24% beneficiaries across the City of Portland.

The US Census American Community Survey's 2021 Disability Characteristics report showed that 583 residents of West Bayside, Parkside, Valley Street Neighborhoods, and Oakdale (Census Tracts 6, 10, 13, and 15) have an ambulatory disability. Further, 1008 residents of the total population of those neighborhoods are over 65. The breakdown looks like this:

• Census Tract 6: 239 residents with an ambulatory disability (114 under 65), with a total population of 266 residents over age 65
• Census Tract 10: 119 residents with an ambulatory disability (17 under 65), with a total population of 151 residents over age 65
• Census Tract 13: 156 residents with an ambulatory disability (90 under 65), with a total population of 250 residents over age 65
• Census Tract 15: 69 residents with an ambulatory disability (69 under 65), with a total population of 341 residents over age 65

Other disabilities such as vision impairment would also benefit from the ADA improvements described in this application, but have not been detailed here.

C.2. How will the beneficiaries' information be collected and documented?
Beneficiaries' information cited above was collected by the US Census Bureau and HUD's Low to Moderate Income Area Data, based on the 2011-2015 the American Community Survey. Specific data regarding the population with an ambulatory disability was collected from the American Community Survey's 2021 data table "Disability Characteristics."

C.3. How many will be served by the proposed program or project
7,370

C.4. How many are residents of Portland?
7,370

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
5,640

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
77.13%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
36.00%

C.9. Program Objectives and Outcomes. Please list below:
The project will create a more suitable living environment for the four low to moderate income areas surrounding Deering Oaks Park by removing a significant structural barrier that currently inhibits handicap accessibility there. The construction of an ADA compliant sidewalk will create a safer neighborhood and better integrate pedestrians into the fabric of Parkside, West Bayside, Oakdale, and Valley Street.

Location

C.10. What census tract is the project located?
Census Tract 10

C.11. Is the project located in a historic district?
No

C.12 How will the outcomes be measured, collected, and documented?
The Project Manager will measure and document the outcomes of the project by monitoring the quality of work throughout construction and after completion. They will verify the walkway's compliance with Americans with Disabilities Act Accessibility Guidelines: stable, firm, and slip resistant surfaces with a slope less than 5% and its accessible connections to State Street and Deering Street.

D. Project Narrative

Completed by info@portlandparksconservancy.org on 11/20/2023 3:21 PM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
The Deering Oaks Tennis Court Road walkway is a continuation of the improvements to ADA facilities that the Department of Parks, Recreation, and Facilities began in Deering Oaks Park during Summer 2022. These important efforts to assure park accessibility to all Portland residents are guided by the Tindale Oliver ADA assessment of Deering Oaks completed in 2019. The consultants from Tindale Oliver assist communities in finding the correct balance of development, essential services, environmental protection, and assist in planning, designing, and building more convenient, equitable, healthful, efficient, and attractive places to live. They specialize in helping local agencies implement the provisions of the Americans with Disabilities Act of 1990 (ADA).

Tindale Oliver's ADA report offered specific recommendations for internal park sidewalks along Tennis Court Road (the rear loop located closest to the playground, ballfields, and tennis courts) which are cracked and rutted with noncompliant cross slopes and non-level areas at changes in direction.

The Walkway project is intended to cover approximately 1,700 linear feet of failing walkways along Tennis Court Road from Deering Ave to State Street. The concept plan calls for the replacement of existing asphalt curbing with granite curb along the road edge, the removal of deteriorated asphalt walkway, and the establishment of base materials for a new reinforced concrete walkway. The City of Portland may provide salvaged granite curbing materials for construction, based on availability. Essential ADA crosswalks and associated infrastructure required for those crossings is also included in the project scope.

The City's Historic Preservation Program Manager has given staff field review and approval to replace the asphalt walks and curb of this badly deteriorated walkway with granite curbing and concrete (see email reference in Required Documents).

D.2. Readiness to Proceed and Complete
Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.
In preparation for construction next year, the City's Parks Project Manager has obtained a quote from Sebago Technics to undertake professional consulting services for design and construction drawings for the project.
Timeline
October-December 2023
• Pre-Design- Review existing data, assemble base mapping, site visit, review of existing conditions and develop understanding of site constraints.
• Design Development & probability of cost

January--April 2024
• Develop Construction Documents - Refine Final Plans to reflect budget and priorities.
• Final Site Plans, to include:
o Existing Conditions plan
o Site Demo / Preparation Plan
o Site Grading and Utility Plan
o Specifications
o Final Cost Estimate
• Permitting and Bid Documentation
• Revisions, Final CD set, addenda support

May 2024
• Bidding
• Materials review

June--September 2024
• Construction
o Site demolition and asphalt removal, with erosion control measures
o Installation of 1,700 linear ft reinforced concrete walkway, re-used granite curbing
o Installation of tip-down curbing, detectable warning panels
o Stripe crosswalks
o Loam and seed

October 2024
Project close out, certificate of final completion

BUDGET NARRATIVE

D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet

The Tennis Court Walkway project includes Sebago Technics' design and engineering services fee of $25,500. The remainder of the funding needed will go directly to mobilization, site preparation, and construction costs. Construction begins with the removal of 1,700 feet of existing broken asphalt at $40/sq yd. The cost of the walkway itself, 1,700 linear feet of reinforced concrete, is $200 sq yd. Salvaged granite ($80 linear ft) will be used for the 1,700 curbing and 28 feet of tip down curbing. Sidewalk crossings will be striped ($22/sq ft) and four ADA compliant detectable warning panels installed at $200 each. Finally, the project area will be loamed and seeded (1700 linear ft x 3' sq yd). A standard 15% contingency is also part of the budget.

D.4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

The City has approved $335,000 for the project from the Capital Improvement Plan budget. Parks' Project Manager expects to devote approximately 100 hours of his staff time to this project. With those two sources in hand, the CDBG funding requested would meet the remaining need for this project to come to completion. Unfortunately, an accessible project cannot be built for less than the budget presented as all aspects of the construction are integral to full accessibility, for example, a walkway without accessible crossings does not meet ADA guidelines.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

The Tennis Court Road Walkway project in Deering Oaks Park meets the CDBG program's Neighborhood Investment and Infrastructure goal to create strong, safe, accessible and vibrant neighborhoods. Building an ADA accessible walkway through the park along Tennis Court Road will increase accessibility and livability both within the park and through the surrounding neighborhoods.

Deering Oaks Park was opened to the public in 1879 and is located west of downtown Portland, bordered by Deering Avenue on the west, State Street on the east, Park Avenue to the south and Interstate 295 to the north. It is approximately 55 acres including a ravine and playground area. The park offers a vibrant farmers' market, tennis/pickleball courts, baseball fields, a playground, and splash pad. The walkway follows Tennis Court Road from State Street to Deering Avenue with internal connections to Forest Avenue and Park Avenue, making it a vital pedestrian connection, well integrated into the fabric of the neighborhood.

In 2018, the City of Portland hired consultants Tindale Oliver to assess Deering Oaks Park for compliance with applicable accessibility standards. The facility survey addressed each accessible element and space within and external to the park and included applicable elements such as path-of-travel, parking, curb ramps, ramps, playgrounds, signage and all other elements covered by the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
The goal of the Department of Parks, Recreation, and Facilities is to meet the accessibility standards where the park was deficient. Work began on these improvements in 2022 and included:
1.) A new ADA compliant walking pathway that connects the eastern end of the Farmers Market Drive by the stage area and wraps around the stage down to the pond pathway and to the ravine pool.
2.) Paving and creating an accessibility compliant pull-in parking area in what was a dirt and gravel parking area by the Deering Oaks Playground.
3.) Improving the plaza and retaining wall area along the pond and across from the Castle.

The Tennis Court walkway will provide an accessible pedestrian route that connects to the new ADA compliant parking area and extends to destination points throughout the park, completing the pedestrian infrastructure needed to meet the ADA accessibility recommendations of the Tindale Oliver report. These new walkways will improve connectivity through the four Low to Moderate Income neighborhoods and be a major improvement to Deering Oaks Park—a important neighborhood asset.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

As an accessibility project located in a public park facility in a target Low to Moderate Income neighborhood, the Tennis Court Walkway project addresses three of the CDBG high priority impact levels, the primary impact being ADA compliance.

The Tennis Court Road Walkway project in Deering Oaks Park is being built to meet ADA compliance, as recommended by certified accessibility inspectors Tindale Oliver in their 2019 report for the City of Portland.
The Tindale Oliver consultants found that internal sidewalks within the park were in violation of Americans with Disabilities Act Accessibility Guidelines Codes #403.3 (the running slope of walking surfaces shall not be steeper than 1:20. The cross slope of walking surfaces shall not be steeper than 1:48) and #302.1 (ground surfaces shall be stable, firm, and slip-resistant).

Tindale Oliver recommended that the City reconstruct and resurface the sidewalk to provide a stable, firm, and slip resistant route that has a maximum cross slope of 2% and a running slope of 5% or less. They also advised that, at locations where users may change direction and at the top and bottom of curb ramps, level areas must be constructed.

D.7. Community Need Description

Why is this project needed?

The Americans with Disabilities Act gives a legal mandate for municipal park and recreation departments to serve people with a disability. The law requires physical access to parks and facilities and the elimination of architectural barriers.

Deering Oaks Park, one of Portland's largest and most popular parks, is in violation of the Americans with Disabilities Act Accessibility guidelines. The noncompliance of its central walkway along Tennis Court Road hinders access to many of the park amenities including the tennis courts, playground, and farmers' market. The existing path's state of deterioration also limits its use as part of a pedestrian corridor through four busy residential neighborhoods. The City of Portland Department of Parks, Recreation, and Facilities has been working to resolve the accessibility issues throughout the park. Work completed in 2022/2023, described above, cannot reach its full potential to overcome these barriers until the walkway along Tennis Court Road is rebuilt.

Many Portland residents lack opportunities to be physically active and to connect with their local environment. The audience for accessible parks include people with physical disabilities and low to moderate income residents who depend on their local park for outdoor recreation. The City of Portland's Comprehensive Plan, "Portland's Plan 2030," described the important benefits of parks to the city:

"Continuing to preserve and develop open spaces, and improve connections between them, is integral to the health and well-being of Portland's residents, visitors, and ecology. The City's public spaces are central to its ability to foster neighborhood vitality, sense of community, recreational opportunities, environmental health, arts and cultural programming, economic development, and local mobility. A walkable, bikeable, and accessible network of open spaces is an invaluable and necessary element of an equitable, healthy, and vibrant future."

Barrier-free parks provide crucial spaces for parents and guardians with disabilities to play with their children. Local open spaces are also an important resource for elderly residents to enjoy nature, especially if they do not have an independent source of transportation. The City Parks Alliance reports that across the United States seniors account for only 4% of park users, even though they make up nearly 20% of the general population. Physical barriers stand in the way of more frequent use.

A recent UCLA study, "Placemaking for an Aging Population: Guidelines for Senior-Friendly Parks," described the issues of meeting the needs of park users with mobility challenges. Chief among them is the fear of tripping and falling on uneven surfaces. "Elders, especially those using assistive devices, such as canes, wheelchairs, or walkers, felt vulnerable to falls because of uneven surfaces, such as cracks on the cement or uneven edges between different ground materials."

It is time that Portland remove this barrier in Deering Oaks Park and meet the accessibility goals described in its Comprehensive Plan.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

Access through Deering Oaks Park along Tennis Court Road will meet the Americans with Disabilities Act Accessibility Guidelines—a firm, stable, and slip resistant sidewalk with a maximum cross slope of 2% and a maximum running slope

of 5% and provide barrier-free recreational opportunities to Portland residents.

People with a disability, including seniors, will be able to visit the park and access its many amenities without the unsafe conditions that currently present barriers to their movement through the park.

Deering Oaks Park will be a vital resource for the residents of the Moderate to Low Income areas that surround the park, helping them access the outdoors where they have a better chance to enjoy healthier lives. A system of accessible pedestrian corridors will help users travel through the park safely and function as a transportation route through four busy neighborhoods.

D.9. Additional questions for specific application types
Infrastructure

For Infrastructure Projects
Describe how the Location of this project complements or completes currently or previously funded project.
The Tennis Court Road Walkway is part of an integrated plan of walkway and sidewalk upgrades required to bring Deering Oaks Park into ADA compliance. Work completed on this plan over the past two years includes:

1.) A new ADA compliant path that connects Farmers Market Drive, near the bandshell/stage area, around the stage and along to the pond to the ravine pool.

2.) An ADA compliant pull-in parking area in place of a dirt and gravel lot by the Deering Oaks playground.

3.) An ADA compliant plaza, resurfaced with striped crosswalks, across from the Castle.

These efforts made several gains to create a more accessible park, but further funding is needed to complete the project.

Describe how this project is Consistent with City Goals and Plans.
As noted above, the City of Portland's Comprehensive Plan, "Portland's Plan 2030," described the important benefits of parks to the city:

"A walkable, bikeable, and accessible network of open spaces is an invaluable and necessary element of an equitable, healthy, and vibrant future."

Further, the Recreation and Open Space Policy Guide of Portland's Plan 2030 listed this goal: "Provide high-quality, well-designed, well-maintained, safe, and integrated parks, trails, public open spaces, and recreational opportunities accessible to all residents." The Plan also confirmed the City's intention to "Support an Accessible City for All Ages and Abilities: The City is beginning an assessment of all City facilities to determine what improvements need to be made to better comply with the Americans with Disabilities Act."

D.10. Experience Providing Service
Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.
Over the past three years, the Parks Division of the Department of Parks, Recreation, and Facilities has been dedicating annual allocations to bring the pathways and sidewalks in Deering Oaks Park up to code and ADA accessible. This project is a continuation of three similar ADA improvement efforts within Deering Oaks. In February 2023, the Parks Division

engaged R.E. Coleman to get excavation and base work started for the next phase of the Deering Oaks Accessibility Improvements: creating a new ADA compliant walkway to the Ravine Pool, as recommended in the Tindale Oliver ADA Report. The work was completed within budget and in time for splashing fun in the popular ravine that summer.

In 2022 the Parks Division replaced the failing retaining wall and plaza area in front of Deering Oaks' Castle, replacing it with new walkway surfacing, a beautiful granite seating wall and new ADA walkway connections. We also leveled and improved the playground's parking area, making a safer bump out crossing point and ADA compliant walkway that connects visitors to the playground and farmers' market. Each of these projects was executed within a relatively short timeframe and within budget.

D.11. Partnership/Collaboration

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.

--

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

The City of Portland is undertaking this project in response to Americans with Disabilities Act legal mandates and the specific strategies for meeting those mandates as outlined in the Tindale Oliver ADA Transition Plan Report commissioned by the City in 2018. All ADA upgrades in the park to date have been developed with the support of the Friends of Deering Oaks (see letter of support) and in response to the needs of Portland residents.

E. Program Budget Detail

Completed by info@portlandparksconservancy.org on 11/17/2023 11:49 AM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$192,792.00

E.2. Total Program Budget
$527,792.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Design and Engineering Services	$25,500.00	$9,316.00	$16,184.00	City of Portland Capital Improvement Plan (CIP)	Committed
Mobilization / Pre Construction / Demobilization	$37,022.00	$13,524.00	$23,498.00	CIP	Committed
Asphalt removal	$37,779.00	$13,800.00	$23,979.00	CIP	Committed
Concrete reinforced walk	$188,889.00	$68,996.00	$119,893.00	CIP	Committed
Curbing	$136,000.00	$49,678.00	$86,322.00	CIP	Committed
Tip Down Curbing	$2,240.00	$818.00	$1,422.00	CIP	Committed
Crosswalk striping	$5,720.00	$2,089.00	$3,631.00	CIP	Committed
Detectable Warning Panels	$800.00	$292.00	$508.00	CIP	Committed
Loam and seed	$11,333.33	$4,140.00	$7,193.33	CIP	Committed
Misc Closeouts	$13,667.44	$4,992.00	$8,675.44	CIP	Committed
15% Contingency	$68,841.23	$25,147.00	$43,694.23	CIP	Committed
	$527,792.00	$192,792.00	$335,000.00		

F. Required Documents

Completed by info@portlandparksconservancy.org on 11/19/2023 11:40 AM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

Parks Recreation and Facilities Management Organizational Chart March 2022 (most recent).pdf

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☑ **Conflict of Interest Policy**

City Council Code of Ethics adopted 5.16.2022 (PDF).pdf

☑ **Letter of Support** ***Required**

Friends of Deering Oaks LOS.pdf
PFMA Letter of Support Deering Oaks ADA.pdf
PPC LOS.pdf

☐ **Memorandum of Agreement (if applicable)**

***No files uploaded*

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☑ **Non-Discrimination Policy**

Equal Employment Opportunity and Nondiscrimination Policy (PDF).pdf

☑ **Plans, Designs, and/or Pictures**

Photo Documentation.pdf

☑ **Project Timeline including specific dates and milestones *Required**

Timeline Deering Oaks ADA Walkway.pdf

☑ **Scope of Work and Estimate (provided by building professional)**

Tennis Court Road ADA Walkway Improvements Scope of Work.pdf

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☑ **Verification of contact with City Historic Preservation Staff**

Historic Preservation contact.pdf

☑ **Whistleblower Policy**

Whistleblower.pdf

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

Completed by info@portlandparksconservancy.org on 11/20/2023 3:21 PM

Case Id: 30458
Name: City of Portland Department of Parks,
Address: Deering Oaks Park, Forest Avenue, Portland, ME

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

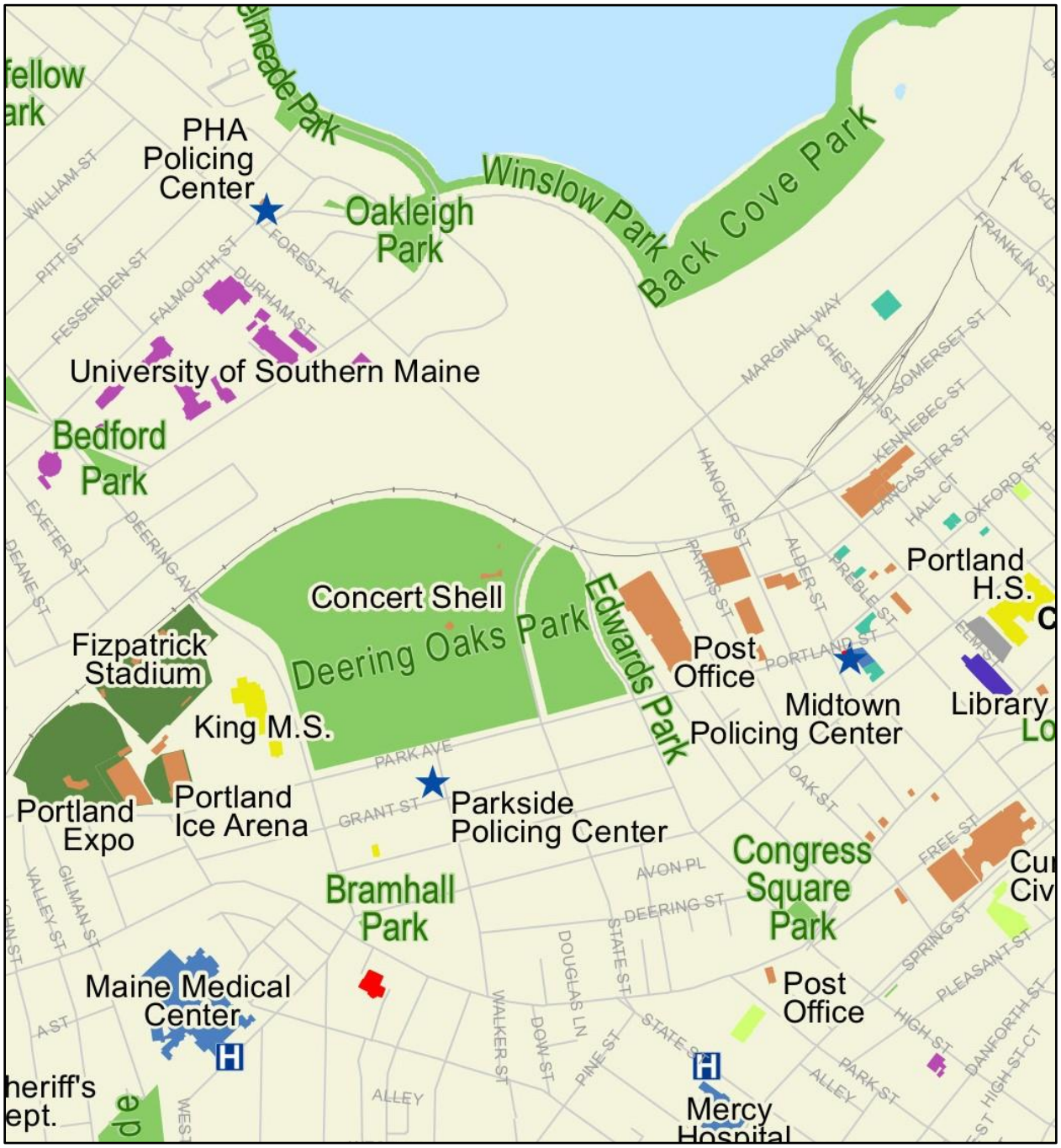
☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Nan Cumming
Electronically signed by info@portlandparksconservancy.org on 11/20/2023 3:21 PM

Project Map of Service Area: Parkside, Oakdale, West Bayside, Valley Street



Subject: Re: Deering oaks - tennis court road Ada walkway rebuilds

Evan Schueckler <evans@portlandmaine.gov> Tue, Jun 13, 11:41 AM

to Robert Massengale, Alex Marshall, Christine Grimando, Kevin Kraft

Hi Bob,

Apologies for not sending the formal follow-up sooner.

As I noted to you when you were up on the fourth floor last week, Kevin and I have discussed and given the limited scope of the proposed change in material, the current condition of the asphalt sidewalk, that the proposal will include installation of new granite curbing which is in keeping with the Master Plan details, and the nature of the request considering the programmatic needs of this area of sidewalk, we are comfortable reviewing the project at the staff level.

We did want to confirm whether the sidewalk work would be extending west beyond the gate off of Deering Street and towards the bridge over I-295. If so, we would recommend that that area of sidewalk on the Deering Street side of the gate be rebuilt with brick to match the sidewalk on the opposite side of the gate and to reinforce the existing pattern of brick sidewalks at the outer edge of the park. If no work is proposed for that area, then please disregard the comment.

As for next steps, once drawings have been completed for the project, you should apply for an Historic Preservation Administrative Review for the work, and I will complete the review of the project in detail.

Please let me know if you have any questions about next steps.

Best regards,

Evan R. Schueckler (he, him, his)
Historic Preservation Program Manager
City of Portland
Planning and Urban Development Department
389 Congress Street, 4th Floor
Portland, Maine 04101
(207) 874-8726
evans@portlandmaine.gov

On Thu, May 25, 2023 at 10:37 AM Evan Schueckler <evans@portlandmaine.gov> wrote:
Hi Bob,

Thank you for the walk yesterday and for this follow-up. I will discuss with Christine and Kevin, and will follow-up next steps for review.

Best,

Evan

On Thu, May 25, 2023 at 7:11 AM Robert Massengale <rmassengale@portlandmaine.gov> wrote:
Good morning Evan,

Thank you for your time on site yesterday. We looked at conditions and contexts of Deering Oaks walkways and referenced details and guidelines from the master plan. The determination was to confirm the range of materials for the park walks with Alex, particularly for the intent of concrete along tennis court roads sidewalk.

Alex has agreed that only this walkway would be reinforced concrete and all other internal walks would remain asphalt. Perimeter walks would remain brick on bituminous base.

We felt Concretes use along this road walk was appropriate because of the unique durability concerns and that it's the only walk directly abutting a heavily used (and parked along) pedestrian path in the park.

Please let me know if you have any questions or need additional information.

Thank you,
Bob

--
Please excuse any typos or odd autocorrections, this message has been sent from my mobile device.

Equal Employment Opportunity and Nondiscrimination Policy

Policy:

The City of Portland is an equal opportunity employer and pursues a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the City where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Applicability:

All employees, regardless of their positions, are covered by and required to comply with this policy. This policy also applies to Elected and Appointed Officials, as well as outside parties having dealings with the City (i.e., customers, vendors, contractors).

This policy governs conduct in the workplace, during work hours, during outside activities related to the workplace (i.e., social events, trips, conferences), and any time conduct outside of the workplace has the purpose or effect of substantially interfering with an employee's work performance, an elected or appointed officials' service to the City, the ability of constituents to access City services, or the performance of outside parties' obligations to the City.

Prohibited Conduct Under This Policy:

The City of Portland, in compliance with all applicable federal, state, and local anti-discrimination laws and regulations, strictly prohibits discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

Enacted: July 29, 2019

Employees are expected to report any instances of discrimination and/or unfair treatment that they experience or witness based on membership in (or perceived membership in) a protected class. Each employee is personally responsible for compliance with this policy.

Complaint Process:

The City of Portland will respectfully treat any person who invokes this complaint procedure, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination and/or unfair treatment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

The City of Portland has established the following procedure for lodging a complaint of discrimination, unfair treatment, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

If you believe you have been discriminated against and/or treated unfairly, you should immediately contact any one of the following individuals:

- Immediate supervisor, department head, or any supervisor/manager in the chain of command

- Human Resources Department
  389 Congress Street, Room 115
  Portland, ME 040101
  207-874-8624

You may also be asked to complete a Harassment or Discrimination Complaint form, providing details regarding the incident(s) that gave rise to the complaint. Employees covered by collective bargaining agreements may file a complaint or grievance through the applicable grievance procedure. Police officers also may follow the Police Department's internal affairs procedures.

Depending on the nature of the complaint, an employee may also file a complaint with the Equal Employment Opportunity Commission ("EEOC") or the Maine Human Rights Commission by contacting:

EEOC
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
Fax 617-565-3196
TTY 800-669-6820

or

Maine Human Rights Commission
51 State House Station

Enacted: July 29, 2019

Augusta, Maine 04333
207-624-6050,
TTY 207-624-6064
http://www.state.me.us/

You are encouraged to contact the EEOC or Commission directly to learn about procedures and timelines for filing such a complaint.

Retaliation:

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Policy Violations:

Discrimination, retaliation, or violation of this policy is a significant violation of City policies and is subject to discipline under the City's AR-25 Disciplinary Procedures Policy, and may include disciplinary action, up to and including termination. Furthermore, interference with, including dishonesty during an investigation conducted in accordance with this policy may be grounds for discipline.

Signed by Jon P. Jennings

_____
Jon P. Jennings, City Manager

Enacted: July 29, 2019

FRIENDS of DEERING OAKS

MISSION STATEMENT

The Friends of Deering Oaks is a non-profit citizen organization committed to preserving, protecting and enhancing the physical condition of Portland's historic Deering Oaks Park and promoting its use by residents and visitors. The 1994 Deering Oaks Master Plan will guide the activities of the Friends of Deering Oaks.

Friends of Deering Oaks
P.O. Box 10416
Portland, Maine 04104
(207) 774-0437

November 9, 2023

Rowen McAllister
HCD Program Manager
Housing and Community Development Division
City of Portland
389 Congress Street, Room 313
Portland, ME 04101

Re: Community Block Development Grant Proposal

Dear Ms. McAllister:

I am writing to express the enthusiastic support of the Friends of Deering Oaks for the Portland Parks, Recreation, and Facilities (PRF) initiative to fund an ADA-accessible walkway along Tennis Court Road in Deering Oaks Park.

A recommendation of the 1994 Deering Oaks Master Plan, our Friends group was formed in 1997, with the mission stated at the left. Over the past twenty-five years, we have collaborated wih PRF on many projects. We also advocate for adequate City budgeting and capital improvement projects such as this.

We were very supportive of the recent resurfacing of and ADA-accessible improvements to the pond edge, bringing people more easily down to the very popular Ravine wading pool.

The Tennis Court Road project is a continuation of the City's efforts to make Deering Oaks accessible to all. I hope you will join us in supporting this important access initiative by the Department of Parks, Recreation, and Facilities.

Very truly yours,

Anne B. Pringle
President

Portland Farmers' Market Association

PFMA Mailing Address:
88 Carding Machine Rd
Bowdoinham, ME 04008

Summer Market:
Wednesdays & Saturdays
Deering Oaks Park
7am-1pm
Apr-Nov

Winter Market:
Saturdays
631 Stevens Ave.
9am-1pm
Dec-Apr

November 13, 2023

Rowen MAcllister
HCD Program Manager
Housing & Economic Development Department
City of Portland
389 Congress Street
Portland, ME 04101

Dear Ms. McAllister:

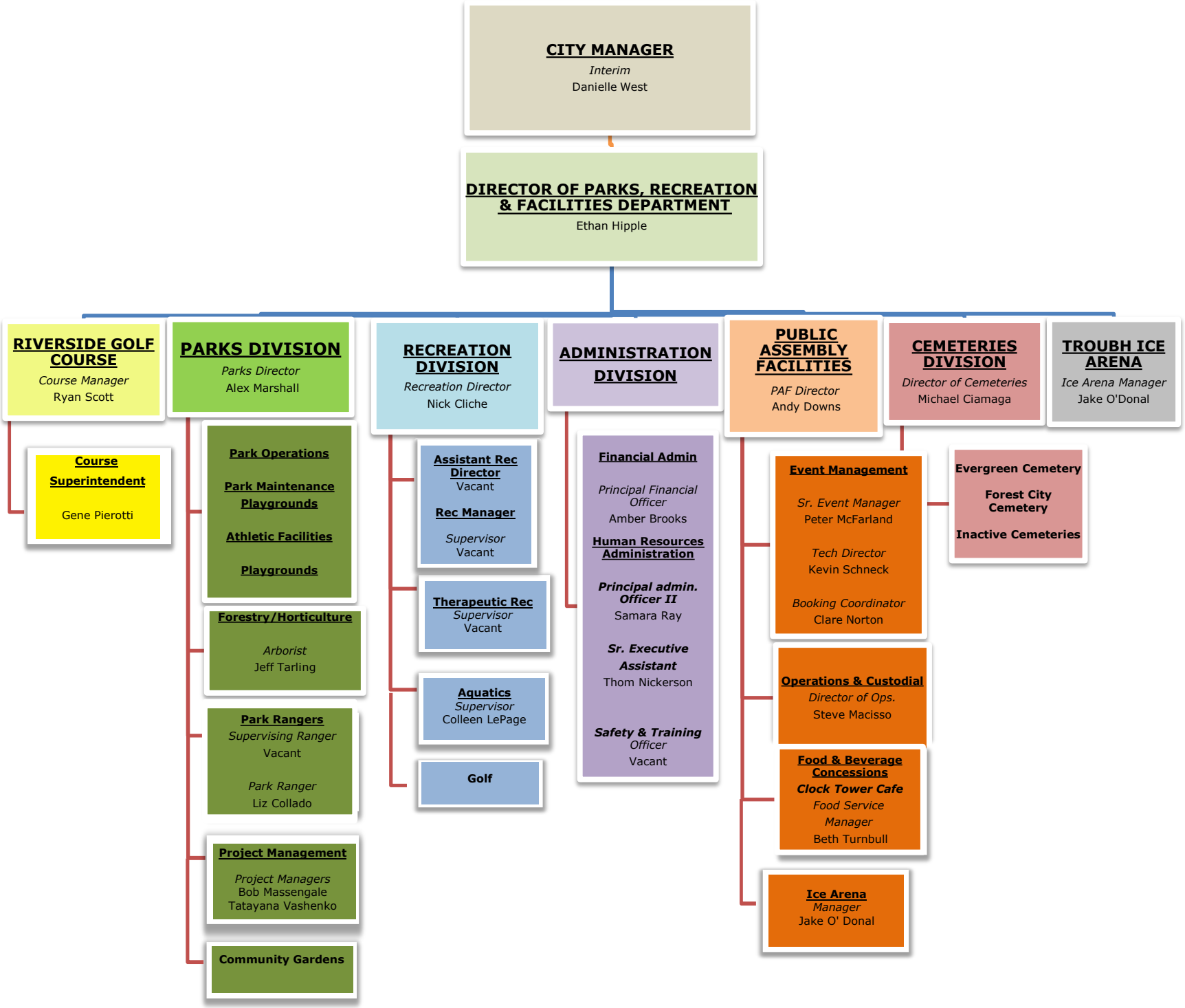
Please accept this letter of support for Portland's **Department of Parks, Recreation, and Facilities' Community Development Block Grant proposal.** Improved ADA access along Tennis Court Road in Deering Oaks Park is essential to providing access to all members of our community to the healthy, local food that the Market offers.

The Portland Farmers Market serves a customer base of 2,000+ per week and provides opportunities for over 35+ small businesses at 3 markets in Portland's urban core. These markets strengthen our local food economy and, the Deering Oaks Market in particular has become a vibrant community gathering place on Wednesdays and Saturdays. The Portland Farmers' Market Association's Low-Income Food Access Program fights hunger and promotes healthy eating by making the market accessible to shoppers using SNAP (formerly known as food stamps) and offering these shoppers bonus Maine Harvest Bucks (MHB) to buy more fruits and vegetables. Hundreds of families and seniors are now purchasing more nourishing fruits and vegetables to live a healthier life. Yet, the lack of an ADA accessible walkway hinders entry to some of our most vulnerable shoppers.

We hope that you can fund this application to remove the barriers to handicap access in Deering Oaks Park.

Sincerely,

Cailtin Jordan
Chairperson, Portland Farmers' Market Association
pfma.maine@gmail.com


CITY MANAGER
Interim
Danielle West
DIRECTOR OF PARKS, RECREATION & FACILITIES DEPARTMENT
Ethan Hipple
RIVERSIDE GOLF COURSE
Course Manager
Ryan Scott
Course Superintendent
Gene Pierotti
PARKS DIVISION
Parks Director
Alex Marshall
Park Operations
Park Maintenance
Playgrounds
Athletic Facilities
Playgrounds
Forestry/Horticulture
Arborist
Jeff Tarling
Park Rangers
Supervising Ranger
Vacant
Park Ranger
Liz Collado
Project Management
Project Managers
Bob Massengale
Tatayana Vashenko
Community Gardens
RECREATION DIVISION
Recreation Director
Nick Cliche
Assistant Rec Director
Vacant
Rec Manager
Supervisor
Vacant
Therapeutic Rec
Supervisor
Vacant
Aquatics
Supervisor
Colleen LePage
Golf
ADMINISTRATION DIVISION
Financial Admin
Principal Financial Officer
Amber Brooks
Human Resources Administration
Principal admin. Officer II
Samara Ray
Sr. Executive Assistant
Thom Nickerson
Safety & Training Officer
Vacant
PUBLIC ASSEMBLY FACILITIES
PAF Director
Andy Downs
Event Management
Sr. Event Manager
Peter McFarland
Tech Director
Kevin Schneck
Booking Coordinator
Clare Norton
Operations & Custodial
Director of Ops.
Steve Macisso
Food & Beverage Concessions
Clock Tower Cafe
Food Service Manager
Beth Turnbull
Ice Arena
Manager
Jake O' Donal
CEMETERIES DIVISION
Director of Cemeteries
Michael Ciamaga
Evergreen Cemetery
Forest City Cemetery
Inactive Cemeteries
TROUBH ICE ARENA
Ice Arena Manager
Jake O'Donal

Deering Oaks Park: Tennis Court Road Improvements

Photo documentation by Bob Massengale, Project Manager, Portland Parks, Recreation, and Facilities Department October 2023

Existing Conditions:

Existing Conditions:

Existing Conditions:

Examples of recently constructed crossings with tip down curb and ADA compliant detectable warning panels:

ADA walkway improvements completed in Deering Oaks earlier this year:

Whistleblower's Protection Act

MAINE DEPARTMENT OF LABOR
Bureau of Labor Standards

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) **(Title)** **(Location or Phone)**

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: 207-624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: 207-780-3344
www. dol.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: 207-626-9160
www. osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

CITY OF PORTLAND

CODE OF ETHICS

Adopted by Resolve 12-21/22 on June 16, 2022

§ 1. Declaration of policy and statement of purpose.

The purpose of City government is to serve the public interest. City officials shall treat their office as a tangible representation of the public trust granted to each Councilor. Citizens shall have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are to be used for the benefit of the common good rather than any official's personal benefit. The principles of equitable and fair municipal governance shall include but are not limited to honesty, trust, integrity, transparency, individual and collective behavior that promotes responsibility, accountability, mutual respect, and commitment to the City and its constituents. Council action shall promote the ability of residents to exercise their rights by effectively communicating information that is understandable, accessible and culturally responsive, thereby assuring residents a path to meaningful participation in the proceedings of the Council and the meetings of its various Committees.

In keeping with the policies and obligations outlined in State statutory and decisional law, the City's Charter, Code of Ordinances, and personnel policies, it is recognized that high moral and ethical standards among city officials are essential to the integrity of the City's government and to the trust and confidence of the people of Portland in their governing body. Though there are several existing policies that require City Councilors, appointees, and staff to be fair and impartial and to act with integrity, by adopting this Code of Ethics, the City Council demonstrates its commitment to always work toward improving standards of public service and promoting the community's faith and confidence in the Council's work. In recognition of these goals, a Code of Ethics is hereby established for members of the Portland City Council, beginning with this statement of values.

A. **Trust**. The purpose of City government is to serve the public. City officials treat their office as a public trust. Citizens have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are used for the benefit of the public rather than any official's personal benefit. City officials ensure public respect by avoiding even the appearance of impropriety. The long-term benefit to the public as a whole is held above all other considerations, including serving important individuals and special interests. The public interest, however, includes protecting the rights of under-represented minorities. Administrators implement policies in good faith, as equitably and economically as possible, regardless of their personal views. Whistle-blowing is appropriate for unlawful or improper actions. City officials devote City resources, including paid time, working supplies, and capital assets, to benefit the public. Political campaigns are not conducted on City time or property.

B. **Objectivity**. City officials' decisions are based on the merits of the issues. Judgment is independent and objective. City officials avoid financial conflict of interest and do not accept benefits or gifts of any kind from anyone and, in particular, from people requesting to affect decisions. If an individual official's financial or personal interests will be specifically affected by a decision, the official withdraws from participating in the decision. City officials avoid bias or favoritism and they respect cultural differences as part of decision-making. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

C. **Accountability**. Open government allows citizens to make informed judgments and to hold officials accountable. City officials exercise their authority with open meetings and public records, facilitating open discussion. Officials who delegate responsibilities also follow up to make sure the work is carried out efficiently and ethically. Campaigns for election should allow the voters to make an informed choice on appropriate criteria.

Standards of Conduct.

§ 2. Statutory standards.

There are certain provisions of the general statutes of the State of Maine which should, while not set forth herein, be considered an integral part of this code. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as may be amended, are hereby incorporated by reference and made a part of this Code of Ethics and shall apply to all City Councilors, whenever applicable as if more fully set forth therein:

A. 17 M.R.S.A. § 3104, Conflicts of interest; purchases by the state.

B. 17-A M.R.S.A. § 456, Tampering with public records or information.

C. 17-A M.R.S.A. § 602, Bribery in official and political matters.

D. 17-A M.R.S.A. § 603, Improper influence.

E. 17-A M.R.S.A. § 604, Improper compensation for past action.

F. 17-A M.R.S.A. § 605, Improper gifts to public servants.

G. 17-A M.R.S.A. § 606, Improper compensation for services.

H. 17-A M.R.S.A. § 607, Purchase of public office.

I. 17-A M.R.S.A. § 608, Official oppression.

J. 17-A M.R.S.A. § 609, Misuse of information.

K. 17-A M.R.S.A. § 903, Misuse of entrusted property.

L. 21-A M.R.S.A. § 504, Persons ineligible to serve.

M. 30-A M.R.S.A. § 2605, Conflicts of interest.

N. 30-A M.R.S.A. § 5122, Interest of public officials, trustees or employees.

§ 3. Conflicts of interest.

A. Deliberation and vote prohibited. No City Councilor shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process, on any agenda item before the council or any council committee in which the councilor or a member of the councilor's immediate family has a financial or special interest or the appearance of a financial or special interest, other than an interest held by the public generally.

B. Disclosure of conflict. Any City Councilor who believes that the councilor or a member of the councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the council or a council committee to which the councilor has been appointed shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure. Such disclosure shall be made no later than the date of the first meeting of the City Council or committee thereof at which the agenda item concerned is to be taken up for consideration, recommendation, discussion or vote and at which the City Councilor is present. Additionally, any City Councilor, who believes that any fellow City Councilor or a member of such fellow City Councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the Council or a committee thereof shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure.

C. Determination of conflict. Notwithstanding the language of Rule 26 of the Council's Rules of Procedure, once the issue of conflict has been raised relative to an individual City Councilor or committee member and disclosure has been made as provided above, such individual's fellow City Councilors or committee members shall review the facts as disclosed to them and shall vote on whether or not such individual has a financial or special interest with respect to the agenda item concerned. All conflict of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each City Councilor or committee member present shall be entitled to vote on all conflict of interest questions except those questions pertaining to that individual Councilor's or committee member's alleged conflict of interest.

1. All votes of conflict of interest questions shall be recorded. A majority vote shall determine the question, but a vote by committee may later be reviewed by the full City Council upon the City Council's consideration of the same agenda item.

2. Upon determination that a conflict of interest in fact exists, the City Councilor or committee member concerned shall be excused from participating in discussion, deliberation or vote on the relevant agenda item.

D. Avoidance of appearance of conflict. To avoid the appearance of a violation of this section, once any individual City Councilor is determined to have a conflict of interest in respect to any agenda item and once all conflict of interest questions relating to the agenda item concerned have been determined as provided in Subsection C above, said individual shall immediately remove themselves from the meeting room. The City Councilor shall not return to the Councilor's regular seat as a member of the body until deliberation and action on the item is completed. If the item has not been finally resolved when the conflict of interest is first determined, said individual shall not be present for any subsequent action on the agenda item. Nothing herein shall require an individual Councilor to remove themselves for any item contained on a consent agenda on which there is no deliberation if the individual's conflict has been determined by the other members and the right to abstain from voting on the item has been granted.

E. Personal interest. Nothing herein shall be construed to prohibit any City Councilor, from representing their own personal interest by appearing before the Council on any such agenda item.

F. Municipal budget.

1. Notwithstanding the provisions of § 4 below, no City Councilor shall abstain from or be prohibited from voting on the municipal budget when it comes before the Council on a Council agenda for approval.

2. If during the Council discussion of the approval of the municipal budget the Council decides to deliberate upon a line item of the budget on which a councilor has been previously determined to have a conflict or has previously abstained, then the Councilor shall not participate in the deliberations on that particular line item. Upon the conclusion of any such deliberation, the Councilor shall continue to participate in other budget deliberations and vote on the municipal budget.

3. It is the intent of this provision that all Councilors shall participate in the deliberation and vote on the municipal budget when it is presented to the Council for approval, but that no Councilor shall participate in a deliberation on or vote on any specific provision in the municipal budget for which the Councilor has previously been determined to have a conflict or has previously abstained.

§ 4. Abstention; exercising the right to abstain.

Any City Councilor who believes that they or a member of their immediate family has a special or financial interest, other than an interest held by the public generally, in any agenda item before the Council or any of its committees may, after disclosure of the nature and extent of such interest, publicly state their intent to abstain from participation in the deliberation or vote, or otherwise taking part in the decision making process on the agenda item. However, the City Council may by motion and vote determine that there is no conflict and that the City Councilor, board member or commission member shall not be permitted to abstain from participating and voting on the agenda item.

§ 5. Certain privileges or exemptions prohibited.

No councilor shall use the member's position to secure special privileges or exemptions for the councilor, their spouse, child, parents, other persons or employers. Nor shall any councilor accept anything of value that may tend to influence the councilor in the discharge of the councilor's duties, or which could have influenced the councilor in the discharge of their past duties.

§ 6. Incompatible employment or activity prohibited.

No councilor shall engage in or accept private employment or render services for private individuals or entities or engage in any business or professional activity when the employment, service or activity is incompatible with the proper discharge of the councilor's official duties, or when it would require or induce the councilor to disclose confidential information acquired by reason of their official position.

§ 7. Contracts, purchases and employment.

In keeping with Article VIII, Section 1 of the City's Charter, no member of the City Council shall:

A. Have a substantial financial interest, direct or indirect, in any contract entered into by or on behalf of the City of Portland except their employment contract, or in the sale to or by the city of any land, materials, supplies or services when such officer exercises on behalf of the city any function or responsibility with respect to such contract or sale.

B. Purchase or accept anything from the city other than those items or services which are offered to the public generally, and then only upon the same terms and under the same procedures offered to and used for the general public. This shall not include those items or services which are received as compensation, or as a part of such person's employment contract, or which are necessary for the performance of such person's duties.

C. Accept or receive from any person, firm, or corporation acting under a franchise, contract, or license from the city, any frank, free pass, free ticket, or free service, or accept, directly or indirectly, from any such person, firm, or corporation any service upon terms more favorable than those granted to the public generally.

§ 8. Misuse of City resources.

Misuse of Public Position or Resources. Except for infrequent use at little or no cost to the city, councilors shall not use public resources that are not available to the

public in general, such as city staff time, equipment, supplies or facilities, for other than a city purpose.

§ 9 Coercive political solicitation.

A city councilor shall not use the councilor's position to make threats or promises for the purpose of trying to get anyone to do any political activity or make a political contribution.

§ 10 Political solicitation of vendors, contractors, and licensees.

A city councilor shall not ask any person or entity that does or intends to do business with the municipality or that has or is seeking a license, permit, grant, or benefit from the City or that has done business with the City during the previous twelve months to make any political contribution or engage in any political activity.

§11. Conduct of councilors.
City councilors will hereafter conduct themselves according to the following rules of conduct as they pertain to work for and on behalf of the City of Portland:

A. A councilor shall always represent that opinions stated are the councilor's own and do not necessarily represent those of the council unless the council has voted and passed an ordinance, resolution or motion that so states the expressed policy.

B. A councilor shall not use their office for personal gain, especially financial gain, including particularly the acceptance of any gifts and gratuities.

C. A councilor shall not make false statements on which the council, city staff or other agencies rely to establish policy or make important decisions. A councilor violates this rule if they knows it is untrue, or if the person has knowledge that would lead a reasonable person of ordinary prudence to conclude that the statement is untrue.

§ 12. Violation and penalties.
The following procedure will be implemented by a standing council ethics committee, appointed annually with the other standing committees and with four (4) members, when an alleged violation of the rules stated herein occurs:

A. Any councilor who believes that another councilor has violated the council ethics rules, whether by personal knowledge or by a substantiated report of any member of the public, shall submit a written statement of the purported violation to the council ethics and administration committee.

B. The committee shall review the violation in executive session to determine whether adequate reasons exist to bring formal charges. If the accused councilor is a member of the committee, the accused councilor shall remove him/her/themself from the committee and the council shall substitute another councilmember for the review.

C. The committee shall come to one of the following conclusions:

1. There is insufficient evidence to conclude that any particular violation has occurred. In this case, the committee shall keep any records confidential unless otherwise prohibited by applicable law; or

2. There may have been a violation, in which case the committee may call for full review by the council in executive session.

D. If the committee concludes there may have been a violation, the council shall select one of its members to present its findings at a public hearing of the City Council. The accused councilor shall neither conduct the meeting during the hearing nor shall the member present the findings.

The council shall give the accused council member adequate time to prepare a case and to present the case at the public hearing. Both the council and accused member shall present their own cases but they may be accompanied by counsel during the proceedings. The council presenter and the accused councilor may present witnesses who shall present their evidence upon oath.

After hearing the evidence, the council shall determine whether the purported violation was major, minor or whether there is insufficient evidence to determine that a violation occurred. If the council determines that a violation occurred, they shall also establish a penalty commensurate with the violation.

§ 10. Findings open to public – Exceptions.

The record of the committee's findings and other records made or filed under this chapter shall be open to public inspection unless such designation is inconsistent with some other provision of law.

§ 11. Initiation of appropriate action.

If the findings of the committee disclose a violation of this chapter, Corporation Counsel shall initiate appropriate action to effectuate the purposes of this chapter.

Scope of Work, Budget Estimate

Deering Oaks Park, Tennis Court Road, ADA Walkway improvements

Tennis Court Road - Project Area

Location: Deering Oaks Park, 356 State Street, Portland, ME, 04101

Current use: Recreational Open Space

Adjacent use: R5 King Middle School, R6 Residential, USM R5 Residential, ROS other parts of Deering Oaks Park

Zones: ROS - City of Portland owned Recreational Open Space

<u>Project Scope</u>

A sidewalk and curb rehabilitation project along Tennis Court Road in Deering Oaks Park. Work intends to place granite curb along road edge, thus replacing existing asphalt curb, and then remove and establish base materials for a new concrete walkway. The City of Portland may provide salvaged granite curbing materials for construction, based on availability.

Consultants working with PM Bob Massengale shall establish the base information of existing conditions for the work area and develop a design and construction documentation set for planning review and bidding in accord with city purchasing department policies.

1. <u>Pre-design-</u> Review existing data, assemble base mapping, site visit, review of existing conditions and develop understanding of site constraints.
2. <u>Design Development & probability of cost</u> - Prepare Preliminary Plan with sheets for site Prep, Site Layout and materials, CMP, Site Grading, Site Utilities, and Site Details.

3. Construction Documents - Refine Final Plans to reflect budget and priorities. These plans will ensure that the sitework is properly documented for pricing and construction. All sheets shall comply with permitting and planning review formatting requirements,
4. Permitting and Bid Documentation - Consultant will coordinate with Parks Project Manager to prepare and submit permit application materials. Planning approval is not anticipated for this maintenance-based project.
5. Mobilization and Site Preparation – Removal of existing, deteriorated asphalt.
6. Construction – Lay new reinforced concrete walkway, install curbing and crossings. Loam and Seed.

Budget Estimate, provided by Bob Massengale, Project Manager

Expenses and quotes to date	**TOTAL**
Design and Engineering Services	25,500.00
Mobilization / Pre Construction / Demobilization	37,022.00
Asphalt removal - sy (1700) -($40/sy)	37,779.00
Concrete reinforced walk 1700 lf, sy price ($200 sy)	188,889.00
Curb - LF (1700) $80 / LF	136,000.00
Tip down curbing LF - 28 $80/LF	2,240.00
Striping crosswalks - SF ($22 / sf)	5,720.00
Detectable warning panels - EA (4) ($200/Ea)	800.00
Loam and seed - 1700 lf x 3' sy	11,333.33
misc closeouts	13,667.44
	458,950.77
15% contingency	68,841.23
	527,792.00

items	TOTAL	CDBG	CIP	TOTAL
Design and Engineering Services	$25,500.00	9,316.00	16,184.00	25,500.0
Mobilization / Pre Construction / Demobilization	$37,022.22	13,524.00	23,498.00	37,022.0
Asphalt removal - sy (1700) - ($40/sy)	$37,777.78	13,800.00	23,979.00	37,779.0
Concrete reinforced walk 1700 lf, sy price ($200 sy)	$188,888.89	68,996.00	119,893.00	188,889.
Curb - LF (1700) $80 / LF	$136,000.00	49,678.00	86,322.00	136,000.
Tip down curbing LF - 28 $80/LF	$2,240.00	818.00	1,422.00	2,240.00
Striping crosswalks - SF ($22 / sf)	$5,720.00	2,089.00	3,631.00	5,720.00
Detectable warning panels - EA (4) ($200/Ea)	$800.00	292.00	508.00	800.00
Loam and seed - 1700 lf x 3' sy	$11,333.33	4,140.00	7,193.33	11,333.3
misc closeouts	$13,666.67	4,992.00	8,675.44	13,667.4
	$458,948.89	167,645.00	291,305.77	458,950.
15% Contingency	$68,842.33	25,147.00	43,694.23	68,841.2
	$527,791.22	192,792.00	335,000.00	527,792.

Timeline **Deering Oaks Park Tennis Court Road ADA Walkway**

	October-December 2023	January – April 2024	May 2024	June – September 2024	October 2024
Pre-design: Review existing data, assemble base mapping, review existing conditions					
Design Development & probability of cost					
Develop Construction Documents,- Refine final plans to reflect budget and priorities					
Final Site Plans					
Permitting and Bid Documentation					
Bidding					
Materials Review					
Site demolition, asphalt removal					
Installation of concrete walkway + granite curbing					
Installation of tip-down curbing, detectable warning panels					
Stripe crosswalks					
Loam and seed					
Project close out					

November 13, 2023

Rowen McAllister
HCD Program Manager
City of Portland

Dear Ms. McAllister:

I am writing on behalf of the Portland Parks Conservancy to express our support for the proposal submitted by the Department of Parks, Recreation, and Facilities for ADA walkway improvements along Tennis Court Road in Deering Oaks Park.

The Portland Parks Conservancy is a private nonprofit organization with a mission to enhance Portland's public parks and recreational programs by raising philanthropic capital and engaging the community. Our Board of Trustees has established a set of values that guide the selection of projects we support. Primary among them is Equity—we seek to remove barriers to access to nature for all audiences. This ADA walkway in Deering Oaks Park fulfills that standard. It also directly impacts a low to moderate income area and promotes handicap accessibility in a public park, priorities of the CDBG grant.

We encourage you to fund this important initiative to increase equity and access in Portland's premier park.

Yours sincerely,

Nan Cumming
Executive Director

Board of Trustees

Anna Ginn, *President*
Beba Cabot, *Vice President*
Christina Berkow, *Secretary*
Jamie Bryant, *Treasurer*

Michael Boyson
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Jaime Parker
Alec Porteous
Casey Prentice
Parivash Rohani
Anna Wlodarczyk

Nan Cumming, *Executive Director*

212 Canco Road Portland, ME 04103 www.portlandparksconservancy.org
207 808-5455 info@portlandparksconservancy.org

Application Type	Construction
Applicant	City of Portland, Maine / Parks, Recreation and Facilities Department
Project Name	Reiche Community School Playground
Project Address/Location	132 Brackett St, Portland, ME 04102
Funds Requested	$$193,400.00

Project Summary

Located in Portland's West End neighborhood, adjacent to Reiche Elementary School and Community Center, the Reiche Playground is one of Portland's most heavily used public playgrounds. Throughout much of the year, it serves approximately 445 students ranging from pre-K to 5th grade. The Reiche student body is incredibly diverse, representing 21 birth countries and 18 different home languages. Fifty percent of the school population are multilingual learners. Eighty-three percent of the school's students qualify for the Free and Reduced Lunch program. Eighteen percent of the students live in temporary situations and are unhoused.

The proposed scope of work involves replacing and expanding the existing playground to include both conventional play equipment and natural play environments that offer a range of play opportunities for children 2-12 as well as infants. The proposed playground would support both highly active/physical play as well as solitary/imaginative play. The redesign works to preserve existing healthy trees, limiting tree removal to only trees that are unhealthy and pose a risk to playground users and surrounding equipment. Site work would include redesigned pathway connections to improve ADA accessibility into and within the playground, adding internal path loops for children learning to use scooters and bikes. Notably, site improvements will also address the existing playground's significant erosion issues by reconfiguring play equipment onto flatter portions of the site and limiting slopes to planted areas. The proposed site improvements include planting a diverse array of native shrubs and trees that will result in increased shade in future years and add to the site's resilience to pests and disease. To keep the proposed playground as cost effective as possible, the proposed improvements will maintain and protect the majority of the existing asphalt circle that serves as the school's gathering space during fire drills and is a popular place for kid to play four square and learn to ride bikes. The design also reuses the wood from removed branches and trees and repurposes existing boulders.

HUD National Objective	Low and Moderate Income Area Benefit (LMA)
HUD Program Objective	Creating a Suitable Living Environment
Primary Goal	Neighborhood Investment and Infrastructure

Location - For LMA projects

Census Tracts	12

Beneficiaries/ Clients Served

Client Description	Children and families within the Reiche Elementary School District boundary are the primary beneficiaries served. The playground's service area is defined by the Reiche School District which encompasses the Parkside, Old Port, Valley Street and West End neighborhoods. The school's students are very diverse with 25% of the students being New Americans, representing 21 birth countries and 18 different home languages. Fifty percent of the school population is made up of multilingual learners. Eighty-three percent of the school's students qualify for the Free and Reduced Lunch program. Eighteen percent of the students live in temporary situations and are unhoused. In addition to benefiting students, the Reiche playground is a public park and benefits neighborhood families and caregivers who use the playground before and after school,

	on weekends and during the summer. The playground also hosts the City's After-Care program managed and operated by the Recreation Division.
Number of Clients Served	13,270
Number of LMI Portlanders	10,230
LMI Portland Percentage	77.00 %

Outcomes

Budget	
$ 193,400.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 718,900.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
26%	Percentage of CDBG Request of Total Budget [50% or less indicates at least a 1 to 1 match]

A. Application Cover Page

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Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
City of Portland, Maine / Parks, Recreation and Facilities Department

A.3. Project Name:
Reiche Community School Playground

A.4. Mailing Address:
212 Canco Rd Suite A Portland, ME 04103

A.5. Project Address:
132 Brackett St Portland, ME 04102

A.6. Executive Director Name:
Ethan Hipple

A.7. Phone Number:
(207) 808-5400

A8. Email:
ehipple@portlandmaine.gov

A.9. Financial Contact Name:
Amber Brooks

A.10. Email:
abrooks@portlandmaine.gov

A.11. Phone Number
(207) 808-5400

A.12. Person who completed the application name:
Tatyana Vashchenko

A.13. Amount of CDBG Funds Requested:
$193,400.00

A.14. Unique Entity Identifier (UEI):
LZKCFAJXBAC8

A.15. Tax ID:
16,000,032

B. Construction and Economic Development

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Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Area Benefit (LMA)

What neighborhoods will be served by this project (LMA only)
Parkside, Valley Street, West End, Old Port

☑ **Project Map of Service Area (for LMA Only)**
Service Area Map.pdf

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating a Suitable Living Environment

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Neighborhood Investment and Infrastructure

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by tvashchenko@portlandmaine.gov on 11/19/2023 8:58 PM

Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
Children and families within the Reiche Elementary School District boundary are the primary beneficiaries served. The playground's service area is defined by the Reiche School District which encompasses the Parkside, Old Port, Valley Street and West End neighborhoods. The school's students are very diverse with 25% of the students being New Americans, representing 21 birth countries and 18 different home languages. Fifty percent of the school population is made up of multilingual learners. Eighty-three percent of the school's students qualify for the Free and Reduced Lunch program. Eighteen percent of the students live in temporary situations and are unhoused.

In addition to benefiting students, the Reiche playground is a public park and benefits neighborhood families and caregivers who use the playground before and after school, on weekends and during the summer. The playground also hosts the City's After-Care program managed and operated by the Recreation Division.

C.2. How will the beneficiaries' information be collected and documented?
The beneficiary information is being based on HUD provided Low- and Moderate-Income Summary Data, based on 2011-2015 ACS and information provided by the Portland Public Schools defining the Reiche school district limits.

C.3. How many will be served by the proposed program or project
13,270

C.4. How many are residents of Portland?
13,270

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
10,230

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
77.00%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
27.00%

C.9. Program Objectives and Outcomes. Please list below:
To create a safe, accessible, vibrant and engaging playground for predominantly low/moderate income families to enjoy year-round. The proposed playground includes ADA accessible pathways to replace pathways that were too steep to be ADA accessible. The proposed playground design incorporates ADA accessible pathway loops that allow improved access to play areas where play equipment areas were not served by pathways in the past. The play equipment that's proposed offers a wider range of options for play- from solitary to social, stationary to highly active. All proposed play equipment is designed to be ADA accessible and offer play options for children of all abilities.

Location

C.10. What census tract is the project located?
12

C.11. Is the project located in a historic district?
Yes

C.12 How will the outcomes be measured, collected, and documented?
The playground project's primary outcome is the construction of an improved playground that serves the project's benefit area. Construction will be monitored by a Parks Project Manager and design consultants to ensure that the playground is built to the design specifications.

D. Project Narrative

Completed by tvashchenko@portlandmaine.gov on 11/19/2023 9:02 PM

Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
Located in Portland's West End neighborhood, adjacent to Reiche Elementary School and Community Center, the Reiche Playground is one of Portland's most heavily used public playgrounds. Throughout much of the year, it serves approximately 445 students ranging from pre-K to 5th grade. The Reiche student body is incredibly diverse, representing 21 birth countries and 18 different home languages. Fifty percent of the school population are multilingual learners. Eighty-three percent of the school's students qualify for the Free and Reduced Lunch program. Eighteen percent of the students live in temporary situations and are unhoused.

The Reiche Playground serves as a safe public place for children to gather, learn, play and exercise. It also serves as an outdoor classroom for children, whether through school, daycare, or aftercare programs. Especially in the summer, the playground serves as a community gathering space for potlucks and neighborhood events.

The existing playground is approximately 20 years old and play equipment has been repaired, replaced and in some cases removed due to safety concerns as it deteriorates. The playground is currently concentrated on a sloping site without adequate slope retention, resulting in ongoing erosion as well as accessibility issues. As play surfacing erodes down the slope, the playground is left with inadequate play surfacing and cross-slopes that render it inaccessible. The erosion issues have over time exposed tree roots and are compromising long-term tree health around the perimeter of the schoolyard. The existing play equipment offers few options for children with mobility challenges to play alongside their classmates. The playground overall features very few areas for outdoor classes to gather and limited shady places to sit. Additionally, the existing school yard does not serve older children well as they tend to prefer highly active play (such as soccer) or social engagement that would be supported by gathering spaces and seating that encourages social interaction. Given the highly urbanized neighborhood context around Reiche School, students have a very limited amount of open space to utilize during recess compared to other Portland schools which have more open space at their disposal.

In light of the playground's age and inadequacy for the heavy use it receives, Portland's Parks, Recreation and Facilities Department secured municipal (CIP) funding to engage community members and a consultant team to redesign the playground to better accommodate its many uses and users. On the same timeline, the Reiche School PTO sponsored two design charrettes and an enrichment course focused on creatively re-envisioning the Reiche Playground as a more accessible, sustainable and engaging space for learning, playing and socializing. Over the course of summer and fall of 2023, PRF has completed two community surveys and one school staff survey, translated into five languages and soliciting over 130 responses. The survey responses identified challenges with the existing playground and prioritized areas for improvement. The surveys also allowed community members and school staff to review concept design alternatives and express preferences and priorities that ultimately shaped the preferred concept design that the design

team will proceed to refine and turn into construction documents over winter and spring of 2024.

The proposed scope of work involves replacing and expanding the existing playground to include both conventional play equipment and natural play environments that offer a range of play opportunities for children 2-12 as well as infants. The proposed playground would support both highly active/physical play as well as solitary/imaginative play. The redesign works to preserve existing healthy trees, limiting tree removal to only trees that are unhealthy and pose a risk to playground users and surrounding equipment. Site work would include redesigned pathway connections to improve ADA accessibility into and within the playground, adding internal path loops for children learning to use scooters and bikes. Notably, site improvements will also address the existing playground's significant erosion issues by reconfiguring play equipment onto flatter portions of the site and limiting slopes to planted areas. The proposed site improvements include planting a diverse array of native shrubs and trees that will result in increased shade in future years and add to the site's resilience to pests and disease. To keep the proposed playground as cost effective as possible, the proposed improvements will maintain and protect the majority of the existing asphalt circle that serves as the school's gathering space during fire drills and is a popular place for kid to play four square and learn to ride bikes. The design also reuses the wood from removed branches and trees and repurposes existing boulders.

D.2. Readiness to Proceed and Complete

Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.

Over the course of fall 2022 through spring 2023, the Department of Parks, Recreation and Facilities worked with Reiche School leadership and the Reiche PTO to engage the community and school staff to develop a project scope and to pursue funding for design and engineering. Since summer 2023, PRF has been working with a landscape architect consultant to continue community engagement while developing concept design alternatives, a preferred design and an Opinion of Probable Cost to inform the construction budget. Over the course of winter and spring 2024, PRF and the design team will advance the preferred design into construction documents and submit the project for site plan review and permitting with the goal of completing Bid Documents by summer 2024. This allows the project to be ready to go out to bid for play equipment and site contractors fall of 2024 once CIP and grant funding for construction is confirmed. Construction is anticipated to take place spring and/or summer 2025 in an effort to limit construction from disrupting school activities.

BUDGET NARRATIVE

D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet

The construction budget for the Reiche Playground consists of material, equipment and installation expenses related to demolition, earthwork, erosion control, tree protection, limited tree removal/pruning, play equipment, playground surfacing and edging, pathway paving/surfacing, planting soil and mulch, plant material, benches, storm drainage and natural features such as logs and boulders. Portland School Facilities is covering the cost of installing gates at the playground entrances to assist in containing younger children and maintaining a safe play environment during school hours. The Parks forestry crew will provide tree pruning and removal services, removing diseased trees and limbs prior to construction. PRF is requesting $500,000 in municipal CIP funding for the construction of the playground leaving a funding gap of $193,400. PRF is applying for CDBG funding to cover this gap. CDBG funds would go towards the cost of site work, materials and equipment excluding gates and tree removal.

D.4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

PRF is requesting $500,000 in municipal CIP funds which should cover 70% of the project construction costs. If this

project does not receive CDBG funding, but receives CIP funding, Parks will work with the design consultant and community to significantly reduce the scope of the project and fundraise to reduce the budget gap. This may delay the project as the project cannot go out to bid without adequate funds to cover construction costs.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

The Reiche Playground Project exemplifies investment in neighborhood infrastructure by replacing an unsafe and deteriorated playground with an expanded, accessible and inclusive playground that supports social and solitary play, learning, cooperation, socializing, gathering and physical fitness. The proposed upgrades to the playground will result in a safe and engaging space for neighborhood children, families and caregivers alike to spend time.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

The Reiche Playground Project will dramatically improve the ADA accessibility, inclusivity and efficacy of an existing Park facility. This playground is intensively used at all hours of the day throughout the year and serves as a critical resource for recreation, gathering and physical activity to low income, New American and unhoused families in the project's benefit area. As one of the few large open spaces protected from cars in the project benefit area, the paved areas in the playground serve as a safe and sheltered location for kids to play and learn to ride bikes and scooters.

D.7. Community Need Description

Why is this project needed?

The Reiche Playground project is needed to offer primarily low and moderate income households a recreation space that is safe, ADA accessible, engaging and diverse. The proposed playground supports much more diverse play and use than the existing playground does. While the existing playground primarily offers places to sit or equipment and pavement for active physical play, the new playground would offer many more opportunities to engage in cooperative/collaborative play, imaginative play, socializing and appropriate risk-taking. The proposed playground can also accommodate many more children than the existing playground can handle. The Reiche school is host to about 445 students and there are times in the day when a large proportion of them are in the schoolyard and seeking a way to engage in play. The proposed playground can better accommodate the incredibly intense use that this space receives on a day-to-day basis.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

The proposed playground improvements will result in a dramatically improved outdoor play environment for children, offering positive impacts that range from:

- improved brain development: supporting kids ability to learn, think, remember, pay attention, and problem solve creatively
- physical fitness: children who play outdoors are generally healthier and demonstrate higher self-esteem
- increased social capital: perhaps the most significant impact of inclusive and accessible play spaces is that they can result in better communities. Individuals build social capital as they spend time encountering each other and interacting in parks. Greater social capital builds a healthier and more inclusive society. Cooperative play allows children to develop empathy and better understand individual differences through interaction.

D.9. Additional questions for specific application types

Infrastructure

For Infrastructure Projects

Describe how the Location of this project complements or completes currently or previously funded project.

In spring 2023, the City of Portland allocated funds for the design and engineering of the Reiche Playground. Since then, those funds have been requisitioned and the Parks department has hired a consultant team to provide the design and engineering services to permit and build a new playground. The Reiche Community School is currently finishing extensive renovation efforts that have addressed safety and accessibility challenges at the school in previous years. The proposed playground improvements also address pressing safety and accessibility issues and help create an overall more inclusive and accessible community space for children to use.

Describe how this project is Consistent with City Goals and Plans.

The City's comprehensive plan, Portland 2030, describes an interconnected vision for Portland that includes equity and access to parks and play areas: "We will enable meaningful access to the natural world and recreational opportunities as a central component of community health."

That Vision is translated into concrete policy objectives in the Plan's Policy Guide. "An Active City"—the Policy Guide for Recreation and Open Space—states this goal: "Provide high-quality, well-designed, well-maintained, safe, and integrated parks, trails, public open spaces, and recreational opportunities accessible to all residents." To achieve this goal, the Plan has identified eight strategies, including "Improve ADA accessibility in and to public open spaces."

Replacing the deteriorating Reiche Playground with a much more accessible and engaging play space is a high priority for the Department of Parks, Recreation, and Facilities, both to expand and enhance ADA access and to improve services to its predominantly low income beneficiaries.

D.10. Experience Providing Service

Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.

The Department of Parks, Recreation and Facilities currently maintains 30 City playgrounds and manages their replacement every 15 to 20 years. Twenty years is typically the maximum life span for a playground and marks an opportunity to reevaluate community needs and to design a playground that better serves its users. Playground replacement projects are managed by an experienced team that includes the Parks Division Director, Parks Project Managers who are also licensed landscape architects, the City Arborist and Playground Technicians who inspect, maintain and repair the City's playgrounds. The Parks department undertakes the replacement of at least one playground annually in order to keep up with the City's rapidly aging playground infrastructure. This year, the Parks department completed two playground replacement projects: Payson Park, and Dougherty Field.

D.11. Partnership/Collaboration

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.

n/a

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

The Parks, Recreation and Facilities Department is undertaking this playground project by collaborating closely with Portland Public School Facilities, School leadership, School staff and a highly engaged PTO. Additionally, this project has involved extensive community engagement in an effort to solicit input from the broader community not already involved in the school's PTO by hosting a school enrichment course, holding two design charrettes and two public meetings, conducting three online surveys, posting flyers in neighborhood businesses, as well as making multiple social media and newsletter posts. All these efforts have resulted in a design for a new playground that reflects the input of many community members, students, school staff and recreation staff. PRF believes that all this outreach and collaboration will result in a playground that is stewarded and valued by the community it serves.

E. Program Budget Detail

Completed by tvashchenko@portlandmaine.gov on 11/17/2023 5:33 PM

Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$193,400.00

E.2. Total Program Budget
$718,900.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Demolition & Site Prep	$48,800.00	$42,800.00	$6,000.00	Parks Operations	Committed
Playground Equipment	$278,400.00	$0.00	$278,400.00	CIP Fund	Pending
Surfaces	$131,700.00	$115,700.00	$16,000.00	CIP Fund	Pending
Structures	$54,400.00	$34,900.00	$19,500.00	PPS Facilities	Committed
Plant Material	$31,300.00	$0.00	$31,300.00	CIP Fund	Pending
Contingency, Mobilization & Escalation	$174,300.00	$0.00	$174,300.00	CIP Fund	Pending
	$718,900.00	$193,400.00	$525,500.00		

F. Required Documents

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Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

Parks Recreation and Facilities Management Organizational Chart March 2022 (PDF) (2).pdf

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☑ **Conflict of Interest Policy**

Maine State-Title 30-A, §2605_ Conflicts of interest.pdf

☑ **Letter of Support** ***Required**

PNA_Support Letter City Council.pdf
Green Team Letter of Support for New Playground at Reiche.pdf
WENA_Ltr Support for Reiche School Playground Redevelopment.pdf
WPNA Reiche Support Ltr. 11.16.23.pdf
SchoolPrincipal_LetterofSupport.pdf
FINAL_CBDG from Reiche PTO.pdf

☐ **Memorandum of Agreement (if applicable)**

***No files uploaded*

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☑ **Non-Discrimination Policy**

Equal Employment Opportunity and Nondiscrimination Policy (PDF).pdf

☑ **Plans, Designs, and/or Pictures**

202311_PlaygroundConceptDesign.pdf
2023_CDBG_Playground Request Support Images.pdf

☑ **Project Timeline including specific dates and milestones *Required**

2023_11_CDBG_TIMELINE.jpg

☑ **Scope of Work and Estimate (provided by building professional)**

20231117_CDBG_CostEstimate.pdf
Reiche_CDBG_Scope.pdf

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☑ **Verification of contact with City Historic Preservation Staff**

HP - Parks, Reiche Comunity Playground Redesign.pdf

☑ **Whistleblower Policy**

whistleblowerprotection112019.pdf

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

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Case Id: 30462
Name: City of Portland Parks, Recreation and Facilities
Address: 132 Brackett St, Portland, ME 04102

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Tatyana Vashchenko
Electronically signed by tvashchenko@portlandmaine.gov on 11/20/2023 3:12 PM

Low and Moderate Income Area Benefit Map:

Timothy Karu
273 State St.
Portland, ME 04101
president@parksideneigbhorhood.org

16th November 2023

HCD Service Director
Housing and Economic Development
389 Congress Street
Portland, Maine 04101

To the CDBG Committee,

On behalf of the Parkside Neighborhood Association, I am writing in support of the City of Portland's plans to improve the playground area at the Reiche School, the community public school our neighborhood children attend.

Parkside is one of the most dense and diverse communities in Portland, with over 4000 residents, many new Mainers. Nearly 50% of Parkside households are families with children, and 15% of Parkside residents are children.

While we have Deering Oaks Park as our beloved back-yard, the area's children (and their families) find the playground at Reiche to be their first introduction to the community. This is the hub for all adjoining neighborhoods that provides a safe and intimate area for physical, social and emotional activities needed to thrive and succeed in our community, the school, and beyond.

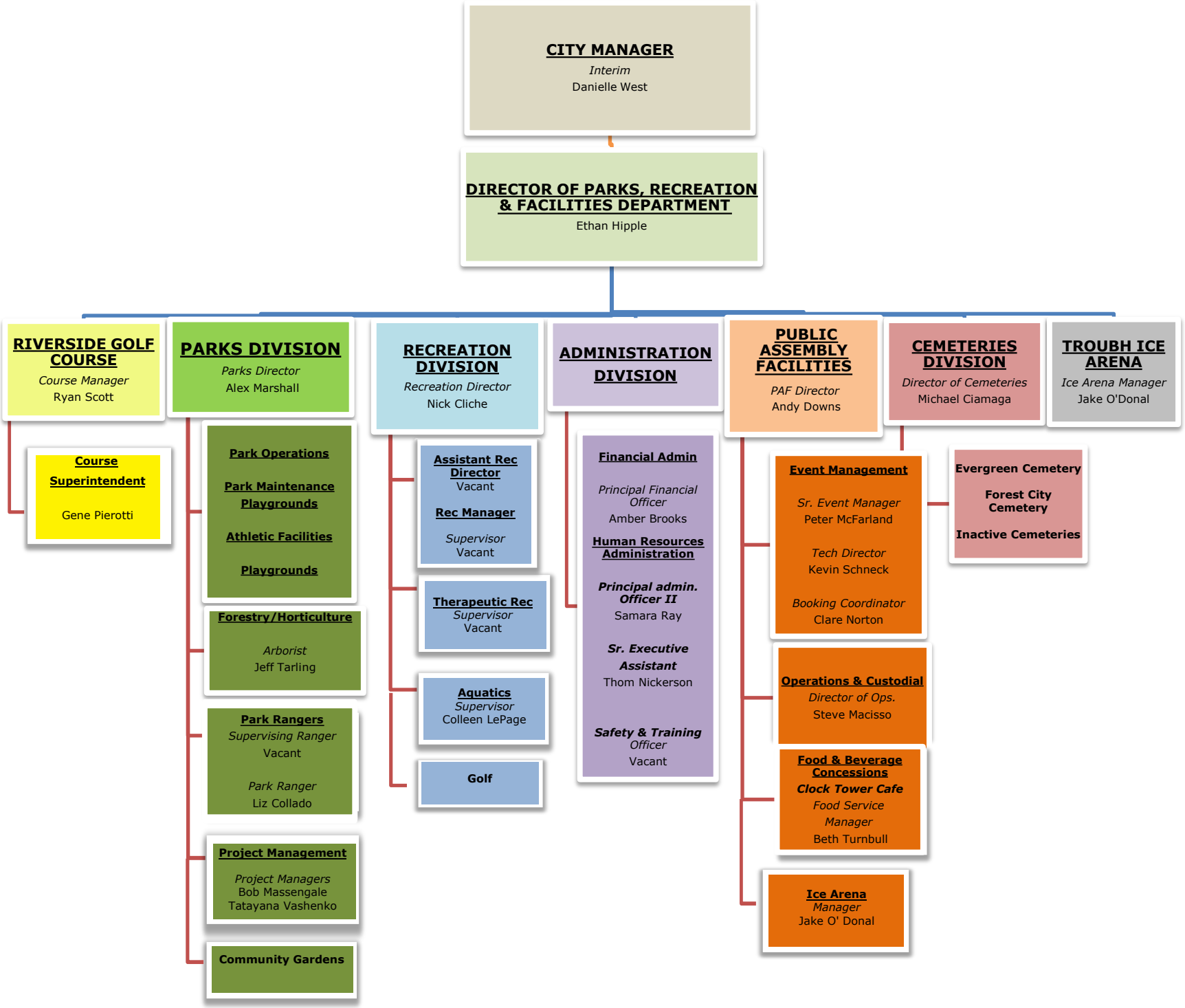
The playground equipment is over twenty years old. Many pieces are damaged, in need of constant repair, or have been removed altogether. Additionally, the site needs to address its drainage, causing severe erosion and potential threats to the tree canopy – potential to make sections further unsafe.

The re-imagining of the playground, led by the Reiche Parent Teacher Organization in a community workshop, brought families, staff, students and neighbors to talk through contemporary design approaches and solutions. This feedback influenced the new design submitted by the City of Portland. There is strong collaboration, support and inclusiveness in this effort from all the adjoining communities served.

We thank you for your consideration of funding this Community Development Block Grant.

Tim Karu

President
Parkside Neighborhood Association


CITY MANAGER
Interim
Danielle West
DIRECTOR OF PARKS, RECREATION & FACILITIES DEPARTMENT
Ethan Hipple
RIVERSIDE GOLF COURSE
Course Manager
Ryan Scott
Course Superintendent
Gene Pierotti
PARKS DIVISION
Parks Director
Alex Marshall
Park Operations
Park Maintenance
Playgrounds
Athletic Facilities
Playgrounds
Forestry/Horticulture
Arborist
Jeff Tarling
Park Rangers
Supervising Ranger
Vacant
Park Ranger
Liz Collado
Project Management
Project Managers
Bob Massengale
Tatayana Vashenko
Community Gardens
RECREATION DIVISION
Recreation Director
Nick Cliche
Assistant Rec Director
Vacant
Rec Manager
Supervisor
Vacant
Therapeutic Rec
Supervisor
Vacant
Aquatics
Supervisor
Colleen LePage
Golf
ADMINISTRATION DIVISION
Financial Admin
Principal Financial Officer
Amber Brooks
Human Resources Administration
Principal admin. Officer II
Samara Ray
Sr. Executive Assistant
Thom Nickerson
Safety & Training Officer
Vacant
PUBLIC ASSEMBLY FACILITIES
PAF Director
Andy Downs
Event Management
Sr. Event Manager
Peter McFarland
Tech Director
Kevin Schneck
Booking Coordinator
Clare Norton
Operations & Custodial
Director of Ops.
Steve Macisso
Food & Beverage Concessions
Clock Tower Cafe
Food Service Manager
Beth Turnbull
Ice Arena
Manager
Jake O' Donal
CEMETERIES DIVISION
Director of Cemeteries
Michael Ciamaga
Evergreen Cemetery
Forest City Cemetery
Inactive Cemeteries
TROUBH ICE ARENA
Ice Arena Manager
Jake O'Donal

57 Spruce St.

Portland, ME 04102

Nov 15, 2023

HCD Service Director

Housing and Economic Development

389 Congress Street

Portland, Maine 04101

Dear Members of the CDBG Committee,

On behalf of the Reiche Green Team, I am writing to let you know we heartily support the city's plan to redesign and build Reiche Elementary School's playground.

About the Green Team: there was a lot of excitement in 2008 after the initial design and start of construction for Reiche Garden. A group of parents, design professionals and community members rather spontaneously formed a group to help maintain the gardens, continue to develop its programming, and assist with funding. Beyond the initial teaching garden, (comprising a large learning circle, an array of raised planting beds, and a vine covered gazebo), the team has added: a sensory garden, a prolonged season raspberry patch; an organized screened compost area with three large bins, and a much-needed garden shed; a quiet, herb bordered seating area for teachers; a large wooden indoor lighted seedling nursery; a pollinator garden; a colorfully planted entrance at Brackett St.; a drip irrigation system for most of the raised beds; and last an enhanced entrance at Clark St. with wood topped seating and an extended line of native shrubs providing a border to interior garden space lost when the concrete ramp was demolished in 2018. In addition, we helped plan an apple orchard, volunteered to assist teachers with school lessons, created several semesters' outdoor education curriculum and taught several After-School garden-related Enrichment Programs. We continue to be committed to creating and maintaining outdoor spaces where learning about the natural world flourishes.

As you know, there is a large body of research and number of case studies that supporting a child's exposure to living fauna and flora and being able to build with, manipulate, create spaces, etc. with found materials on site, preferably with natural materials – pinecones, small branches, seed pods, tree stumps, sand, rocks, earth etc.

And while some of these activities may be pursued in many sections of the Reiche Gardens, it is always directed activity and supervised by an adult and is necessarily limited to an hour or two a week.

However, kids have much more time on the playground which is largely independent of adult direction, and we see it as space to allow more interaction with the living world. The playground, most of which is in full sun, has a decent array of active play choices: metal and plastic play equipment, soccer and lawn areas, and large stretches of asphalt. (A quirky exception is a large granite slab with a bowl shape depression on top. It is always surrounded by kids stirring dirt and/or plant "soups!")

We know the committee is aware of the aging or missing playground equipment along with site related problems so will not belabor these items, but rather point out that the playground lacks places to independently interact with nature and engage in the activities mentioned above. So, we are very happy to see the playground's final design scheme intersperses many explorative, building, natural observation opportunities among the active spaces and many more places with varying degrees of shade!! We are prepared to assist with a variety of activities in the new space ranging from augmenting plantings to occasional maintenance to supplying natural materials and so on.

Please support the Community Development Block Grant funding For Reiche's Playground.

Charlotte Maloney, RLA

Reiche Gardens Designer

Green Team Member since 2008

P.O. Box 7898, Portland, ME 04112 207-415-4662
Hello@WENAMaine.org http://www.WENAMaine.org

November 17, 2023

Mary Davis, HCD Service Director
Housing and Economic Development Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101

Re: Reiche Community School Playground Redevelopment

Dear Ms Davis:

This letter from the West End Neighborhood Association (WENA) is in support of the City of Portland, Parks, Recreation and Facilities Department's CDBG application for funds to improve the Reiche Community School Playground Redevelopment.

The West End is one of the more dense and diverse communities in Portland, and many of the area's children and their families find the playground at Reiche Community School to be their first introduction to the community. The playground provides physical, social and emotional activities needed to thrive and succeed in both the community and the school.

The playground equipment is over twenty years old and many pieces are damaged, in need of constant repair or have been removed altogether. Additionally, they need to address drainage issues which are causing erosion and threats to the tree canopy.

We thank you for your consideration of funding this Community Development Block Grant.

On behalf of the West End Neighborhood Association,

Steven Scharf, President
West End Neighborhood Association
207-415-4662
President@WENAMaine.org

The West End Neighborhood Association addresses issues and concerns that affect the quality of life of all who live and/or work in the West End of Portland, Maine. We provide programs, serve as a liaison to City Hall, monitor city services, provide development news and ensure that our neighborhood is clean, safe, quiet, and attractive.

WESTERN PROMENADE NEIGHBORHOOD ASSOCIATION

November 16, 2023

HCD Service Director
Housing and Economic Development
City of Portland
389 Congress Street
Portland, Maine 04101

To the CDBG Committee:

On behalf of the Western Prom Neighborhood Association (WPNA), I am writing in support of the City of Portland's plans to improve the playground area at the Reiche School, our community's public school. I am writing from personal experience, as my son went to Reiche 33 years ago, I volunteered for many years, and my two-year old grandson is a current user of the playground.

By way of introduction, WPNA was founded 50 years ago when our neighborhood was at risk. Our efforts have, among other things, resulted in saving and enhancing the neighborhood by advocating for: designation of the Western Promenade National Historic District, passage of odor and noise ordinances, appropriate reuse of abandoned schools, tree replacement, institutional master plans compatible with the neighborhood, and social events to build friendships and neighborhood commitment.

Our greatest natural asset is the Western Prom, adjacent to three communities: the St. John Valley, the West End, and Parkside. The Prom is widely-recognized for providing a connection to nature, in an otherwise dense and urban community. The next largest open space is the Reiche Playground. Here, students, community children, and neighbors, can gather to run, play, connect and socialize, in a safe setting.

From my recent experience, it is clear that the playground needs an upgrade. The playground equipment is over twenty years old. Many pieces are damaged, in need of constant repair, or have been removed altogether. The site needs to address drainage, which is causing severe erosion and potential threats to the tree canopy. And the whole play experience is outdated and needs to be reexamined and brought up to contemporary values and standards.

The re-imagining of the playground was led by the Reiche Parent Teacher Organization in a community workshop approach, bringing families, staff, students and neighbors to talk-through contemporary design options and solutions. This feedback, along with the City's outreach with public meetings and two successful surveys (translated into five languages), influenced the new design submitted by the City of Portland. There is strong collaboration, support and inclusiveness in this effort from all the adjoining communities served. This area is diverse, urban, dense, and in desperate need of an accessible and updated playscape. WPNA strongly supports this CDBG application, and thanks you for your consideration of funding.

Sincerely,

(s) Anne B. Pringle, President

Equal Employment Opportunity and Nondiscrimination Policy

Policy:

The City of Portland is an equal opportunity employer and pursues a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the City where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Applicability:

All employees, regardless of their positions, are covered by and required to comply with this policy. This policy also applies to Elected and Appointed Officials, as well as outside parties having dealings with the City (i.e., customers, vendors, contractors).

This policy governs conduct in the workplace, during work hours, during outside activities related to the workplace (i.e., social events, trips, conferences), and any time conduct outside of the workplace has the purpose or effect of substantially interfering with an employee's work performance, an elected or appointed officials' service to the City, the ability of constituents to access City services, or the performance of outside parties' obligations to the City.

Prohibited Conduct Under This Policy:

The City of Portland, in compliance with all applicable federal, state, and local anti-discrimination laws and regulations, strictly prohibits discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

Enacted: July 29, 2019

Employees are expected to report any instances of discrimination and/or unfair treatment that they experience or witness based on membership in (or perceived membership in) a protected class. Each employee is personally responsible for compliance with this policy.

Complaint Process:

The City of Portland will respectfully treat any person who invokes this complaint procedure, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination and/or unfair treatment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

The City of Portland has established the following procedure for lodging a complaint of discrimination, unfair treatment, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

If you believe you have been discriminated against and/or treated unfairly, you should immediately contact any one of the following individuals:

- Immediate supervisor, department head, or any supervisor/manager in the chain of command

- Human Resources Department
  389 Congress Street, Room 115
  Portland, ME 040101
  207-874-8624

You may also be asked to complete a Harassment or Discrimination Complaint form, providing details regarding the incident(s) that gave rise to the complaint. Employees covered by collective bargaining agreements may file a complaint or grievance through the applicable grievance procedure. Police officers also may follow the Police Department's internal affairs procedures.

Depending on the nature of the complaint, an employee may also file a complaint with the Equal Employment Opportunity Commission ("EEOC") or the Maine Human Rights Commission by contacting:

EEOC
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
Fax 617-565-3196
TTY 800-669-6820

or

Maine Human Rights Commission
51 State House Station

Enacted: July 29, 2019

Augusta, Maine 04333
207-624-6050,
TTY 207-624-6064
http://www.state.me.us/

You are encouraged to contact the EEOC or Commission directly to learn about procedures and timelines for filing such a complaint.

Retaliation:

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Policy Violations:

Discrimination, retaliation, or violation of this policy is a significant violation of City policies and is subject to discipline under the City's AR-25 Disciplinary Procedures Policy, and may include disciplinary action, up to and including termination. Furthermore, interference with, including dishonesty during an investigation conducted in accordance with this policy may be grounds for discipline.

Signed by Jon P. Jennings

_____
Jon P. Jennings, City Manager

Enacted: July 29, 2019

STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT

TO: Mary Davis, HCD Service Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Tatyana Vashchenko, Parks Project Manager, Parks, Recreation, and Facilities

DATE: November 16, 2023

RE: CDBG Funding Request; Status of Historic Preservation Review

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This is to confirm that Tatyana Vashchenko, Parks Project Manager for Parks, Recreation, and Facilities, has been in contact with this office regarding a proposal to redesign the Reiche Community Playground at the corner of Brackett and Spring Streets. It is our understanding that federal CDBG funds are being sought for the project.

The Reiche Community Playground is located within the West End Historic District. As such, any exterior alterations, including sitework and new structures, would be subject to review and approval under Portland's Historic Preservation ordinance.

Please let me know if you have any questions.

Best regards,

Evan R. Schueckler
Historic Preservation Program Manager

Whistleblower's Protection Act

MAINE DEPARTMENT OF LABOR
Bureau of Labor Standards

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) **(Title)** **(Location or Phone)**

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: 207-624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: 207-780-3344
www. dol.gov

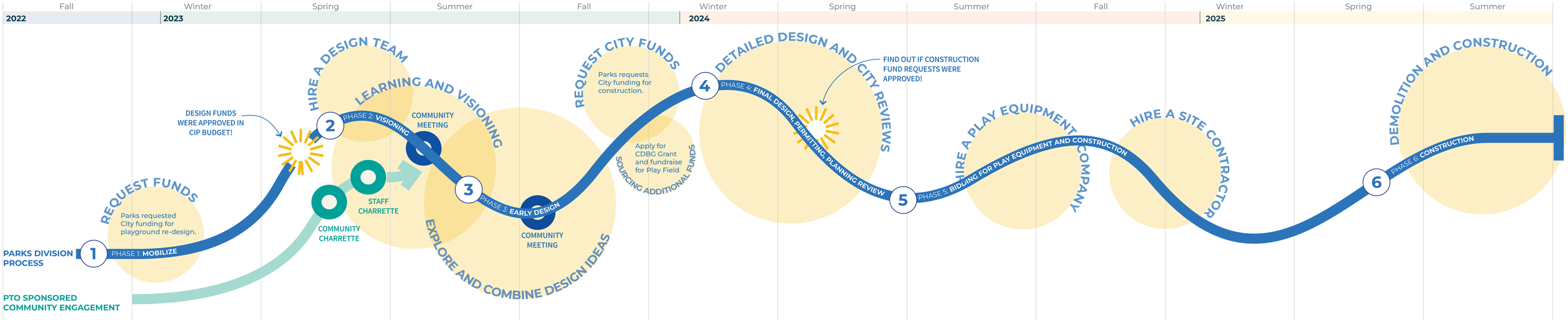
U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: 207-626-9160
www. osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

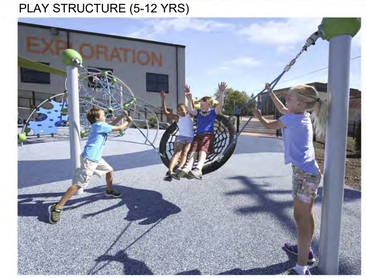
Reiche Playground Replacement

Project Timeline



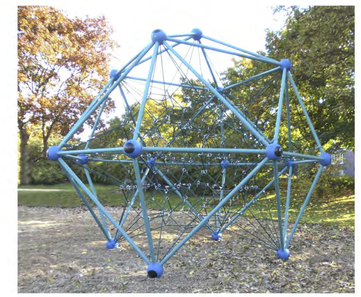
PLAY STRUCTURE (5-12 YRS)

LOOSE PARTS/ SAND PLAY



DISC SWING

SPINNER


LARGE NET CLIMBER

BALANCE BARS

HUT

PLAY STRUCTURE (2-5 YRS)

GAGA PIT

PLAY FIELD

REICHE COMMUNITY SCHOOL
PLAYGROUND CONCEPT D

DATE: 10-20-23
SCALE: 1"=20'

PREPARED FOR:

parks, recreation & facilities

& PORTLAND PUBLIC SCHOOLS

PREPARED BY:

RS LEONARD RD Landscape Architecture

Sashie Misner Landscape Architecture LLC

www.landandplay.com | 207-406-0734

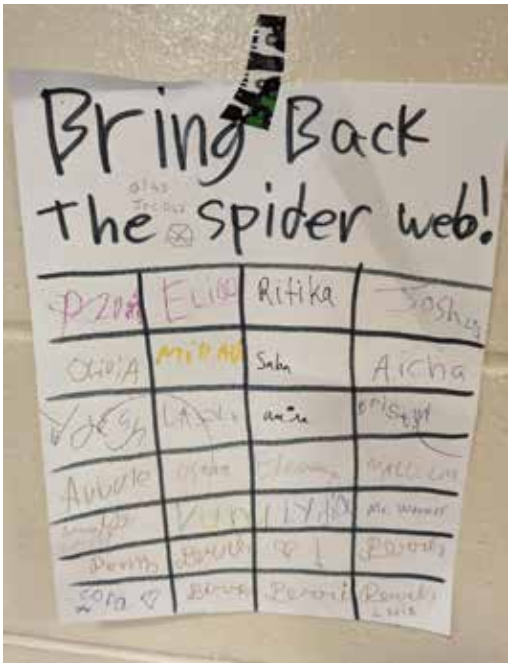
Reiche Playground - Existing Conditions

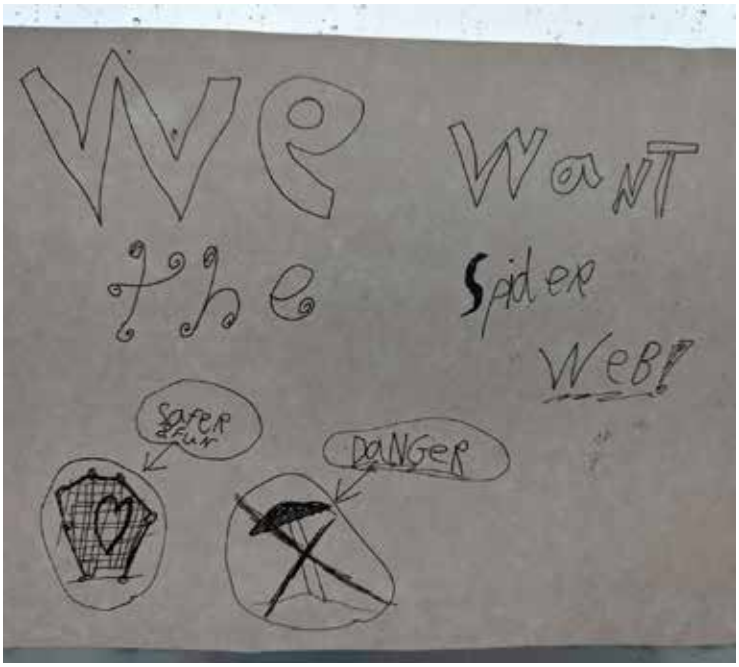
Above: Playground hardware is failing and is being replaced, modified and repaired where possible. Corrosion and wear is proceeding at a rapid pace and is no longer practical to continue repairing.

Above: The enclosed slide previously cracked and was repaired as there are no longer available replacement parts due to the equipment age. The stairs have been patched both at their corners and their vertical faces but the repairs are temporary in nature.

Above: Playground technicians installed a stop-gap measure to address erosion of playground safety surfacing years ago. The temporary measure has been in place for a very long time and does not adequately address erosion while also serving as a trip hazard and visual nuisance.

The roots on the right belong to a row of Zelkova trees that are exhibiting surface rooting patterns evidencing very compacted soil conditions that the playground projects aims to address to improve tree health and longevity.





Above: In 2022, Parks removed a beloved climbing structure kids called the spider web because it was no longer possible to repair it and keep it safe to play on. Since then, student-led petitions and posters have sprung up around the school advocating for the return of the spider web. The proposed playground design includes a spider (net) climber to replace the one that had to be removed.

Preliminary Opinion of Cost
Reiche Playground 23-11-17

Description	Materials/ Notes	Quantity	Unit	Unit Cost	Total
PLAYGROUND EQUIPMENT					
Climber- Lg spaceball		1	L.S.	$ 32,117.00	32,117.00
2-5 Play Structure		1	L.S.	$ 27,326.00	27,326.00
GAGA pit		1	EA.	$ 650.00	650.00
Spinner		1	EA.	$ 24,590.00	24,590.00
Disc Swing		1	EA.	$ 9,639.00	9,639.00
Playstructure		1	EA.	$ 75,749.00	75,749.00
Parallel bars		1	EA.	$920.00	920.00
Turning bar		1	EA.	$ 1,111.00	1,111.00
10' ht-4-bay swings		1	EA.	$ 9,303.00	9,303.00
8' ht-3-bay swings		1	EA.	$ 6,762.00	6,762.00
Basketball hoop		1	EA.	$ 1,500.00	1,500.00
					$189,667
		Freight & Surcharge			$12,801
		Installation	%	$ 0.40	$75,867
		Sub-Total			**$278,400**
DEMOLITION & SITE PREP					
Remove play equipment		1	L.S.	$ 15,000.00	15,000.00
Remove drinking fountain & water line		1	L.S.	$ 500.00	500.00
Miscellaneous demolition	allowance	3	l.s.	$ 500.00	1,500.00
Common fill	Placement & compaction only	100	c.y.	$ 25.00	2,500.00
Common excavation	Allowance; not incl. new play areas	400	c.y.	$ 25.00	10,000.00
Remove bitum concrete paving	2" depth	539	s.y.	$ 15.00	8,085.00
Remove / Prune existing trees	Parks Crew Implementation	4	ea.	$1,500.00	6,000.00
Remove wood fiber		300	c.y.	$ 10.00	3,000.00
Erosion control - silt fence	Allowance	275	l.f.	$ 5.00	1,375.00
Erosion control - silt barrier CB	Allowance	3	ea.	$ 250.00	750.00
		Rounded Sub-Total			**$48,800**
SURFACES					
Playground safe surface	12'' wood chips	326	C.Y.	$ 85.00	27,710.00
Playground safe surface base	3/4'' crushed stone 8''	215	C.Y.	$ 45.00	9,675.00
Geotextile fabric	2 layers	980	S.Y.	$ 4.00	3,920.00
Bituminous paths	HMA 2" depth (12.5 mm); 10" base	225	S.Y.	$ 100.00	22,500.00
Clean play sand	12''	45	C.Y.	$ 60.00	2,700.00
Boulders	reset existing	20	EA.	$ 100.00	2,000.00
Pavement markings	hard court	1	Job	$ 1,500.00	1,500.00
Loam (lawn/ plant beds)		375	C.Y.	$85.00	31,875.00
Stone dust (4'')	4'', 6'' aggregate base	179	S.Y.	$ 80.00	14,320.00
Log edging	horizontal & vertical	900	L.F.	$ 10.00	9,000.00
Bark mulch	Dark pine bark mulch, 3" depth	20	C.Y.	$ 80.00	1,600.00
Boulders (new)		15	EA.	$ 325.00	4,875.00
		Rounded Sub-Total			**$131,700**
STRUCTURES					
Large wood bench		1	E.A.	$ 8,000.00	8,000.00
Wood bridge	cedar play bridge	5	L.F.	$ 120.00	600.00
Wood post & rail fence	3' ht (pre-k)	100	L.F.	$ 25.00	2,500.00
Drainage	12'' sd	50	L.F.	$ 55.00	2,750.00
Drainage	6'' ud	200	L.F.	$ 35.00	7,000.00
Natural features	tree sections, log balance, etc	1	L.S.	$ 3,500.00	3,500.00
Wood benches	4'x6'	4	E.A.	$ 1,500.00	6,000.00
Drainage CB		1	E.A.	$ 4,500.00	4,500.00
Gate	Match ex fence, School Facilities	3	E.A.	$ 6,500.00	19,500.00
		Rounded Sub-Total			**$54,400**
PLANT MATERIAL					
Trees		15	E.A.	$ 975.00	14,625.00
Shrubs		140	E.A.	$ 90.00	12,600.00
Perennials		90	E.A.	$ 45.00	4,050.00
		Rounded Sub-Total			**$31,300**
Construction Subtotal (Rounded)					$544,600.00
Contractor Mobilization 5%					27,230.00
Construction Contingency 20%	Conservative contingency to account for early stage of design				108,920.00
Escalation 7%	Assuming Spring/Summer 2025 Construction				38,122.00
			TOTAL		**$718,900**
	CIP Funding		**70%**	Projected	**$500,000**
	Portland Public School Facilities		**3%**	Committed	**$19,500**
	Park Operations / In-Kind		**1%**	Committed	**$6,000**
	CDBG Gap Funding		**27%**	Requested	**$193,400**

Scope of Work:

Bidding:

- **Parks Project Manager with the support of landscape architectural consultant, will manage the bidding processes for playground equipment and for the site contractor summer/fall of 2024.**

Construction:

- **Playground construction is anticipated to start spring/summer 2025. The timing will be coordinated with Reiche school leadership to minimize disruption to school operations as a result of construction.**
- **Construction will begin with demolition, earthwork and site preparation which will require tree protection and erosion control measures.**
- **Once rough grading is complete, paving base course, embedded edging materials and play equipment will be installed.**
- **Site surfacing, play surfacing and fine grading will take place in tandem as the tree bench and natural play elements are installed.**
- **Plant installation, seeding, sodding, mulching and asphalt striping will be completed at the end when site disturbance is minimized.**
- **City staff and the design consultant will generate a project punchlist and facilitate project close-out.**

Lori Bobinsky
Annie Dalphin
Charlie Marenghi

Lead Teachers

Howard C. Reiche Community School

Teacher Powered / Student Centered

166 Brackett St.
Portland, Maine 04102
207-874-8175
reiche.portlandschools.org

Mary Davis,
HCD Service Director
Housing and Economic Development
389 Congress St
Portland, ME 04101

November 17th, 2023

Dear Ms Davis,

I am writing as one of the Administrators for Howard C Reiche Community School to express my strong support of the City of Portland's plans to redesign and redevelop our playground.

The current plan to create a more varied and adaptable space for our students is one that speaks to the diverse needs of a 21st Century school. Moreover, it answers the needs of our community, promising multifaceted play spaces, gardens, swings and quiet areas.

The designs are a work of deep thought and expertise, and have involved school and community voice at multiple steps along the way. I'm excited to see how our students, many of whom are refugees and asylum seekers, will interact with what promises to be a jewel in the heart of the Reiche community.

Please consider this letter of support in your process.

Charlie Marenghi.

Reiche Community School
Parent-Teacher Organization (PTO)
166 Brackett Street
Portland, Maine 04102
www.reichepto@gmail.com

HCD Service Director
Housing and Economic Development
389 Congress Street
Portland, Maine 04101

To the CDBG Committee:

On behalf of the Reiche Parent Teacher Organization (PTO), I am writing in support of the City of Portland's plans to improve the playground area at the Reiche School, the community public school our neighborhood children attend.

The Howard C. Reiche Community School in the urban West End of Portland is ranked the most wonderfully diverse of all elementary schools in Maine, celebrating 18 different home languages, students from 21 different birth countries, and 50% multilingual learners. About a quarter of our students are welcome newcomers. Over 70% of our students qualify for free and reduced lunch and 18% of our students are currently living in temporary situations (unhoused) without a fixed residence. Our talented teaching staff use their impressive skills to provide a quality education for all of our students. We have a unique Teacher-Led structure that empowers educators and involves students and staff in equity and social justice.

The mission of the Reiche PTO is to connect Reiche parents, teachers, staff, and families; build a community that is racially and culturally representative of the entire student population; increase opportunities for students; and to enrich and strengthen every student's education.

In typical years, the Reiche PTO invested in: **Exposure to the arts:** field trips, music assemblies, chorus concerts, Maine author visits, and project-based programs integrating arts into the curriculum; **Mid-day programming:** yoga, garden education, dance, and swimming lessons; **Teacher support:** assistance purchasing classroom supplies and hosting appreciation events; **Building home libraries**: one free book for every student; **Community and cultural events:** Annual International Potluck, Welcome BBQ for families; and **Afterschool enrichment classes**: chess, painting, robotics, running club, baking, and more

The Reiche playground is a landing zone for students and their families during the school day, before and after-school, on the weekends and during vacation weeks and for several of the PTO-sponsored activities at the school.

This year we facilitated the re-imagining of the playground, in a community workshop, that brought families, staff, students and neighbors to talk through contemporary design approaches and solutions. This feedback, along with the City's outreach with public meetings and two successful surveys (translated into five languages) influenced the new design submitted by the City of Portland. There is strong collaboration, support and inclusiveness in this effort from all the adjoining communities served. This area is urban, dense, and in need of an accessible and updated playscape.

We thank you for your consideration of funding this Community Development Block Grant.

Sincerely,
Janel Redman, PTO President

Application Type	Construction
Applicant	City of Portland, Maine / Parks, Recreation and Facilities
Project Name	Age-in-Place Fitness Court and Tyng-Tate Playground Upgrades
Project Address/Location	205 York Street, Portland, ME 04102
Funds Requested	$152,500.00

Project Summary

This project involves the replacement of Tyng-Tate play equipment, renovation of the surrounding park site and conversion of the existing basketball court to a seniors-focused, ADA accessible fitness court. The existing basketball court receives light use and is highly deteriorated due to its age. The court pavement has cracked and is sinking/slumping down at the corners. The goal goal and posts are highly worn and have become crooked and loose. The chain-link fence surrounding both the playground and basketball court is rusted, bent and damaged in many places. The benches and game table are worn, damaged and no longer an accessible height due to erosion of the surrounding soil. To be accessible and comfortable to most people, seat surfaces should be between 16" and 20" . The benches and game table seats at the park are between 23" and 27" tall and more akin to barstool height, making them inaccessible to most seniors and challenging to many adults. Similarly the playground equipment has outlived its expected lifespan thanks to repeated repairs, welds and patches implemented by the City's playground technicians. Continued repair and replacement of equipment has become infeasible due to the equipment's age and deteriorated condition.

Converting the existing basketball court to an Age-in-Place Fitness Court will allow Tyng-Tate park to serve a wider age range of users and offer seniors in the neighborhood and across Portland a unique and highly desired space to safely exercise. The new fitness will be designed to offer seniors, adults recovering from injuries and anyone desiring to engage in outdoor physical therapy a welcoming and supportive environment to regain strength, mobility and confidence. The American Community Survey shows that between 2010 and 2018, the population of adults aged 65-84 in Greater Portland, grew by over 40%. State of Maine Economist Population Projections show this growth in senior population continuing in the coming years. Seniors face an increasing risks of injury due to falling as they age and lose muscle strength due to reduced physical activity levels. Nearly 1 in 3 people over the age of 65 is expected to experience a serious fall event. The CDC's Compendium of Effective Fall Interventions suggests that the risk of falling is significantly reduced when seniors engage in exercise focused on balance, muscle strength and gait function. Portland's park system currently features several fitness courses focused on agility, but no fitness courses or equipment specifically targeting physical rehabilitation for seniors. The proposed Age-in-Place Fitness Court would offer a range of balance, cardio and strength equipment that's designed to be both challenging and safe for individuals working to regain or maintain mobility. The redesigned court would include removal of the old chain link fencing to be replaced only where necessary at the playground. The fitness court would include two benches for resting, engaging in physical therapy and taking in the expansive views of the Fore River and the Casco Bay Bridge.

Down the slope and in the playground, the proposed work would involve removal and replacement of existing playground equipment due to its age, wear and resulting lack of compliance with playground safety standards. The equipment would be replaced with two swing sets, a safer and more engaging play structure, a springer and/or seesaw. Notably, the site work would include rebuilding internal paths to allow for a continuous and accessible route into and around the park. Currently park pathways are elevated above the playground surface and terminate abruptly within the park, making it difficult or impossible for people using wheelchairs to reach play equipment or navigate across the playground. Site improvements around the playground would include planting several additional trees to plan for the replacement of the park's ash trees which are in varying stages of Emerald Ash Borer infestation

and are currently being treated to extend their lives by a few years. Last but not least, the proposed playground would include a couple benches and game tables to offer park visitors of all ages a space to engage socially.

The proposed combination of a fitness court designed for seniors and a playground with inviting seating offers a unique opportunity for a highly inclusive public resource that is accessible, inviting and engaging across a wide range of age groups and abilities.

HUD National Objective	Low and Moderate Income Area Benefit (LMA)
HUD Program Objective	Creating a Suitable Living Environment
Primary Goal	Neighborhood Investment and Infrastructure

Location - For LMA projects	
Census Tracts	11
Beneficiaries/ Clients Served	
Client Description	The beneficiaries of this project are seniors, adults with impaired mobility, infants and children between the ages of 2-12 who live within the benefit area for Tyng-Tate Park. The park is public, free to use and the proposed age-in-place fitness court would be a very unique resource in the Greater Portland Area so it is highly likely that seniors from across Portland will use this fitness court as well. Beneficiaries who will travel across Portland to access the fitness court are not included in the beneficiary numbers included as part of this application.
Number of Clients Served	4,260
Number of LMI Portlanders	3,020
LMI Portland Percentage	70.90%

Outcomes

Budget	
$ 152,500.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 329,600.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)

Leveraged Funds
$ 46.00%

A. Application Cover Page

Completed by tvashchenko@portlandmaine.gov on 11/19/2023 9:04 PM

Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
City of Portland, Maine / Parks, Recreation and Facilities

A.3. Project Name:
Age-in-Place Fitness Court and Tyng-Tate Playground Upgrades

A.4. Mailing Address:
212 Canco Rd Portland, ME 04103

A.5. Project Address:
205 York Street Portland, ME 04102

A.6. Executive Director Name:
Ethan Hipple

A.7. Phone Number:
(207) 808-5400

A8. Email:
ehipple@portlandmaine.gov

A.9. Financial Contact Name:
Amber Brooks

A.10. Email:
abrooks@portlandmaine.gov

A.11. Phone Number
(207) 808-5400

A.12. Person who completed the application name:
Tatyana Vashchenko

A.13. Amount of CDBG Funds Requested:
$152,500.00

A.14. Unique Entity Identifier (UEI):
LZKCFAJXBAC8

A.15. Tax ID:
16,000,032

B. Construction and Economic Development

Completed by tvashchenko@portlandmaine.gov on 11/17/2023 6:32 PM

Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Area Benefit (LMA)

What neighborhoods will be served by this project (LMA only)
West End

☑ **Project Map of Service Area (for LMA Only)**
LMI Area Benefit Map.pdf

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating a Suitable Living Environment

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Neighborhood Investment and Infrastructure

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by tvashchenko@portlandmaine.gov on 11/19/2023 10:04 PM

Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
The beneficiaries of this project are seniors, adults with impaired mobility, infants and children between the ages of 2-12 who live within the benefit area for Tyng-Tate Park. The park is public, free to use and the proposed age-in-place fitness court would be a very unique resource in the Greater Portland Area so it is highly likely that seniors from across Portland will use this fitness court as well. Beneficiaries who will travel across Portland to access the fitness court are not included in the beneficiary numbers included as part of this application.

C.2. How will the beneficiaries' information be collected and documented?
The beneficiary information is being based on HUD provided Low- and Moderate-Income Summary Data, based on 2011-2015 ACS and the benefit area is based on Parks Division information on playground and athletic court mapping and distribution in Portland.

C.3. How many will be served by the proposed program or project
4,260

C.4. How many are residents of Portland?
4,260

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
3,020

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
70.90%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
46.00%

C.9. Program Objectives and Outcomes. Please list below:
This project's primary objective is to create a suitable living environment for primarily low and moderate income seniors and families with children. The proposed park improvements will create a safe, accessible and vital space for

neighborhood children to play and be physically active. The proposed improvements would also provide a uniquely supportive space for seniors and adults with mobility challenges to build strength, motor skills and increase mobility. Ultimately, increased physical fitness and recreation for both children and seniors results in increased quality of life by reducing the risk of injuries and chronic disease and by contributing to a more resilient social network formed through group fitness activities and cooperative play.

Location

C.10. What census tract is the project located?
11

C.11. Is the project located in a historic district?
No

C.12 How will the outcomes be measured, collected, and documented?
This project's primary outcome will be the construction of an ADA accessible fitness court for seniors and an improved playground with seating and game tables for all ages to enjoy. Construction will be monitored by a Parks Project Manager to ensure that the playground and fitness court are built to the design specifications and have the intended impact. Information about the degree of use the fitness court receives may be measured in part through participation levels in seniors-focused fitness activities and events held at the fitness court by the City's 62+ and adaptive recreation programs.

D. Project Narrative

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Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
This project involves the replacement of Tyng-Tate play equipment, renovation of the surrounding park site and conversion of the existing basketball court to a seniors-focused, ADA accessible fitness court. The existing basketball court receives light use and is highly deteriorated due to its age. The court pavement has cracked and is sinking/slumping down at the corners. The goal goal and posts are highly worn and have become crooked and loose. The chain-link fence surrounding both the playground and basketball court is rusted, bent and damaged in many places. The benches and game table are worn, damaged and no longer an accessible height due to erosion of the surrounding soil. To be accessible and comfortable to most people, seat surfaces should be between 16" and 20" . The benches and game table seats at the park are between 23" and 27" tall and more akin to barstool height, making them inaccessible to most seniors and challenging to many adults. Similarly the playground equipment has outlived its expected lifespan thanks to repeated repairs, welds and patches implemented by the City's playground technicians. Continued repair and replacement of equipment has become infeasible due to the equipment's age and deteriorated condition.

Converting the existing basketball court to an Age-in-Place Fitness Court will allow Tyng-Tate park to serve a wider age range of users and offer seniors in the neighborhood and across Portland a unique and highly desired space to safely exercise. The new fitness will be designed to offer seniors, adults recovering from injuries and anyone desiring to engage in outdoor physical therapy a welcoming and supportive environment to regain strength, mobility and confidence. The American Community Survey shows that between 2010 and 2018, the population of adults aged 65-84 in Greater Portland, grew by over 40%. State of Maine Economist Population Projections show this growth in senior population continuing in the coming years. Seniors face an increasing risks of injury due to falling as they age and lose muscle strength due to reduced physical activity levels. Nearly 1 in 3 people over the age of 65 is expected to experience a serious fall event. The CDC's Compendium of Effective Fall Interventions suggests that the risk of falling is significantly reduced when seniors engage in exercise focused on balance, muscle strength and gait function. Portland's park system currently features several fitness courses focused on agility, but no fitness courses or equipment specifically targeting physical rehabilitation for seniors. The proposed Age-in-Place Fitness Court would offer a range of balance, cardio and strength equipment that's designed to be both challenging and safe for individuals working to regain or maintain mobility. The redesigned court would include removal of the old chain link fencing to be replaced only where necessary at the playground. The fitness court would include two benches for resting, engaging in physical therapy and taking in the expansive views of the Fore River and the Casco Bay Bridge.

Down the slope and in the playground, the proposed work would involve removal and replacement of existing playground equipment due to its age, wear and resulting lack of compliance with playground safety standards. The equipment would be replaced with two swing sets, a safer and more engaging play structure, a springer and/or seesaw. Notably, the site work would include rebuilding internal paths to allow for a continuous and accessible route into and

around the park. Currently park pathways are elevated above the playground surface and terminate abruptly within the park, making it difficult or impossible for people using wheelchairs to reach play equipment or navigate across the playground. Site improvements around the playground would include planting several additional trees to plan for the replacement of the park's ash trees which are in varying stages of Emerald Ash Borer infestation and are currently being treated to extend their lives by a few years. Last but not least, the proposed playground would include a couple benches and game tables to offer park visitors of all ages a space to engage socially.

The proposed combination of a fitness court designed for seniors and a playground with inviting seating offers a unique opportunity for a highly inclusive public resource that is accessible, inviting and engaging across a wide range of age groups and abilities.

D.2. Readiness to Proceed and Complete

Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.

Fundraising for fitness court equipment is anticipated to kick off in earnest when the Council announces final CDBG allocation decisions April of 2024. Assuming this project receives CDBG funding, a design consultant will be hired as soon as HCD grants permission for project activities to proceed. The design development and documentation phase will span late summer and fall, allowing the Parks department to solicit bids for play and fitness equipment in late fall as construction documents for site improvements are finalized. Site work is anticipated to go out to bid early winter as soon as bid documents become available. Both a site contractor and play equipment will be selected and under contract winter of 2025 to allow for construction spring 2025. This timeline allows the Tyng-Tate improvements to be complete just as the Reiche Playground closes for construction.

BUDGET NARRATIVE

D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet

The project budget submitted covers the anticipated cost of design and engineering services, fitness and play equipment (delivery and installation), and all site work required to complete the scope of work as well as a contingency that accounts for anticipated escalation and unforeseen changes due to design or site conditions. The anticipated consultant fee is relatively low at just 8% of the construction cost. Parks anticipates relatively low design consulting fee due to the simplicity of the proposed work, the fact that it is not anticipated to trigger site plan review and that much of the construction cost consists of purchased equipment that will be configured with the support of the equipment manufacturer. Fitness and playground equipment is anticipated to make up over 50% of the construction budget. CIP funds have already been secured to cover the cost of new playground equipment. Community and partner organization fundraising is anticipated to cover the cost of fitness equipment and site furnishings. CDBG funding is requested to cover the cost of site work including demolition, ADA accessible pathways, fencing, play surfacing, fitness court slab and bonded rubber surfacing as well as some plant material. Parks Operations budget will cover removal and disposal of existing play safety surfacing, purchase, delivery and installation of new safety surfacing and new trees around Tyng-Tate Park.

D.4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

The project has CIP funding already allocated to replace existing playground equipment. There is currently no funding allocated to improving site accessibility, and replacing failing site elements such as fences, benches, game tables or the basketball court. Parks is confident that with the support of community members and partner organizations, fundraising for fitness equipment and site furnishings will be successful. If the project is not successful in securing CDBG funds,

however, it is unlikely that improvements to the basketball court or playground site would proceed as planned. Without CDBG funding, total funding gap would be too large to be bridged solely with community fundraising and the project would likely be delayed until other grant funding is secured.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

This project focuses on neighborhood investment and infrastructure through the rehabilitation of a beloved neighborhood playground and the creation of a unique fitness court focused on seniors, adaptive fitness and physical rehabilitation. The proposed fitness court fills a notable gap in Portland's system of parks and playgrounds. The proposed playground and fitness court improvements would remove and replace fencing, furnishings, and recreational equipment that is currently damaged and in disrepair, dramatically improving the safety, function and accessibility of a public resource used for recreation, socialization and fitness.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

The proposed park improvements are integrally tied to accessibility, ADA compliance, public recreation and park infrastructure. Additionally, the primary beneficiaries of the project are low-to-moderate income seniors, families with children and people with disabilities.

D.7. Community Need Description

Why is this project needed?

The proposed park improvements address shortfalls in existing playground equipment safety and accessibility. Playground equipment typically lasts 15-20 years in a municipal setting and Tyng-Tate's existing equipment is over 23 years old. Additionally the proposed fitness court fills a notable gap in the City's fitness course system, targeting a population that is not well-served by existing agility-focused obstacle and fitness courses found in other City parks. If the City proceeded to limit the project scope to just replacing playground equipment to address pressing safety concerns with the old equipment, the surrounding site would remain in notable disrepair and would continue to be difficult to use and access for adults and children with mobility challenges. The existing basketball court would continue to deteriorate and require a renovation or replacement project in the near future in order to remain useable.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

The anticipated impact of this project is improved mobility, health and confidence for seniors and other adults who use the fitness court. With improved mobility and fitness comes a reduced risk of falling related injuries for seniors. Additionally, improved mobility and fitness is associated with increased independence and well-being. For children who use the playground, the community impact would be greater opportunities for play, risk taking and social interaction on a much safer and more accessible playground. The addition of accessible benches and game tables will promote social interaction and inclusivity in Portland's park system.

D.9. Additional questions for specific application types

Infrastructure

For Infrastructure Projects

Describe how the Location of this project complements or completes currently or previously funded project.

As mentioned in the description of project budget, the Parks Division has already secured CIP funding for replacing playground equipment. The proposed improvements to the park site and adjacent basketball court will complete the project by addressing site accessibility and making the park overall much more functional and inclusive to a larger proportion of the neighborhood population.

Describe how this project is Consistent with City Goals and Plans.
Portland's Open Space Vision and Implementation Plan identifies this project's benefit area as having the highest density of senior (64+) residents and a moderately high density of youth residents (age 19 and younger). The Open Space Vision and Implementation Plan lays out criteria for prioritizing projects and lists improvements serving an area with high population density or a high percentage of low income residents, children or seniors as critical to promoting system equity and community livability in Portland. This project's benefit area meets all of the listed criteria: it has high population density of low and moderate income residents, the has very high proportions of senior and youth residents and the site has the potential to improve dramatically through this project. The new playground and fitness court meet the City's open space vision goals by boosting the Park system's equity and improving community livability in the identified benefit area.

D.10. Experience Providing Service
Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.
Park improvement projects are managed collaboratively by an experienced team that includes the Parks Division Director, the City Arborist, Playground Technicians, Park Maintainers, and Parks Project Managers who are also licensed landscape architects. The Parks, Recreation and Facilities department manages and maintains 30 City playgrounds and strives to replace and renovate each playground on a 20 year cycle. In order to keep up with aging playground equipment, the Parks Division aims to renovate about 2 playgrounds each year. This year, the Parks division completed a playground replacement at Payson Park and Dougherty Field. Parks is currently managing the redesign of playgrounds at Longfellow Elementary, Reiche Elementary and Clark Street.

D.11. Partnership/Collaboration
If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.
n/a

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.
Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.
The Parks, Recreation and Facilities Department is undertaking this playground and fitness court project by coordinating closely with neighborhood groups such as the West End Neighborhood Association, Adaptive Recreation staff, neighboring residents and businesses such as the Love Lab. These collaborators help inform and improve the proposed design, ensuring that the space that is built serves as a beloved and well-stewarded community resource to the neighborhood and Portland seniors. The idea of the Aging-in-Place Fitness court emerged from ongoing conversations and collaboration between the West End Neighborhood Association and the Parks Division leadership. As design continues, the Parks division will hold focus group conversations to ensure that the community's needs are met by the improved playground and fitness court.

E. Program Budget Detail

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Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$152,500.00

E.2. Total Program Budget
$329,600.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Playground Equipment	$90,000.00	$0.00	$90,000.00	CIP Funding	Committed
Fitness Equipment	$59,200.00	$0.00	$59,200.00	Community Partner Fundraising	Pending
Demolition and Site Prep	$11,800.00	$10,700.00	$1,100.00	Parks Operations/In-Kind	Committed
Site Surfaces	$83,200.00	$80,100.00	$3,100.00	Community Partner Fundraising	Pending
Site Structures	$20,500.00	$0.00	$20,500.00	Community Partner Fundraising	Pending
Plant Material	$3,200.00	$0.00	$3,200.00	Parks Operations/In-Kind and Community Partner Fundraising	Pending
Design and Construction Contingency	$61,700.00	$61,700.00	$0.00		Pending
	$329,600.00	$152,500.00	$177,100.00		

F. Required Documents

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Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

Parks Recreation and Facilities Management Organizational Chart March 2022 (PDF) (2).pdf

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☑ **Conflict of Interest Policy**

Maine State-Title 30-A, §2605_ Conflicts of interest.pdf

☑ **Letter of Support** ***Required**

11-13-2023 Ltr Support for Tate-Tyng Playground Redevelopment.pdf
LoveLabStudioCourt+Playground _2023.pdf
LoS Tate-Tyng Playground_SMAAA.pdf
Andrew Bossie - Support for Redevelopment of the Tate_Tyng Basketball Courts.pdf
Salisbury - Tate_Tyng Playground improvements.pdf

☐ **Memorandum of Agreement (if applicable)**

***No files uploaded*

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☑ **Non-Discrimination Policy**

Equal Employment Opportunity and Nondiscrimination Policy (PDF).pdf

☑ **Plans, Designs, and/or Pictures**

Tyng-Tate Concept Diagram_flat.pdf
Tyng-Tate_CDBG_ExConditions.pdf

☑ **Project Timeline including specific dates and milestones *Required**

Tyng-Tate Timeline_CDBG.pdf

☑ **Scope of Work and Estimate (provided by building professional)**

Tyng-Tate+FitnessCourt _Cost Estimate.pdf
Tyng-Tate_CDBG_Scope.pdf

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☑ **Verification of contact with City Historic Preservation Staff**

HP_ Tyng-Tate Fitness Court.pdf

☑ **Whistleblower Policy**

whistleblowerprotection112019.pdf

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

Completed by tvashchenko@portlandmaine.gov on 11/20/2023 3:56 PM

Case Id: 30468
Name: City of Portland Parks, Recreation and Facilities
Address: 205 York Street, Portland, ME 04102

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

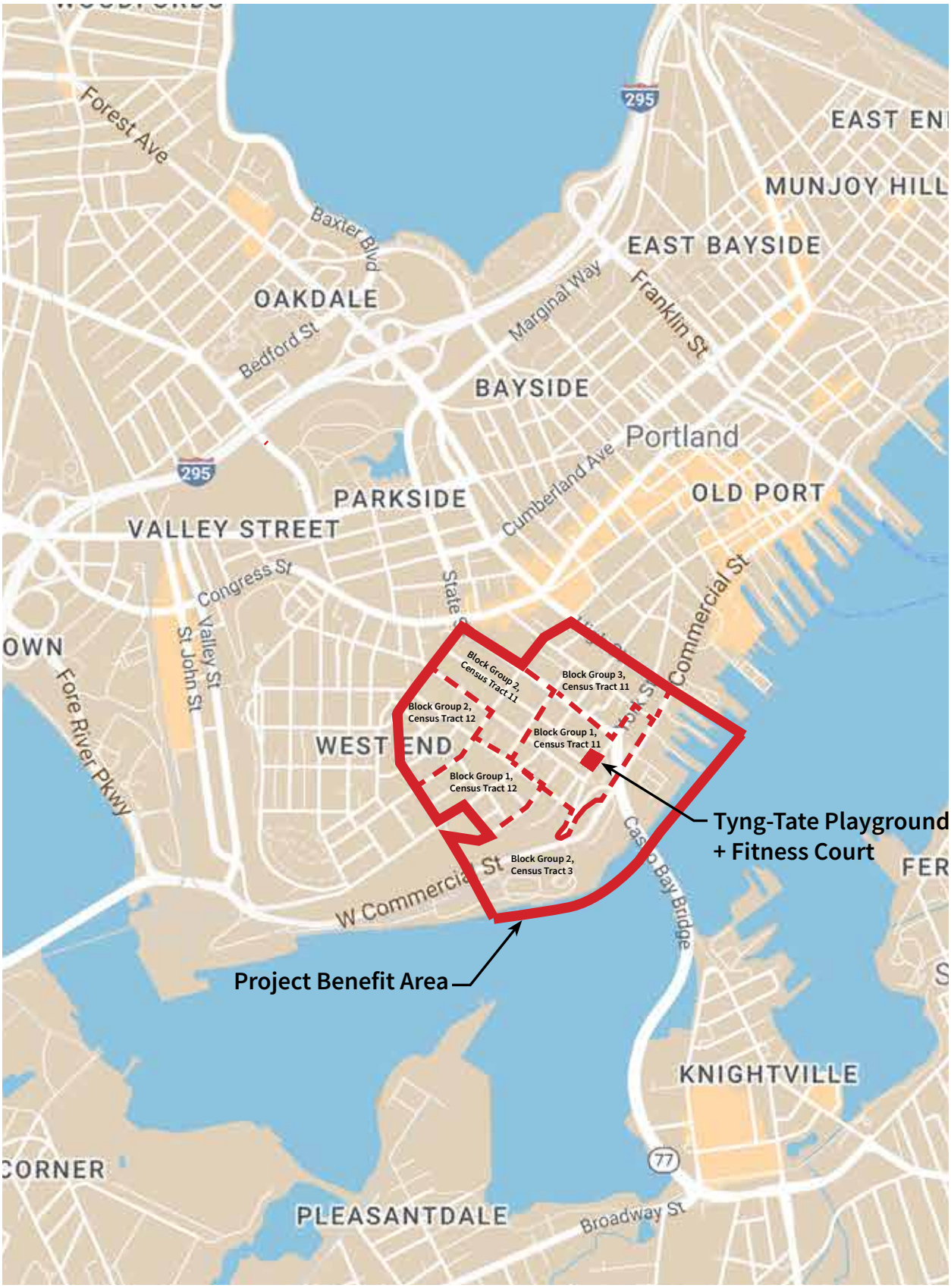
☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

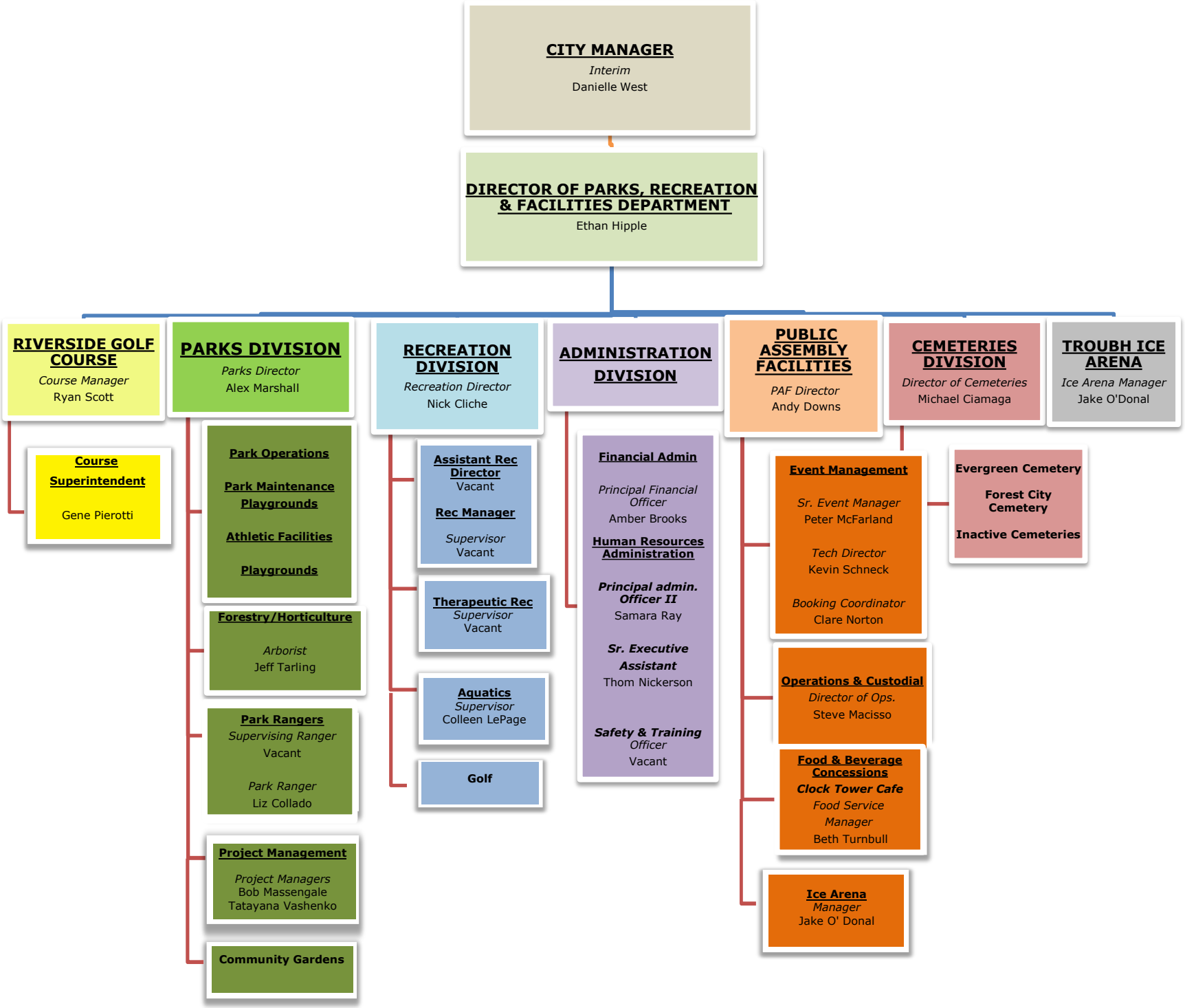
☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Tatyana Vashchenko
Electronically signed by tvashchenko@portlandmaine.gov on 11/20/2023 3:56 PM

Low and Moderate Income Area Benefit Map:




CITY MANAGER
Interim
Danielle West
DIRECTOR OF PARKS, RECREATION & FACILITIES DEPARTMENT
Ethan Hipple
RIVERSIDE GOLF COURSE
Course Manager
Ryan Scott
Course Superintendent
Gene Pierotti
PARKS DIVISION
Parks Director
Alex Marshall
Park Operations
Park Maintenance
Playgrounds
Athletic Facilities
Playgrounds
Forestry/Horticulture
Arborist
Jeff Tarling
Park Rangers
Supervising Ranger
Vacant
Park Ranger
Liz Collado
Project Management
Project Managers
Bob Massengale
Tatayana Vashenko
Community Gardens
RECREATION DIVISION
Recreation Director
Nick Cliche
Assistant Rec Director
Vacant
Rec Manager
Supervisor
Vacant
Therapeutic Rec
Supervisor
Vacant
Aquatics
Supervisor
Colleen LePage
Golf
ADMINISTRATION DIVISION
Financial Admin
Principal Financial Officer
Amber Brooks
Human Resources Administration
Principal admin. Officer II
Samara Ray
Sr. Executive Assistant
Thom Nickerson
Safety & Training Officer
Vacant
PUBLIC ASSEMBLY FACILITIES
PAF Director
Andy Downs
Event Management
Sr. Event Manager
Peter McFarland
Tech Director
Kevin Schneck
Booking Coordinator
Clare Norton
Operations & Custodial
Director of Ops.
Steve Macisso
Food & Beverage Concessions
Clock Tower Cafe
Food Service Manager
Beth Turnbull
Ice Arena
Manager
Jake O' Donal
CEMETERIES DIVISION
Director of Cemeteries
Michael Ciamaga
Evergreen Cemetery
Forest City Cemetery
Inactive Cemeteries
TROUBH ICE ARENA
Ice Arena Manager
Jake O'Donal

Equal Employment Opportunity and Nondiscrimination Policy

Policy:

The City of Portland is an equal opportunity employer and pursues a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the City where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Applicability:

All employees, regardless of their positions, are covered by and required to comply with this policy. This policy also applies to Elected and Appointed Officials, as well as outside parties having dealings with the City (i.e., customers, vendors, contractors).

This policy governs conduct in the workplace, during work hours, during outside activities related to the workplace (i.e., social events, trips, conferences), and any time conduct outside of the workplace has the purpose or effect of substantially interfering with an employee's work performance, an elected or appointed officials' service to the City, the ability of constituents to access City services, or the performance of outside parties' obligations to the City.

Prohibited Conduct Under This Policy:

The City of Portland, in compliance with all applicable federal, state, and local anti-discrimination laws and regulations, strictly prohibits discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

Enacted: July 29, 2019

Employees are expected to report any instances of discrimination and/or unfair treatment that they experience or witness based on membership in (or perceived membership in) a protected class. Each employee is personally responsible for compliance with this policy.

Complaint Process:

The City of Portland will respectfully treat any person who invokes this complaint procedure, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination and/or unfair treatment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

The City of Portland has established the following procedure for lodging a complaint of discrimination, unfair treatment, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

If you believe you have been discriminated against and/or treated unfairly, you should immediately contact any one of the following individuals:

- Immediate supervisor, department head, or any supervisor/manager in the chain of command

- Human Resources Department
  389 Congress Street, Room 115
  Portland, ME 040101
  207-874-8624

You may also be asked to complete a Harassment or Discrimination Complaint form, providing details regarding the incident(s) that gave rise to the complaint. Employees covered by collective bargaining agreements may file a complaint or grievance through the applicable grievance procedure. Police officers also may follow the Police Department's internal affairs procedures.

Depending on the nature of the complaint, an employee may also file a complaint with the Equal Employment Opportunity Commission ("EEOC") or the Maine Human Rights Commission by contacting:

EEOC
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
Fax 617-565-3196
TTY 800-669-6820

or

Maine Human Rights Commission
51 State House Station

Enacted: July 29, 2019

Augusta, Maine 04333
207-624-6050,
TTY 207-624-6064
http://www.state.me.us/

You are encouraged to contact the EEOC or Commission directly to learn about procedures and timelines for filing such a complaint.

Retaliation:

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

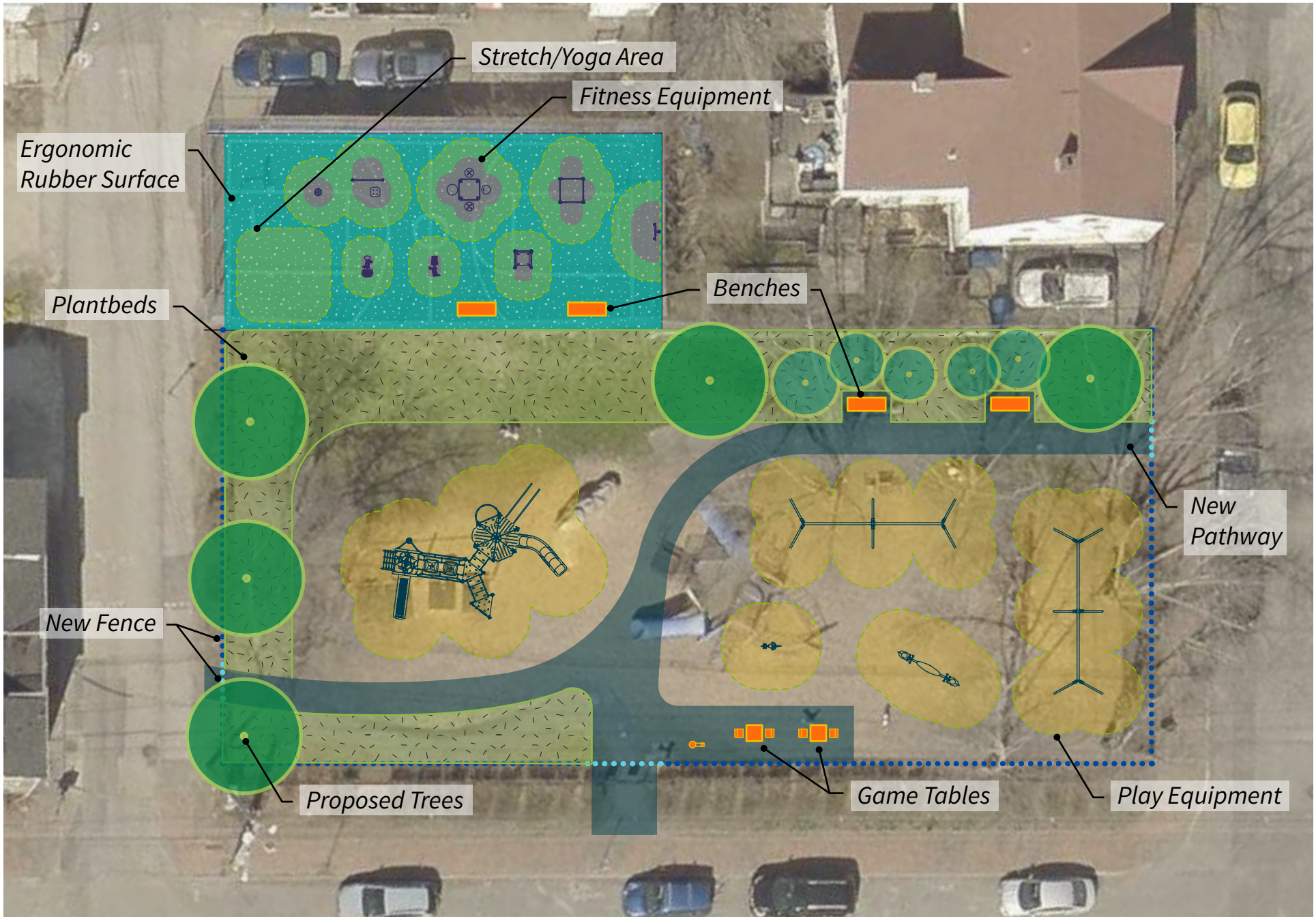
Policy Violations:

Discrimination, retaliation, or violation of this policy is a significant violation of City policies and is subject to discipline under the City's AR-25 Disciplinary Procedures Policy, and may include disciplinary action, up to and including termination. Furthermore, interference with, including dishonesty during an investigation conducted in accordance with this policy may be grounds for discipline.

Signed by Jon P. Jennings

_____
Jon P. Jennings, City Manager

Enacted: July 29, 2019



Age-in-Place FItness Court + Tyng-Tate Playground Improvements
Concept Diagram

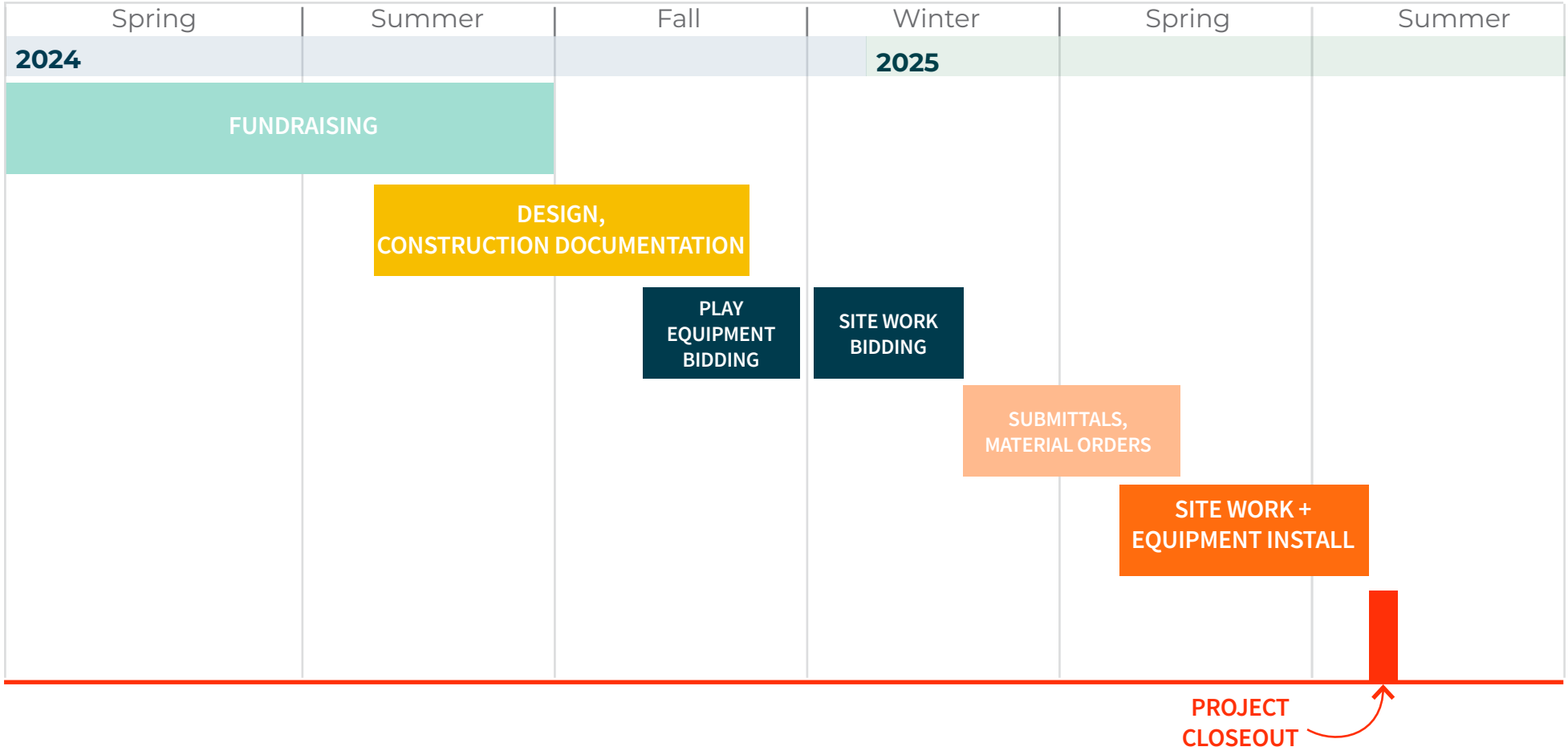
40’ 0 10’ 20’ 40’

Scale 1” = 20”

N

Tyng-Tate Playground and Age-in-Place Fitness Court

Project Timeline



STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT

TO: Mary Davis, HCD Service Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Tatyana Vashchenko, Parks Project Manager, Parks, Recreation, and Facilities

DATE: November 16, 2023

RE: CDBG Funding Request; Status of Historic Preservation Review

---

This is to confirm that Tatyana Vashchenko, Parks Project Manager for Parks, Recreation, and Facilities, has been in contact with this office regarding a proposal to complete development of the Tyng-Tate Age-in-Place Fitness Court and Playground. It is our understanding that federal CDBG funds are being sought for the project.

The area affected by this project is not located within any locally designated historic district or within the boundaries of any locally designated individual landmarks. As such, the project does not require review and approval under Portland's Historic Preservation ordinance.

Please feel free to contact me with any questions.

Best regards,

Evan R. Schueckler
Historic Preservation Program Manager

Whistleblower's Protection Act

MAINE DEPARTMENT OF LABOR
Bureau of Labor Standards

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) **(Title)** **(Location or Phone)**

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: 207-624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: 207-780-3344
www. dol.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: 207-626-9160
www. osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

P.O. Box 7898, Portland, ME 04112 207-415-4662
Hello@WENAMaine.org http://www.WENAMaine.org

November 13, 2023

Mary Davis, HCD Service Director
Housing and Economic Development Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101

Re: Tate/Tyng Playground Redevelopment

Dear Ms Davis:

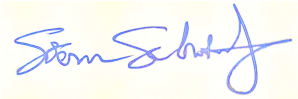
This letter from the West End Neighborhood Association (WENA) is in support of the City of Portland, Parks, Recreation and Facilities Department's CDBG application for funds to improve the Tate/Tyng Playground and re-purpose the basketball court as an Aging-In-Place Fitness Court.

Over the years, WENA has developed a close working relationship with the Parks, Recreation and Facilities Department in ensuring the parks, playgrounds and recreation facilities in our neighborhood - Harbor View, Taylor Street, Clark Street, Tate/Tyng and the Reiche Community Center - are accessible, well-maintained facilities that meet the needs of all residents. From the 2009 redesign of Taylor Street Park to the extensive 2017 improvements at Harbor View Park to the Reiche ReStart Community Room activities (following the pandemic), WENA volunteers and neighbors have devoted hours of effort to assist Parks and Recreation staff in offering quality programming in attractive spaces.

In 2015, WENA became actively involved in Portland's AARP Age-Friendly City efforts and has been able to facilitate meaningful and engaging opportunities for older people in our neighborhood, often recognized as being in the oldest census tract in the city. With the addition of the Aging-In-Place Fitness Court, new opportunities for free outdoor exercise in an inviting and scenic location will open up for all adults. Tate/Tyng will be the first Portland playground offering these types of healthy activities for people of different generations to exercise together and help realize the importance of life-long fitness. We hope Tate/Tyng can serve as a model for other playgrounds throughout the city to become more Age-Friendly.

Without the efforts of the Parks, Recreation and Facilities Department, the lives of residents in the West End would be much diminished in terms of physical and emotional health, as well as social well-being. Having a variety of public gathering spaces scattered throughout the neighborhood where residents of all backgrounds, ages and economic situations can interact and participate helps to address the scourge of isolation and loneliness that too many now experience. West Enders really feel close to our parks and many devote their time by taking care of plants and tidying up on a regular basis. These spaces are truly among the best examples of public-private partnerships and we hope you will approve funding for this project.

On behalf of the West End Neighborhood Association,



Steven Scharf, President
West End Neighborhood Association
207-415-4662
President@WENAMaine.org

November 13, 2023

Letter of Support for Aging-in-Place Fitness Court and Tyng-Tate Playground Upgrades

To Whom It May Concern:

I'm so thrilled to be writing a letter of support for a new, updated, safe, and beautiful **Aging-in-Place Fitness Court and Tyng-Tate Playground** upgrades at the Tying Street Playground here in Portland, Maine! This playground is such a large part of our life, we love it so! We also can see it needs support to be fully safe and functional, accessible, and good for all children and families.

I own the children's art studio, "Love Lab Studio" - less then a block from the playground. We are a children and community art studio, and see a range of children from the community and also have many community partnerships where we make art and work with like Portland Museum of Art, The Dempsey Center, Mano en Mano, Reiche School, Maine College of Arts Student of Color Coalition, Masters of Teaching Art Program and Public Engagement Program, Boys and Girls Club of Greater Portland and more.

The studio also works with Parks and Recreation through the City of Portland, with one of our largest community art projects "The Portland Lantern Walk" that reaches close to 1000 community members to make art and celebrate our parks. The team at Parks and Rec is incredible, and we fully support their capacity to do an amazing job. We also at the studio are excited to overlap on the design and later build with the children, I've worked in the past and done projects with the organization "Boston Schoolyard Initiative" and know the power of designing amazing spaces for children.

We take the children to play at this playground! Parently and families are there often, it's so important to the community. I often see young children and families playing there when I walk by. During the winter and spring holidays, and summer months (for our summer art camp) we take the children there daily! They LOVE that site, they can look out at the ocean's edge and swing and watch the bridge and the boats go by.

We fully support a new playground design, that will be safer and more accessible for all and are so excited for this project!

Warmly, Christina

Christina Bechstein, Love Lab Studio 26 Brackett Street, Portland Maine 04102

Southern Maine AGENCY On AGING
Creating Better Days

November 20, 2023

Mary Davis, HCD Service Director
Housing and Economic Development Department City of Portland, Maine
389 Congress Street
Portland, Maine 04101

Re: Tate/Tyng Playground Redevelopment

Dear Ms Davis:

This letter from the Southern Maine Agency on Aging (SMAA) is in support of the City of Portland, Parks, Recreation and Facilities Department's CDBG application for funds to improve the Tate/Tyng Playground and re-purpose the basketball court as an Aging-In-Place Fitness Court.

For 50 years, the Southern Maine Agency on Aging has been the focal point in Cumberland and York counties for resources, services, and information to empower older adults, adults with disabilities, and their caregivers to live to their fullest potential. The agency's Healthy Aging programs provide a range of services and resources that empower individuals to manage their health and well-being, maintain their independence, and age in place. The Aging-In-Place Fitness Court is an initiative that will offer free outdoor exercise opportunities in a beautiful and welcoming location, encouraging individuals of all ages and fitness levels to exercise together and embrace lifelong fitness. The Tate/Tyng playground will be the first in Portland to offer such healthy activities, and we hope it will inspire other playgrounds throughout the city to become more age-friendly.

The Parks, Recreation, and Facilities Department plays a crucial role in enhancing the physical, emotional, and social well-being of West End residents. The various public gathering spaces in the neighborhood provide opportunities for people of all ages, backgrounds, and economic statuses to interact and participate, helping to address the issue of isolation and loneliness that many people face. The residents of West End cherish their parks and contribute by taking care of plants and maintaining the cleanliness of the spaces. These parks are an excellent example of public-private partnerships, and we urge you to support this project by approving the necessary funding.

Most sincerely,

Megan Walton
CEO

Tyng-Tate Playground + Age-in-Place Fitness Cour

Opinion of Probable Cost

Date: November 2023

Item Description	Materials / Notes	Quantity	Unit	Unit Cost	%	Subtotal	Total
Playground Equipment					34%		**$90,000**
Infant Swings	2 Bay	1	EA	$6,560		$6,560	
Belt Swings	2 Bay	1	EA	$6,170		$6,170	
Play Structure		1	EA	$52,000		$52,000	
See-Saw		1	EA	$4,500		$4,500	
Installation	30% of equipment cost		LS	30%		$20,769	
Fitness Equipment					22%		**$59,200**
Arm Bike		1	EA	$11,000		$11,000	
Pedal Bike		1	EA	$12,000		$12,000	
Up & Go		1	EA	$1,500		$1,500	
Balance Station		1	EA	$10,500		$10,500	
Stretch Station		1	EA	$4,000		$4,000	
Flex Wheel		1	EA	$2,000		$2,000	
Balance Board		1	EA	$4,500		$4,500	
Installation	30% of equipment cost		LS	30%		$13,650	
Demolition and Site Prep					4%		**$11,800**
Equipment Removal	Existing Play Equipment, Benches and Game Table	1	L.S.	$4,000		$4,000	
Miscellaneous Demolition	Fences	1	L.S.	$500		$500	
Remove Bituminous Concrete Paving		345	SY	$15		$5,175	
Remove Wood Fiber		110	CY	$10		$1,100	
Erosion Control	Allowance	1	L.S.	$1,000		$1,000	
Surfaces					31%		**$83,200**
Engineered Wood Fiber	12" wood chips	100	CY	$90		$9,000	
Safety Surface Base Course	3/4" crushed stone 8" depth	67	CY	$45		$3,015	
Geotextile Fabric	2 layers	300	SY	$4		$1,200	
Poured-in-Place Rubber	x depth, over x" base	2040	SF	$11		$22,440	
Concrete Slab + Base Course	6" conc, WWM, 8" base course	2240	SF	$14		$32,032	
Bituminous Paths	HMA 2" Depth, 10" base	155	SY	$100		$15,500	
Site Structures					8%		**$20,500**
Black Chain Link Gates	(2) 5' gates, (1) 10' gate	1	LS	$2,000		$1,000	
4' Black Chain Link Fence		260	SF	$50		$7,500	
Game Table	2 seats with each table, Wood w/ Etched steel game plate inlay	2	EA	$3,000		$6,000	
Bench		4	EA	$1,500		$6,000	
Plant Material					1%		**$3,200**
Shrubs		30	EA	$40		$1,200	
Trees		5	EA	$400		$2,000	
Construction Subtotal							**$267,900**
Landscape Architecture and Engineering Services					8%	$21,500	
Contingency					15%	$40,200	

Total			**$329,600**
CIP Funding	**27%**	**Committed**	**$90,000**
Community Partner Fundraising	**23%**	**Projected**	**$75,000**
CDBG Funding	**46%**	**Requested**	**152,500.0**
Operations + In Kind	**4%**	**Committed**	**$12,100**

Scope of Work:

Design + Bidding:

- Parks Project Manager will work with the Purchasing Department to hire an on-call consultant for landscape architectural services to advance schematic design, draft construction documents and develop technical specifications for park improvements based on the concept design submitted with this grant application.
- The consultant will support the Parks Project Manager during the bidding process for both the playground equipment and for site construction over winter of 2024/2025.

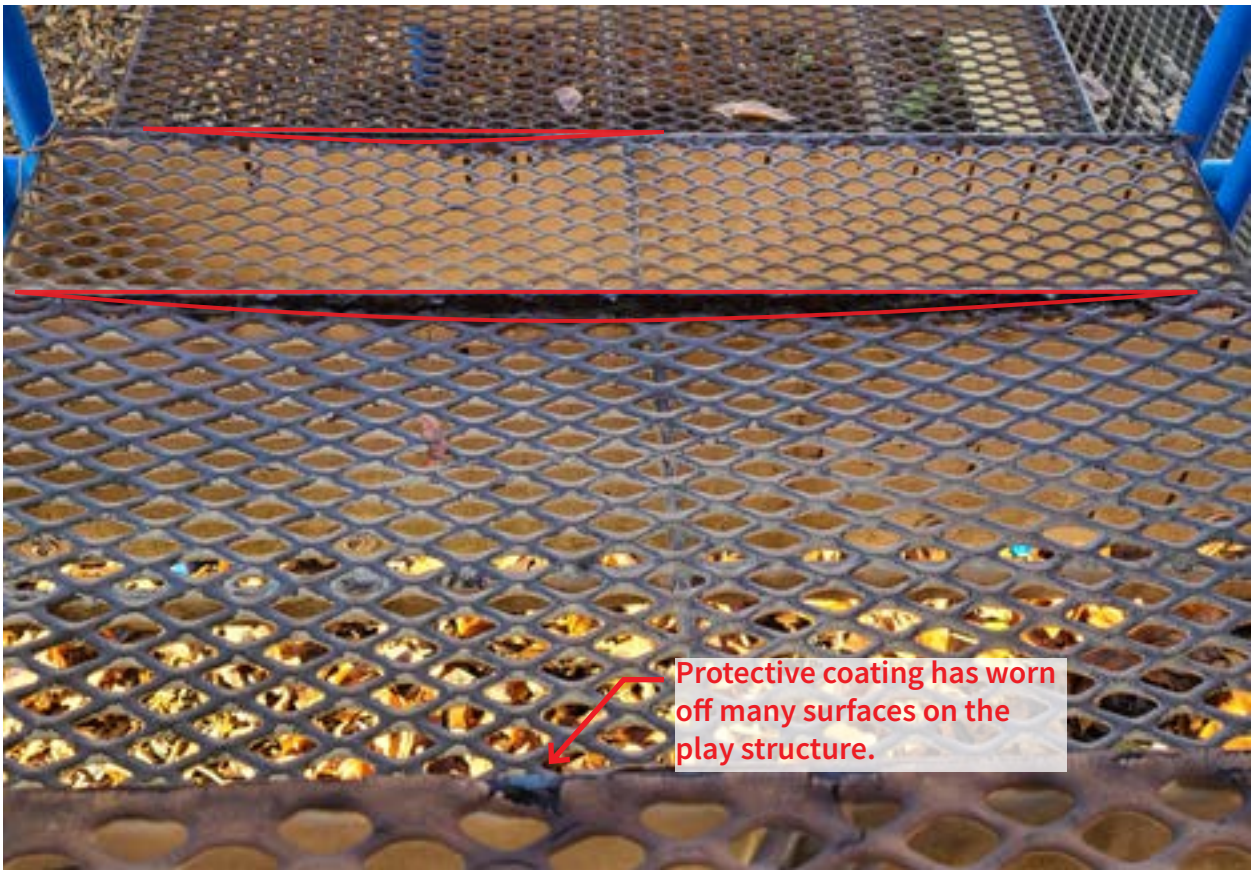
Construction:

- Playground construction is anticipated to take place spring of 2025 and complete in June 2025. This timing is critical to ensure that Tyng-Tate playground is open while Reiche Playground is closed due to construction.
- Construction will begin with demolition, earthwork and site preparation which will require tree protection and erosion control measures.
- Once rough grading is complete, paving base course, embedded edging materials and any equipment/ furnishings with direct-bury footings will be installed. Perimeter fencing for the playground will be installed at this stage as well.
- Site surfacing, play surfacing, concrete pads and fine grading will be installed next. The pad will serve as the base for surface-mounting fitness equipment. Poured-in-Place rubber will be installed once fitness equipment is secured to the slab.
- Plant installation, seeding, and mulching will be one of the last steps in the sequence in order to minimize risk of damaging plant material.
- The Parks Project Manager will generate a project punch-list and facilitate project close-out once the site work is substantially complete.

Tyng-Tate Park- Existing Conditions

Above Left: Coating of steps and platforms on the play structure have worn off and the metal is rusted, crumbling and bending out of shape.

Above Right: Springers are worn, outdated and are too loose in their footings to stay upright.



Above: The play structure's platforms and steps are no longer attached to the framing and are sagging, creating a trip and impalement hazard.

Above: Erosion of soil from around the game table has resulted in exposed concrete footings and exceedingly tall seats that are closer to bar-stool height. The game table is damaged and the table and seats are no longer plumb.

Above: The fence surrounding the basketball court is rusted and damaged in places. Additionally, the entrance to the basketball court is not ADA accessible due to tripping hazards at the gate threshold and deteriorating pavement.

Tatyana Vashchenko <tvashchenko@portlandmaine.gov>

Support for Redevelopment of the Tate/Tyng Basketball Courts

1 message

Andrew Bossie <andrew.bossie@gmail.com> Sat, Nov 11, 2023 at 9:36 AM
To: "tvashchenko@portlandmaine.gov" <tvashchenko@portlandmaine.gov>

Dear Tatyana,

I hope this letter finds you well. I am writing to express my support for the proposed redevelopment of the basketball courts near my residence at 31 Brackett Street. I appreciate the efforts of the Parks Department in seeking Community Development Block Grant funds to enhance the playground and transform the basketball court into an Aging-In-Place Fitness Court.

As a resident in the West End neighborhood, I have experienced the positive impact of the playground on our community. The collaboration between the West End Neighborhood Association (WENA) - of which my household is a member - and the Parks Department on Harbor View Park has been commendable, fostering a strong relationship and responsive engagement.

The proposed improvements, including replacing the perimeter fence, ensuring ADA accessibility, and incorporating fitness elements, resonate well with the needs of folks in this neighborhood. I already see people using the courts for exercise activities besides basketball, like jump roping, yoga, and calisthenic exercises. I believe these enhancements will not only improve the overall aesthetics of the area but also contribute to the well-being of residents, fostering a sense of community and promoting an active lifestyle for people of all ages.

I would like to highlight the significance of the proposed changes, such as the guardrail around the fitness court and seating areas, which not only prioritize replacing an unsightly and aging chain link fence but also provides opportunities for a greater range of residents to enjoy the park while taking in the surrounding views.

Furthermore, the commitment to address issues like damaged fencing, seating, and tree replacement demonstrates a forward-thinking approach to the park's long-term sustainability. The consideration for tree selection in collaboration with WENA reflects a thoughtful strategy toward the future canopy of the park rooted in true community engagement.

In addition to the mentioned improvements, I would like to emphasize the importance of revitalizing the basketball court, offering a space for physical activity that contributes to the health and well-being of residents across various age groups.

As a member of this vibrant community, I am confident that these proposed enhancements align with the values and aspirations of the neighborhood. The inclusive approach to making the paths ADA accessible and involving residents in tree selection showcases a commitment to creating a park that serves the diverse needs of the community.

I wholeheartedly support the Parks Department's application for the Community Development Block Grant funds and believe that these improvements will not only beautify our neighborhood but also create a more accessible and enjoyable space for all. Thank you for your dedication to enhancing our community, and I look forward to witnessing the positive impact of these improvements.

Sincerely,
Andrew Bossie

--
Andrew Bossie (he|him)
31 Brackett Street
Portland, ME 04102
Mobile: 207.899.9983
andrew.bossie@gmail.com

Tatyana Vashchenko <tvashchenko@portlandmaine.gov>

Tate/Tyng Playground improvements

1 message

Ash Salisbury <ashleysalisbury@gmail.com> Mon, Nov 13, 2023 at 8:10 AM
To: tvashchenko@portlandmaine.gov

Hi Tatyana,

I am a neighbor of the Tate/Tyng playground and am so excited at the proposed improvements.

Having a playground for everybody - children, youth, adults of *all* ages and abilities - creates health, community, and connections among neighbors who might not otherwise interact. Making fitness fun is a key to sticking with it!

These offerings, especially when Harbor View Park is reclaimed for neighborhood use, will have a synergistic effect on the area, bringing life and community to the area that will also foster the establishment and success of small businesses. It expands and enhances the whole West End as a place to live, work, play and age in place.

Portland has signed on to AARP's Age-Friendly City program and this would be the first installation of an Aging-in-Place Fitness Court. We are lucky to have the wisdom of lots of older people already in the neighborhood, as well as others who are on their way to being older and this is a great way to support a multi-generational community and keep Portland desirable as a city to age-in-place.

Best,
Ashley Salisbury
26 Brackett Street
Portland Maine

Application Type	Construction
Applicant	City of Portland Maine
Project Name	Congress Street ADA Improvement Project
Project Address/Location	389 Congress Street, Portland, ME 04101-3566
Funds Requested	$199,000.00

Project Summary

Once the project is approved for funding, we will prepare contract documents including construction details, specifications and bid quantities. The contract for this project will specify that Davis Bacon Highway wage rates for Cumberland County are required. We will plan to advertise for bids once funds are available for this project and bid documents are complete and we understand that this cannot occur prior to July 1, 2024. The bidding process takes approximately six to eight weeks from advertising to construction readiness, so work could begin in the fall of 2024. Due to the uniqueness of the existing granite curb on this block of Congress Street, it is likely that the granite work will require a significant lead time and therefore, substantial completion of the project would be expected in the spring or summer of 2025. The Department of Public Works will lead the planning, design, bidding, construction and construction management phases with input from the Planning Department, Historic Preservation, and the Department of Parks, Recreation, and Facilities.

HUD National Objective	Low and Moderate Income Area Benefit (LMA)
HUD Program Objective	Creating a Suitable Living Environment
Primary Goal	Neighborhood Investment and Infrastructure

Location - For LMA projects

Census Tracts	Census Tract 3 Block Group 2

Beneficiaries/ Clients Served

Client Description	All people visiting City Hall and Merrill Auditorium and those with physical disabilities or mobility challenges using public infrastructure along Congress St, Myrtle St, or Chestnut St.
Number of Clients Served	1,095
Number of LMI Portlanders	625
LMI Portland Percentage	57.00%

Outcomes

Budget

$ $199,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ $399,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)

Leveraged Funds

$ 49.00%

A. Application Cover Page

Completed by ebolt@portlandmaine.gov on 11/16/2023 1:39 PM

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
City of Portland Maine

A.3. Project Name:
Congress Street ADA Improvement Project

A.4. Mailing Address:
212 Canco Road Suite B Portland, ME 04103

A.5. Project Address:
389 Congress Street Portland, ME 04101-3566

A.6. Executive Director Name:
Mike Murray

A.7. Phone Number:
(207) 808-5480

A8. Email:
msm@portlandmaine.gov

A.9. Financial Contact Name:
Suzanne Knight

A.10. Email:
smk@portlandmaine.gov

A.11. Phone Number
(207) 874-8809

A.12. Person who completed the application name:
Emily Bolt

A.13. Amount of CDBG Funds Requested:
$199,000.00

A.14. Unique Entity Identifier (UEI):
0

A.15. Tax ID:
0

B. Construction and Economic Development

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

Completed by ebolt@portlandmaine.gov on 11/17/2023 9:19 AM

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Area Benefit (LMA)

What neighborhoods will be served by this project (LMA only)
Downtown Neighborhood

☑ **Project Map of Service Area (for LMA Only)**
4. Map_CityHall.pdf

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating a Suitable Living Environment

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Neighborhood Investment and Infrastructure

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by ebolt@portlandmaine.gov on 11/17/2023 10:20 AM

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
All people visiting City Hall and Merrill Auditorium and those with physical disabilities or mobility challenges using public infrastructure along Congress St, Myrtle St, or Chestnut St.

C.2. How will the beneficiaries' information be collected and documented?
N/A

C.3. How many will be served by the proposed program or project
1,095

C.4. How many are residents of Portland?
1,095

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
625

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
57.00%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
49.00%

C.9. Program Objectives and Outcomes. Please list below:
Creating Suitable Living Environment: Provide for safe pedestrian accessibility and mobility within low to moderate income neighborhoods and the local center for government business. This project will improve or remove barriers to accessing civic, cultural and transportation options for the public. In addition to improving the access to City Hall and its offerings, this project would improve multi-modal access for everyone on Congress Street, to which there are now barriers. This project will also include enhancing existing tree wells to increase tree resiliency, improved place making and downtown beautification.
Creating Economic Opportunities: This project will enhance accessibility to all Portland residents and visitors of City Hall and Merrill Auditorium, including improved access to jobs, information and services in order to support economic

development within the community at large.

Location

C.10. What census tract is the project located?
Census Tract 3 Block Group 2

C.11. Is the project located in a historic district?
Yes

C.12 How will the outcomes be measured, collected, and documented?
N/A

D. Project Narrative

Completed by ebolt@portlandmaine.gov on 11/17/2023 5:23 PM

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
Once the project is approved for funding, we will prepare contract documents including construction details, specifications and bid quantities. The contract for this project will specify that Davis Bacon Highway wage rates for Cumberland County are required. We will plan to advertise for bids once funds are available for this project and bid documents are complete and we understand that this cannot occur prior to July 1, 2024. The bidding process takes approximately six to eight weeks from advertising to construction readiness, so work could begin in the fall of 2024. Due to the uniqueness of the existing granite curb on this block of Congress Street, it is likely that the granite work will require a significant lead time and therefore, substantial completion of the project would be expected in the spring or summer of 2025. The Department of Public Works will lead the planning, design, bidding, construction and construction management phases with input from the Planning Department, Historic Preservation, and the Department of Parks, Recreation, and Facilities.

D.2. Readiness to Proceed and Complete
Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.
Once the project is approved for funding, we will prepare contract documents including specifications and bid quantities. The contract for this project will specify that Davis Bacon Highway wage rates for Cumberland County are required. We will plan to advertise for bids once funds are available for this project and bid documents are complete. The bidding process takes approximately six to eight weeks from advertising to construction readiness, so work could begin in the spring of 2024. Substantial completion of the project would be expected by mid-November 2024. The Department of Public Works will lead the planning, design, bidding, construction and construction management phases with input from the Planning Department and the Department of Parks and Recreation.

BUDGET NARRATIVE
D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet
The CDBG funds requested for this project will go toward the cost for construction of the proposed improvements. Along with construction the CDBG funds will also cover the inspection costs to ensure that this project will be built according to City of Portland standards as well as State and Federal regulations.

D.4. Leveraged Funds, Financial Need
What other funding do you have to support this project? Will this project go forward without CDBG funding?
Along with the requested $199,000 in CDBG funds, DPW staff intends to request an additional $200,000 in CIP funds to support this project. As both the CDBG and CIP funding allocation processes are occurring in parallel, the CIP funds are

projected, not secured, at this time. If CDBG funds are not awarded in this cycle, the project may be significantly reduced in scope, delayed and reapplied for or not move forward at all, depending on other department financial outcomes and commitments at the end of this process.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

The current gap in a continuous sidewalk ADA-compliant network fails to meet City standards for street & sidewalk design and federal ADA guidelines for accessibility. It also falls short by industry best practices for a residential community, located within a walkable proximity to business centers, schools, public transit and other necessities. An investment in safer pedestrian infrastructure will foster more active transportation and more confident pedestrians. At some point most if not all residents of the City of Portland need to access City Hall or Merrill Auditorium, it is imperative to create equitable and accessible entrances to these buildings in the heart of the City.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

The City of Portland Department of Public Works is prioritizing creating safe pedestrian networks for targeted neighborhoods, around community centers and around schools. This project would create ADA-compliant sidewalks in a targeted area to access community centers such as City Hall and Merrill Auditorium.

D.7. Community Need Description

Why is this project needed?

This project is located within the census tract 300.2 and is designated as a CDBG-eligible block group, whereby more than 51% of individuals are of low to moderate incomes. This block of Congress Street, which includes City Hall, could arguably be considered the heart of the City. As every resident will likely need to visit at some point, it is paramount that this building and its surrounding infrastructure is ADA-accessible. The pedestrian infrastructure on this block of Congress Street currently fails to meet City standards for sidewalk & ramp design and federal ADA guidelines for accessibility. Safe and compliant pedestrian infrastructure is also always a positive way to encouraging active transportation and promote equity in public places.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

Two new ADA ramps will be added, three will be reconstructed and approximately 1,100 SY of concrete sidewalk will be redone. Four new seven foot by ten foot tree wells with trees will be added to the Congress Street frontage. METRO has also expressed an interest in improving the bus stop at Chestnut St & Congress St in conjunction with this project. This will create a more cohesive network of accessible infrastructure, serving as a continuous link between residential, economic, educational, bicycle and transit centers.

D.9. Additional questions for specific application types

Infrastructure

For Infrastructure Projects

Describe how the Location of this project complements or completes currently or previously funded project.

The block bordered by Congress Street, Myrtle Street and Chestnut Street is the border of the Bayside neighborhood, where years of focused investment on improved pedestrian infrastructure has been made possible by CDBG funds.

Much of the adjacent infrastructure is either in acceptable condition, planned for redevelopment or was recently improved. This block has largely been passed over because the unique character of its materials are difficult to reconstruct; however, over time, conditions continue to worsen as walkability, transit use and active transportation become significant City objectives.

Describe how this project is Consistent with City Goals and Plans.
The City remains focused on improving ADA compliance across multiple departments. For DPW, this typically involves ramp and sidewalk upgrades within the ROW. Following a citywide assessment in 2018, the Department has worked hard to fully meet ADA on all projects and specifically to focus on areas with the most pedestrian use. This segment of Congress Street is heavily used at all times by people of all ages and abilities and yet has real barriers to accessibility. The fact that there is a crosswalk on Congress Street leading to a bus stop, with no ramps at either end should remain a very high priority.

D.10. Experience Providing Service
Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.
Portland's Department Portland's Department of Public Works (DPW) directly delivers or manages dozens of construction projects throughout the City that improve public streets and public spaces. The Department has also managed numerous construction projects funded with CDBG funds, including two that have recently been completed and one currently under construction. DPW will develop or oversee project design and contract documents. City construction inspectors will provide construction oversight to verify that our construction standards are followed and to document quantities and appropriate use of funds. This work will take place with input and feedback from Planning and Urban Development and Historic Preservation staff, who have training and familiarity with urban design, ADA and historic needs, as well as fostering strong urban spaces. Communication with stakeholders, the general public, and other abutters will be an integral feature of our service, as will close coordination with city CDBG staff.

D.11. Partnership/Collaboration
If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.
N/A

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.
Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.
Portland Downtown and Greater Portland METRO are examples of strong proponents of this project and letters voicing their support are included in this application. METRO has expressed concern in the current inaccessibility of their stop at City Hall as well as a commitment to further transit stop investment in this location if this application is successful. Improving access, walkability, strong place making, removing barriers and encouraging people to engage easily with local government are all important to these supporting organizations as well as others.

E. Program Budget Detail

Completed by ebolt@portlandmaine.gov on 11/17/2023 11:41 AM

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$199,000.00

E.2. Total Program Budget
$399,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Congress Street ADA Improvement Project	$399,000.00	$199,000.00	$200,000.00	Capital Improvement Project Fund	Pending
	$399,000.00	$199,000.00	$200,000.00		

F. Required Documents

Completed by ebolt@portlandmaine.gov on 11/17/2023 5:22 PM

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

DeptReportingOrgChart.pdf

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☑ **Conflict of Interest Policy**

City Council Code of Ethics adopted 5.16.2022 (PDF).pdf

☑ **Letter of Support** ***Required**

2023-11-15 Metro Support Letter - City Hall Sidewalks.pdf
PD Ltr of Support 11.16.2023.pdf

☐ **Memorandum of Agreement (if applicable)**

***No files uploaded*

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☑ **Non-Discrimination Policy**

Equal Employment Opportunity and Nondiscrimination Policy (PDF).pdf

☑ **Plans, Designs, and/or Pictures**

3. Photo Page for Application.pdf
City Hall Plaza ADA CDBG Detail Budget and sketch.pdf

☑ **Project Timeline including specific dates and milestones *Required**

City Hall - CDBG ConstructionProject Timeline.pdf

☐ **Scope of Work and Estimate (provided by building professional)**

***No files uploaded*

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☑ **Verification of contact with City Historic Preservation Staff**

2023 389 Congress Street, DPW Sidewalk and Ramp Improvements.pdf

☑ **Whistleblower Policy**

whistleblowerprotection112019.pdf

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

Completed by ebolt@portlandmaine.gov on 11/17/2023 5:24 PM

Case Id: 30475
Name: City of Portland Department of Public Works -
Address: 389 Congress Street, Portland, ME 04101-3566

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Emily Bolt
Electronically signed by ebolt@portlandmaine.gov on 11/17/2023 5:22 PM

Department of Public Works – Organization Chart

(Updated 11/14/23) – (* stands for Non-Union)

Administration 10031100

*Mike Murray – Director (reports to City Manager)

- *Vacant (Murray) – Deputy Director
  - *Norman Miller – Safety & Training Officer (now reports to HR)
- *Suzanne Knight – Financial Administrator
  - Emilie Nyagatoma – Accountant (starts 11/20/23)
  - Gretchen Gagnon – Support Services Specialist
- *Melissa Graffam – Executive Assistant
- *Cathy Williams – Principal Administrative Officer II
- *Jennifer Lee – Assistant to the Director for Customer Service & Special Projects

Operations – Streets & Sidewalks 10031202

*Mike Murray – Director

- Marc Spiller – District/Winter Coordinator
  - Shawn Perkins – Sr. Public Works Supervisor
    - Andrew Gaillard - MWIII
    - Vacant (Murdock) - MWI
    - Vacant (Jones) – MWII
    - Paul Tundel – MWIII - LOA
  - Donald Noyes – Sr. Public Works Supervisor
    - Vacant (Gilbert) – MWIII
    - Vacant (Dobson) – MWIII
    - Vacant (Larson) – MWIII
    - Justin Sherburne – MWI - LOA
  - Al Leblanc – Sr. Public Works Supervisor
    - Kim Dolbow – MWIII
    - Mike McDonough – MWIII
    - Dan Larochelle – MWIII
    - Carmine Russo - MWIII
  - Kevin Lee – Sr. Public Works Supervisor
    - Vacant (Graf) – MWII
    - Joe Bernard – MWIII
    - Vacant (Pinette) - MWIII
    - Gary Shane – MWIII
  - Vu Do – Sr. Public Works Supervisor
    - Glenn Nilsen - MWIII
    - Martin Tuttle - MWIII
    - Jay Robinson – MWIII
    - Daniel Szatkowski – MWIII
  - Gerald Gilbert – Public Works Foreman (Floater)

Operations - Solid Waste – Recycling & Solid Waste 10031203

*Dawn Davidson – Solid Waste Manager

Juliane McLellan – Solid Waste Programs Administrator

Sarah Colton – Solid Waste Compliance Officer

Scott Ballard – Solid Waste Sr. Supervisor

Ryan Haley – MWI

William Rowe - MWI

Nicholas Higgins – MWIII

Anthony Johnson – MWIII

Abbott, Jacob – MWI

James Johnson – MWIII

Nicholas Lemieux - MWIII

Jeffrey Letourneau - MWII

Nick Phillips - MWIII

Vacant (TerHaar) – MW III

Kevin Sparks – MWII

Joseph Estes – MWII

Daniel Noyes - MWI

Operations – Dispatch 10031204

*Mike Murray – Director

Marc Spiller – District/Winter Coordinator

Jack Adams – Senior Dispatcher

Jim Vance – Dispatcher

Jason Tuttle – Dispatcher

Operations – PDD 10031205

*Mike Murray – Director

Marc Spiller – District/Winter Coordinator

Mike Lamb – Sr. Public Works Supervisor

Mike Pendexter – PDD Steward

Kevin Farley – MWIII

Ryan Bailey - MWIII

Mike Tocher – MWIII

Al Weymouth – MWI

Operations – Islands 10031207

*Bill Patnaude – Operations Manager (reports to Director)

Martin Mulkern – Sr. Public Works Supervisor

Jamie Semon – Public Works Foreman

Donovan Black - MWIII

William Blomquist - MWIII

Robert Henry – MWI

Robert McAndrew – MWIII

Mario Proia - MWII

Travers Tuttle – MWIII

Quintana, Nicholas - MWI

Operations – Traffic 10031208

*Mike Murray – Director
Kevin Thomas – Traffic Coordinator
Frank Mackie – Sr. Public Works Supervisor
Vacant (Libby) – MWI
Ernie Colello – Traffic Sign Computer Operator - LOA
Vacant (Clough) – Traffic Signal Repair Worker
Dan Flibbert – Systems & Lighting Technician
David Sallee – Systems & Lighting Technician
Merlin Ponthy - MWI
Vacant (Larson) – MWIII

Engineering – Transportation 10031303

*Mike Murray – Director
*Keith Gray – Engineering Services Manager
*Jeremiah Bartlett – Transportation Systems Engineer
Jennifer Ladd - Sr. Transportation Engineer
Emily Bolt – Project Engineer
Lauren Andersen – Senior Engineer
Carolyn Bess – Construction Inspection Specialist

Engineering Services – Engineering 10031303

*Mike Murray – Director
*Keith Gray – Engineering Services Manager
*Jon Giles – Survey/GIS/Archives Mgr.
Rachel Belt - Engineering Asset Management Technician
Thea Youngs – GIS Mapping Specialist
Kevin Deneault – GIS Mapping Specialist
George Carhart – Engineering Archivist
Chuck Wordell – Survey GIS Specialist
Vacant (Scott) – Chief Surveyor
Vacant (Alden) – Sr. Project Surveyor
Lynda Scelza – Survey Cad Specialist
Vacant (Pellerin) – Senior Engineer
Janine Ba – Project Engineer
Rhonda Zazzara – Construction Engineering Coordinator
John Low – Construction Inspector
Craig Sloan – Construction Inspector
Michelle Meserve – Construction Inspector
Greg Vining – Construction Inspector (Retiring effective 11/1/23)
Harold Labrecque – Construction Inspector

Fleet Services 10031400

*Mike Murray – Director
- *Joseph Fournier – Fleet Manager (reports to Director)
  - Wanda Cook – Accountant
  - Duane Currie – Parts Manager
  - *Aarne Pennanen – Fleet Ops Manager
    - Stan Mason – Service Writer
    - William Johnson – Auto Technician II
    - Adam Serber – Auto Technician I
    - Mike Taylor – Autobody Repair Worker
    - **Vacant** (Mason) – Auto Technician II
    - Justin Cusack – Auto Technician II
    - Paul Hallstrom – Auto Technician II
    - Anthony Casale – Auto Technician II
    - Cory Lamontagne – Auto Technician I
    - Stephen Pierce – Parts Specialist
    - Keith Emery - Auto Technician II
    - Paul Fournier – Fire Equipment Specialist
    - Phil Gordon – VM Foreman
    - Jeffrey Cole – Auto Technician II
    - Rocco DiSanto – Auto Technician II
    - Matthew Johnson – Machine/Weld Shop Foreman
    - Jerry Brousseau – Welder Machinist II
    - Kenneth Lorenz - Auto Technician I
    - Arthur Peterson – Plow Bay Foreman
    - Jeremy Lambert – Auto Technician II
    - James Emery – Auto Technician II

Water Resources/Administration 57031100

*Mike Murray – Director
- *William Boornazian – Water Resources Manager
  - Catherine Ellis – Water Resources Support Services Specialist
  - Benjamin Pearson - Compliance Section Coordinator
    - Doug Roncarati – Storm Water Coordinator (57131500)
    - Jodie Keene - Stormwater Coordinator (57131500)
    - Ronald Kelton - Water Resources Compliance Specialist
    - Charles Moore – Water Resources Tech
  - Brendan Robertson – Asset Manager
    - Gail Aloisio – Asset Management Tech
    - Bailey Hartnett – Asset Management Tech

Water Resources/Sewer Engineering 57031303

*Mike Murray – Director
- *William Boornazian – Water Resources Manager
  - Justin Pellerin – WR Senior Engineer (57131500)
    - Reed Allen – Water Resources Engineer
  - Bradley Roland – WR Senior Engineer
    - Laura Smith – WR Project Engineer
    - Nathaniel Smith – WR Project Engineer

Water Resources/Operations 57031202 & 57131500

*Mike Murray – Director

*William Boornazian – Water Resources Manager (reports to Director)

Dale Wermenchuk – Water Resources Operations Manager

John Emerson – Wastewater Facilities Coordinator

Adam Daigle – Water Resources Sr. Supervisor

Paul Gilmour – WR Sr. Technician
Joseph Higgins – WR Technician III
Ryan Sullivan – WR Technician III
Peter Pasquali – WR Technician I
Daniel Murray – WR Technician II

George Johns – Water Resources Sr. Supervisor

Donald Penney – WR Sr. Technician
Brian Cogill – WR Sr. Technician
Gary Dobson – WR Technician III (57131500)
Mike Gowen – WR Technician II
Ben Wolf – WR Technician I

Jeff Lamb – Water Resources Sr. Supervisor

Frank Rubino – WR Sr. Technician
Scot Rague – WR Sr. Technician
Mike O'Brien – WR Technician II
Corey Spaulding – WR Technician III (57131500)
Ronald Poulin – WR Technician III
Vacant (Krysinski) – WR Technician III
Vacant (Penney) – WR Technician III
Vacant (Daigle) – WR Sr. Technician
Vacant (Rague) – WR Technician III (5731500)
Vacant – WR Technician II (new position) (57131500)
Vacant – WR Technician II (new position)

CITY OF PORTLAND

CODE OF ETHICS

Adopted by Resolve 12-21/22 on June 16, 2022

§ 1. Declaration of policy and statement of purpose.

The purpose of City government is to serve the public interest. City officials shall treat their office as a tangible representation of the public trust granted to each Councilor. Citizens shall have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are to be used for the benefit of the common good rather than any official's personal benefit. The principles of equitable and fair municipal governance shall include but are not limited to honesty, trust, integrity, transparency, individual and collective behavior that promotes responsibility, accountability, mutual respect, and commitment to the City and its constituents. Council action shall promote the ability of residents to exercise their rights by effectively communicating information that is understandable, accessible and culturally responsive, thereby assuring residents a path to meaningful participation in the proceedings of the Council and the meetings of its various Committees.

In keeping with the policies and obligations outlined in State statutory and decisional law, the City's Charter, Code of Ordinances, and personnel policies, it is recognized that high moral and ethical standards among city officials are essential to the integrity of the City's government and to the trust and confidence of the people of Portland in their governing body. Though there are several existing policies that require City Councilors, appointees, and staff to be fair and impartial and to act with integrity, by adopting this Code of Ethics, the City Council demonstrates its commitment to always work toward improving standards of public service and promoting the community's faith and confidence in the Council's work. In recognition of these goals, a Code of Ethics is hereby established for members of the Portland City Council, beginning with this statement of values.

A. **Trust**. The purpose of City government is to serve the public. City officials treat their office as a public trust. Citizens have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are used for the benefit of the public rather than any official's personal benefit. City officials ensure public respect by avoiding even the appearance of impropriety. The long-term benefit to the public as a whole is held above all other considerations, including serving important individuals and special interests. The public interest, however, includes protecting the rights of under-represented minorities. Administrators implement policies in good faith, as equitably and economically as possible, regardless of their personal views. Whistle-blowing is appropriate for unlawful or improper actions. City officials devote City resources, including paid time, working supplies, and capital assets, to benefit the public. Political campaigns are not conducted on City time or property.

B. **Objectivity**. City officials' decisions are based on the merits of the issues. Judgment is independent and objective. City officials avoid financial conflict of interest and do not accept benefits or gifts of any kind from anyone and, in particular, from people requesting to affect decisions. If an individual official's financial or personal interests will be specifically affected by a decision, the official withdraws from participating in the decision. City officials avoid bias or favoritism and they respect cultural differences as part of decision-making. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

C. **Accountability**. Open government allows citizens to make informed judgments and to hold officials accountable. City officials exercise their authority with open meetings and public records, facilitating open discussion. Officials who delegate responsibilities also follow up to make sure the work is carried out efficiently and ethically. Campaigns for election should allow the voters to make an informed choice on appropriate criteria.

Standards of Conduct.

§ 2. Statutory standards.

There are certain provisions of the general statutes of the State of Maine which should, while not set forth herein, be considered an integral part of this code. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as may be amended, are hereby incorporated by reference and made a part of this Code of Ethics and shall apply to all City Councilors, whenever applicable as if more fully set forth therein:

A. 17 M.R.S.A. § 3104, Conflicts of interest; purchases by the state.

B. 17-A M.R.S.A. § 456, Tampering with public records or information.

C. 17-A M.R.S.A. § 602, Bribery in official and political matters.

D. 17-A M.R.S.A. § 603, Improper influence.

E. 17-A M.R.S.A. § 604, Improper compensation for past action.

F. 17-A M.R.S.A. § 605, Improper gifts to public servants.

G. 17-A M.R.S.A. § 606, Improper compensation for services.

H. 17-A M.R.S.A. § 607, Purchase of public office.

I. 17-A M.R.S.A. § 608, Official oppression.

J. 17-A M.R.S.A. § 609, Misuse of information.

K. 17-A M.R.S.A. § 903, Misuse of entrusted property.

L. 21-A M.R.S.A. § 504, Persons ineligible to serve.

M. 30-A M.R.S.A. § 2605, Conflicts of interest.

N. 30-A M.R.S.A. § 5122, Interest of public officials, trustees or employees.

§ 3. Conflicts of interest.

A. Deliberation and vote prohibited. No City Councilor shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process, on any agenda item before the council or any council committee in which the councilor or a member of the councilor's immediate family has a financial or special interest or the appearance of a financial or special interest, other than an interest held by the public generally.

B. Disclosure of conflict. Any City Councilor who believes that the councilor or a member of the councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the council or a council committee to which the councilor has been appointed shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure. Such disclosure shall be made no later than the date of the first meeting of the City Council or committee thereof at which the agenda item concerned is to be taken up for consideration, recommendation, discussion or vote and at which the City Councilor is present. Additionally, any City Councilor, who believes that any fellow City Councilor or a member of such fellow City Councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the Council or a committee thereof shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure.

C. Determination of conflict. Notwithstanding the language of Rule 26 of the Council's Rules of Procedure, once the issue of conflict has been raised relative to an individual City Councilor or committee member and disclosure has been made as provided above, such individual's fellow City Councilors or committee members shall review the facts as disclosed to them and shall vote on whether or not such individual has a financial or special interest with respect to the agenda item concerned. All conflict of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each City Councilor or committee member present shall be entitled to vote on all conflict of interest questions except those questions pertaining to that individual Councilor's or committee member's alleged conflict of interest.

1. All votes of conflict of interest questions shall be recorded. A majority vote shall determine the question, but a vote by committee may later be reviewed by the full City Council upon the City Council's consideration of the same agenda item.

2. Upon determination that a conflict of interest in fact exists, the City Councilor or committee member concerned shall be excused from participating in discussion, deliberation or vote on the relevant agenda item.

D. Avoidance of appearance of conflict. To avoid the appearance of a violation of this section, once any individual City Councilor is determined to have a conflict of interest in respect to any agenda item and once all conflict of interest questions relating to the agenda item concerned have been determined as provided in Subsection C above, said individual shall immediately remove themselves from the meeting room. The City Councilor shall not return to the Councilor's regular seat as a member of the body until deliberation and action on the item is completed. If the item has not been finally resolved when the conflict of interest is first determined, said individual shall not be present for any subsequent action on the agenda item. Nothing herein shall require an individual Councilor to remove themselves for any item contained on a consent agenda on which there is no deliberation if the individual's conflict has been determined by the other members and the right to abstain from voting on the item has been granted.

E. Personal interest. Nothing herein shall be construed to prohibit any City Councilor, from representing their own personal interest by appearing before the Council on any such agenda item.

F. Municipal budget.

1. Notwithstanding the provisions of § 4 below, no City Councilor shall abstain from or be prohibited from voting on the municipal budget when it comes before the Council on a Council agenda for approval.

2. If during the Council discussion of the approval of the municipal budget the Council decides to deliberate upon a line item of the budget on which a councilor has been previously determined to have a conflict or has previously abstained, then the Councilor shall not participate in the deliberations on that particular line item. Upon the conclusion of any such deliberation, the Councilor shall continue to participate in other budget deliberations and vote on the municipal budget.

3. It is the intent of this provision that all Councilors shall participate in the deliberation and vote on the municipal budget when it is presented to the Council for approval, but that no Councilor shall participate in a deliberation on or vote on any specific provision in the municipal budget for which the Councilor has previously been determined to have a conflict or has previously abstained.

§ 4. Abstention; exercising the right to abstain.

Any City Councilor who believes that they or a member of their immediate family has a special or financial interest, other than an interest held by the public generally, in any agenda item before the Council or any of its committees may, after disclosure of the nature and extent of such interest, publicly state their intent to abstain from participation in the deliberation or vote, or otherwise taking part in the decision making process on the agenda item. However, the City Council may by motion and vote determine that there is no conflict and that the City Councilor, board member or commission member shall not be permitted to abstain from participating and voting on the agenda item.

§ 5. Certain privileges or exemptions prohibited.

No councilor shall use the member's position to secure special privileges or exemptions for the councilor, their spouse, child, parents, other persons or employers. Nor shall any councilor accept anything of value that may tend to influence the councilor in the discharge of the councilor's duties, or which could have influenced the councilor in the discharge of their past duties.

§ 6. Incompatible employment or activity prohibited.

No councilor shall engage in or accept private employment or render services for private individuals or entities or engage in any business or professional activity when the employment, service or activity is incompatible with the proper discharge of the councilor's official duties, or when it would require or induce the councilor to disclose confidential information acquired by reason of their official position.

§ 7. Contracts, purchases and employment.

In keeping with Article VIII, Section 1 of the City's Charter, no member of the City Council shall:

A. Have a substantial financial interest, direct or indirect, in any contract entered into by or on behalf of the City of Portland except their employment contract, or in the sale to or by the city of any land, materials, supplies or services when such officer exercises on behalf of the city any function or responsibility with respect to such contract or sale.

B. Purchase or accept anything from the city other than those items or services which are offered to the public generally, and then only upon the same terms and under the same procedures offered to and used for the general public. This shall not include those items or services which are received as compensation, or as a part of such person's employment contract, or which are necessary for the performance of such person's duties.

C. Accept or receive from any person, firm, or corporation acting under a franchise, contract, or license from the city, any frank, free pass, free ticket, or free service, or accept, directly or indirectly, from any such person, firm, or corporation any service upon terms more favorable than those granted to the public generally.

§ 8. Misuse of City resources.

Misuse of Public Position or Resources. Except for infrequent use at little or no cost to the city, councilors shall not use public resources that are not available to the

public in general, such as city staff time, equipment, supplies or facilities, for other than a city purpose.

§ 9 Coercive political solicitation.

A city councilor shall not use the councilor's position to make threats or promises for the purpose of trying to get anyone to do any political activity or make a political contribution.

§ 10 Political solicitation of vendors, contractors, and licensees.

A city councilor shall not ask any person or entity that does or intends to do business with the municipality or that has or is seeking a license, permit, grant, or benefit from the City or that has done business with the City during the previous twelve months to make any political contribution or engage in any political activity.

§11. Conduct of councilors.
City councilors will hereafter conduct themselves according to the following rules of conduct as they pertain to work for and on behalf of the City of Portland:

A. A councilor shall always represent that opinions stated are the councilor's own and do not necessarily represent those of the council unless the council has voted and passed an ordinance, resolution or motion that so states the expressed policy.

B. A councilor shall not use their office for personal gain, especially financial gain, including particularly the acceptance of any gifts and gratuities.

C. A councilor shall not make false statements on which the council, city staff or other agencies rely to establish policy or make important decisions. A councilor violates this rule if they knows it is untrue, or if the person has knowledge that would lead a reasonable person of ordinary prudence to conclude that the statement is untrue.

§ 12. Violation and penalties.
The following procedure will be implemented by a standing council ethics committee, appointed annually with the other standing committees and with four (4) members, when an alleged violation of the rules stated herein occurs:

A. Any councilor who believes that another councilor has violated the council ethics rules, whether by personal knowledge or by a substantiated report of any member of the public, shall submit a written statement of the purported violation to the council ethics and administration committee.

B. The committee shall review the violation in executive session to determine whether adequate reasons exist to bring formal charges. If the accused councilor is a member of the committee, the accused councilor shall remove him/her/themself from the committee and the council shall substitute another councilmember for the review.

C. The committee shall come to one of the following conclusions:

1. There is insufficient evidence to conclude that any particular violation has occurred. In this case, the committee shall keep any records confidential unless otherwise prohibited by applicable law; or

2. There may have been a violation, in which case the committee may call for full review by the council in executive session.

D. If the committee concludes there may have been a violation, the council shall select one of its members to present its findings at a public hearing of the City Council. The accused councilor shall neither conduct the meeting during the hearing nor shall the member present the findings.

The council shall give the accused council member adequate time to prepare a case and to present the case at the public hearing. Both the council and accused member shall present their own cases but they may be accompanied by counsel during the proceedings. The council presenter and the accused councilor may present witnesses who shall present their evidence upon oath.

After hearing the evidence, the council shall determine whether the purported violation was major, minor or whether there is insufficient evidence to determine that a violation occurred. If the council determines that a violation occurred, they shall also establish a penalty commensurate with the violation.

§ 10. Findings open to public – Exceptions.

The record of the committee's findings and other records made or filed under this chapter shall be open to public inspection unless such designation is inconsistent with some other provision of law.

§ 11. Initiation of appropriate action.

If the findings of the committee disclose a violation of this chapter, Corporation Counsel shall initiate appropriate action to effectuate the purposes of this chapter.

Equal Employment Opportunity and Nondiscrimination Policy

Policy:

The City of Portland is an equal opportunity employer and pursues a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the City where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Applicability:

All employees, regardless of their positions, are covered by and required to comply with this policy. This policy also applies to Elected and Appointed Officials, as well as outside parties having dealings with the City (i.e., customers, vendors, contractors).

This policy governs conduct in the workplace, during work hours, during outside activities related to the workplace (i.e., social events, trips, conferences), and any time conduct outside of the workplace has the purpose or effect of substantially interfering with an employee's work performance, an elected or appointed officials' service to the City, the ability of constituents to access City services, or the performance of outside parties' obligations to the City.

Prohibited Conduct Under This Policy:

The City of Portland, in compliance with all applicable federal, state, and local anti-discrimination laws and regulations, strictly prohibits discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

Enacted: July 29, 2019

Employees are expected to report any instances of discrimination and/or unfair treatment that they experience or witness based on membership in (or perceived membership in) a protected class. Each employee is personally responsible for compliance with this policy.

Complaint Process:

The City of Portland will respectfully treat any person who invokes this complaint procedure, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination and/or unfair treatment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

The City of Portland has established the following procedure for lodging a complaint of discrimination, unfair treatment, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

If you believe you have been discriminated against and/or treated unfairly, you should immediately contact any one of the following individuals:

- Immediate supervisor, department head, or any supervisor/manager in the chain of command

- Human Resources Department
  389 Congress Street, Room 115
  Portland, ME 040101
  207-874-8624

You may also be asked to complete a Harassment or Discrimination Complaint form, providing details regarding the incident(s) that gave rise to the complaint. Employees covered by collective bargaining agreements may file a complaint or grievance through the applicable grievance procedure. Police officers also may follow the Police Department's internal affairs procedures.

Depending on the nature of the complaint, an employee may also file a complaint with the Equal Employment Opportunity Commission ("EEOC") or the Maine Human Rights Commission by contacting:

EEOC
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
Fax 617-565-3196
TTY 800-669-6820

or

Maine Human Rights Commission
51 State House Station

Enacted: July 29, 2019

Augusta, Maine 04333
207-624-6050,
TTY 207-624-6064
http://www.state.me.us/

You are encouraged to contact the EEOC or Commission directly to learn about procedures and timelines for filing such a complaint.

Retaliation:

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Policy Violations:

Discrimination, retaliation, or violation of this policy is a significant violation of City policies and is subject to discipline under the City's AR-25 Disciplinary Procedures Policy, and may include disciplinary action, up to and including termination. Furthermore, interference with, including dishonesty during an investigation conducted in accordance with this policy may be grounds for discipline.

Signed by Jon P. Jennings

_____
Jon P. Jennings, City Manager

Enacted: July 29, 2019

Whistleblower's Protection Act

MAINE DEPARTMENT OF LABOR
Bureau of Labor Standards

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) **(Title)** **(Location or Phone)**

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: 207-624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: 207-780-3344
www. dol.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: 207-626-9160
www. osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT

TO: Mary Davis, HCD Service Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Jennifer Ladd, Senior Transportation Engineer, Department of Public Works
Emily Bolt, Transportation Project Engineer, Department of Public Works

DATE: November 16, 2023

RE: CDBG Funding Request; Status of Historic Preservation Review

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This is to confirm that Jennifer Ladd, Senior Transportation Project Engineer for the City of Portland's Department of Public Works, has been in contact with this office regarding a proposal to complete sidewalk and ramp improvements 389 Congress Street, Portland City Hall. It is our understanding that federal CDBG funds are being sought for the project.

Portland City Hall is located within the Congress Street Historic District. As such, any exterior alterations, including pedestrian and streetscape improvements, would be subject to review and approval under Portland's Historic Preservation ordinance.

Please let me know if you have any questions.

Best regards,

Evan R. Schueckler
Historic Preservation Program Manager

November 15, 2023

Jennifer Ladd, Senior Engineer
City of Portland Public Works
212 Canco Road Suite B
Portland, Maine 04103

Re: City Hall Sidewalk Improvements

Dear Jen,

I am writing to express Greater Portland Metro's enthusiastic support for improved sidewalks and accessibility elements at Portland City Hall at 389 Congress Street.

Accessibility is extremely important for Metro's operations. Every Metro rider walks, bikes, or rolls some distance to their bus stop, and every uneven sidewalk or missing curb ramp can be a barrier that discourages transit use and other sustainable transportation modes. Metro's goal is to make every bus stop in our network accessible, and provide amenities at stops where space is available.

City Hall is where most in-person business between residents and the City happens. Most residents will need to visit City Hall at least once per year. The transit experience for these occasional visits should be as seamless as possible to ensure that all residents, no matter their age or ability, can reach vital city services and public meetings. The bus stops at City Hall accommodate four Metro routes, including routes 8 and 9, which together provide a significant footprint of the City of Portland with direct transit access to City Hall. Providing the missing curb ramps and improving sidewalk accessibility will ensure that people can safely use transit on both legs of their trip to City Hall and the downtown Portland area.

Metro hopes to work with the City to augment this project to provide additional transit amenities at City Hall. New reinforced concrete will enable Metro to install a bus shelter at City Hall if desired. If a future shelter site could be supplied with grid power for shelter lighting and real-time bus arrival information. Metro is eager to do our part to make this project as complete as it can be.

Sincerely,

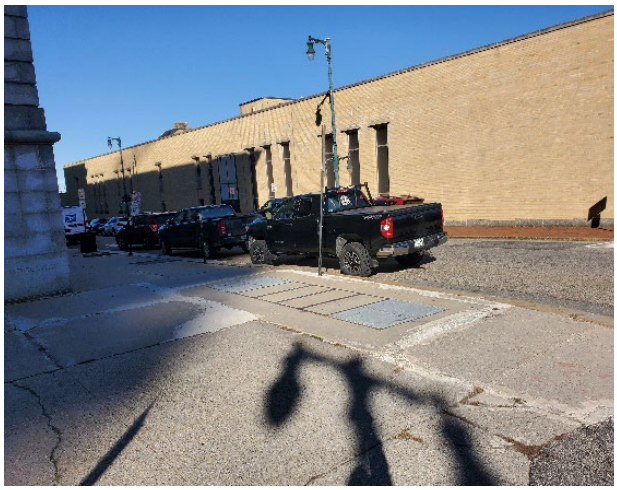
Mike Tremblay, Director of Transit Development
Greater Portland Metro
mtremblay@gpmetro.org

Non-ADA compliant pedestrian ramp at corner of Congress Street and Chestnut Street

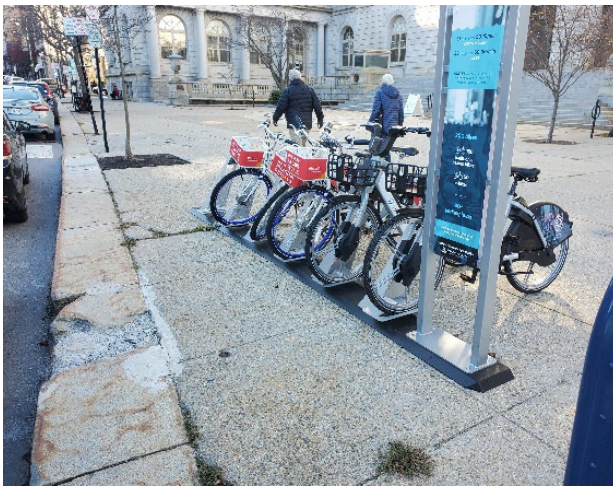
Mid-block crossing of Congress Street leading to a 5” vertical curb in front of City Hall Plaza

Non-ADA compliant pedestrian ramp at corner of Congress Street and Myrtle Street

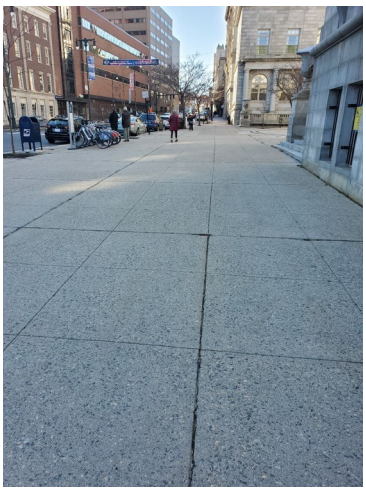
Non-ADA compliant pedestrian ramp at corner of Congress Street and Myrtle Street



Cracked sidewalk at the corner of Congress Street and Myrtle Street



Cracked curbing in front of City Hall Plaza



City Hall Plaza Looking West

Congress Street looking down Myrtle Street

November 15, 2023

Jennifer Ladd
Senior Transportation Engineer
Portland Department of Public Works
212 Canco Road
Portland, Maine 04103

Portland Downtown is delighted to offer its support for the Portland Department of Public Works' CDBG application to reconstruct the City Hall Sidewalk to improve its accessibility. We're glad to hear the project will reconstruct cracked and uneven concrete sidewalks and reconstruct or install new curb ramps on Congress Street, Myrtle Street and Chestnut Street to ensure that this important civic center is accessible and safe for all and that its frontage does not impede the general public from access to area transit or active transportation.

This funding will address the sidewalks, particularly those on Myrtle Street, that are in poor condition. While several temporary patches and repairs have been made in the past and not unexpectedly, those too have fallen into disrepair. The curb ramps in place at the corners of Myrtle Street and Chestnut Street need modification and repair in order to comply with the federal Americans with Disabilities Act (ADA). ADA compliance is a high priority for both the City and Portland Downtown which is why this funding is so critical.

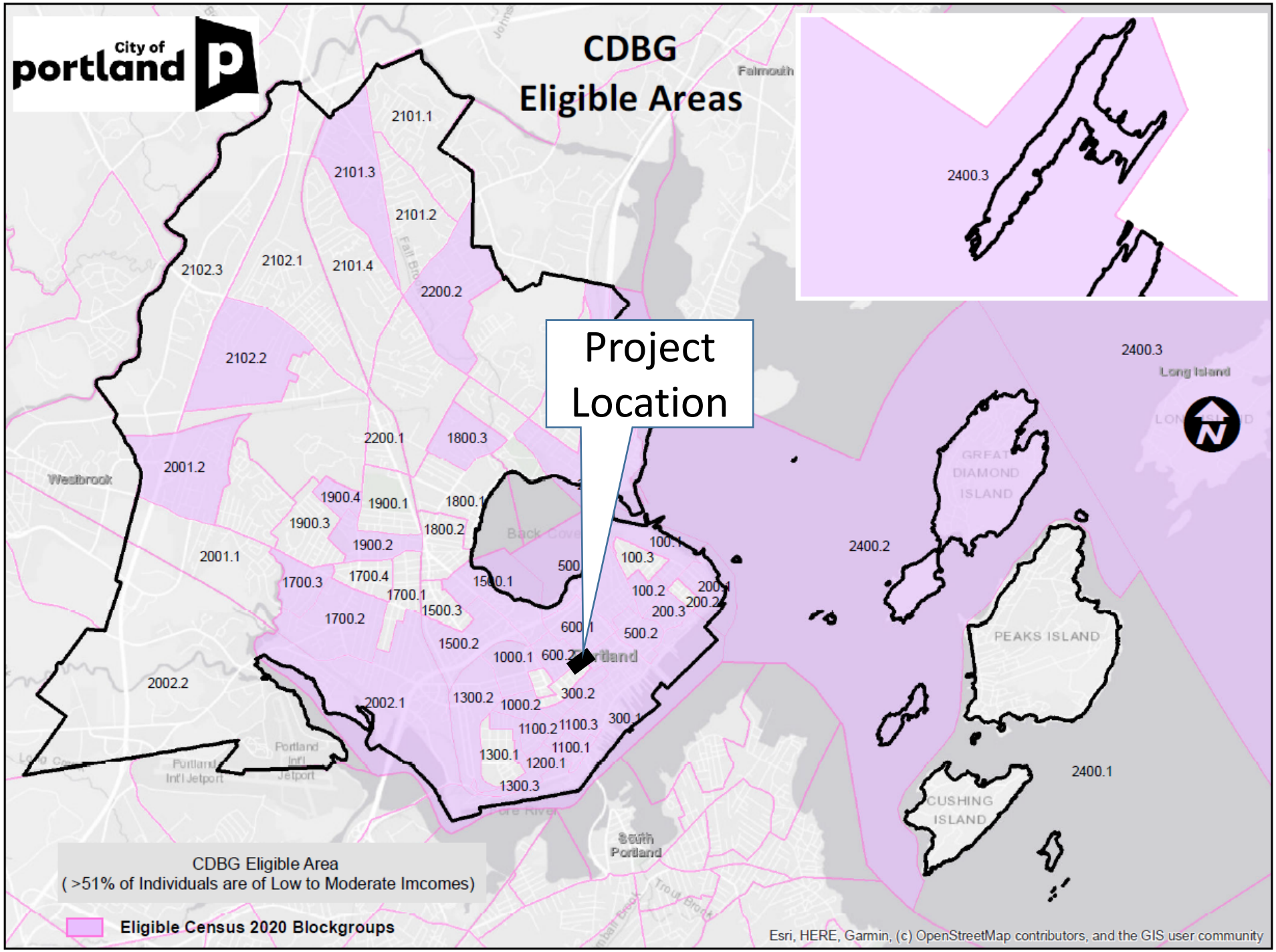
The crossing across Congress Street that has no ramp at all. Given that this is one of our most trafficked pedestrian streets and leads to perhaps our most important civic building, it is critical this issue be addressed. CDBG funding will make this possible. The same crossing also serves a public METRO bus stop. We also deeply appreciate that this funding will address street trees in the area. Street trees have a huge impact on quality of place, heat island dampening and downtown beautification.

We deeply value the partnership of the city and the Public Works department. Your focus on walkability and accessibility is a model for Maine and to be admired.

Sincerely,

Cary Tyson
Executive Director

Congress Street ADA Improvement Project Location Map CDBG FY2024-2025



CDBG 2024-2025 City Hall ADA Project

Green - Main Stretch of SW

ITEM #	DESCRIPTION	UNIT	EST QTY	UNIT PRICE	ESTIMATED AMT
202.61	Remove and Stack Existing Granite Curbing	EA	2	$ 300.00	$ 600.00
608.08	Reinforced Concrete Sidewalk	SY	850	$ 175.00	$ 148,750.00
608.26	Curb Ramp Detectable Warning Field	SF	32	$ 200.00	$ 6,400.00
609.224	Granite Blocks	EA	5	$ 2,000.00	$ 10,000.00
609.38	Remove and Reset Existing Granite Blocks	EA	12	$ 400.00	$ 4,800.00
615.08	Loam, Seed	SY	50	$ 20.00	$ 1,000.00
619.1301	Bark Mulch	SY	50	$ 25.00	$ 1,250.00
621.10	Trees	EA	4	$ 500.00	$ 2,000.00
621.15	5" Curbing for Tree Wells	LF	140	$ 75.00	$ 10,500.00
645.106	Demount Reg Sign	EA	7	$ 300.00	$ 2,100.00
645.116	Reinstall Reg Sign	EA	7	$ 300.00	$ 2,100.00
	Green Subtotal				**$ 189,500.00**

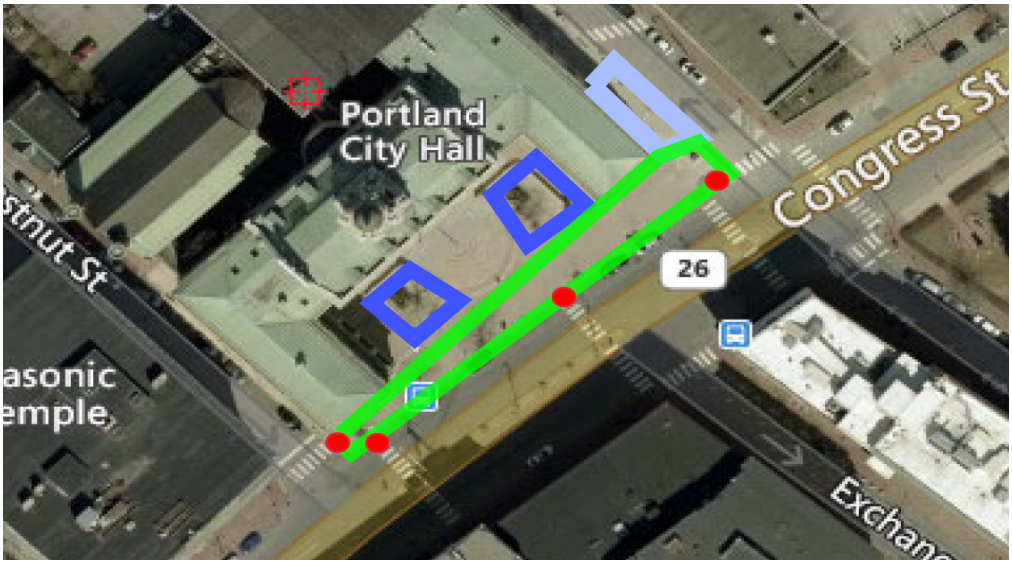
Blue - Surrounding Granite Half Circle in Plaza

ITEM #	DESCRIPTION	UNIT	EST QTY	UNIT PRICE	ESTIMATED AMT
608.08	Reinforced Concrete Sidewalk	SY	150	$ 175.00	$ 26,250.00
615.08	Loam, Seed	SY	50	$ 20.00	$ 1,000.00
619.1301	Bark Mulch	SY	50	$ 25.00	$ 1,250.00
	Blue Subtotal				**$ 28,500.00**

Periwinkle -Myrtle Street

ITEM #	DESCRIPTION	UNIT	EST QTY	UNIT PRICE	ESTIMATED AMT
608.08	Reinforced Concrete Sidewalk	SY	100	$ 175.00	$ 17,500.00
645.106	Demount Reg Sign	EA	2	$ 300.00	$ 600.00
645.116	Reinstall Reg Sign	EA	2	$ 300.00	$ 600.00
	Periwinkle Subtotal				**$ 18,700.00**
652.36	Work Zone Traffic Control	LS	1	$ 42,606.00	$ 42,606.00
656.75	Temporary Soil Erosion & Water Pollution Control	LS	1	$ 23,670.00	$ 23,670.00
659.1	Mobilization and General Conditions	LS	1	$ 23,670.00	$ 23,670.00
	Contingency		1	$ 32,664.60	$ 32,664.60
	Inspection		1	$ 32,664.60	$ 32,664.60
	Grand Total				$ 391,975.20

CIP		$ 192,075.20
	Rounded	$ 200,000.00



Legend

- Main Stretch of SW Replacement
- Plaza Area of SW Replacement
- Myrtle Street SW Replacement
- Pedestrian Ramp Replacement

Project Timeline

If successfully funded, the City Hall Plaza Accessibility Project would have the following approximate project timeline:

- Spring 2024: Project design finalized
- Summer 2024: Project Advertised for bid
- Fall 2024: Construction begins
- Spring/Summer 2025: Construction substantially complete*

*Construction duration subject to contractor hired and availability of specialized granite. The timeframe presented here is conservative, based on information known at this time.

Application Type	Construction
Applicant	City of Portland Maine
Project Name	Nason's Corner ADA Improvement Project
Project Address/Location	Warwick Street, Purchas Street, Portland, ME 04102-1115
Funds Requested	$199,000.00

Project Summary

The Nason's Corner Sidewalk Improvement Project will be the next step in creating a more accessible and pedestrian safe network to Rowe Elementary School within the Nason's Corner neighborhood. This project consists of new sidewalks along Purchas Street and Warwick Street and drainage improvements along Warwick Street. Currently these segments of city streets do not have any safe pedestrian infrastructure installed that complies with the Americans with Disabilities Act (ADA) or City technical standards. This project will install both in accordance with the City of Portland's Technical Standards, ADA Regulations and Guidelines, and the City of Portland's Sidewalk Material Policy.

This project plans to construct four ADA compliant pedestrian ramps with approximately 640 feet of new ADA-compliant sidewalk will be constructed and provide safe and accessible route connections to the School. These new spacious sidewalks will be protected from traffic by an esplanade and granite curb, which will improve pedestrian visibility in the neighborhood of Nason's Corner. This project is also a continuation of a previously awarded CDBG project in 2023, the Sagamore Village Sidewalk Improvement Project, which aims to install ADA-compliant sidewalks between the Brighton Avenue METRO bus stop and the Sagamore Village Community Center. Sagamore Village is a Portland Housing Authority Community that is home to 76% of Extremely Low-Income residents and 15% of Very Low-Income residents, many of whom have children that attend Amanda C. Rowe Elementary School.

HUD National Objective	Low and Moderate Income Area Benefit (LMA)
HUD Program Objective	Creating a Suitable Living Environment
Primary Goal	Neighborhood Investment and Infrastructure
Location - For LMA projects	
Census Tracts	20.01
Beneficiaries/ Clients Served	
Client Description	Sagamore Village and Nason's Corner residents are low-moderate income residents, minorities, disabled population. The project is an LMA benefit project which will improve access to jobs, safety of neighborhood, improve access to schools and stimulate additional economic investment in the area. According to the Portland Housing Authority, 74% of the households in Sagamore Village are extremely low income and 15% are very low income. This concentration of disadvantaged residents is not accurately reflected in the census tract data.
Number of Clients Served	4,660
Number of LMI Portlanders	2,300
LMI Portland Percentage	51.00%
Outcomes	

Budget	
$ 199,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ 269,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
Leveraged Funds	
$ 74.00%	

A. Application Cover Page

Completed by ebolt@portlandmaine.gov on 11/17/2023 4:33 PM

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
City of Portland Maine

A.3. Project Name:
Nason's Corner ADA Improvement Project

A.4. Mailing Address:
212 Canco Road Suite B Portland, ME 04103

A.5. Project Address:
Warwick Street, Purchas Street Portland, ME 04102-1115

A.6. Executive Director Name:
Mike Murray

A.7. Phone Number:
(207) 874-8800

A8. Email:
msm@portlandmain.gov

A.9. Financial Contact Name:
Suzanne Knight

A.10. Email:
smk@portlandmaine.gov

A.11. Phone Number
(207) 874-8809

A.12. Person who completed the application name:
Emily Bolt

A.13. Amount of CDBG Funds Requested:
$199,000.00

A.14. Unique Entity Identifier (UEI):
0

A.15. Tax ID:
0

B. Construction and Economic Development

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

Completed by ebolt@portlandmaine.gov on 11/17/2023 8:25 AM

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Area Benefit (LMA)

What neighborhoods will be served by this project (LMA only)
Nason's Corner Neighborhood

☑ **Project Map of Service Area (for LMA Only)**
CDBG_Census2020_Eligible_Areas.pdf

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Creating a Suitable Living Environment

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Neighborhood Investment and Infrastructure

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by ebolt@portlandmaine.gov on 11/17/2023 4:30 PM

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
Sagamore Village and Nason's Corner residents are low-moderate income residents, minorities, disabled population. The project is an LMA benefit project which will improve access to jobs, safety of neighborhood, improve access to schools and stimulate additional economic investment in the area. According to the Portland Housing Authority, 74% of the households in Sagamore Village are extremely low income and 15% are very low income. This concentration of disadvantaged residents is not accurately reflected in the census tract data.

C.2. How will the beneficiaries' information be collected and documented?
N/A

C.3. How many will be served by the proposed program or project
4,660

C.4. How many are residents of Portland?
4,660

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
2,300

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
51.00%

C.7. Is the proposed program or project a Development Activity?
No

C.8. What percentage of the total budget is CDBG?
74.00%

C.9. Program Objectives and Outcomes. Please list below:
Creating Suitable Living Environments: The pedestrian improvements will provide ADA-compliant infrastructure allowing Nason's Corner residents to have complete accessible routes to and from Amanda C. Rowe Elementary School, as well as provide new routes to travel within the neighborhood and connect to neighboring amenities safely and more equitably. Creating Economic Opportunities: This project will provide safe pedestrian accessibility and mobility in the Nason's Corner neighborhood, to and from employment opportunities, schools, public housing, and provide additional routes to

the METRO transit routes for improved access.

Location

C.10. What census tract is the project located?
20.01

C.11. Is the project located in a historic district?
No

C.12 How will the outcomes be measured, collected, and documented?
N/A

D. Project Narrative

Completed by ebolt@portlandmaine.gov on 11/17/2023 5:39 PM

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
The Nason's Corner Sidewalk Improvement Project will be the next step in creating a more accessible and pedestrian safe network to Rowe Elementary School within the Nason's Corner neighborhood. This project consists of new sidewalks along Purchas Street and Warwick Street and drainage improvements along Warwick Street. Currently these segments of city streets do not have any safe pedestrian infrastructure installed that complies with the Americans with Disabilities Act (ADA) or City technical standards. This project will install both in accordance with the City of Portland's Technical Standards, ADA Regulations and Guidelines, and the City of Portland's Sidewalk Material Policy.
This project plans to construct four ADA compliant pedestrian ramps with approximately 640 feet of new ADA-compliant sidewalk will be constructed and provide safe and accessible route connections to the School. These new spacious sidewalks will be protected from traffic by an esplanade and granite curb, which will improve pedestrian visibility in the neighborhood of Nason's Corner. This project is also a continuation of a previously awarded CDBG project in 2023, the Sagamore Village Sidewalk Improvement Project, which aims to install ADA-compliant sidewalks between the Brighton Avenue METRO bus stop and the Sagamore Village Community Center. Sagamore Village is a Portland Housing Authority Community that is home to 76% of Extremely Low-Income residents and 15% of Very Low-Income residents, many of whom have children that attend Amanda C. Rowe Elementary School.

D.2. Readiness to Proceed and Complete
Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.
Once the project is approved for funding, we will prepare contract documents including specifications and bid quantities. The contract for this project will specify that Davis Bacon Highway wage rates for Cumberland County are required. We will plan to advertise for bids once funds are available for this project and bid documents are complete. The bidding process takes approximately six to eight weeks from advertising to construction readiness, so work could begin in the spring of 2024. Substantial completion of the project would be expected by mid-November 2024. The Department of Public Works will lead the planning, design, bidding, construction and construction management phases with input from the Planning Department and the Department of Parks and Recreation.

BUDGET NARRATIVE
D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet
The budget requested for this project will cover improvements to the pedestrian infrastructure in the Nason's Corner neighborhood. Along with construction the CDBG funds will also cover the inspection costs to ensure that this project will be built according to City of Portland standards as well as State and Federal regulations.

D.4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

Along with the requested $199,000 in CDBG funds, DPW staff will request an additional $70,000 in CIP funds to support this project. As both the CDBG and CIP funding allocation processes are occurring in parallel, the CIP funds are projected, not secured, at this time. If CDBG funds are not awarded in this cycle, the project may be significantly reduced in scope, delayed and reapplied for or not move forward at all, depending on other department financial outcomes and commitments at the end of this process.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

This project will complete safe accessible routes to all entrances at Amanda C. Rowe Elementary School. The current gap in a continuous sidewalk network fails to meet City standards for street & sidewalk design and federal ADA guidelines for accessibility. It also falls short by industry best practices for a residential community, located within a walkable proximity to business centers, schools, public transit and other necessities. An investment in safer pedestrian infrastructure, especially directly adjacent to an elementary school, will foster more active transportation and more confident pedestrians.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

The City of Portland Department of Public Works is prioritizing creating safe pedestrian networks for targeted neighborhoods, around community centers and around schools. This project would create ADA-compliant sidewalks from both targeted and non-targeted neighborhoods to access Rowe Elementary School and to connect to the planned pedestrian network in Sagamore Village.

D.7. Community Need Description

Why is this project needed?

This project is located within the Census Tract 20.01 and is designated as a CDBG-eligible block group according to 2020 data, whereby more than 51% of individuals are of low to moderate incomes according to 2020 Census Data. As stated previously, the Nason's Corner neighborhood lacks connecting sidewalk or ramp infrastructure leading to the school. The section of road that is between the two sidewalks along Warwick Street is along a curve with poor lines of sight for motorists and can be perilous for pedestrians. This falls short of City standards for street & sidewalk design and federal ADA guidelines for accessibility. It also falls short by industry best practices for a residential community, located within a walkable proximity to business centers, schools, public transit and other necessities. Adequate pedestrian infrastructure is always an important key to encouraging safe and active transportation.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

Approximately 640 feet of new ADA-compliant sidewalk will be constructed and provide safe and accessible routes to the neighborhood school. These new spacious sidewalks will be protected from traffic by an esplanade, which will improve pedestrian visibility in the neighborhood of Nason's Corner. This will create a more cohesive network of accessible infrastructure, serving as a continuous link between residential, economic, educational, bicycle and transit centers.

D.9. Additional questions for specific application types

Infrastructure

For Infrastructure Projects

Describe how the Location of this project complements or completes currently or previously funded project.

This project seeks to continue work that is already anticipated in the area; these projects are the Sagamore Village Pedestrian Improvement Project and the recently completed Sagamore Village Green Infrastructure Project. The Pedestrian Improvement Project is funded by a Community Development Block Grant and the Green Stormwater Infrastructure Project was conducted by the City of Portland Water Resources group. This project will be a continuation of enhancing pedestrian safety in a critically underserved neighborhood in Portland.

Describe how this project is Consistent with City Goals and Plans.

This project will create a suitable living environment for the residents and visitors to the Nason's Corner neighborhood. The pedestrian improvements will provide ADA-compliant infrastructure allowing Sagamore Village residents to travel within their own neighborhood and connect to neighboring amenities safely and more equitably.

D.10. Experience Providing Service

Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.

Portland's Department Portland's Department of Public Works (DPW) directly delivers or manages dozens of construction projects throughout the City that improve public streets and public spaces. The Department has also managed numerous construction projects funded with CDBG funds, including two that have recently been completed and one currently under construction. DPW will develop or oversee project design and contract documents. City construction inspectors will provide construction oversight to verify that our construction standards are followed and to document quantities and appropriate use of funds. This work will take place with input and feedback from Planning and Urban Development staff, who have training and familiarity with urban design and ADA needs, as well as fostering strong urban spaces. Communication with the neighborhood group, the general public, and abutters will be an integral feature of our service, as will close coordination with city CDBG staff.

D.11. Partnership/Collaboration

If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.

N/A

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.

Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.

The Nason's Corner Pedestrian Improvement Project is in collaboration with the City of Portland Housing Authority, Rowe Public Elementary School, and City of Portland Historic Preservation Program. These stakeholders will provide feedback as the project develops in order to create the best possible outcome for the surrounding community

E. Program Budget Detail

Completed by ebolt@portlandmaine.gov on 11/17/2023 4:33 PM

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$199,000.00

E.2. Total Program Budget
$269,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Nason's Corner ADA Improvement Project	$269,000.00	$199,000.00	$70,000.00	Capital Improvement Project Fund	Pending
	$269,000.00	$199,000.00	$70,000.00		

F. Required Documents

Completed by ebolt@portlandmaine.gov on 11/17/2023 5:38 PM

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

DeptReportingOrgChart.pdf

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☑ **Conflict of Interest Policy**

City Council Code of Ethics adopted 5.16.2022 (PDF).pdf

☑ **Letter of Support** ***Required**

Rowe PTO Bike Ped Committee LOS for 2023 CDBG Sidewalk Grant.pdf
NCNA CDBG Letter - Sidewalks_v2.pdf
Letter of Support for Neighborhood Sidewalk Project Application.pdf
11.14.2023 PBPAC Support of Rowe CDBG Funding.pdf

☑ **Memorandum of Agreement (if applicable)**

2023 Sagamore Village, DPW ADA Sidewalk Extension.pdf

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☑ **Non-Discrimination Policy**

Equal Employment Opportunity and Nondiscrimination Policy (PDF).pdf

☑ **Plans, Designs, and/or Pictures**

Nasons Corner ADA Sketch.pdf
3.Photo Page for Application.pdf

☑ **Project Timeline including specific dates and milestones *Required**

5. Project Timeline.pdf

☐ **Scope of Work and Estimate (provided by building professional)**

***No files uploaded*

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☑ **Verification of contact with City Historic Preservation Staff**

2023 Sagamore Village, DPW ADA Sidewalk Extension.pdf

☑ **Whistleblower Policy**

whistleblowerprotection112019.pdf

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

Completed by ebolt@portlandmaine.gov on 11/17/2023 5:41 PM

Case Id: 30476
Name: City of Portland Department of Public Works -
Address: Warwick Street, Purchas Street, Portland, ME

Submit

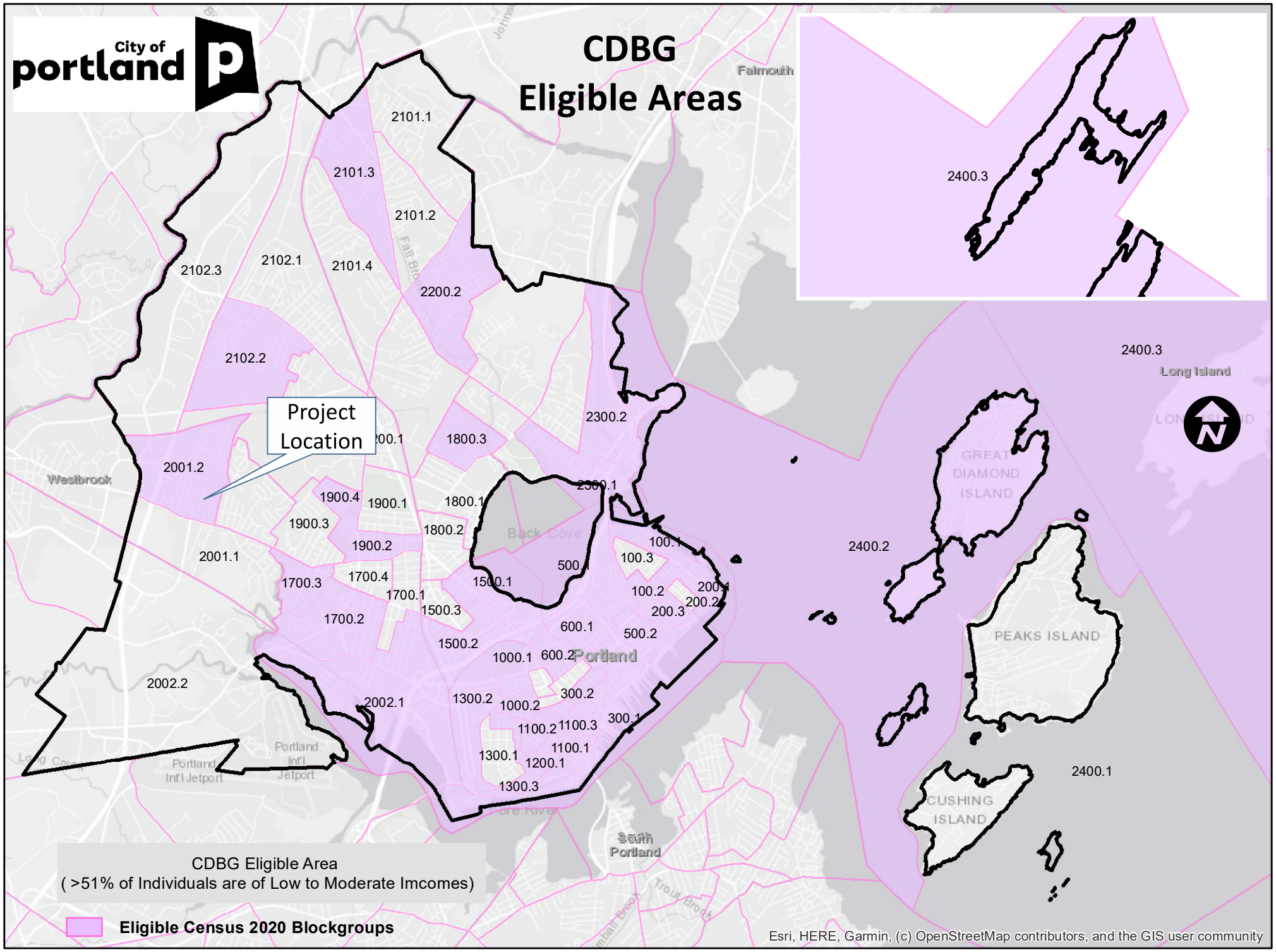
C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Emily Bolt
Electronically signed by ebolt@portlandmaine.gov on 11/17/2023 5:26 PM



Map Produced by City of Portland DPW

Department of Public Works – Organization Chart

(Updated 11/14/23) – (* stands for Non-Union)

Administration 10031100

*Mike Murray – Director (reports to City Manager)

- *Vacant (Murray) – Deputy Director
  - *Norman Miller – Safety & Training Officer (now reports to HR)
- *Suzanne Knight – Financial Administrator
  - Emilie Nyagatoma – Accountant (starts 11/20/23)
  - Gretchen Gagnon – Support Services Specialist
- *Melissa Graffam – Executive Assistant
- *Cathy Williams – Principal Administrative Officer II
- *Jennifer Lee – Assistant to the Director for Customer Service & Special Projects

Operations – Streets & Sidewalks 10031202

*Mike Murray – Director

- Marc Spiller – District/Winter Coordinator
  - Shawn Perkins – Sr. Public Works Supervisor
    - Andrew Gaillard - MWIII
    - Vacant (Murdock) - MWI
    - Vacant (Jones) – MWII
    - Paul Tundel – MWIII - LOA
  - Donald Noyes – Sr. Public Works Supervisor
    - Vacant (Gilbert) – MWIII
    - Vacant (Dobson) – MWIII
    - Vacant (Larson) – MWIII
    - Justin Sherburne – MWI - LOA
  - Al Leblanc – Sr. Public Works Supervisor
    - Kim Dolbow – MWIII
    - Mike McDonough – MWIII
    - Dan Larochelle – MWIII
    - Carmine Russo - MWIII
  - Kevin Lee – Sr. Public Works Supervisor
    - Vacant (Graf) – MWII
    - Joe Bernard – MWIII
    - Vacant (Pinette) - MWIII
    - Gary Shane – MWIII
  - Vu Do – Sr. Public Works Supervisor
    - Glenn Nilsen - MWIII
    - Martin Tuttle - MWIII
    - Jay Robinson – MWIII
    - Daniel Szatkowski – MWIII
  - Gerald Gilbert – Public Works Foreman (Floater)

Operations - Solid Waste – Recycling & Solid Waste 10031203

*Dawn Davidson – Solid Waste Manager

Juliane McLellan – Solid Waste Programs Administrator

Sarah Colton – Solid Waste Compliance Officer

Scott Ballard – Solid Waste Sr. Supervisor

Ryan Haley – MWI

William Rowe - MWI

Nicholas Higgins – MWIII

Anthony Johnson – MWIII

Abbott, Jacob – MWI

James Johnson – MWIII

Nicholas Lemieux - MWIII

Jeffrey Letourneau - MWII

Nick Phillips - MWIII

Vacant (TerHaar) – MW III

Kevin Sparks – MWII

Joseph Estes – MWII

Daniel Noyes - MWI

Operations – Dispatch 10031204

*Mike Murray – Director

Marc Spiller – District/Winter Coordinator

Jack Adams – Senior Dispatcher

Jim Vance – Dispatcher

Jason Tuttle – Dispatcher

Operations – PDD 10031205

*Mike Murray – Director

Marc Spiller – District/Winter Coordinator

Mike Lamb – Sr. Public Works Supervisor

Mike Pendexter – PDD Steward

Kevin Farley – MWIII

Ryan Bailey - MWIII

Mike Tocher – MWIII

Al Weymouth – MWI

Operations – Islands 10031207

*Bill Patnaude – Operations Manager (reports to Director)

Martin Mulkern – Sr. Public Works Supervisor

Jamie Semon – Public Works Foreman

Donovan Black - MWIII

William Blomquist - MWIII

Robert Henry – MWI

Robert McAndrew – MWIII

Mario Proia - MWII

Travers Tuttle – MWIII

Quintana, Nicholas - MWI

Operations – Traffic 10031208

*Mike Murray – Director
Kevin Thomas – Traffic Coordinator
Frank Mackie – Sr. Public Works Supervisor
Vacant (Libby) – MWI
Ernie Colello – Traffic Sign Computer Operator - LOA
Vacant (Clough) – Traffic Signal Repair Worker
Dan Flibbert – Systems & Lighting Technician
David Sallee – Systems & Lighting Technician
Merlin Ponthy - MWI
Vacant (Larson) – MWIII

Engineering – Transportation 10031303

*Mike Murray – Director
*Keith Gray – Engineering Services Manager
*Jeremiah Bartlett – Transportation Systems Engineer
Jennifer Ladd - Sr. Transportation Engineer
Emily Bolt – Project Engineer
Lauren Andersen – Senior Engineer
Carolyn Bess – Construction Inspection Specialist

Engineering Services – Engineering 10031303

*Mike Murray – Director
*Keith Gray – Engineering Services Manager
*Jon Giles – Survey/GIS/Archives Mgr.
Rachel Belt - Engineering Asset Management Technician
Thea Youngs – GIS Mapping Specialist
Kevin Deneault – GIS Mapping Specialist
George Carhart – Engineering Archivist
Chuck Wordell – Survey GIS Specialist
Vacant (Scott) – Chief Surveyor
Vacant (Alden) – Sr. Project Surveyor
Lynda Scelza – Survey Cad Specialist
Vacant (Pellerin) – Senior Engineer
Janine Ba – Project Engineer
Rhonda Zazzara – Construction Engineering Coordinator
John Low – Construction Inspector
Craig Sloan – Construction Inspector
Michelle Meserve – Construction Inspector
Greg Vining – Construction Inspector (Retiring effective 11/1/23)
Harold Labrecque – Construction Inspector

Fleet Services 10031400

*Mike Murray – Director
- *Joseph Fournier – Fleet Manager (reports to Director)
  - Wanda Cook – Accountant
  - Duane Currie – Parts Manager
  - *Aarne Pennanen – Fleet Ops Manager
    - Stan Mason – Service Writer
    - William Johnson – Auto Technician II
    - Adam Serber – Auto Technician I
    - Mike Taylor – Autobody Repair Worker
    - **Vacant** (Mason) – Auto Technician II
    - Justin Cusack – Auto Technician II
    - Paul Hallstrom – Auto Technician II
    - Anthony Casale – Auto Technician II
    - Cory Lamontagne – Auto Technician I
    - Stephen Pierce – Parts Specialist
    - Keith Emery - Auto Technician II
    - Paul Fournier – Fire Equipment Specialist
    - Phil Gordon – VM Foreman
    - Jeffrey Cole – Auto Technician II
    - Rocco DiSanto – Auto Technician II
    - Matthew Johnson – Machine/Weld Shop Foreman
    - Jerry Brousseau – Welder Machinist II
    - Kenneth Lorenz - Auto Technician I
    - Arthur Peterson – Plow Bay Foreman
    - Jeremy Lambert – Auto Technician II
    - James Emery – Auto Technician II

Water Resources/Administration 57031100

*Mike Murray – Director
- *William Boornazian – Water Resources Manager
  - Catherine Ellis – Water Resources Support Services Specialist
  - Benjamin Pearson - Compliance Section Coordinator
    - Doug Roncarati – Storm Water Coordinator (57131500)
    - Jodie Keene - Stormwater Coordinator (57131500)
    - Ronald Kelton - Water Resources Compliance Specialist
    - Charles Moore – Water Resources Tech
  - Brendan Robertson – Asset Manager
    - Gail Aloisio – Asset Management Tech
    - Bailey Hartnett – Asset Management Tech

Water Resources/Sewer Engineering 57031303

*Mike Murray – Director
- *William Boornazian – Water Resources Manager
  - Justin Pellerin – WR Senior Engineer (57131500)
    - Reed Allen – Water Resources Engineer
  - Bradley Roland – WR Senior Engineer
    - Laura Smith – WR Project Engineer
    - Nathaniel Smith – WR Project Engineer

Water Resources/Operations 57031202 & 57131500

*Mike Murray – Director

*William Boornazian – Water Resources Manager (reports to Director)

Dale Wermenchuk – Water Resources Operations Manager

John Emerson – Wastewater Facilities Coordinator

Adam Daigle – Water Resources Sr. Supervisor

Paul Gilmour – WR Sr. Technician
Joseph Higgins – WR Technician III
Ryan Sullivan – WR Technician III
Peter Pasquali – WR Technician I
Daniel Murray – WR Technician II

George Johns – Water Resources Sr. Supervisor

Donald Penney – WR Sr. Technician
Brian Cogill – WR Sr. Technician
Gary Dobson – WR Technician III (57131500)
Mike Gowen – WR Technician II
Ben Wolf – WR Technician I

Jeff Lamb – Water Resources Sr. Supervisor

Frank Rubino – WR Sr. Technician
Scot Rague – WR Sr. Technician
Mike O'Brien – WR Technician II
Corey Spaulding – WR Technician III (57131500)
Ronald Poulin – WR Technician III
Vacant (Krysinski) – WR Technician III
Vacant (Penney) – WR Technician III
Vacant (Daigle) – WR Sr. Technician
Vacant (Rague) – WR Technician III (5731500)
Vacant – WR Technician II (new position) (57131500)
Vacant – WR Technician II (new position)

CITY OF PORTLAND

CODE OF ETHICS

Adopted by Resolve 12-21/22 on June 16, 2022

§ 1. Declaration of policy and statement of purpose.

The purpose of City government is to serve the public interest. City officials shall treat their office as a tangible representation of the public trust granted to each Councilor. Citizens shall have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are to be used for the benefit of the common good rather than any official's personal benefit. The principles of equitable and fair municipal governance shall include but are not limited to honesty, trust, integrity, transparency, individual and collective behavior that promotes responsibility, accountability, mutual respect, and commitment to the City and its constituents. Council action shall promote the ability of residents to exercise their rights by effectively communicating information that is understandable, accessible and culturally responsive, thereby assuring residents a path to meaningful participation in the proceedings of the Council and the meetings of its various Committees.

In keeping with the policies and obligations outlined in State statutory and decisional law, the City's Charter, Code of Ordinances, and personnel policies, it is recognized that high moral and ethical standards among city officials are essential to the integrity of the City's government and to the trust and confidence of the people of Portland in their governing body. Though there are several existing policies that require City Councilors, appointees, and staff to be fair and impartial and to act with integrity, by adopting this Code of Ethics, the City Council demonstrates its commitment to always work toward improving standards of public service and promoting the community's faith and confidence in the Council's work. In recognition of these goals, a Code of Ethics is hereby established for members of the Portland City Council, beginning with this statement of values.

A. **Trust**. The purpose of City government is to serve the public. City officials treat their office as a public trust. Citizens have a fair and equal opportunity to express their views to City officials. Therefore, the City's powers and resources are used for the benefit of the public rather than any official's personal benefit. City officials ensure public respect by avoiding even the appearance of impropriety. The long-term benefit to the public as a whole is held above all other considerations, including serving important individuals and special interests. The public interest, however, includes protecting the rights of under-represented minorities. Administrators implement policies in good faith, as equitably and economically as possible, regardless of their personal views. Whistle-blowing is appropriate for unlawful or improper actions. City officials devote City resources, including paid time, working supplies, and capital assets, to benefit the public. Political campaigns are not conducted on City time or property.

B. **Objectivity**. City officials' decisions are based on the merits of the issues. Judgment is independent and objective. City officials avoid financial conflict of interest and do not accept benefits or gifts of any kind from anyone and, in particular, from people requesting to affect decisions. If an individual official's financial or personal interests will be specifically affected by a decision, the official withdraws from participating in the decision. City officials avoid bias or favoritism and they respect cultural differences as part of decision-making. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

C. **Accountability**. Open government allows citizens to make informed judgments and to hold officials accountable. City officials exercise their authority with open meetings and public records, facilitating open discussion. Officials who delegate responsibilities also follow up to make sure the work is carried out efficiently and ethically. Campaigns for election should allow the voters to make an informed choice on appropriate criteria.

Standards of Conduct.

§ 2. Statutory standards.

There are certain provisions of the general statutes of the State of Maine which should, while not set forth herein, be considered an integral part of this code. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as may be amended, are hereby incorporated by reference and made a part of this Code of Ethics and shall apply to all City Councilors, whenever applicable as if more fully set forth therein:

A. 17 M.R.S.A. § 3104, Conflicts of interest; purchases by the state.

B. 17-A M.R.S.A. § 456, Tampering with public records or information.

C. 17-A M.R.S.A. § 602, Bribery in official and political matters.

D. 17-A M.R.S.A. § 603, Improper influence.

E. 17-A M.R.S.A. § 604, Improper compensation for past action.

F. 17-A M.R.S.A. § 605, Improper gifts to public servants.

G. 17-A M.R.S.A. § 606, Improper compensation for services.

H. 17-A M.R.S.A. § 607, Purchase of public office.

I. 17-A M.R.S.A. § 608, Official oppression.

J. 17-A M.R.S.A. § 609, Misuse of information.

K. 17-A M.R.S.A. § 903, Misuse of entrusted property.

L. 21-A M.R.S.A. § 504, Persons ineligible to serve.

M. 30-A M.R.S.A. § 2605, Conflicts of interest.

N. 30-A M.R.S.A. § 5122, Interest of public officials, trustees or employees.

§ 3. Conflicts of interest.

A. Deliberation and vote prohibited. No City Councilor shall, in such capacity, participate in the deliberation or vote, or otherwise take part in the decision-making process, on any agenda item before the council or any council committee in which the councilor or a member of the councilor's immediate family has a financial or special interest or the appearance of a financial or special interest, other than an interest held by the public generally.

B. Disclosure of conflict. Any City Councilor who believes that the councilor or a member of the councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the council or a council committee to which the councilor has been appointed shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure. Such disclosure shall be made no later than the date of the first meeting of the City Council or committee thereof at which the agenda item concerned is to be taken up for consideration, recommendation, discussion or vote and at which the City Councilor is present. Additionally, any City Councilor, who believes that any fellow City Councilor or a member of such fellow City Councilor's immediate family has a financial or special interest, other than an interest held by the public generally, in any agenda item before the Council or a committee thereof shall disclose the nature and extent of such interest, and the City Clerk or the Clerk's designee shall make a record of such disclosure.

C. Determination of conflict. Notwithstanding the language of Rule 26 of the Council's Rules of Procedure, once the issue of conflict has been raised relative to an individual City Councilor or committee member and disclosure has been made as provided above, such individual's fellow City Councilors or committee members shall review the facts as disclosed to them and shall vote on whether or not such individual has a financial or special interest with respect to the agenda item concerned. All conflict of interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each City Councilor or committee member present shall be entitled to vote on all conflict of interest questions except those questions pertaining to that individual Councilor's or committee member's alleged conflict of interest.

1. All votes of conflict of interest questions shall be recorded. A majority vote shall determine the question, but a vote by committee may later be reviewed by the full City Council upon the City Council's consideration of the same agenda item.

2. Upon determination that a conflict of interest in fact exists, the City Councilor or committee member concerned shall be excused from participating in discussion, deliberation or vote on the relevant agenda item.

D. Avoidance of appearance of conflict. To avoid the appearance of a violation of this section, once any individual City Councilor is determined to have a conflict of interest in respect to any agenda item and once all conflict of interest questions relating to the agenda item concerned have been determined as provided in Subsection C above, said individual shall immediately remove themselves from the meeting room. The City Councilor shall not return to the Councilor's regular seat as a member of the body until deliberation and action on the item is completed. If the item has not been finally resolved when the conflict of interest is first determined, said individual shall not be present for any subsequent action on the agenda item. Nothing herein shall require an individual Councilor to remove themselves for any item contained on a consent agenda on which there is no deliberation if the individual's conflict has been determined by the other members and the right to abstain from voting on the item has been granted.

E. Personal interest. Nothing herein shall be construed to prohibit any City Councilor, from representing their own personal interest by appearing before the Council on any such agenda item.

F. Municipal budget.

1. Notwithstanding the provisions of § 4 below, no City Councilor shall abstain from or be prohibited from voting on the municipal budget when it comes before the Council on a Council agenda for approval.

2. If during the Council discussion of the approval of the municipal budget the Council decides to deliberate upon a line item of the budget on which a councilor has been previously determined to have a conflict or has previously abstained, then the Councilor shall not participate in the deliberations on that particular line item. Upon the conclusion of any such deliberation, the Councilor shall continue to participate in other budget deliberations and vote on the municipal budget.

3. It is the intent of this provision that all Councilors shall participate in the deliberation and vote on the municipal budget when it is presented to the Council for approval, but that no Councilor shall participate in a deliberation on or vote on any specific provision in the municipal budget for which the Councilor has previously been determined to have a conflict or has previously abstained.

§ 4. Abstention; exercising the right to abstain.

Any City Councilor who believes that they or a member of their immediate family has a special or financial interest, other than an interest held by the public generally, in any agenda item before the Council or any of its committees may, after disclosure of the nature and extent of such interest, publicly state their intent to abstain from participation in the deliberation or vote, or otherwise taking part in the decision making process on the agenda item. However, the City Council may by motion and vote determine that there is no conflict and that the City Councilor, board member or commission member shall not be permitted to abstain from participating and voting on the agenda item.

§ 5. Certain privileges or exemptions prohibited.

No councilor shall use the member's position to secure special privileges or exemptions for the councilor, their spouse, child, parents, other persons or employers. Nor shall any councilor accept anything of value that may tend to influence the councilor in the discharge of the councilor's duties, or which could have influenced the councilor in the discharge of their past duties.

§ 6. Incompatible employment or activity prohibited.

No councilor shall engage in or accept private employment or render services for private individuals or entities or engage in any business or professional activity when the employment, service or activity is incompatible with the proper discharge of the councilor's official duties, or when it would require or induce the councilor to disclose confidential information acquired by reason of their official position.

§ 7. Contracts, purchases and employment.

In keeping with Article VIII, Section 1 of the City's Charter, no member of the City Council shall:

A. Have a substantial financial interest, direct or indirect, in any contract entered into by or on behalf of the City of Portland except their employment contract, or in the sale to or by the city of any land, materials, supplies or services when such officer exercises on behalf of the city any function or responsibility with respect to such contract or sale.

B. Purchase or accept anything from the city other than those items or services which are offered to the public generally, and then only upon the same terms and under the same procedures offered to and used for the general public. This shall not include those items or services which are received as compensation, or as a part of such person's employment contract, or which are necessary for the performance of such person's duties.

C. Accept or receive from any person, firm, or corporation acting under a franchise, contract, or license from the city, any frank, free pass, free ticket, or free service, or accept, directly or indirectly, from any such person, firm, or corporation any service upon terms more favorable than those granted to the public generally.

§ 8. Misuse of City resources.

Misuse of Public Position or Resources. Except for infrequent use at little or no cost to the city, councilors shall not use public resources that are not available to the

public in general, such as city staff time, equipment, supplies or facilities, for other than a city purpose.

§ 9 Coercive political solicitation.

A city councilor shall not use the councilor's position to make threats or promises for the purpose of trying to get anyone to do any political activity or make a political contribution.

§ 10 Political solicitation of vendors, contractors, and licensees.

A city councilor shall not ask any person or entity that does or intends to do business with the municipality or that has or is seeking a license, permit, grant, or benefit from the City or that has done business with the City during the previous twelve months to make any political contribution or engage in any political activity.

§11. Conduct of councilors.
City councilors will hereafter conduct themselves according to the following rules of conduct as they pertain to work for and on behalf of the City of Portland:

A. A councilor shall always represent that opinions stated are the councilor's own and do not necessarily represent those of the council unless the council has voted and passed an ordinance, resolution or motion that so states the expressed policy.

B. A councilor shall not use their office for personal gain, especially financial gain, including particularly the acceptance of any gifts and gratuities.

C. A councilor shall not make false statements on which the council, city staff or other agencies rely to establish policy or make important decisions. A councilor violates this rule if they knows it is untrue, or if the person has knowledge that would lead a reasonable person of ordinary prudence to conclude that the statement is untrue.

§ 12. Violation and penalties.
The following procedure will be implemented by a standing council ethics committee, appointed annually with the other standing committees and with four (4) members, when an alleged violation of the rules stated herein occurs:

A. Any councilor who believes that another councilor has violated the council ethics rules, whether by personal knowledge or by a substantiated report of any member of the public, shall submit a written statement of the purported violation to the council ethics and administration committee.

B. The committee shall review the violation in executive session to determine whether adequate reasons exist to bring formal charges. If the accused councilor is a member of the committee, the accused councilor shall remove him/her/themself from the committee and the council shall substitute another councilmember for the review.

C. The committee shall come to one of the following conclusions:

1. There is insufficient evidence to conclude that any particular violation has occurred. In this case, the committee shall keep any records confidential unless otherwise prohibited by applicable law; or

2. There may have been a violation, in which case the committee may call for full review by the council in executive session.

D. If the committee concludes there may have been a violation, the council shall select one of its members to present its findings at a public hearing of the City Council. The accused councilor shall neither conduct the meeting during the hearing nor shall the member present the findings.

The council shall give the accused council member adequate time to prepare a case and to present the case at the public hearing. Both the council and accused member shall present their own cases but they may be accompanied by counsel during the proceedings. The council presenter and the accused councilor may present witnesses who shall present their evidence upon oath.

After hearing the evidence, the council shall determine whether the purported violation was major, minor or whether there is insufficient evidence to determine that a violation occurred. If the council determines that a violation occurred, they shall also establish a penalty commensurate with the violation.

§ 10. Findings open to public – Exceptions.

The record of the committee's findings and other records made or filed under this chapter shall be open to public inspection unless such designation is inconsistent with some other provision of law.

§ 11. Initiation of appropriate action.

If the findings of the committee disclose a violation of this chapter, Corporation Counsel shall initiate appropriate action to effectuate the purposes of this chapter.

Mary Davis, HCD Service Director
Housing and Economic Development Department
City of Portland, Maine
389 Congress Street
Portland, Maine 04101

Re: Rowe School Sidewalk Improvements on Warwick and Purchas Street

Dear Ms Davis:

The Rowe School PTO Bicycle and Pedestrian Committee is in strong support of the two sidewalk installation projects proposed by the Department of Public Works near Rowe School: one on Purchas Street and one on Warwick Street. Both of these sections of road have continually come up as areas of concern for parents and students walking to Rowe School. These sections have been recognized as problematic during a walk audit completed in late 2022 by the Portland Bicycle and Pedestrian Advocacy Committee.

Adding these accessible sidewalk connections will vastly improve the experience of pedestrians in our neighborhood and will encourage more walking activity not only from families accessing the school, but also pedestrians using public transit, visiting our local shops and walking for exercise.

We fully support both proposals by the city and hope that they are awarded the necessary funding for completion.

Sincerely,

Rowe School PTO Bicycle and Pedestrian Committee

Nason's Corner Neighborhood Association

November 9, 2023

To Whom it May Concern,

I am writing in support of the two sidewalk installation projects proposed by the Department of Public Works in our neighborhood: one on Purchas Street and one on Warwick Street. Both of these sections of road have continually come up as areas of concern for pedestrians in Nason's Corner and have been specifically studied by the Portland Bicycle and Pedestrian Advocacy Committee as well as the school department.

Adding these accessible sidewalk connections will vastly improve the experience of pedestrians in our neighborhood and will encourage more walking activity not only from families accessing the school, but also pedestrians using public transit, visiting our local shops and walking for exercise.

I fully support both proposals by the city and I hope that they are awarded the necessary funding for completion.

Sincerely,

Maya Lena, President
Nason's Corner Neighborhood Association

Janine Ba <janineba@portlandmaine.gov>

Letter of Support for Neighborhood Sidewalk Project Application

1 message

Mark Adelson <markb.adelson@gmail.com> Thu, Nov 9, 2023 at 2:21 PM
To: janineba@portlandmaine.gov, jwl@portlandmaine.gov

I'm writing to express my strong support for the proposed sidewalk projects in the Nasons Corner Neighborhood and the CDBG funding application you'll be submitting in order to complete them. Both Warwick Street and Purchas Street provide direct access to the Rowe Elementary School for students from neighborhoods on both sides of the school. Currently, it is a serious safety hazard for students and other residents to walk these areas without sidewalks. During my 37 years as resident in this neighborhood there has been a dramatic increase in the number of people walking, which is a good thing. But, there has also been a significant increase in the number of cars and drivers in a hurry. The section on Warwick Street without sidewalks is wooded, with poor visability and poorly lit. Pedestrians are difficult to see as drivers speed south down Warwick Street. I've seen and experienced close calls on Warwick Street trying to get across this area. I'm also very familiar with Purchas Street and the families living in Sagamore Village. There are hundreds of small children that need safe access to the school and the surrounding recreation facilities. A neighborhood school without adequate sidewalks for pedestrian access is a tragic accident just waiting to happen. It's my sincerest hope these sidewalks can be installed in the near future. Good luck with the application and please keep the neighborhood informed of your progress on these badly needed projects. Thank you.

Mark Adelson
87 Essex Street, Portland

November 14, 2023

Jennifer Ladd, Senior Transportation Engineer
Public Works Department
City of Portland, Maine
250 Canco Road
Portland, Maine 04103

Re: Rowe School Sidewalk Improvements on Warrick and Purchas Street

The Portland Bicycle and Pedestrian Committee (PBPAC) would like to express our full support for the proposed CDBG-funded sidewalk connections and improvements along Warwick Street and along Purchas Street. These much-needed improvements will make it significantly safer for students to walk to school and in doing so, will result in fewer car trips to and from the school.

On March 3, 2022, PBPAC held a neighborhood walk audit with the Nason's Corner Neighborhood Association to document the challenges faced navigating the neighborhood being discussed on foot or mobility device. The findings from this walk audit can be found on the Documents tab of our website. While most findings focused on winter-specific conditions, a major sidewalk deficiency was found on Warwick Street near Rowe School. Current conditions create unsafe conditions for pedestrians looking to access the school from the north side of Warwick by requiring them to walk in the road in an area where fast-moving traffic is traveling around a near-blind curve. The audit showed the need for a sidewalk along this well-traveled stretch of Warwick, and we are excited to see this proposed project address this deficiency.

One of the committee's top priorities is improving safe pedestrian routes to school, and this project greatly advances this goal. Given the number of families with students who live close to Rowe School, these proposed sidewalk segments would greatly improve access to the school on foot. Therefore, PBPAC highly supports funding of this much-needed project. Thank you for your consideration of this project.

Sincerely,

The Portland Bicycle & Pedestrian Advisory Committee
https://www.portlandbikeped.org/

Winston Lumpkins IV, Chair
winston.lumpkins@gmail.com

John Clark, Secretary
jmclark995@gmail.com

The Portland Bicycle and Pedestrian Advisory Committee is an ad hoc group of Portland-area residents working to make the city and region a better place to walk, bicycle and wheelchair. We advocate and educate on bicycle, transit and pedestrian issues, including handicap accessibility. We work in collaboration with other organizations including the Bicycle Coalition of Maine, Portland Trails, PACTS, the Portland Department of Public Works and the Portland Planning Department.

STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT

TO: Mary Davis, HCD Service Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Jennifer Ladd, Senior Transportation Engineer, Department of Public Works
Emily Bolt, Transportation Project Engineer, Department of Public Works

DATE: November 16, 2023

RE: CDBG Funding Request; Status of Historic Preservation Review

---

This is to confirm that Jennifer Ladd, Senior Transportation Project Engineer for the City of Portland's Department of Public Works, has been in contact with this office regarding a proposal to complete an ADA sidewalk extension in the Sagamore Village neighborhood along Popham Street, north of Godfrey Street. It is our understanding that federal CDBG funds are being sought for the project.

The area affected by this project is not located within any locally designated historic district or within the boundaries of any locally designated individual landmarks. As such, the project does not require review and approval under Portland's Historic Preservation ordinance.

Please feel free to contact me with any questions.

Best regards,

Evan R. Schueckler
Historic Preservation Program Manager

Equal Employment Opportunity and Nondiscrimination Policy

Policy:

The City of Portland is an equal opportunity employer and pursues a policy of non-discrimination in all employment actions, practices, policies, procedures, phases, and conditions of employment. All employment-related decisions (including but not limited to hiring, discharge, transfers, promotions, discipline, training, job opportunities, and wage and salary levels) will be made without discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity, or age limitations will be adhered to by the City where appropriate. This policy shall not be construed to prohibit any employment action or policy which is required by federal law, rule or executive order.

Applicability:

All employees, regardless of their positions, are covered by and required to comply with this policy. This policy also applies to Elected and Appointed Officials, as well as outside parties having dealings with the City (i.e., customers, vendors, contractors).

This policy governs conduct in the workplace, during work hours, during outside activities related to the workplace (i.e., social events, trips, conferences), and any time conduct outside of the workplace has the purpose or effect of substantially interfering with an employee's work performance, an elected or appointed officials' service to the City, the ability of constituents to access City services, or the performance of outside parties' obligations to the City.

Prohibited Conduct Under This Policy:

The City of Portland, in compliance with all applicable federal, state, and local anti-discrimination laws and regulations, strictly prohibits discrimination and/or unfair treatment based on an individual's race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity or expression, ancestry or national origin, physical or mental disability, veteran status, genetic information, previous assertion of a claim or right under Maine's Workers' Compensation Act, previous actions taken protected under Maine's Whistleblowers' Protection Act, or any other protected group status as defined by applicable law.

Enacted: July 29, 2019

Employees are expected to report any instances of discrimination and/or unfair treatment that they experience or witness based on membership in (or perceived membership in) a protected class. Each employee is personally responsible for compliance with this policy.

Complaint Process:

The City of Portland will respectfully treat any person who invokes this complaint procedure, and will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the employee or have an adverse impact on the individual's employment status. Because of the damaging nature of discrimination and/or unfair treatment to the victims and to the entire workforce, aggrieved employees are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

The City of Portland has established the following procedure for lodging a complaint of discrimination, unfair treatment, or retaliation. The City will treat all aspects of the procedure confidentially to the extent reasonably possible.

If you believe you have been discriminated against and/or treated unfairly, you should immediately contact any one of the following individuals:

- Immediate supervisor, department head, or any supervisor/manager in the chain of command

- Human Resources Department
  389 Congress Street, Room 115
  Portland, ME 040101
  207-874-8624

You may also be asked to complete a Harassment or Discrimination Complaint form, providing details regarding the incident(s) that gave rise to the complaint. Employees covered by collective bargaining agreements may file a complaint or grievance through the applicable grievance procedure. Police officers also may follow the Police Department's internal affairs procedures.

Depending on the nature of the complaint, an employee may also file a complaint with the Equal Employment Opportunity Commission ("EEOC") or the Maine Human Rights Commission by contacting:

EEOC
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
Fax 617-565-3196
TTY 800-669-6820

or

Maine Human Rights Commission
51 State House Station

Enacted: July 29, 2019

Augusta, Maine 04333
207-624-6050,
TTY 207-624-6064
http://www.state.me.us/

You are encouraged to contact the EEOC or Commission directly to learn about procedures and timelines for filing such a complaint.

Retaliation:

No hardship, loss, benefit or penalty may be imposed on an employee in response to:

- Filing or responding to a bona fide complaint of discrimination.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment.

Policy Violations:

Discrimination, retaliation, or violation of this policy is a significant violation of City policies and is subject to discipline under the City's AR-25 Disciplinary Procedures Policy, and may include disciplinary action, up to and including termination. Furthermore, interference with, including dishonesty during an investigation conducted in accordance with this policy may be grounds for discipline.

Signed by Jon P. Jennings

_____
Jon P. Jennings, City Manager

Enacted: July 29, 2019

Whistleblower's Protection Act

MAINE DEPARTMENT OF LABOR
Bureau of Labor Standards

Protection of Employees Who Report or Refuse to Commit Illegal Acts

This poster describes some important parts of the law. A copy of the actual law or formal interpretations may be obtained from the Department of Labor, Bureau of Labor Standards by calling 207-623-7900. (The laws are also on the Bureau's web site.)

Maine Law (Title 26 M.R.S.A. § 839) requires every employer to place this poster in the workplace where workers can easily see it.

This poster is available online at no charge and may be copied: https://www.maine.gov/labor/posters/

It is illegal for your boss to fire you, threaten you, retaliate against you or treat you differently because:

1. You reported a violation of the law;
2. You are a healthcare worker and you reported a medical error;
3. You reported something that risks someone's health or safety;
4. You have refused to do something that will endanger your life or someone else's life and you have asked your employer to correct it; or
5. You have been involved in an investigation or hearing held by the government.

You are protected by this law ONLY if:

1. You tell your boss about the problem and allow a reasonable time for it to be corrected; or
2. You have good reason to believe that your boss will not correct the problem.

To report a violation, unsafe condition or practice or an illegal act in your workplace, contact:
(This information should be filled in by the employer)

(Name) **(Title)** **(Location or Phone)**

For more information or to file a complaint under this law, contact:

The Maine Human Rights Commission
51 State House Station
Augusta, Maine 04333
Tel: 207-624-6290
TTY users call Maine Relay 711
www.Maine.gov/mhrc

The following agencies may provide useful information on workplace safety and labor laws:

U.S. Department of Labor
Wage and Hour Division
P.O. Box 554
Portland, Maine 04112
Tel: 207-780-3344
www. dol.gov

U.S. Department of Labor/OSHA
40 Western Avenue
Augusta, Maine 04330
Tel: 207-626-9160
www. osha.gov

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, Maine 04333-0045
Tel: 207-623-7900
TTY users call Maine Relay 711.
Web site: www.maine.gov/labor/bls
Email: bls.mdol@maine.gov

The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to people with disabilities upon request.

STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT

TO: Mary Davis, HCD Service Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Jennifer Ladd, Senior Transportation Engineer, Department of Public Works
Emily Bolt, Transportation Project Engineer, Department of Public Works

DATE: November 16, 2023

RE: CDBG Funding Request; Status of Historic Preservation Review

---

This is to confirm that Jennifer Ladd, Senior Transportation Project Engineer for the City of Portland's Department of Public Works, has been in contact with this office regarding a proposal to complete an ADA sidewalk extension in the Sagamore Village neighborhood along Popham Street, north of Godfrey Street. It is our understanding that federal CDBG funds are being sought for the project.

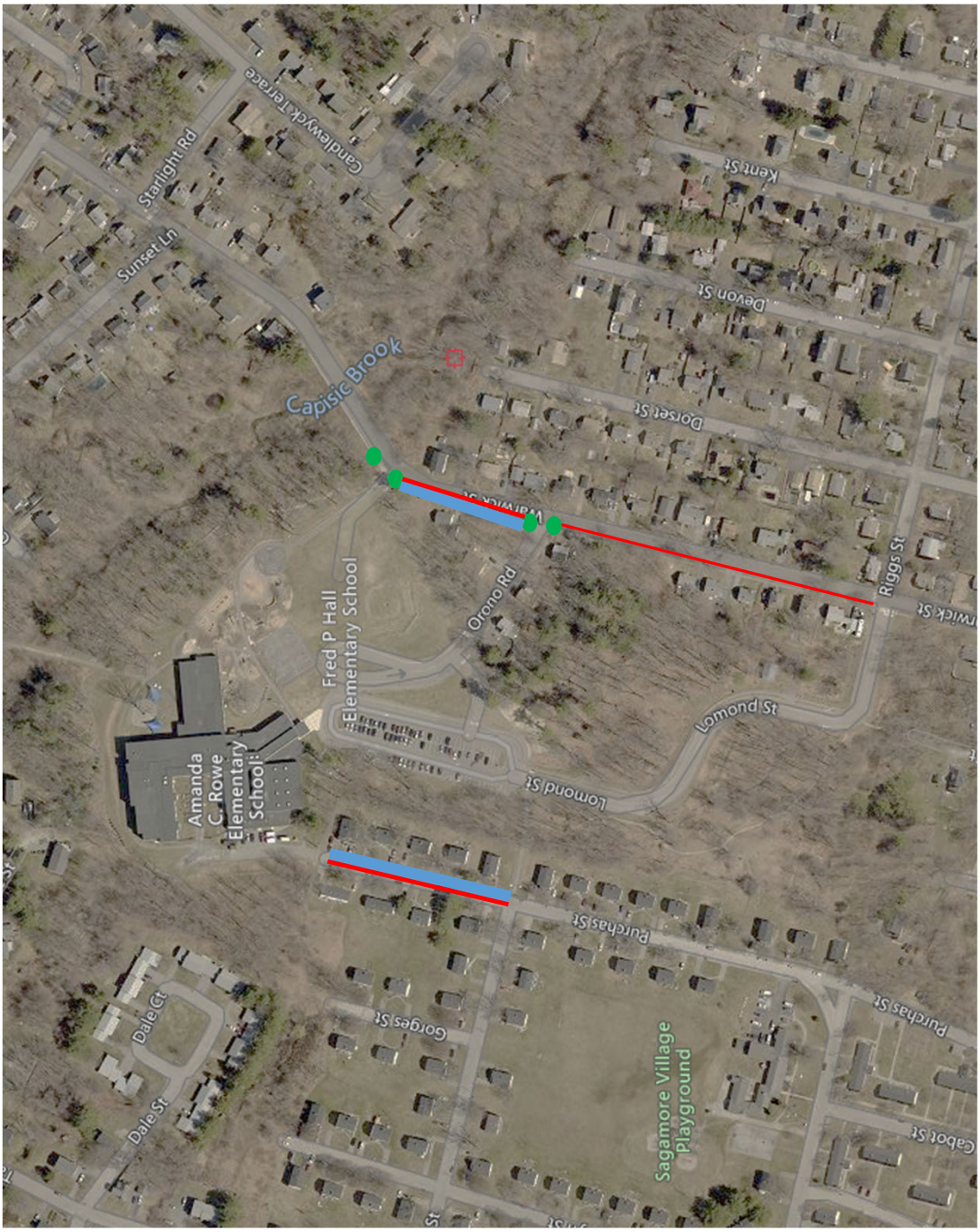
The area affected by this project is not located within any locally designated historic district or within the boundaries of any locally designated individual landmarks. As such, the project does not require review and approval under Portland's Historic Preservation ordinance.

Please feel free to contact me with any questions.

Best regards,

Evan R. Schueckler
Historic Preservation Program Manager

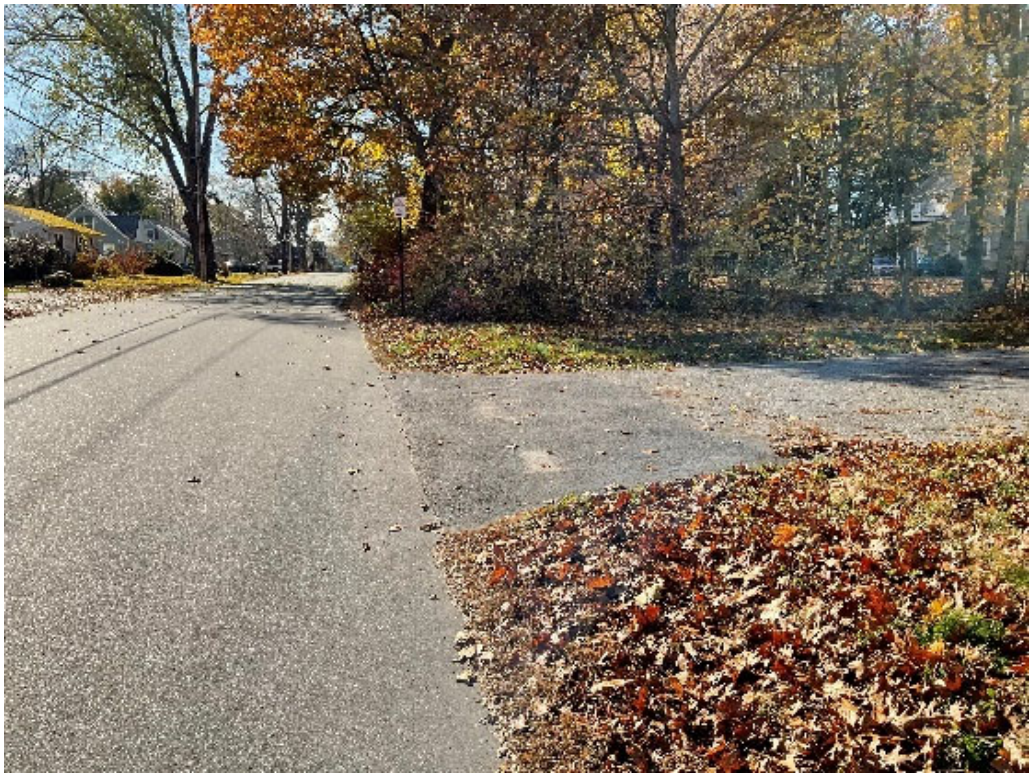
CITY OF PORTLAND, MAINE
2024-2025 CDBG APPLICATION
NASON'S CORNER ADA IMPROVEMENT PROJECT



Legend
New Sidewalk
New Curb
New Ramp

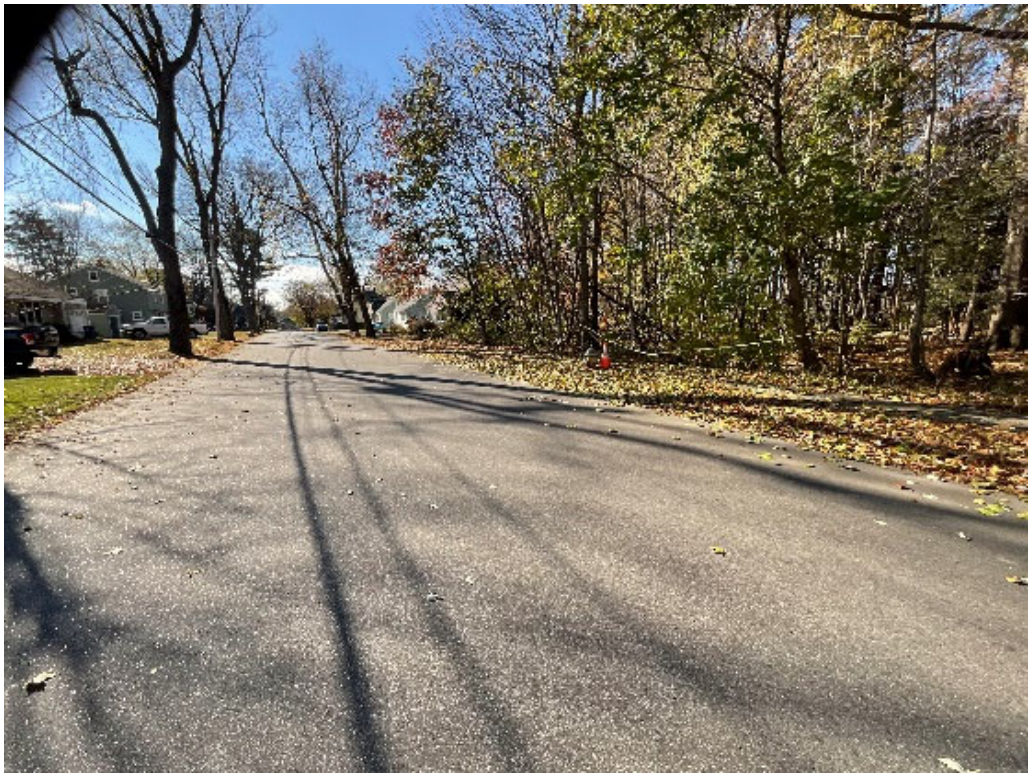
North of the Intersection of Purchas Street and Godfrey Street

Intersection of Orono Road and Warwick Street



Intersection of Rowe School Entrance and Warwick Street

Warwick Street from Orono Road to Riggs St



Project Timeline

If successfully funded, the Nason's Corner Sidewalk Improvement Project would have the following approximate project timeline:

- Spring 2024: Project design finalized
- Summer 2024: Project Advertised for bid
- Fall 2024: Construction begins
- Spring/Summer 2025: Construction substantially complete

Application Type	Construction
Applicant	MicroRail, Inc.dba Hope Harbor
Project Name	Hope Harbor
Project Address/Location	6 Commercial Street, Portland, ME 04101
Funds Requested	$250,000.00

Project Summary

Permanent Conversion of a Cruise Ship into Residential Housing for Low-Income people

Hope Harbor, a non-profit effort to convert a used cruise ship into affordable housing, was initially proposed as a solution to the 1000+ unhoused people occupying multiple shelters and multiple parks around Portland, Maine. The idea was to acquire a decommissioned cruise ship, permanently moor it in Portland Harbor and convert its cabins and other spaces into residential rental units of varying sizes and prices. All that would take is to find a place along the waterfront compatible with this objective; find a ship within as yet TBD financial resources and connect it safely and securely to the existing waterfront.

The ship of preference is the former Majesty of the Seas, a Royal Caribbean design. It is 880' long by 105' wide – providing almost 2 acres per deck with 14 decks. As it stands, it has 1177 cabins which comprise only 18% of the facility. The current thinking is to offer some cabins as they stand and combine or modify others into larger units – not unlike having a selection of tiny homes. By expanding residential usage to cover 50%+/- of the ship, we believe that somewhere between 2000 to 5000 rental units can be deployed while the remaining space is available for utilities and for commercial tenants intended as conveniences for residents.

The non-residential areas of the ship will provide services and entertainment and recreational opportunities that can benefit both the tenants and the outside neighborhoods. There are options for a health clinic, several kitchens and restaurants, co-working space, conference rooms, classrooms, laundry, education – limited only by the imagination of residents of the several neighborhoods within and without this 14-story steel framed structure.

The ship itself costs $35 million as it sits in Greece. It has been idle for two years but can be ocean ready with relatively like work (according to broker and owner and needs to be verified). Connections to the local port, which includes power, water, sewer, Internet and other, will require some dredging, installation of appropriately sized dolphins, construction of ramps for access of people and cars (onboard parking for up to 300 cars). Add mandatory safety and ADA compliance obligations and a sizable allowance of $15 million and we get to the total estimate of $50 million for the whole project. A financial plan is being developed centered on a revenue bond, and various grants that cover specific improvements.

Early in 2023, Maine developed a housing study. As a result, it was determined that Maine had a housing shortage of some 84,000 units. So, the motivation for this project is to kick off a multi-year effort to put a dent in this shortfall. A chunk of the problem could be addressed by converting a ship, and it won't need the slim construction workforce to make it happen. That burden is shifted to the maritime workforce and marine engineers. 5,000 units ranging from $300 to $1500 per month would definitely give our low and very-low-income populations the security of affordable housing among neighbors who are "all in the same boat".

Many people and entities around the World have inquired about this project. The feeling is that it will only take one success to create similar solutions around the Nation around the Globe. What isn't well known is that during COVID, over 43 cruise ships were simply sunk at sea to avoid the costs of maintaining crews and maintenance on them. Just this year, Royal Caribbean sold 22 of their ships. Given the huge housing benefit of these ships, we have lost thousands of residential opportunities. We'd like to invite HUD to support this project as a demonstration project for creating low-income housing. Right now, the average housing unit costs the State and City upwards of $250,000 per unit. This cruise ship offers a cost of only $30,000 per unit. That is no slight difference. And it goes a long way to reducing the wait list for affordable housing here and everywhere.

HUD National Objective	Low and Moderate Income Housing Project (LMH)
HUD Program Objective	Providing Decent Housing
Primary Goal	Housing Availability
Units of Service (for development activities) - *Refer to Section II.B.4*	
Type of Unit of Service: low-income rental units	
Number of Units Provided: 2,700	
Cost per Unit of Service: $18,518.00	
Location - For LMA projects	
Census Tracts	uncertain
Beneficiaries/ Clients Served	
Client Description	Individuals or families with low or very low income and/or people with disabilities, seniors, Veterans, asylum seekers, immigrants and any other underprivileged groups.
Number of Clients Served	2,700
Number of LMI Portlanders	1,400
LMI Portland Percentage	51.80%
Outcomes	
Budget	
$ $250,000.00	CDBG Request (Must match CDBG Request on Cover Page and Budget Worksheet)
$ $50,000,000.00	Total Program Budget (Must match Total Budget on Cover Page and Budget Worksheet)
Leveraged Funds	
$ 0.50%	

A. Application Cover Page

Completed by kcapron1@maine.rr.com on 11/20/2023 1:43 PM

Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

A. Application Cover Page

Please provide the following information.

A.1. Application Type:
Construction

A.2. Operating Agency/ Business:
MicroRail, Inc.dba Hope Harbor

A.3. Project Name:
Hope Harbor

A.4. Mailing Address:
1375 Forest Avenue D-11 Portland, ME 04103-1859

A.5. Project Address:
6 Commercial Street Portland, ME 04101

A.6. Executive Director Name:
Kenneth A. Capron

A.7. Phone Number:
(207) 797-7891

A8. Email:
kcapron1@maine.rr.com

A.9. Financial Contact Name:
Kenneth A. Capron

A.10. Email:
kcapron1@maine.rr.com

A.11. Phone Number
(207) 797-7891

A.12. Person who completed the application name:
Kenneth A. Capron

A.13. Amount of CDBG Funds Requested:
$250,000.00

A.14. Unique Entity Identifier (UEI):
NAT8ZWSL89N7

A.15. Tax ID:
-852,618,512

B. Construction and Economic Development

Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

Completed by kcapron1@maine.rr.com on 11/20/2023 1:47 PM

B. Construction and Economic Development

Please provide the following information.

HUD NATIONAL OBJECTIVES:

- **Prevention and Elimination of Slum or Blight** to address conditions that is detrimental to public health, safety, or welfare (SB) Slum or blight must be documented & submitted with the application.
- **Low and Moderate Income Area Benefit (LMA):** an activity which is available to benefit all the residents of an eligible area/census
- **Low and Moderate Income Clientele (LMC):** an activity which provides benefits to a specific group of persons of which at least 51% qualify as LMI Portlanders. Does this activity benefit a population that HUD presumes to be low to moderate income, including abused children, elderly persons, battered spouses, homeless persons, illiterate adults, severely disabled adults, persons living with AIDS, and migrant farm workers?
- **Low and Moderate Income Job Creation (LMJC):** an activity that creates or retains permanent jobs where at least 51% will be made available to LMI Portland residents.
- **Low and Moderate Income Micro-enterprises (LMCMC):** activity that benefit micro-enterprise owners/ developers who are LMI Portland residents.
- **Low and Moderate Income Housing Project (LMH):** an an activity to provide or improve permanent residential structures that will be occupied by LMI Portland residents.

B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.
Low and Moderate Income Housing Project (LMH)

B.2. HUD Program Objectives. Indicate which HUD program objective this program will address; choose one:
Providing Decent Housing

B.3 Primary Goal. Indicate the primary goal your program or project addresses; choose one.
Housing Availability

HUD PROGRAM OBJECTIVES

- **Creating a Suitable Living Environment**
- **Providing Decent Housing**

- **Creating Economic Opportunity**

PRIMARY GOAL

- **Neighborhood Investment and Infrastructure:** Create strong, safe accessible and vibrant neighborhoods
- **Housing Availability:** Increase housing availability and affordability
- **Economic Opportunity**: Create economic opportunities to transition people out of poverty
- **Address the Needs of the Growing Homeless Population:** Prevent and reduce homelessness

C. Project Specific Information

Completed by kcapron1@maine.rr.com on 11/20/2023 2:22 PM

Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

C. Project Specific Information

Please provide the following information.

Beneficiaries. Describe the beneficiaries or clients served by the program.

C.1. Describe the beneficiaries or clients served by the program or project.
Individuals or families with low or very low income and/or people with disabilities, seniors, Veterans, asylum seekers, immigrants and any other underprivileged groups.

C.2. How will the beneficiaries' information be collected and documented?
Intent is to use the MCOC's • Coordinated Entry with extra data elements as necessary.

C.3. How many will be served by the proposed program or project
2,700

C.4. How many are residents of Portland?
1,400

C.5. How many are low to moderate income residents of Portland? See income data in the instructions
1,400

C.6. What percentage of total clients are low to moderate income residents of Portland? (To calculate = D/B * 100; Must be > 51%)
51.80%

C.7. Is the proposed program or project a Development Activity?
Yes

Units of Service.(Development Activities Only)

a. Describe the type of unit of service provided by the program.
low-income rental units

b. How many units of service will be provided by the program?
2,700

c. What is the cost per unit of service?
$18,518.00

d. Explain the relationship between the cost per unit of service and the total program budget

cpu represents a total budget of $50 million divided by estimated average of units in service at any one time (2700). MHA project a cost of $250,000 per unit for residential housing.

C.8. What percentage of the total budget is CDBG?
0.50%

C.9. Program Objectives and Outcomes. Please list below:
Objective is to maximize the number of Low or VL Income rental units occupied by individuals or families who meet HUD low income standards and who participate in neighborhood activities, events and opportunities which can improve their rates and benefits of the neighborhood.

Location

C.10. What census tract is the project located?
uncertain

C.11. Is the project located in a historic district?
No

C.12 How will the outcomes be measured, collected, and documented?
Through the Coordinate Entry resident tracking system, we will know how many and how long each unit will be occupied. The estimate above uses extremely conservative numbers.

D. Project Narrative

Completed by kcapron1@maine.rr.com on 11/20/2023 4:20 PM

Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

D. Project Narrative

Please provide the following narrative information. Be as direct and specific as necessary.

D.1. Narrative: Project Description/Scope of Work
Describe the proposed program or project. Describe the scope, goals, and any project plans or designs that have been developed to date.
Permanent Conversion of a Cruise Ship into Residential Housing for Low-Income people
Hope Harbor, a non-profit effort to convert a used cruise ship into affordable housing, was initially proposed as a solution to the 1000+ unhoused people occupying multiple shelters and multiple parks around Portland, Maine. The idea was to acquire a decommissioned cruise ship, permanently moor it in Portland Harbor and convert its cabins and other spaces into residential rental units of varying sizes and prices. All that would take is to find a place along the waterfront compatible with this objective; find a ship within as yet TBD financial resources and connect it safely and securely to the existing waterfront.
There are numerous complexities to this effort. There are significantly more regulations from global entities (International Maritime Organization), US Coast Guard, Port Authorities, TSA, State and Federal Environmental organizations, land use authorities, local City building and safety inspections and State building codes. Even the Army Corps of Engineers can get involved. And since this is in essence the first time a passenger ship has been permanently docked on the waterfront, no one is quite certain who is responsible for inspections and licenses, insurability and sustainability, and more TBD. Insurance companies are scratching their heads as are banking and monetary authorities. Who does what to whom and when and where. All the engineering and climate issues just add to the confusion. We need a way to fund and document the entire opportunity for those that follow.

The ship of preference is the former Majesty of the Seas, a Royal Caribbean design. It is 880’ long by 105’ wide – providing almost 2 acres per deck with 14 decks. As it stands, it has 1177 cabins which comprise only 18% of the facility. The current thinking is to offer some cabins as they stand and combine or modify others into larger units – not unlike having a selection of tiny homes. By expanding residential usage to cover 50%+/- of the ship, we believe that somewhere between 2000 to 5000 rental units can be deployed while the remaining space is available for utilities and for commercial tenants intended as conveniences for residents.
The non-residential areas of the ship will provide services and entertainment and recreational opportunities that can benefit both the tenants and the outside neighborhoods. There are options for a health clinic, several kitchens and restaurants, co-working space, conference rooms, classrooms, laundry, education – limited only by the imagination of residents of the several neighborhoods within and without this 14-story steel framed structure.
The ship itself costs $35 million as it sits in Greece. It has been idle for two years but can be ocean ready with relatively like work (according to broker and owner and needs to be verified). Connections to the local port, which includes power, water, sewer, Internet and other, will require some dredging, installation of appropriately sized dolphins, construction of ramps for access of people and cars (onboard parking for up to 300 cars). Add mandatory safety and ADA compliance obligations and a sizable allowance of $15 million and we get to the total estimate of $50 million for the whole project. A financial plan is being developed centered on a revenue bond, and various grants that cover specific improvements.
Early in 2023, Maine developed a housing study. As a result, it was determined that Maine had a housing shortage of some 84,000 units. So, the motivation for this project is to kick off a multi-year effort to put a dent in this shortfall. A

chunk of the problem could be addressed by converting a ship, and it won't need the slim construction workforce to make it happen. That burden is shifted to the maritime workforce and marine engineers. 5,000 units ranging from $300 to $1500 per month would definitely give our low and very-low-income populations the security of affordable housing among neighbors who are "all in the same boat".
Many people and entities around the World have inquired about this project. The feeling is that it will only take one success to create similar solutions around the Nation around the Globe. What isn't well known is that during COVID, over 43 cruise ships were simply sunk at sea to avoid the costs of maintaining crews and maintenance on them. Just this year, Royal Caribbean sold 22 of their ships. Given the huge housing benefit of these ships, we have lost thousands of residential opportunities. We'd like to invite HUD to support this project as a demonstration project for creating low-income housing. Right now, the average housing unit costs the State and City upwards of $250,000 per unit. This cruise ship offers a cost of only $30,000 per unit. That is no slight difference. And it goes a long way to reducing the wait list for affordable housing here and everywhere.

D.2. Readiness to Proceed and Complete
Describe the project's timeline with specific dates/times, including start dates, end dates, and milestones, as applicable.
There are several general steps to complete the project.
1. We have already completed research and talked with experts and engineers and contractors - there was also a feasibility study performed in early 2023 by MIT naval engineering students. Other peripheral studies are also available and past incidents of cruise ships used for residential purposes are available.
2. At this time, with help from this grant, we can firm up the conditional acquisition of the ship;
3. we can lease and prepare the waterfront space for the ship's permanent mooring;
4. we can finalize participant components of the financing (revenue bonds and grants);
5. hire a trained crew to operate the ship while training interns and apprentices for future staffing;
6. we can pre-lease space on the ship;
7. and we can make the final connections of utilities and physical access to the ship.

The objective is to complete all but opening the doors by early to mid summer of 2024. From there the operations would ramp up toward full capacity over the following few years.

BUDGET NARRATIVE
D.3. Provide a short narrative description of the budget and expenses for the project or program. Describe exactly what CDBG will pay for in this program or project. Please ensure that budget amounts listed in the narrative match the cover page, summary, and budget worksheet
The ship itself is priced at $35 million firm. It comes as is but is expected to include all furnishings and in full working order. The combined costs of preparing the site and installing the ship all-in adds approx. $15 million to the overall package. The $50 million will be primarily funded with a tax exempt revenue bond with support from numerous grants for energy and climate improvements, and installation of dolphins and other stabilization methods.

CDBG funds will go toward the many legal costs and inspections required by international maritime law, Federal laws, State and Local regulations and compliances including ADA compliance, Coast Guard, Army Corps, Harbor Commission, Fire and Police and by State and Federal Environmental organizations. Compliance with all of these requirements is critical to the safety of the ship and all of its residents. One outbreak of a COVID or Norovirus would decimate people and revenues instantly. One fire will test the safety systems an thus need to be right before not after the problem arises.

Operations will produce an estimated $8,110,800 revenue from residential leases and another $3.5 million from

commercial leases. Operating expenses include ,000Heat (3,379,500); insurance (1,000,000); staff (1,440,000); electricity (3,379,500) and water/sewer (1,295,835). That produces a net annual revenue of $1,115,965 at a very conservative occupancy of only 58%. These estimates have included a very attractive margin for error. Annual debt service is estimated at $556,197. Unrelated business income will result in some tax liability as yet TBD.

D.4. Leveraged Funds, Financial Need

What other funding do you have to support this project? Will this project go forward without CDBG funding?

The project leverages a scrap value of 74,000 tons of sheet steel at current market of $188.63 or $13, 947,491. As shown, revenues comfortably exceed monetary outlays and thus the use of very popular tax exempt revenue bonds, Low Income TIFs and other financial 'gimmicks'. We anticipate other government grants for energy and climate features. The talents of the founder of this project have a tremendous value when compared to a myriad of mouths trying to make it in their image. A team of lawyers and experts is very expensive. Ken has donated his time up to this point.

D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program 1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods; 2) Housing Availability –Increase Housing availability and affordability; 3) Economic Opportunity – Create economic opportunity to transition people out of poverty; 4) Address the needs of the growing homeless population- prevent and reduce homelessness

Housing Availability – Increase Housing availability and affordability - this project substantially addresses the massive shortage of affordable housing for our waterfront workforce, four colleges, seniors, the annual influx of asylum seekers and immigrants. It feasibly could address that segment of the homeless population needing/eligible for housing first. But none of this is a temporary fix. And the rates are moldable to meet the need. We don't want to leave anyone behind.

D.6 Priority Impact Level

Choose and describe how this program best addresses one of the priority impacts level activities. (See table here).

High Priority - Public infrastructure in targeted neighborhoods - Hope Harbor is a whole new neighborhood unto itself. Its a fresh start to develop its own personality. The facility targets Accessibility/ADA compliance and will grow such objectives over time. This is what seems like a whole new city where we can prioritize needs and desires collaboratively. The ship also includes community pools, walking track, exercise venues, theater and other cultural and educational spaces.

Priority - includes the chance for people who are similarly situated to congregate and share time socially. Disabled, seniors, foreign language speakers, students can cross pollinate without outside expectations. Opportunities to volunteer abound. "Invest in programs and services that address the specific needs of members of the community. Encourage programs that build a sense of inclusiveness, safety, and security within individual neighborhoods."

D.7. Community Need Description

Why is this project needed?

Per the MHA housing report earlier this year, Maine has a shortage of 84,000 affordable living units. Hope Harbor is the biggest undertaking toward addressing that problem and will serve as a prototype for similar conversions elsewhere in the U.S.

D.8. Measurable Community Impact

What impact the project will this project have on the community?

It is expected that this opportunity in this location will encourage more foot traffic at this end of Commercial Street. It will allow the waterfront workforce, among others, to finally afford to live near their jobs - a problem both political and demographic.

D.9. Additional questions for specific application types
None of the Above

D.10. Experience Providing Service
Describe the applicant's experience in delivering and managing similar projects. Give specific examples of past projects completed on time and within budget.
Developer has experience at large businesses in both finance and planning of large projects. As the conductor of the orchestra, he is bringing together the right people for the right segments of the project. He has built and run several small businesses in retail, technology, human services and most recently transportation and housing. Developer was a summa cum laude graduate of USM and worked for a big-* accounting firm and specialized in computer auditing. In 2000, Ken became a systems engineer assisted many businesses on a contract basis. All of Ken's undertakings have been on time or early and none have been over budget. Ken has investigated and exposed numerous instances of financial fraud in Maine.

D.11. Partnership/Collaboration
If applying as a partnership, please describe the nature of the partnership, who is involved, and what agreement there is among partners. Partnerships are two or more organizations or businesses who will share valuable resources, work together toward a common goal, and increase efficiency in providing services.
The minute you bring other people into a major project, the project and its mission and goals start to change. I am convinced that others would have pushed for big profits, for more commercial tenants, for ways to control the minds and activities of tenants and customers. It doesn't take a rocket scientist to design a process that leads to a successful offering. As a financial consultant, I was always tasked with being the only person on a project. You learn to be very agile and resourceful. If you don't know something, just find someone who does. And with the Internet, all the knowledge in the World is at your fingertips. The test of my approach will come during the multitude of inspections. And when we turn the lights on for the first time.

If applying as a single entity please describe collaboration between service providers; coordination of services; or outreach to the community.
Include any additional collaboration, coordination or outreach as relevant to ensure there is no duplication of services.
All the important players have been engaged - such as CMP, Portland Water, maritime lawyers, housing attorneys, experts from our waterfront who usually stand alone in their depth of knowledge, property managers, professional crew-for-hire, Naval officers, the Harbor Master, and on and on. Worse comes to worst, the project has a 42% occupancy margin.

E. Program Budget Detail

Completed by kcapron1@maine.rr.com on 11/20/2023 4:34 PM

Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

E. Program Budget Detail

Please provide the following information.

E.1 Grant Amount Requested - for construction or development activities the minimum amount requested is $10,000 and Maximum is $250,000.
$250,000.00

E.2. Total Program Budget
$50,000,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
ship	$35,000,000.00	$0.00	$35,000,000.00	revenue bond	Pending
setup, startup costs	$3,750,000.00	$250,000.00	$3,500,000.00	revenue bond	Pending
Dolphins	$1,500,000.00	$0.00	$1,500,000.00	revenue bond	Pending
Dredging	$1,500,000.00	$0.00	$1,500,000.00	revenue bond	Pending
Geothermal Installations	$3,000,000.00	$0.00	$3,000,000.00	DOE Grant	Pending
Heat Pumps	$1,500,000.00	$0.00	$1,500,000.00	DOE grants, rebates	Pending
OnBoard SSP upgrade (internal)	$1,000,000.00	$0.00	$1,000,000.00	DOE/DOT grant	Pending
in-unit kitchens	$2,750,000.00	$0.00	$2,750,000.00	Misc. Donations	Pending
	$50,000,000.00	$250,000.00	$49,750,000.00		

F. Required Documents

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Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

F. Required Documents

Please provide the following information.

Documentation

☑ **Agency Organizational Chart** ***Required**

There is no organizational chart so far.docx

☐ **Complete List of Board Members (required for non-profits)**

***No files uploaded*

☐ **Conflict of Interest Policy**

***No files uploaded*

☑ **Letter of Support** ***Required**

Letters of Support are premature at this stage.docx

☐ **Memorandum of Agreement (if applicable)**

***No files uploaded*

☐ **Most Recent Audit (if not available submit most recent 990 Financial Statement)**

***No files uploaded*

☐ **Non-Discrimination Policy**

***No files uploaded*

☐ **Plans, Designs, and/or Pictures**

***No files uploaded*

☑ **Project Timeline including specific dates and milestones *Required**

Timeline.docx

☐ **Scope of Work and Estimate (provided by building professional)**

***No files uploaded*

☐ **Verification of 501(c)3 Status (required for non-profits)**

***No files uploaded*

☐ **Verification of contact with City Historic Preservation Staff**

***No files uploaded*

☐ **Whistleblower Policy**

***No files uploaded*

☐ **Authorization to Request Funds and/or Designation of Authorized Official (required for non-profits)**

***No files uploaded*

Submit

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Case Id: 30480
Name: Hope Harbor - 2024
Address: 6 Commercial Street, Portland, ME 04101

Submit

C5C;">**Once an application is submitted, it can only be "Re-opened" by an Administrator.**

☑ **I/We understand that that willful false statements or misrepresentation concerning income; asset or liability information relating to financial condition is a misdemeanor of the first degree, punishable by fines and imprisonment provided under State Statues. I/We further understand that any willful misstatement of information will be grounds for disqualification. I/We certify that the application information provided is true and complete to the best of my/our knowledge. I/We consent to the disclosure of information for the purpose of income verification related to making a determination of my/our eligibility for program assistance. I/We agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided are a matter of public record.**

☑ **I/We understand that Title 18, Section 1001 of the U.S. Code makes it a criminal offense to knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds. If you knowingly and willingly make fraudulent statements or misrepresentations of any material fact in the use of or obtaining the use of federal funds you may be fined under this title or imprisoned not more than 5 years, or both.**

☑ **I/We understand that the all documents are subject to State public records laws.**

Signature:
Kenneth A. Capron
Electronically signed by kcapron1@maine.rr.com on 11/20/2023 4:52 PM

There is no organizational chart so far. Just one person at the top.

Ken Capron 2023/4 CDBG Application

Letters of Support are premature at this stage.

Ken Capron 2023/4 CDBG Application

Timeline:

Present until three to four months – acquire rights to the ship.

Present until three to four months – acquire leasehold rights to the City owned submerged lands.

Present until four to six months – undergo inspections and regulatory compliance.

Spring, 2024 Take delivery of ship.

Late Spring, Early Summer - Put ship in place on waterfront per diagrams.

Early summer - Christen the project and open for business.