

City of Portland

CDBG Allocation Committee



Thursday, January 16, 2025 at 8:00 AM Via Zoom

REMOTE ACCESS INFORMATION:

CDBG Annual Allocation Committee will conduct this meeting by remote methods/technology at the Zoom link provided below, in accordance with the requirements of 1 M.R.S. section 403-B and the City Council's Remote Participation Policy Public Remote Access Information:

*The CDBG Allocation Committee will conduct this meeting remotely via Zoom pursuant to the Remote Meeting Policy adopted by the Portland City Council. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live either in person or via Zoom, a recording will be available in the Agenda Center following the meeting. For public comment via Zoom, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for public comment. This particular meeting will not take public comment.*

Please direct any questions for staff to cdbg@portlandmaine.gov or call (207) 874-8731.

Please click the link below to join the webinar:
<https://portlandmaine-gov.zoom.us/j/88585053688>

1. Open Meeting and Roll Call
2. Review Development Activities Applications
 - a. HEDD Microenterprise Program
 - b. HEDD Business Assistance Program
 - c. Upwards, Inc (*Contact Staff for additional application files*)
 - d. CMDN Ramp Replacement
 - e. Port Resources Paving (*Application contains confidential information, contact staff for a redacted version*)
3. Review Scoring Categories and Procedure
4. Next Meeting: 1/23
5. Adjournment

Program Overview

Completed by nmartin@portlandmaine.gov on 10/30/2024 1:24 PM

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding a program is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for this round of CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Application Cover Page

Completed by nmartin@portlandmaine.gov on 11/14/2024 11:44 AM

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

A. Application Cover Page

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

City of Portland Housing and Economic Development Department is Lead Agency; Portland Development Corporation (PDC), a non-profit organization with review and approval authority over City commercial loan and grant awards, including the program for which this application seeks funding, will assist. Members of the PDC are appointed by the City Council.

A.2. Mailing Address:

389 Congress Street Room 308 Portland, ME 04101

A.3. Federal ID Number

16,000,032

A.4. Unique Entity Identifier- SAM.GOV

071747802

APPLICATION POINT OF CONTACT

A.5. Name

Nancy Martin

A.6. Phone

(207) 756-8019

A.7. Email

nmartin@portlandmaine.gov

EXECUTIVE DIRECTOR

A.8. Name

Gregory P. Watson, HEDD Director and Kierston Van Soest, PDC President

A.9. Phone

(207) 874-8945

A.10. Email

gwatson@portlandmaine.gov, kvansoest@llbean.com

PROJECT DIRECTOR

A.11. Name

Nancy Martin, Business Programs Manager

A.12. Phone

(207) 756-8019

A.13. Email

nmartin@portlandmaine.gov

FINANCIAL DIRECTOR

A.14. Name

Lori Paulette, Principal Administrative Officer

A.15. Phone

(207) 874-8683

A.16. Email

ljp@portlandmaine.gov

B. Construction and Economic Development

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

Completed by nmartin@portlandmaine.gov on 10/31/2024 1:05 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 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 Micro-enterprises (LMCMC)

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**

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- **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

Documentation



Project Map of Service Area (for LMA Only)

***No files uploaded*

C. Project Specific Information

Completed by nmartin@portlandmaine.gov on 11/16/2024 12:06 PM

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

C. Project Specific Information

Please provide the following information.

C.1. Select an Application Type:

- **Construction Application:** For clearance, infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing , etc.
- **Development Activity Application:** For non-construction projects including acquisition, disposition, relocation, renter or homeowner assistance, etc.
- **Economic Development Application:** For microenterprise or business assistance programs, special economic development activities, etc. (Note individual businesses are not eligible to apply)

Economic Development Application

C.2. Project Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Portland Microenterprise Grant and Training Program

C.3. Project Address

389 Congress Street Room 308 Portland, ME 04101

C.4. Are there additional project addresses? (Note: Staff may request separate submissions for each project location)

No

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

C.5. Describe the beneficiaries or clients served by the program or project.

Individuals that own a Portland microenterprise.

C.6. How will the beneficiaries' information be collected and documented?

Initially by online application, then income verification and additional information collected after PDC approval.

C.7. How many will be served by the proposed program or project?

40

C.8. How many are residents of Portland?

21

C.9. How many are [low to moderate income](#) residents of Portland?

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C.10. What percentage of total clients are low to moderate income residents of Portland?

52.50%

Units of Service.(Development Activities Only)**a. Describe the type of unit of service provided by the program.**

Microenterprise Grant

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

40

Budget and Organizational Questions**C.11. What percentage of the total budget is CDBG?**

89.00%

C.12. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

C.13. What is the amount of state/local funds you have estimated and committed to this program budget?

\$25,000.00

C.14. What is the amount of private funds you have estimated and committed to this program budget?

\$0.00

C.15. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

C.16. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

No

C.17. Program Objectives and Outcomes. Please list below:

Objective: Create economic opportunity to transition people out of poverty through grants and training in business development skills, enabling them to grow their business. Outcome: Increased capacity to successfully own and manage a microenterprise business.

C.18. How will the outcomes be measured, collected, and documented?

Quantitative data collected and tracked on a project master spreadsheet. Qualitative data collected and tracked in a compilation of success stories.

D. Project Narrative

Completed by nmartin@portlandmaine.gov on 11/18/2024 3:36 PM

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

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 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 \$212,500 to implement a new round of the Microenterprise Grant program. This year's program will be the first time that grantees will receive targeted training that will create a sustained impact on their business long after they receive their \$5,000 Microenterprise Grants. In late 2023, the City used American Rescue Plan Act funds to provide Microenterprise Grants to 81 businesses in the City. The demand for this type of business support well exceeded the available supply. Almost all of the \$212,500 requested for this project will be used for direct grants to businesses (\$200,000), while \$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. The remaining \$7,500 will be use to provide business related skills training, in collaboration with New Ventures, to the grantees. The combination of direct funding and skills training will increase the capacity of the business and lead to sustained economic growth for the City of Portland.

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 this application be successful, the Portland business community will be alerted in July 2025 that this popular program has been re-capitalized. The City's Communications office will alert local media, and the program will be marketed to a wide range of organizations that work with local businesses, entrepreneurs and immigrants. Applications will be received and 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 will be referred to SCORE, SBDC or CEI for free assistance. At the PDC's October meeting, staff will present requests to the Board for its review and approval, along with accompanying staff memos and underwriter reports. Those applicants that receive approval could begin to receive grant awards and participate in business training as early as November 2025. Based on previous experience, it is anticipated that all grant funds will be awarded in the Winter of 2025-6. Once awards are approved and grant agreements signed, a 9-month clock starts, giving grantees that time to complete the required business training and submit eligible business expenses for reimbursement.

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 total budget for this program is \$237,500, of which \$25,000 is for staff support of this program and is provided in-kind. Almost all of the \$212,500 of the requested CDBG funds will be used for direct grants to businesses (\$200,000). In

addition, \$5,000 will be for the services of a consulting underwriter. The remaining \$7,500 will be used to provide business related skills training, in collaboration with New Ventures, to the selected grantees.

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 of Portland will provide \$25,000 of HEDD staff in-kind services for Nancy Martin to administer/manage the Program and that funding is already secured. Nancy is the Business Programs Manager for the HEDD; \$25,000 represents about one-third of her time and salary. The Microenterprise Grants of \$5,000, which will be provided directly to Portland Microenterprises that are owned by low and moderate income individuals, will not be possible without CDBG funding.

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 CDBG goal, Economic Opportunity – Create economic opportunity to transition people out of poverty, will be directly addressed through this program. The Portland Microenterprise Grant and Training Program invests in new and existing Portland microenterprises, which provide goods and services for the local community. Every single one of the 40 microgrants budgeted in this program will be to a low/moderate income individual who owns a Microenterprise located in Portland, Maine.

D.6. Priority Impact Level

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

This program directly supports the Microenterprise Assistance priority. Approximately two-thirds of the businesses located in Portland have four or fewer employees. According to the US Chamber of Commerce, small businesses are particularly challenged by inflation, high interest rates, access to credit, employee retention, and supply chain disruptions. While larger businesses often have cash reserves to ride out these economic challenges, microenterprises run at extremely tight margins and are more affected by these issues. For the first time, the City's Microenterprise Program will tie grant funding with skills training. Targeted training will assist business owners in financial planning and projections and accessing credit, for example. This will enable Portland's microenterprise business owners to be more resilient in the face of these challenges.

D.7. Community Need Description

Why is this project needed? How does the project address the community's diversity and create a culture of belonging? If applicable, describe how the programs offered in the renovated space give priority to lower incomes.

Owning a microenterprise is a rewarding yet challenging endeavor. Macroeconomic trends such as high interest rates and inflation, coupled with more local trends such as increased property values, have resulted in high costs for business owners. As a result, many microenterprises are struggling to succeed. It is even more challenging for entrepreneurs from marginalized communities who face systemic challenges and may lack access to support and financial resources. Of the approximately \$400,000 in ARPA funding that was made available as microenterprise grants in FY24, more than a third of these microenterprises represented a racially, ethnically or linguistically diverse community, and all went to low/moderate income individuals, addressing the community's diversity.

D.8. Measurable Community Impact

What impact will this project have on the community? For City Infrastructure projects, describe how the Location of this project complements or completes currently or previously funded projects. For non-profit rehabilitation, describe how the renovation project makes the building more energy efficient.

As a direct result of this program, 40 low/moderate income business owners will have increased capacity to invest and grow their business. The impact will be increase economic vitality among Portland's microenterprise business community.

D.9. Experience Providing Service

Describe your organization's experience in managing construction projects. Give specific examples of past projects completed on time and within budget. Does your organization have experience managing projects with Davis Bacon and Related Acts or other crosscutting federal requirements (like Lead-Based Paint Hazard, Build America Buy America, and Section 3)?

The HEDD, in collaboration with the PDC, have successfully administered many rounds of Microenterprise programs, and have substantial experience and systems in place to administer another round. Program administration includes marketing, intake, eligibility determination, and coordination with consulting underwriters to have assisted with previous rounds of this program. The underwriters analyze the financial viability and stability of applicants. The PDC board members are well qualified to review microenterprise grant applications, having expertise in banking, marketing, small business development, accounting, and financial management. The PDC and HEDD have been administering commercial loans to assist Portland businesses for close to three decades. HEDD staff involved in administering this program include: Greg Watson, Housing and Economic Development Department Director; Nancy Martin, Business Programs Manager; and Lori Paulette, Principal Administrative Officer. Nancy has primary involvement as the program manager. She also manages the City's Revolving Loan Fund Program, ARPA Microenterprise Grant Program (see grantee testimonials in Documents section), as well as the current CDBG Job Creation Grant, and the USEPA-funded Brownfields Assessment and Cleanup Programs. All of these share similarities with the proposed program, for example: budgeting, oversight of federal funds, approval of draw-down requests, adherence to program guidelines, and monitoring program progress.

D.10. 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.

OR

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 success of this program will be a result of the many partners who will contribute to its implementation. Beginning with the community outreach of the program, internal and external City partners will alert potential applicants and assist with completion of applications. These include the City's Office of Economic Opportunity, the City's Waterfront Coordinator, and the business advisors that work with the City such as SCORE, CEI, the Immigrant Welcome Center, and the Small Business Development Center. Required business development skills training will be provided by New Ventures, a recognized expert in microenterprise development.

E. Program Budget Detail

Completed by nmartin@portlandmaine.gov on 11/1/2024 2:34 PM

Case Id: 30540
Name: Microenterprise and Training Program - Housing
Address: *No Address Assigned

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 (public infrastructure projects are exempt from cap).
\$212,500.00

E.2. Total Program Budget
\$237,500.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Staff	\$25,000.00	\$0.00	\$25,000.00	City salary	Committed
Underwriting Services	\$5,000.00	\$5,000.00	\$0.00		Pending
Business Development Training	\$7,500.00	\$7,500.00	\$0.00		Pending
Microenterprise Grants	\$200,000.00	\$200,000.00	\$0.00		Pending
	\$237,500.00	\$212,500.00	\$25,000.00		

F. Required Documents

Completed by nmartin@portlandmaine.gov on 11/18/2024 3:40 PM

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility. ***Required**

****No files uploaded**



Authorization to Request Funds and/or Designation of Authorized Official

Required if the Authorized Official is not the one completing this application.

****No files uploaded**



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

A list of the current board of directors or other governing body of the agency must be submitted for non-profits.

****No files uploaded**



Conflict of Interest Policy

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**



Letters of Support/ MOUs

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**



Most Recent Audit

If not available, submit most recent 990 Financial Statement.

****No files uploaded**



Non-Discrimination Policy

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

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☐ **Plans, Designs, and/or Pictures**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

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

****No files uploaded**

☐ **Scope of Work and Estimate**

Required for Construction applications.

****No files uploaded**

☐ **Verification of 501(c)3 Status**

Required for non-profits.

****No files uploaded**

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

Required for Construction applications.

****No files uploaded**

☐ **Whistleblower Policy**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐ **Other Document Type**

****No files uploaded**

Submit

Completed by nmartin@portlandmaine.gov on 11/18/2024 3:40 PM

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature:

Nancy Martin

Electronically signed by nmartin@portlandmaine.gov on 11/18/2024 3:40 PM

Checklist

No data saved

Case Id: 30540

Name: Microenterprise and Training Program - Housing

Address: *No Address Assigned

Checklist

Please review and confirm the following items.

Application Review	Date	Notes
Application Submission		
Application Review complete		
Notification of public hearing		
Award letter sent		
Status updated		
Approved Applications	Date	Notes
Updated documents received	Completed	
Environmental review complete		
Debarment Check		
Sub-recipient Agreement executed		
Subrecipient Training		
IDIS Set Up		
Estimated Completion Date		

Procurement

Date

Notes

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14 of 15

Completed

Pre-Bid Meeting

Received Final Bid Documents

Wage Rate Updated

Bid Notice

Bids Received

Contract signed

Construction	Date Completed	Notes
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Pre-Construction Meeting with contractor

Certified Payroll Received

Wage Rate Interviews Completed

Completion Date

Monitoring	Date Completed	Notes
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Risk Assessment Completed

Monitoring Completed

Follow Up (if needed)

JUN 5 2001

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

DEPARTMENT OF THE TREASURY

JUN 01 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

Letter 1045 (DO/CG)

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

DOMESTIC
NONPROFIT CORPORATION

STATE OF MAINE

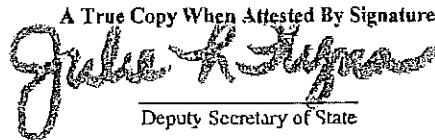
ARTICLES OF AMENDMENT

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

Downtown Portland Corporation

(Name of Corporation)


Deputy Secretary of State

A True Copy When Attested By Signature

Deputy Secretary of State

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

FIRST: ("X" one box only) ☒ 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.

PROJECT TIMELINE
Portland Microenterprise Grant and Training Program

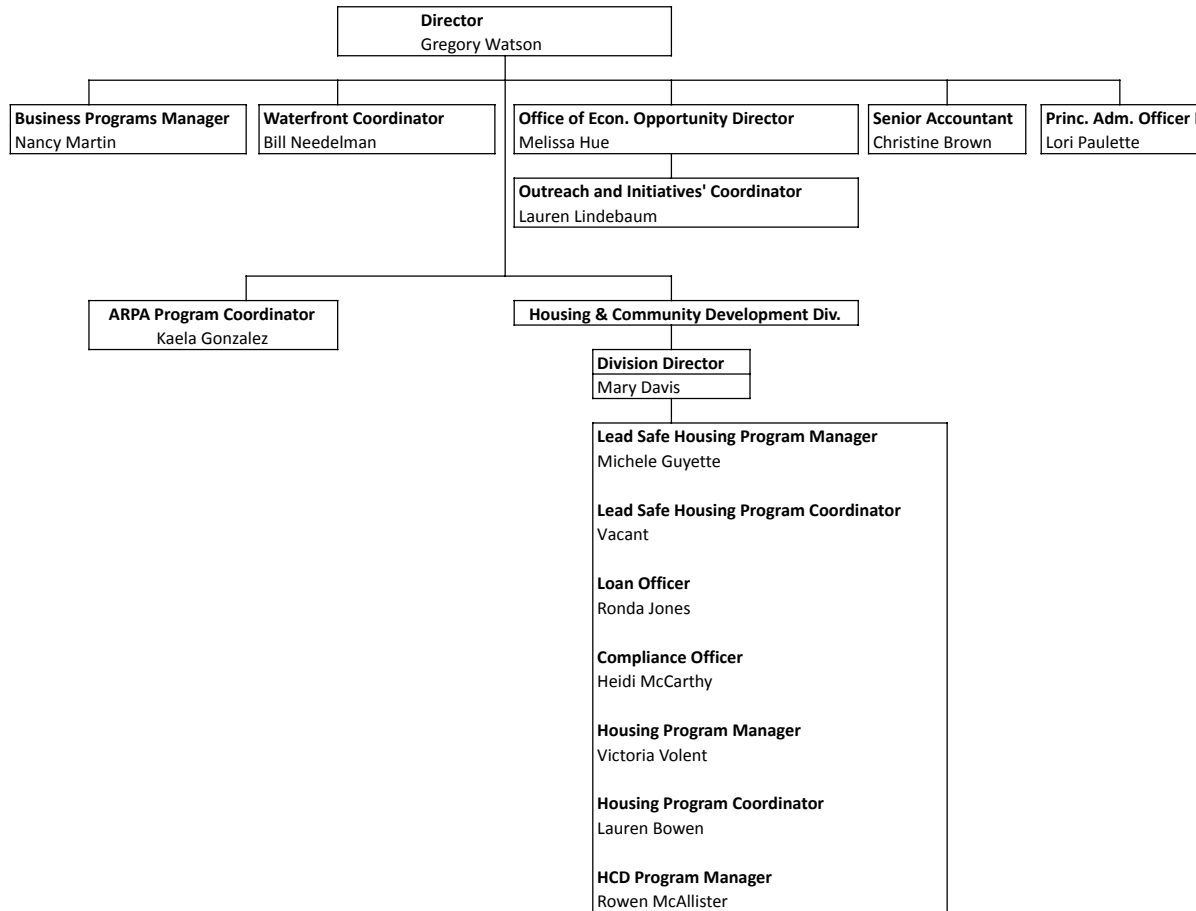
- **July 2025 and ongoing:**
 - Begin marketing the program to the public through posting to the City's website and socials, issuing a press release to local media and to organizations requesting that it be distributed to their contact lists including the City's Office of Economic Opportunity, Portland 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 CEI);
 - Applications (available on the City's website) will open online 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, and CEI.
 - HEDD staff and New Ventures will begin creating a business development training curriculum.
- **August 2025 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;
 - PDC Board will vote to approve those that it deems the strongest applications.
 - Business training curriculum will be finalized with New Ventures.
- **September 2025 and ongoing:**
 - Program contracts will be drafted and executed with successful grantees;
 - Grantee businesses will be given 9 months to request reimbursement of eligible microgrant expenses, with an extension of 3 months if approved by the HEDD and/or PDC;
 - Grantees will be given 9 months to complete the business development course requirements;
- **October 2025 and ongoing:**
 - Grants may begin to be drawn down as soon as contracts are signed.
- **December 2025 and ongoing:**
 - Begin collection of impact stories to understand how the grants and training impacted the grantee.

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.

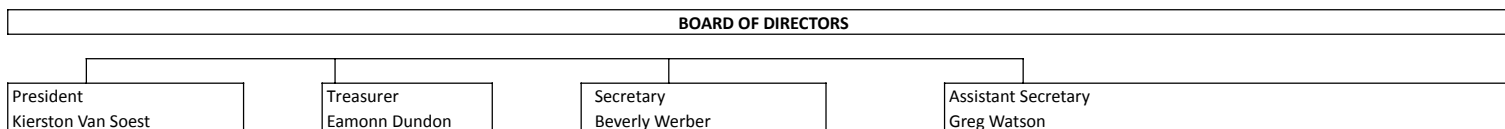
HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT

ORGANIZATIONAL CHART



PORTLAND DEVELOPMENT CORPORATION

ORGANIZATIONAL CHART



Portland Development Corporation Board of Directors:

Kierston Van Soest, President

Eamonn Dundon, Treasurer

Beverly Werber, Secretary

Jonathan Berg

Matthew Buonopane

Sam Dargan

Councilor April Fournier

Nathan Henry

Scott Kleiman

Assistant City Manager, Dena Libner

Nikki Yanok



November 5, 2024

Dear Nancy,

New Ventures Maine supports The City of Portland's CBDG application for 40 low/moderate-income Portland business owners, many of whom may be immigrants. New Ventures Maine (NVME) proposes to provide the following 6 session class:

Session 1, Developing Your Business Idea - Ideate, Inspire, Understand

- Traits and qualities of an entrepreneur
- Feasibility and viability w/market research
- Decision-making considerations (personal finances, location, timeline)
- Business goal setting

Session 2, Understanding Banking and Sources for Finance

- Legal & regulatory structures for business: Permits & registration, Taxes, Insurance
- Applying for loans

Session 3, Developing a Business Plan: Who is Your Customer & How to Market

- Customer Profile
- Competitor research
- Marketing strategies and marketing channels/branding

Session 4, Developing a Business Plan: Financial Planning

- Financial services - personal budget, pricing/costs/market research

Session 5, Financial Planning Part 2

- Financial - tax readiness, cash flow projection, financing options

Session 6, Business Plan Workshop/Presentation

- Workshop/sharing your business plan and/or next steps

We propose to serve no fewer than six and no more than 15 participants per class. Interpreters will be provided and included in the class presentations

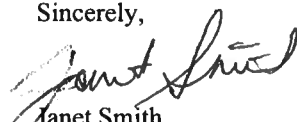
We ask that participants complete an NVME registration form and an evaluation form at the end of the class. We request that The City of Portland assist with outreach and recruitment to the class. Staff will also be invited to attend the workshops to evaluate effectiveness.

NVME will be compensated \$7,500 for three six-session classes. This includes workshop facilitation, travel, materials, preparation, and coordination time.

The mission of New Ventures Maine (NVME) is to help Maine people succeed in the changing economy and achieve economic security for themselves and their families. We achieve our mission by providing training and individual coaching, online and in person, in planning careers, starting businesses, managing money and building assets. Our target population is adults in work/life transitions and individuals experiencing significant and systematic barriers to accessing resources and succeeding in Maine's changing workforce and economy.

NVME is very excited about this opportunity to coordinate with The City of Portland to provide business planning education and access to matched savings programs. Please let me know if there is any additional information you would like provided

Sincerely,



Janet Smith
Executive Director



Microenterprise Grant Success Stories

Summer, 2024



To bolster Portland's microenterprises, the City's Housing and Economic Development Department, through the Portland Development Corporation, allocated just over \$400,000 from the City's American Rescue Plan Act funds to provide \$5,000 in grants to a total of 81 Portland-based businesses owned by low and moderate income individuals.

The grants were utilized for a spectrum of business needs such as marketing, inventory, rent, and payroll, thereby creating economic opportunities to transition people out of poverty.





“Thanks to the grant, we can confidently pay rent, expand our inventory, and invest in crucial equipment, driving our business forward with purpose and effectiveness.”

Juliana Tebbetts, owner of Kili Organics





RAMBLE MORE DESIGN

Ramble More Design was founded by Timothy Goldkin with the intention of marrying fine art and commercial art. The company produces bespoke custom art pieces by utilizing contemporary and archival imagery.



“

Tim Goldkin highlighted the impact of the city grant on his business, saying:

“The city’s grant has been instrumental in our growth. It enabled us to purchase essential equipment, cover rent costs, and invest in business development through marketing efforts. Without this support, we wouldn’t have been able to expand and thrive as we have.”

”



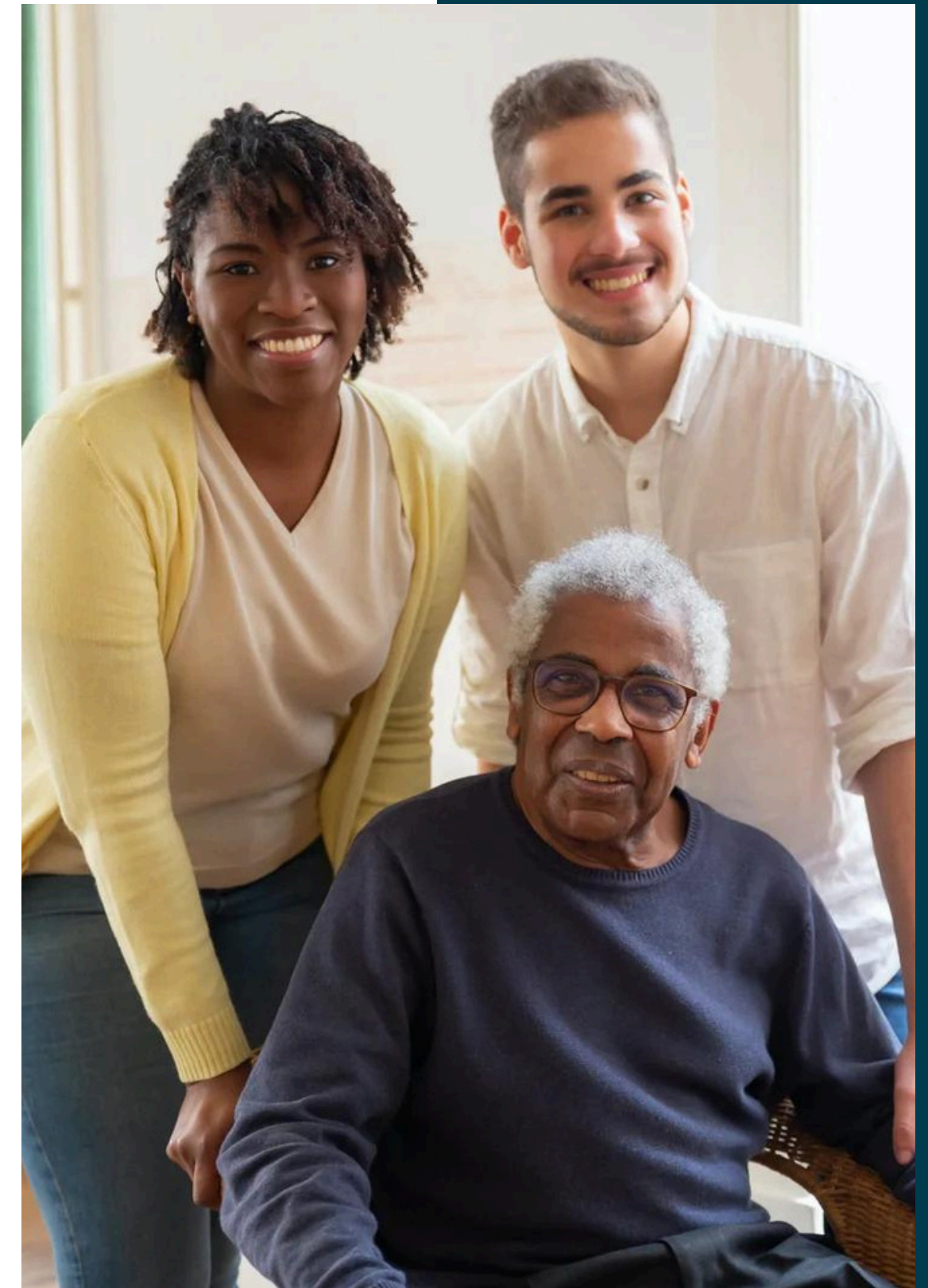
PRIME HOME

Prime Home provides personal care services to low-income people, elders and other vulnerable adults with cognitive development and disabilities. The main focus is to improve lives, promote independence, and build a healthy and strong community.



“The city grant has been incredibly beneficial for our business. It allowed us to pay our employees promptly, even while awaiting reimbursement for services rendered. Moreover, it enabled us to expand our operations, increasing both our workforce and our customer base.”

-DIANE UWERA, Founder



SIT. STAY. FOREVER.



YOUR PETS DESERVE THE BEST



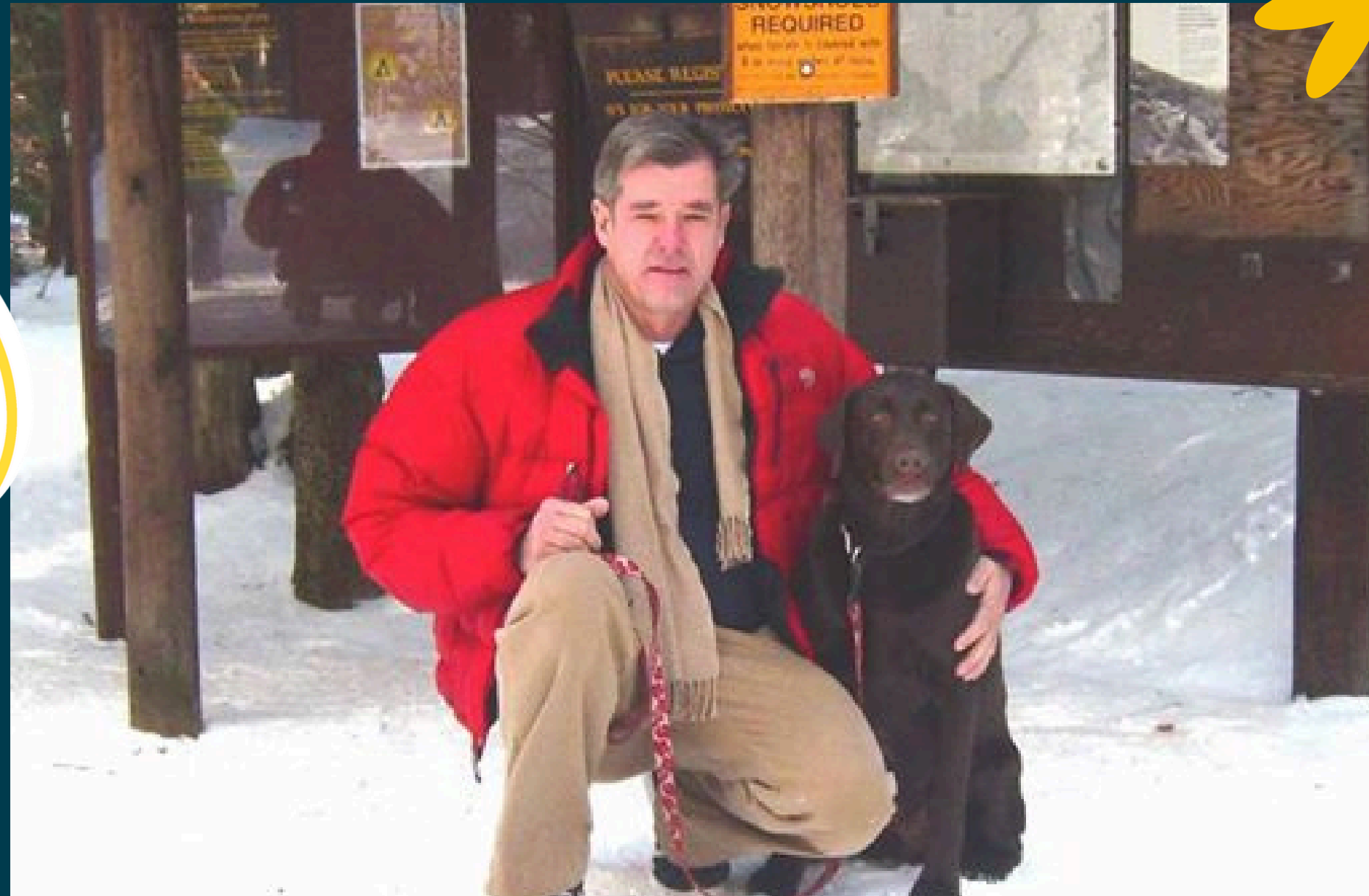
ABOUT

The company offer toys and beds for pets while contributing significantly to the sustainability of the Earth's resources.

The company envisions a world where pets thrive in safety and comfort, and the planet flourishes through responsible choices.

”
Thanks to the city's grant,
I was able to purchase a
sewing machine to get my
dog beds into production.

STEVE WHITNEY
Owner





Burundi Star Coffee.



Burundi Star Coffee is a coffee shop and café featuring fine blends sustainably sourced directly from farmers in Burundi.

The Portland café location connects cultures, showcasing Burundi's bold flavors while supporting education and healthcare initiatives in our homeland.



"The grant played a vital role in keeping our team onboard during the winter months. It also supported us in compensating staff when one of our locations had to close for two weeks due to state licensing requirements"

**Jocelyne Kamikazi,
Founder and owner**



HANDSHAKE BITTERS

Shahin Khojastehzad moved to Maine from Iran with his family and grew up in Portland.

He formed Handshake Bitters in 2023, using Maine & Persian ingredients to make digestif bitters.

The City's Microenterprise Grant enabled Shahin to purchase equipment, supplies and inventory to get his new business off the ground.



Rejoice Cleaning Service

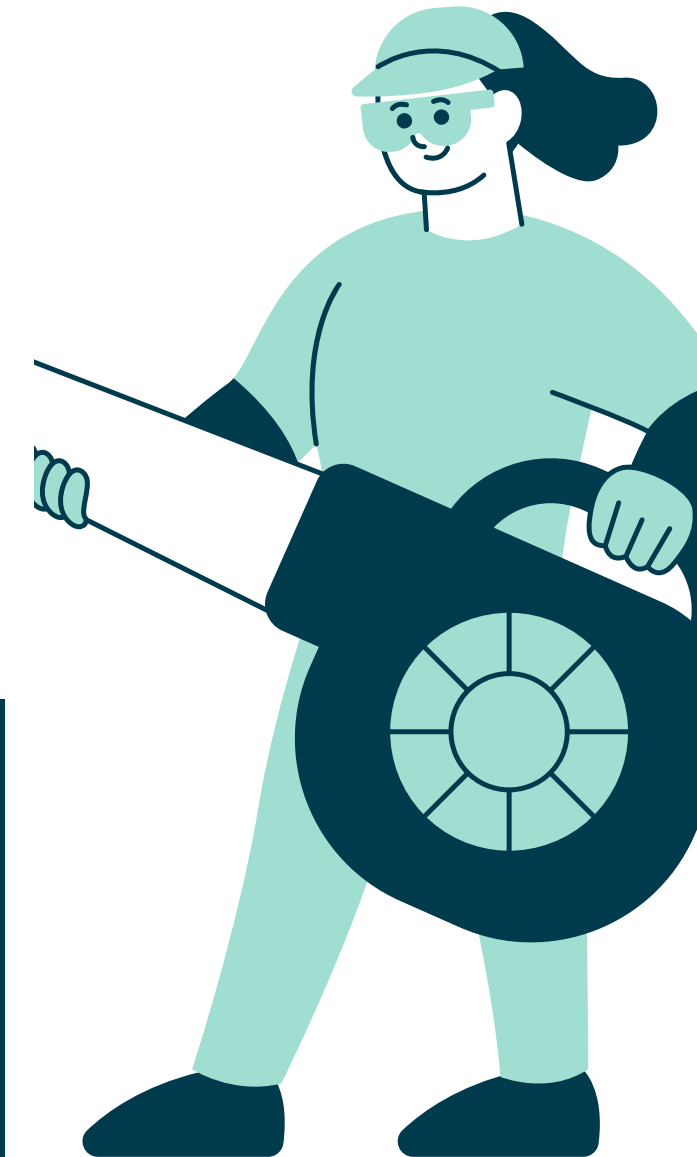


“Our gratitude goes to the city for their grant, which enabled us to purchase essential equipment for our business.”

Gatien Katumba, Founder



Rejoice Cleaning Services is focused on maintaining homes and businesses to the highest hygiene standards, including general cleaning, washing, and sanitizing floors, walls, windows, and carpets.



Tealight Studios

Handmade bows and bandanas for dogs and cats



"The City's assistance allowed me to explore new products, acquire necessary materials, develop new skills through educational classes, and sustain operations through the winter by funding participation in trade shows," **Selina Chan, founder of Tealight Studio**, emphasized. "This support was invaluable and greatly contributed to my business's growth at the time!"



★★★★★

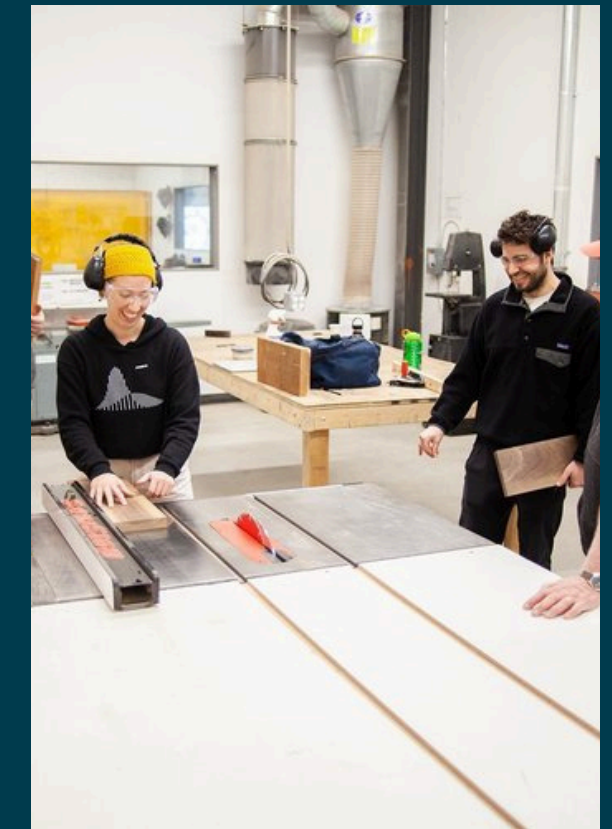
This was my first order from this lovely shop and I'm so pleased with the beautiful items I chose. The quality is good and the designs are so whimsical!

-NICOLE REYER-
A customer

FACTORY 3



Factory 3's mission is to create a space that empowers makers to realize their full potential by removing as many barriers as possible.



"Our city grant covered some of our overhead costs, allowing us to invest in a 3D printer. This has enabled our members to work more efficiently and allowed us to offer classes on cutting-edge digital fabrication technology."

Patrick Russell,
Founder and Owner



RADICAL EMPRINTS



"The city grant has been incredibly helpful. It allowed me to hire help for packing and shipping during the holiday rush and to purchase more inventory from local businesses like Little Chair Printing and Dale Rand Printing. Additionally, I was able to buy supplies and a small tabletop press, which enabled me to practice printing woodcuts at home. This new skill will really expand the variety of cards and prints I can create."

Nicole Manganelli, Founder and Owner



GREEN HAND BOOKSHOP

"With the support of the City of Portland's microgrant program, I am deeply grateful for the assistance in covering essential payroll costs... Every bit counts tremendously for a microbusiness like ours, and this grant has been invaluable in sustaining our journey forward. Thank you for recognizing and supporting small businesses like ours!"

Michelle Souliere, Owner



The Proper Cup

The Proper Cup is a quaint, inviting cafe in the heart of Portland's Oakdale neighborhood. The shop was founded in 2018 with the goal of providing a communal space with exceptional coffee for the city's off-peninsula residents.

The Proper Cup has grown to become a beloved gathering space for the community. We strive to continually improve on our craft and create a space that is warm and welcoming to all.



The city grant has enabled us to acquire essential equipment. This support has been instrumental in enhancing our operations.

Rachel Kreie, Owner



MOONDAY COFFEE



David Kessel, owner of Moonday Coffee, used his Microenterprise Grant from the City of Portland to purchase an Italian espresso machine for his coffee shop.





November 13, 2024

CDBG Allocation Committee
City of Portland
389 Congress Street
Portland, ME 04101

To Members of the CDBG Allocation Committee:

It is my pleasure to write a letter of support for the Portland Microenterprise Grant and Training Program application that is being considered for the City's Community Development Block Grant Program.

I know firsthand the impact of the Microenterprise Grant program because I have received similar business assistance grants from the City previously. I run and own Love Lab Studio. 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.

Without this grant, as a mother and community member, I would have never been able to keep my studio open, and this kind of support is essential for women business owners to keep going.

The Portland Microenterprise Grant and Training Program will not only increase access to much-needed capital for Portland's microbusinesses that are owned by low and moderate income owners, it will also ensure lasting impact by increasing the capacity of these business owners and improving their knowledge of important business skills such as creating financial projections, how to apply for a loan, and other important skills that Microenterprise business owners need. I strongly support the Portland Development Corporation's effort to expand access to capital and business skills for Portland's microentrepreneurs, and respectfully request that the CDBG Allocation Committee approve its application.

Warmly, Christina

Christina Bechstein, Director + Owner, Love Lab Studio 26 Brackett Street, Portland Maine
04102



PORTLAND DEVELOPMENT CORPORATION

November 14, 2024

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 nearly 300 Portland businesses with nearly \$14 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,

Signed by:

F9A6BD30D3F04F1...
 Kierston Van Soest
 President of the Portland Development
 Corporation Board of Directors

Program Overview

Completed by nmartin@portlandmaine.gov on 11/4/2024 12:33 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding a program is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for this round of CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Application Cover Page

Completed by nmartin@portlandmaine.gov on 11/14/2024 12:02 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

A. Application Cover Page

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

City of Portland Housing and Economic Development Department is Lead Agency; Portland Development Corporation (PDC), a non-profit organization with review and approval authority over City commercial loan and grant awards, including the program for which this application seeks funding, will assist. Members of the PDC are appointed by the City Council.

A.2. Mailing Address:

389 Congress Street Room 308 Portland, ME 04096

A.3. Federal ID Number

16,000,032

A.4. Unique Entity Identifier- SAM.GOV

071747802

APPLICATION POINT OF CONTACT

A.5. Name

Nancy Martin

A.6. Phone

(207) 756-8019

A.7. Email

nmartin@portlandmaine.gov

EXECUTIVE DIRECTOR

A.8. Name

Gregory P. Watson, HEDD Director and Kierston Van Soest, PDC President

A.9. Phone

(207) 874-8945

A.10. Email

gwatson@portlandmaine.gov, kvansoest@llbean.com

PROJECT DIRECTOR

A.11. Name

Nancy Martin, Business Programs Manager

A.12. Phone

(207) 756-8019

A.13. Email

nmartin@portlandmaine.gov

FINANCIAL DIRECTOR

A.14. Name

Lori Paulette, Principal Administrative Officer

A.15. Phone

(207) 874-8683

A.16. Email

ljp@portlandmaine.gov

B. Construction and Economic Development

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

Completed by nmartin@portlandmaine.gov on 11/12/2024 12:42 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 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**

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- **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

Documentation



Project Map of Service Area (for LMA Only)

***No files uploaded*

C. Project Specific Information

Completed by nmartin@portlandmaine.gov on 11/16/2024 12:25 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

C. Project Specific Information

Please provide the following information.

C.1. Select an Application Type:

- **Construction Application:** For clearance, infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing , etc.
- **Development Activity Application:** For non-construction projects including acquisition, disposition, relocation, renter or homeowner assistance, etc.
- **Economic Development Application:** For microenterprise or business assistance programs, special economic development activities, etc. (Note individual businesses are not eligible to apply)

Economic Development Application

C.2. Project Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Business Assistance Program for Job Creation

C.3. Project Address

389 Congress Street Room 308 Portland, ME 04096

C.4. Are there additional project addresses? (Note: Staff may request separate submissions for each project location)

No

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

C.5. Describe the beneficiaries or clients served by the program or project.

Low and moderate income individuals working in Portland.

C.6. How will the beneficiaries' information be collected and documented?

Beneficiary information will be tracked through job certification forms and quarterly payrolls. Please 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.7. How many will be served by the proposed program or project?

20

C.8. How many are residents of Portland?

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C.9. How many are low to moderate income residents of Portland?

11

C.10. What percentage of total clients are low to moderate income residents of Portland?

60.00%

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?

20

Budget and Organizational Questions

C.11. What percentage of the total budget is CDBG?

62.00%

C.12. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

C.13. What is the amount of state/local funds you have estimated and committed to this program budget?

\$25,000.00

C.14. What is the amount of private funds you have estimated and committed to this program budget?

\$200,000.00

C.15. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

C.16. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

No

C.17. Program Objectives and Outcomes. Please list below:

Objective: Create economic opportunity to transition people out of poverty through the creation of 10 net new jobs, and training in marketable job skills Outcome: Creating jobs for low and moderate income (LMI) individuals with an opportunity to gain skills and job experience 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 areas, with small, locally-owned businesses offering products/services and jobs to the LMI population.

C.18. How will the outcomes be measured, collected, and documented?

Outcomes will be measured, collected, and documented through a program matrix with information on base payrolls,

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quarterly payrolls, and monthly review of results.

D. Project Narrative

Completed by nmartin@portlandmaine.gov on 11/18/2024 3:55 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

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 Program to require Portland residency for new hires. Such a requirement was determined by City Corporation Counsel's office 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 \$205,000 to implement a new round of the Business Assistance Program for Job Creation (BAP). Job creation is designated as a High Priority impact level for the City's CDBG program. This matching grant program will 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 20 full-time jobs (or 40 half-time equivalent jobs) will be made available to low/moderate income (LMI) individuals. 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. Nearly all of the \$205,000 grant funding that is requested will be used for job creation grants to businesses (\$200,000) 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 as well as macroeconomic instability, this program is more important than ever. Small businesses are challenged with remaining viable and with retaining their workforce, and immigrant- and minority-owned businesses and employees face additional systemic challenges. Program Design: Grant applicants will be required to provide documentation to support that their business is financially viable, 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). Existing businesses will submit historical and current financials as well as projections. Start-ups will submit business plans and financial projections. These documents are reviewed by an underwriter. The hourly rate for net new positions must meet or exceed Portland's minimum wage as established by the City Council. (The 2025 minimum wage in the City of Portland is \$15.50 per hour for hourly employees, or \$7.75 for service employees.) Preference will be given to job creation grant applicants that offer one or more of the following: training in marketable job skills, potential for advancement within the company (if applicable), demonstrated need for the grant funds, and some level of benefits such as paid time off. Applications are presented to the PDC Board with a recommendation from the underwriter and

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staff. 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, and working capital (e.g., salaries, rent, utilities). Paid invoices are submitted by the grantee for the reimbursement of eligible expenses. Reimbursement will be provided for half 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 2025. The City's Communications team will promote the grant through its channels, and the program will be marketed to a wide range of organizations that work with local businesses, entrepreneurs and immigrants. The deadline for applications would likely be in the early or mid autumn. Applications will 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 CEI for free assistance. At the PDC's November 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 November 2025. It is anticipated that all grant funds would be awarded by Spring 2026. 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).

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 \$205,000 in CDBG funds being requested, \$200,000 will be used for \$10,000 and \$20,000 grants to 10-20 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).. 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 PT equivalents) 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 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 \$330,000. For the \$205,000 in CDBG grant funds requested, \$200,000, which is nearly all of the grant funds, would be used directly 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 \$200,000 in grants would be matched 100% with private investment funds from the businesses receiving grants. Therefore, \$200,000 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, which 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 Portland businesses, 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, 8 rounds of the BAP have created more than 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. Based on past programs, it is anticipated that 40% of the grantee businesses will be owned by LMI individuals. By helping their business grow, the BAP will create 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, nearly half of 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 upholstery; 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 eligible neighborhoods, within walking distance to them or in other neighborhoods in Portland that are accessible via public transportation.

D.7. Community Need Description

Why is this project needed? How does the project address the community's diversity and create a culture of belonging? If applicable, describe how the programs offered in the renovated space give priority to lower incomes.

The value of creating jobs in Portland is vitally important. Across the state of Maine, continued low unemployment and the labor shortage suggest Maine will have difficulty supporting significant job growth. In-migration during the pandemic helped Maine mitigate some of the workforce shortage, but that has tapered off in recent years. 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 all are 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. The 2024 round of grants received more than three times the amount of applications than there is available funding for, demonstrating the intense need for this type of project.

D.8. Measurable Community Impact

What impact will this project have on the community? For City Infrastructure projects, describe how the Location of this project complements or completes currently or previously funded projects. For non-profit rehabilitation, describe how the renovation project makes the building more energy efficient.

The primary impact of the Program will be the creation of at least 20 full-time equivalent jobs (or 40 half-time equivalent jobs) through grant assistance to 10-20 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.

D.9. Experience Providing Service

Describe your organization's experience in managing construction projects. Give specific examples of past projects completed on time and within budget. Does your organization have experience managing projects with Davis Bacon and Related Acts or other crosscutting federal requirements (like Lead-Based Paint Hazard, Build America Buy America, and Section 3)?

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 year. 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: Principal Administrative Officer. Nancy has primary involvement as the program manager. She also manages/administers the City's Revolving Loan Fund Program, ARPA Microenterprise Grant Program, existing CDBG Job Creation grant, and the City's Brownfields Assessment and Cleanup Programs which is funded by the US EPA. All of these programs share similarities, e.g., budgeting, use of private matching funds, use and oversight of public funds, approval of grant drawdowns, adherence to program guidelines, and monitoring grant and loan recipients.

D.10. 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.

OR

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 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, and with the job providers to ensure that the jobs they create support the incomes of LMI individuals and improve their livelihoods. 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 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, 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 coordinate 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. 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. Finally, a key partner in the success of this program is the employers who receive the grant and create new jobs, thereby improving livelihoods for LMI individuals working in Portland.

E. Program Budget Detail

Completed by nmartin@portlandmaine.gov on 11/15/2024 2:55 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

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 (public infrastructure projects are exempt from cap).

\$205,000.00

E.2. Total Program Budget

\$405,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Program Manager salary	\$25,000.00	\$0.00	\$25,000.00	City	Committed
Professional Services/Consulting Underwriter	\$5,000.00	\$5,000.00	\$0.00		Pending
Grants for creation of net new jobs	\$200,000.00	\$200,000.00	\$0.00		Pending
Grant match from employer	\$200,000.00	\$0.00	\$200,000.00	Private Sector	Pending
	\$430,000.00	\$205,000.00	\$225,000.00		

F. Required Documents

Completed by nmartin@portlandmaine.gov on 11/18/2024 3:55 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation

☐ **Agency Organizational Chart**

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility. ***Required**

****No files uploaded**

☐ **Authorization to Request Funds and/or Designation of Authorized Official**

Required if the Authorized Official is not the one completing this application.

****No files uploaded**

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

A list of the current board of directors or other governing body of the agency must be submitted for non-profits.

****No files uploaded**

☐ **Conflict of Interest Policy**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐ **Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**

☐ **Most Recent Audit**

If not available, submit most recent 990 Financial Statement.

****No files uploaded**

☐ **Non-Discrimination Policy**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

Printed By: Rowen McAllister on 11/20/2024

☐ **Plans, Designs, and/or Pictures**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

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

****No files uploaded**

☐ **Scope of Work and Estimate**

Required for Construction applications.

****No files uploaded**

☐ **Verification of 501(c)3 Status**

Required for non-profits.

****No files uploaded**

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

Required for Construction applications.

****No files uploaded**

☐ **Whistleblower Policy**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐ **Other Document Type**

****No files uploaded**

Submit

Completed by nmartin@portlandmaine.gov on 11/18/2024 3:56 PM

Case Id: 30555

Name: Business Assistance Program - Housing and

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

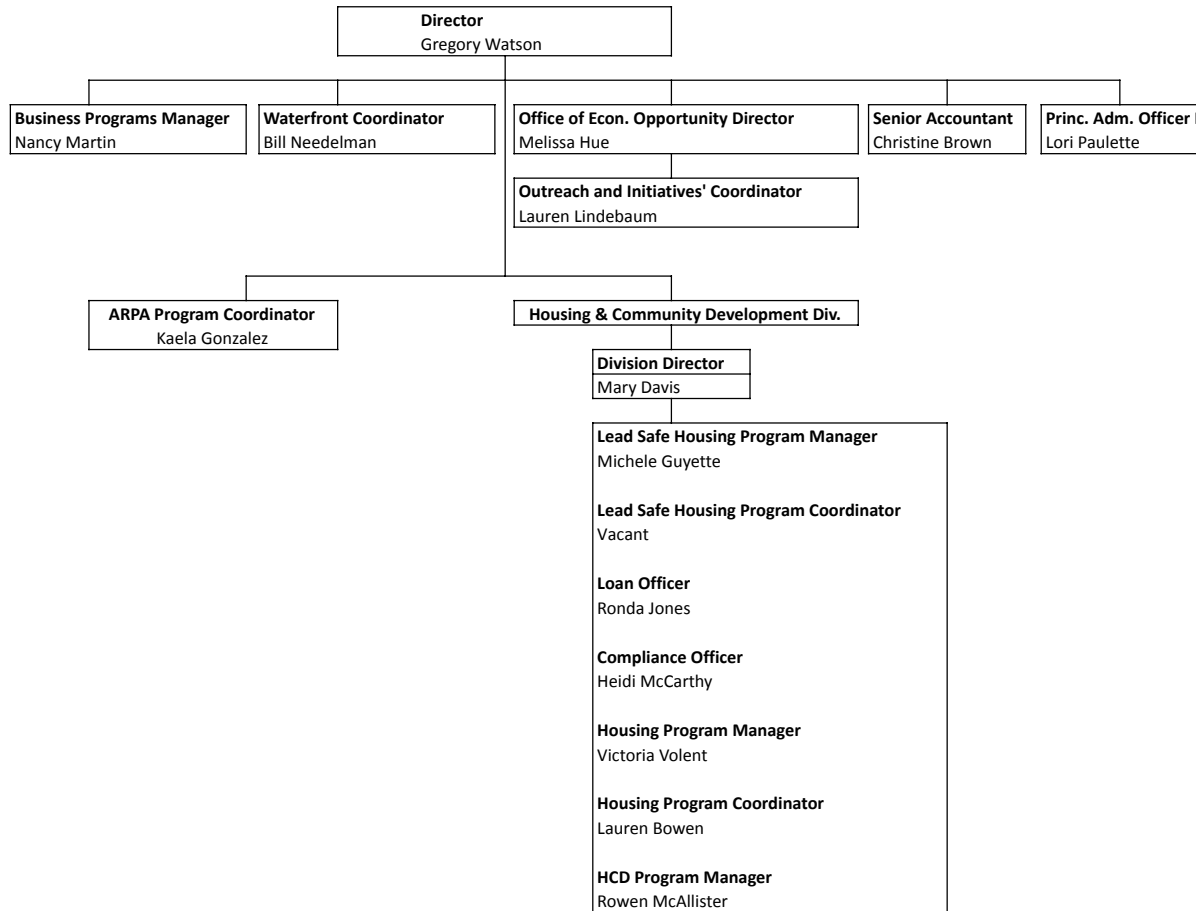
Signature:

Nancy Martin

Electronically signed by nmartin@portlandmaine.gov on 11/18/2024 3:55 PM

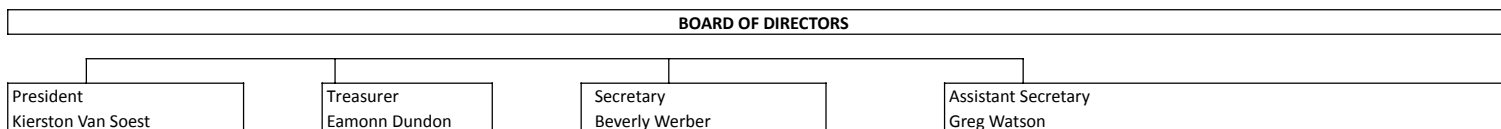
HOUSING AND ECONOMIC DEVELOPMENT DEPARTMENT

ORGANIZATIONAL CHART



PORTLAND DEVELOPMENT CORPORATION

ORGANIZATIONAL CHART



Portland Development Corporation Board of Directors:

Kierston Van Soest, President

Eamonn Dundon, Treasurer

Beverly Werber, Secretary

Jonathan Berg

Matthew Buonopane

Sam Dargan

Councilor April Fournier

Nathan Henry

Scott Kleiman

Assistant City Manager, Dena Libner

Nikki Yanok



PORTLAND DEVELOPMENT CORPORATION

November 14, 2024

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 for the *Portland Microenterprise Grant and Training Program* 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 Microenterprise grants, which have been funded by CDBG and American Rescue Plan Act (ARPA) sources. The PDC is particularly excited about the introduction this year of a business training curriculum to the program, which will ensure that the grantees receive increased business development skills.

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 *Portland Microenterprise Grant and Training Program* 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, with 100% of the grants provided to low/moderate income individuals.

The PDC reviews and approves all requests for commercial loans and grants from the City's business assistance program and has provided nearly 300 Portland businesses with nearly \$14 million in financial assistance since 1991. We look forward to the opportunity to support more Portland businesses and create sustainable and lasting improvements to the City's Microenterprise ecosystem through the *Portland Microenterprise Grant and Training Program*.

Sincerely,

Signed by:

F9A6BD30D3F04F1...

Kierston Van Soest
President of the Portland Development
Corporation Board of Directors

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 2025 and ongoing:**
 - Market the Program to the public through posting to the City's website and social media outlets, 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 open (available on the City's website) 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.
- **September 2025 and ongoing (until funds are exhausted):**
 - Application window closes
 - 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;
 - HEDD staff will prepare a memo summarizing the applications 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 review of applications in October 2025;
 - 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 paid time off, 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.
- **October 2025 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.
- **November 2025 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

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

DEPARTMENT OF THE TREASURY

JUN 01 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

Letter 1045 (DO/CG)

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 K. 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) ☒ 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.

Program Overview

Completed by lilly@upwards.com on 11/8/2024 3:22 PM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding a program is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for this round of CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Application Cover Page

Completed by lilly@upwards.com on 11/8/2024 3:32 PM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

A. Application Cover Page

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Upwards Care, Inc.

A.2. Mailing Address:

5521 N. University Dr Suite 104 Coral Springs , FL 33067

A.3. Federal ID Number

822,418,770

A.4. Unique Entity Identifier- SAM.GOV

HRBLHQGMG4T5

APPLICATION POINT OF CONTACT

A.5. Name

Lilly Alexander

A.6. Phone

(805) 468-8619

A.7. Email

lilly@upwards.com

EXECUTIVE DIRECTOR

A.8. Name

Jessica Chang

A.9. Phone

(310) 710-2833

A.10. Email

jessica@upwards.com

PROJECT DIRECTOR

A.11. Name

Judy Ahumada

A.12. Phone

(310) 710-2833

A.13. Email

judy@upwards.com

FINANCIAL DIRECTOR

A.14. Name

Karan Malhotra

A.15. Phone

(310) 710-2833

A.16. Email

karan@upwards.com

B. Construction and Economic Development

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

Completed by lilly@upwards.com on 11/8/2024 3:32 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 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**

Printed By: Rowen McAllister on 11/21/2024

- **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

Documentation



Project Map of Service Area (for LMA Only)

***No files uploaded*

C. Project Specific Information

Completed by lilly@upwards.com on 11/8/2024 3:38 PM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

C. Project Specific Information

Please provide the following information.

C.1. Select an Application Type:

- **Construction Application:** For clearance, infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing , etc.
- **Development Activity Application:** For non-construction projects including acquisition, disposition, relocation, renter or homeowner assistance, etc.
- **Economic Development Application:** For microenterprise or business assistance programs, special economic development activities, etc. (Note individual businesses are not eligible to apply)

Economic Development Application

C.2. Project Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

Boost

C.3. Project Address

10 family child care homes within the City of Portland

C.4. Are there additional project addresses? (Note: Staff may request separate submissions for each project location)

No

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

C.5. Describe the beneficiaries or clients served by the program or project.

The target population for the BOOST program is low- and very low-income microenterprise owners who run licensed childcare facilities, commonly known as home daycares. This group consists predominantly of female-run, minority-owned microenterprises, with many owners serving as the primary income earners in their households. According to Zippia (2023), the average earning of a childcare provider in Portland is approximately \$17.71, or about \$36,836.8, placing them in the low-income bracket. These childcare providers are not only integral to the local economy, but they also play a crucial role in neighborhood revitalization efforts, especially in underserved areas. The BOOST program is designed to accept participants based on a High-Risk/High-Need Assessment that evaluates both personal and community factors. High-risk factors include low income, renter status, and minority status, particularly for Black and Hispanic women, who often face compounded barriers. High-need areas are identified by zip codes with a high proportion of single-parent households, Black and Hispanic families with children under six years old, and schools with high participation in free or reduced-lunch programs. In Portland, the majority of the target population resides in such high-need zip codes, where access to affordable childcare is critically low.

C.6. How will the beneficiaries' information be collected and documented?

The BOOST program is designed to support microenterprise childcare providers, with a key focus on ensuring that at least 51% of participants qualify as low- to moderate-income (LMI), as required by HUD's CDBG guidelines. However, based on previous participation trends, we anticipate that 100% of program participants will meet the LMI criteria. The income eligibility process begins with the completion of an intake application that records each participant's household size and annual income. Initially, participants self-certify their income, which is then followed by the collection of supporting documentation. Required documents may include W-2 forms, pay stubs, bank statements, or tax returns. Care Specialists are responsible for reviewing these documents and verifying that the participants meet the income eligibility criteria. To ensure the accuracy of self-reported information, discrepancies between self-certification and supporting documentation are addressed through follow-up procedures, where participants may be required to submit additional evidence or clarifications. This thorough review process ensures that all participants are correctly classified according to CDBG income thresholds. Once income eligibility is confirmed, participants proceed with the program, where they receive tailored business support and technical assistance. In addition to income verification, a comprehensive provider profile is created for each participant, which includes proof of active licensing, background checks, and inspection reports. Providers are also assessed on operational aspects, such as personnel rosters, facility conditions, and compliance with local regulations. These steps ensure that participants are fully equipped to benefit from the BOOST program while meeting program standards.

C.7. How many will be served by the proposed program or project?

10

C.8. How many are residents of Portland?

10

C.9. How many are [low to moderate income](#) residents of Portland?

10

C.10. What percentage of total clients are low to moderate income residents of Portland?

100.00%

Units of Service.(Development Activities Only)

a. Describe the type of unit of service provided by the program.

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

Budget and Organizational Questions

C.11. What percentage of the total budget is CDBG?

0.00%

C.12. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

C.13. What is the amount of state/local funds you have estimated and committed to this program budget?

\$0.00

C.14. What is the amount of private funds you have estimated and committed to this program budget?

\$17,027.00

Printed By: Rowen McAllister on 11/21/2024

C.15. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

C.16. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

No

C.17. Program Objectives and Outcomes. Please list below:

The primary goal of the BOOST Program is to provide business and technical support to microenterprise childcare providers. This support helps build a strong and sustainable local childcare network. By stabilizing operations, increasing revenue, and improving the quality of care, the program will enhance the lives of families in need. In turn, this leads to larger community benefits, such as job creation, economic growth, and better access to quality childcare. The BOOST Program identifies the following measurable outcomes: Outcome 1: 30% of Providers Will See a 20% Increase in Revenue By the end of the year, 30% of participating childcare providers will report at least a 20% increase in their revenue. This will be tracked through quarterly financial reports and compared to their financial situation at the start of the program. BOOST will provide tailored business coaching and marketing support to help providers grow their capacity and reach this level of financial growth. Outcome 2: 80% of Providers Will Keep Their Jobs, and 30% Will Create New Jobs BOOST will help 80% of participating providers retain existing jobs, ensuring job security for LMI childcare workers. Also, 30% of providers will create new teaching assistant positions due to increased demand and operational efficiency. This growth will result in 3 new jobs created, contributing to both job stability and economic development within the community. Job growth and retention will be tracked through employment records, with providers reporting quarterly on job creation and maintenance. Outcome 3: 30% of Providers Will Add More Childcare Slots By the end of the program, 30% of providers will have increased the number of available childcare slots. This will be possible as they hire more teaching assistants and improve their operations. BOOST will track this increase by looking at intake and facility data to measure how many new slots are created. Outcome 4: 75% of Families Will Have Reliable Access to Quality Childcare Among families using BOOST-supported childcare providers, 75% will report having consistent and reliable access to quality childcare that meets their needs. This will be measured through surveys given to families before and after the program, capturing their satisfaction with the care provided. BOOST will collect and review data throughout the program to make sure we are reaching these goals. This includes tracking demographic data and measuring the progress of each provider. Monthly and quarterly reports will help us make adjustments to improve services and ensure that Low and Moderate Income (LMI) providers and families have equal access to the program. We evaluate each provider's business in three phases: before, during, and after the program. In the beginning, we gather baseline data like income, facility size, certifications, and provider demographics. This data goes into a system that lets our Care Specialists monitor progress in real-time. Providers receive regular updates and guidance to stay on track with their goals. BOOST also gathers anonymous feedback from providers and families to measure satisfaction and impact. Pre- and post-program surveys will track changes in income, employment, and childcare usage. This, combined with ongoing data monitoring, will give us a clear picture of the program's overall success. Key Program Indicators (KPIs) include: Number of childcare providers supported. Number of new teaching assistant jobs created. Number of childcare jobs retained. Number of new childcare slots created. Revenue growth of participating providers. Number of training sessions completed. Number of support requests answered. Number of family tours and enrollments. Hours saved on administrative tasks, reported by providers. Level of family engagement with providers. BOOST's data-driven approach ensures continuous monitoring and allows us to adjust our strategies as needed. This way, we remain flexible and responsive to the needs of providers and families, ensuring maximum positive impact in the communities we serve.

C.18. How will the outcomes be measured, collected, and documented?

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BOOST will collect and review data throughout the program to make sure we are reaching these goals. This includes tracking demographic data and measuring the progress of each provider. Monthly and quarterly reports will help us make adjustments to improve services and ensure that Low and Moderate Income (LMI) providers and families have equal access to the program. We evaluate each provider's business in three phases: before, during, and after the program. In the beginning, we gather baseline data like income, facility size, certifications, and provider demographics. This data goes into a system that lets our Care Specialists monitor progress in real-time. Providers receive regular updates and guidance to stay on track with their goals. BOOST also gathers anonymous feedback from providers and families to measure satisfaction and impact. Pre- and post-program surveys will track changes in income, employment, and childcare usage. This, combined with ongoing data monitoring, will give us a clear picture of the program's overall success. Key Program Indicators (KPIs) include: Number of childcare providers supported. Number of new teaching assistant jobs created. Number of childcare jobs retained. Number of new childcare slots created. Revenue growth of participating providers. Number of training sessions completed. Number of support requests answered. Number of family tours and enrollments. Hours saved on administrative tasks, reported by providers. Level of family engagement with providers. BOOST's data-driven approach ensures continuous monitoring and allows us to adjust our strategies as needed. This way, we remain flexible and responsive to the needs of providers and families, ensuring maximum positive impact in the communities we serve.

D. Project Narrative

Completed by lilly@upwards.com on 11/12/2024 1:46 PM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

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 Boost Program is an initiative aimed at strengthening and expanding accessible, high-quality childcare services among low- and moderate-income (LMI) microenterprise childcare providers, particularly in underserved neighborhoods. The program is designed to support these small-scale, home-based childcare providers through a comprehensive framework of business coaching, operational support, and technical assistance. By focusing on economic stability and scalability for providers, BOOST aims to establish a sustainable childcare network that meets the needs of Portland's LMI families, ensuring reliable, quality care. Program Scope and Goals BOOST has set clear goals and measurable outcomes to track its impact across providers, families, and the wider community: Increase Provider Revenue: BOOST expects that, by the end of the program, 30% of participating providers will see at least a 20% increase in revenue. This growth is facilitated by tailored business coaching, which includes strategies for capacity building, financial management, and effective marketing. Providers will receive support in optimizing their business operations and learning to better reach potential families in their area. Revenue progress will be tracked on a quarterly basis, with initial financial data collected as a baseline to measure overall effectiveness. Job Retention and Creation: BOOST seeks to support job retention for current childcare providers, targeting 80% of participants to retain existing roles within the field. Additionally, BOOST projects that 30% of providers will create new teaching assistant positions to help manage increased demand and workload. This effort will result in at least three new jobs in the Portland area, contributing to both job stability and economic development within the childcare sector. Employment records and provider self-reports will serve as the main sources for tracking job creation and maintenance quarterly. Expand Childcare Slots: Addressing Portland's childcare shortage is a priority, with BOOST focusing on increasing capacity among providers. By the program's end, 30% of providers will have added new childcare slots, made possible through streamlined business operations, hiring of additional assistants, and optimized scheduling and facility management. BOOST's staff will monitor capacity increases by reviewing intake and facility data to ensure that this goal is met. Ensure Family Access to Quality Childcare: BOOST aims to help 75% of families using its supported providers report reliable, consistent access to quality childcare services that meet their needs. This outcome is particularly crucial for LMI families, who often face significant barriers to securing reliable care. Family satisfaction will be assessed via pre- and post-program surveys, measuring improvements in their ability to access quality care aligned with their schedules, budgets, and other specific needs. Phased Implementation Strategy BOOST's implementation is organized into four main phases, ensuring a structured approach that maximizes effectiveness and adaptability: Phase 1: Outreach and Onboarding (Months 1-3) The initial phase focuses on outreach and onboarding. Marketing campaigns target FCC providers and LMI families to build awareness and ensure equal access. Applications are processed, eligibility confirmed, and selected providers onboarded. Providers gain access to Upwards' Child Care Management Software, with initial training to help them integrate digital tools into their daily operations. Phase 2: Program Implementation and Support (Months 2-12) Once onboarded, providers receive ongoing business and technical support, including 24/7 assistance with operational challenges, marketing, and digital tools. BOOST staff work closely with providers to streamline administrative processes, allowing them to focus on childcare quality. Continuous outreach to families helps providers maintain enrollment, directly

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supporting revenue growth. Regular check-ins enable personalized support and troubleshooting, addressing each provider's unique business needs. Phase 3: Monitoring and Evaluation (Ongoing) BOOST uses a data-driven model with defined KPIs to monitor and evaluate program outcomes. Monthly and quarterly reports assess revenue growth, job creation, childcare capacity, and family satisfaction. The program collects anonymous feedback from both providers and families, using these insights to fine-tune its approach. Pre- and post-program surveys further measure impact on income, employment, and childcare usage, ensuring goals are met effectively. Phase 4: Program Closure and Reporting (Month 12) At year-end, BOOST staff conduct a final evaluation to assess the program's overall impact. Required reports document progress on goals and identify successful practices and areas for improvement. The closure phase involves consolidating participant data, sharing outcomes, and refining strategies for future program cycles.

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.

Project Timeline and Milestones for BOOST Program Note: Upwards is fully equipped with the necessary tools and experienced staff to seamlessly implement this program, ensuring an efficient start and sustained support for participating providers. Outreach and Marketing Campaign Date Range: First 3 months of the program year Description: Launch outreach campaigns targeting Family Child Care (FCC) providers and low-to-moderate-income (LMI) families. Utilizing existing digital advertising tools and community connections, the goal is to ensure all eligible home daycares have equitable access to the program. Application Intake and Processing Date Range: First 3 months of the program year Description: Accept and process provider applications, verifying income, household size, and gathering baseline data. Upwards' staff, already trained in intake processes, will ensure timely completion of enrollments by the end of the third month. Coaching Assignments Date Range: Beginning of month 4 Description: Assign Care Coaches to providers and conduct initial evaluations to assess strengths and growth areas. Providers will begin training on Upwards' Child Care Management Software, leveraging established training modules and systems. Childcare Provider and Family Onboarding Date Range: Starting month 4, ongoing throughout the program year Description: Onboard FCC providers to management software and introduce families to the Upwards app. The app, already integrated into Upwards' service framework, will streamline engagement between families and providers. Business Support & Capacity Building Date Range: Starting month 4, ongoing throughout the program year Description: Provide continuous business, technology, enrollment, and licensing support. With a dedicated team in place, Upwards will monitor provider readiness to expand licensing and hire additional staff as needed. Marketing to New LMI Families Date Range: Ongoing throughout the program year Description: Maintain targeted marketing campaigns to connect LMI families with participating FCC providers. Leveraging Upwards' established marketing channels, this ensures providers maintain high enrollment and stable revenue. Quarterly Feedback Surveys Date Range: Every 3 months throughout the program year Description: Collect anonymous feedback from providers and families quarterly to evaluate satisfaction, identify challenges, and make necessary adjustments, supported by Upwards' robust data collection tools. Program Evaluation and Final Reporting Date Range: Last month of the program year Description: Conduct a final evaluation assessing key outcomes, including revenue growth, job creation, and childcare slot availability. Upwards' experienced reporting staff will compile and submit end-of-year reports summarizing the program's impact and achievements.

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 BOOST Program budget outlines a total allocation of \$97,027, sourced from both CDBG funding and Upwards' contributions. This budget is structured to support BOOST's mission to provide specialized business training and support to low-income microenterprise childcare providers, promoting economic empowerment and long-term sustainability. The budget is divided into two primary categories: Personnel and Non-Personnel expenses. Personnel Expenses: \$80,000 (Funded by CDBG) Salaries (\$78,800): This funding supports the compensation of staff directly involved in administering,

coordinating, and delivering the BOOST program. These personnel are critical for developing training materials, conducting workshops, and providing ongoing support to childcare providers. Fringe Benefits (\$1,200): This covers essential employee benefits, such as payroll taxes, to ensure staff retention and continuity, which are essential to the program's success. Non-Personnel Expenses: \$17,027 (Funded by Upwards) Training Materials (\$4,800): These funds are allocated to develop and acquire training resources tailored for providers in Portland, including business development toolkits, digital guides, and other content customized to address the unique needs of childcare providers in underserved communities. Equipment (\$3,200): This allocation covers necessary technology purchases, including laptops, software, and virtual training platforms, which are essential for delivering training sessions and managing program logistics effectively. Provider Marketing (\$3,860): This budget funds digital advertising campaigns, printed outreach materials, and community partnerships to attract childcare providers in Portland to the BOOST program. Targeted marketing will help engage microenterprises in need of BOOST's specialized support. Family Marketing (\$800): This allocation supports marketing initiatives aimed at increasing awareness among families seeking childcare services, helping to connect low- and moderate-income (LMI) families with participating providers in the BOOST program. Payment Processing Fees (\$3,707): These funds cover processing fees and platform subscriptions to ensure smooth financial transactions and efficient program management. Technology Costs (\$500): This includes additional digital tools, software, and technical resources necessary for managing the program and delivering training effectively. Office Supplies (\$160): This budget covers essential supplies like stationery and printing materials for the program's daily operations. The total budget of \$97,027 represents a carefully planned allocation of funds to maximize the BOOST program's impact. CDBG funding will primarily cover personnel expenses, ensuring that essential staff members are well-supported to provide high-quality training and assistance to 10 childcare providers. Upwards' contribution to non-personnel expenses demonstrates a strong commitment to supporting providers in Portland.

D.4. Leveraged Funds, Financial Need

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

CDBG funds will be used to cover part of the salaries and benefits for key staff members who are essential to running the BOOST program. By ensuring these team members are fairly compensated, CDBG funding allows them to focus on activities that help in-home childcare providers grow and succeed. In addition to salaries, CDBG funds will also cover benefits for these program staff members, such as healthcare and payroll taxes. This support ensures the BOOST team is well-equipped and motivated to provide high-quality services throughout the program. Upwards will match the CDBG funding by covering the costs of program infrastructure. This includes management software, marketing materials, translation services, and program supplies, all tailored to the needs of Portland. These contributions will help expand the program's reach to non-English-speaking families as needed and increase the technological capabilities of childcare providers. For example, Upwards' management software will automate tasks like billing and enrollment, allowing providers to spend more time focusing on quality care. This strategic use of CDBG funds will allow BOOST to serve 10 childcare providers, increase their revenues by 20%, and create 3 new low- to moderate-income (LMI) jobs. By investing in the program's core team and providing additional resources for infrastructure, BOOST ensures long-term success for both providers and the families they serve. With full funding, BOOST is projected to serve 10 childcare providers, supporting them over a 12-month period and creating 3 new jobs for low- to moderate-income individuals. However, if CDBG funding were awarded at 75% of the original budget, BOOST could still serve 8 providers and create 2 jobs, maintaining its essential impact, albeit at a slightly reduced scale. In a 50% funding scenario, BOOST would support 5 providers and create 1 new job, still delivering significant benefits by supporting the community's childcare infrastructure and job creation, just on a smaller scale. Since Upwards has already established the necessary systems and tools to run BOOST, this scalability does not compromise the quality of services provided. Instead, it offers flexibility in the number of providers reached, ensuring that every dollar invested continues to support family childcare providers' growth, operational stability, and the availability of high-quality childcare. Whether fully or partially funded, BOOST remains poised to strengthen local childcare services and foster economic opportunity in Portland's low- to moderate-income communities.

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 BOOST Program aligns with the Economic Opportunity goal of the CDBG program, aiming to create economic opportunity and help participants transition out of poverty. BOOST focuses on empowering low-income microenterprise childcare providers, equipping them with the business skills, resources, and support needed to grow and sustain their operations. By providing specialized training, technical assistance, and access to technology, BOOST helps these providers increase their revenue potential, improve operational efficiency, and build sustainable businesses. This economic empowerment directly impacts the local community in several ways: Job Creation and Stability: BOOST not only helps providers stabilize their existing businesses but also creates opportunities for additional job roles, such as teaching assistants, within the community. By helping childcare providers expand their services, BOOST generates new employment opportunities, contributing to local economic growth. Increased Access to Affordable Childcare: As providers grow their businesses, they can serve more families, especially low- and moderate-income families, who often face limited childcare options. This increased access supports working parents by enabling them to maintain steady employment, thereby reducing economic strain on households. Long-Term Economic Impact: The program's focus on sustainable business practices and revenue growth fosters lasting economic security for childcare providers, helping them move toward financial stability. This reduces their vulnerability to economic downturns and enables a pathway out of poverty, contributing to broader community economic resilience. By focusing on economic opportunity and empowering local entrepreneurs, BOOST not only supports the financial growth of individual providers but also strengthens the economic fabric of the community, aligning with CDBG's goals to foster sustainable economic opportunities for low- and moderate-income residents.

D.6. Priority Impact Level

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

The BOOST Program best addresses the Economic Opportunity priority impact level by creating pathways for childcare providers and low-income families to achieve financial stability and build sustainable economic foundations. By focusing on the unique needs of microenterprises in the childcare sector, BOOST is directly aligned with Portland's vision of fostering job creation, economic growth, and workforce resilience specifically within low- and moderate-income communities. Through targeted business training, technical assistance, and resource provision, the program equips home-based childcare providers with the skills and support necessary to stabilize and expand their operations, which in turn strengthens their financial outlook and enables their businesses to thrive. This expansion fosters job retention and creates new employment opportunities, addressing the city's goal of supporting residents in moving toward economic security. BOOST not only empowers childcare providers to grow their businesses but also addresses a critical need for financial security among a demographic often overlooked in traditional economic development programs. Many BOOST participants are minority women or single parents who rely on their childcare businesses as a primary source of income. By improving their business acumen and operational efficiency, the program enables these providers to increase their earnings potential, enhance their professional capacity, and secure a more predictable income, reducing economic vulnerability and dependency on external support. The program's impact on career advancement is substantial. BOOST empowers providers who might otherwise face limited career options to achieve economic self-sufficiency. By creating viable, stable career opportunities within their own businesses, BOOST participants experience greater job satisfaction and a deeper sense of financial control. This approach not only improves their immediate economic stability but also builds the foundation for a more resilient and equitable local economy, in which low-income residents can find pathways out of poverty through entrepreneurship and business growth. In this way, BOOST serves as a catalyst for sustainable economic transformation, helping Portland residents achieve financial security and prosperity.

D.7. Community Need Description

Why is this project needed? How does the project address the community's diversity and create a culture of belonging? If applicable, describe how the programs offered in the renovated space give priority to lower incomes.

The City of Portland faces a critical need for childcare services, as highlighted by both community feedback and various demographic and economic factors. A recent survey of several thousand working families reveals that 94% of residents strongly agree or agree that childcare is the most pressing issue facing our community. Furthermore, 60% indicated they would consider moving to a nearby city with a better childcare program. Alarming, 58.8% of families said they would use the money saved on childcare to buy food, underscoring the heartbreaking link between childcare costs and food insecurity. In the City of Portland, there are nearly 2,858 children under the age of six, emphasizing the vital role that early care and education play in brain development, socialization, and school readiness (U.S. Census, 2020). The demand for childcare is further demonstrated by the approximately 727 households in the region with children under six, whose well-being and economic participation depend on reliable, affordable childcare options. This need is particularly acute for single-parent households, where nearly 727 children live with one parent. Addressing childcare challenges for these families is essential to preventing homelessness and promoting upward economic mobility (U.S. Census, 2021; National Alliance to End Homelessness, 2022). In addition to the significant demand for services, the economic challenges faced by childcare workers highlight the need for immediate intervention. Childcare workers in City earn an average of \$17.71, considerably less than their counterparts in elementary education. This wage disparity, combined with the high poverty rate among early educators, further stresses the system (Zippia, 2022; Center for the Study of Child Care Employment, 2020). Surveys conducted by RAPID from 2021 to 2023 reveal that 44% of childcare providers struggle to meet basic needs like food, housing, and utilities. Among family home childcare providers and center teachers, the material hardship is most severe, with one in three experiencing food insecurity. Additionally, 43% of providers expressed concerns about being unable to pay rent or mortgage (RAPID, 2024). The COVID-19 pandemic exacerbated the long-standing decline in the childcare workforce. Enrollment plummeted due to school closures and health concerns, disproportionately affecting low-income providers who could not afford to raise prices. This led to a significant loss of licensed home daycares and childcare centers in just one year (California Child Care Resource and Referral Network, 2021). BOOST seeks to address these challenges by offering crucial business support to microenterprise daycares, promoting stability and sustainability within the childcare industry in City of Portland. By providing tailored assistance to providers, BOOST ensures that they can meet the needs of the local community, particularly low- and very-low-income families who rely on these essential services.

D.8. Measurable Community Impact

What impact will this project have on the community? For City Infrastructure projects, describe how the Location of this project complements or completes currently or previously funded projects. For non-profit rehabilitation, describe how the renovation project makes the building more energy efficient.

The BOOST Program is essential in addressing the City of Portland's critical shortage of accessible, affordable childcare services, a need underscored by both community feedback and pressing demographic and economic data. In a recent survey, an overwhelming 94% of working families identified childcare as the most urgent issue facing their community. Furthermore, 60% of respondents stated that they would consider relocating to a nearby city with better childcare options, emphasizing how unmet childcare needs impact family stability and community retention. Alarming, 58.8% of families revealed that the money saved on childcare would be redirected toward purchasing essential items like food, highlighting the distressing link between childcare costs and food insecurity. The city has nearly 2,858 children under the age of six, emphasizing the essential role of early care and education in child development, socialization, and school readiness (U.S. Census, 2020). Approximately 727 households in the region have young children, and their well-being and economic participation are heavily reliant on stable and affordable childcare options. The demand is even more pronounced among single-parent households, where close to 727 children live with a single caregiver. Accessible childcare is crucial for these families, as it is often instrumental in preventing homelessness and supporting upward

economic mobility (U.S. Census, 2021; National Alliance to End Homelessness, 2022). Economic hardships further complicate the situation for childcare providers themselves, who face some of the lowest wages among early educators, averaging \$17.71 per hour. This significant wage gap, coupled with high poverty rates among early childhood educators, places additional strain on the system (Zippia, 2022; Center for the Study of Child Care Employment, 2020). Between 2021 and 2023, surveys by RAPID revealed that 44% of childcare providers struggled to meet basic needs, including food, housing, and utilities, with a third experiencing food insecurity and 43% worried about rent or mortgage payments (RAPID, 2024). The COVID-19 pandemic has only intensified these challenges, reducing enrollment due to health concerns and leading to the closure of many childcare centers, disproportionately impacting low-income providers who could not afford to raise prices (CCCRN, 2021). BOOST directly addresses these urgent needs by offering vital business support to microenterprise childcare providers, which promotes both stability and growth within Portland's childcare industry. Through tailored assistance, BOOST ensures that providers can meet local childcare demands, particularly for low- and very-low-income families who rely heavily on affordable childcare services. By sustaining and empowering these providers, BOOST not only strengthens Portland's childcare infrastructure but also fosters an inclusive community where families can access quality, reliable care for their children.

D.9. Experience Providing Service

Describe your organization's experience in managing construction projects. Give specific examples of past projects completed on time and within budget. Does your organization have experience managing projects with Davis Bacon and Related Acts or other crosscutting federal requirements (like Lead-Based Paint Hazard, Build America Buy America, and Section 3)?

Upwards has successfully leveraged Community Development Block Grant (CDBG) funding to make significant impacts on communities, particularly through its BOOST program, which empowers local childcare providers to strengthen their businesses and increase access to affordable childcare. In FY2021, Upwards received \$138,500 in CDBG funds from Cathedral City, California, to deliver vital business and technical support to 40 childcare micro-enterprises. This project was successfully completed on schedule and under budget, resulting in a 25% increase in revenue for participating providers, the creation of 15 new jobs, and expanded affordable childcare options that benefited over 100 local families. The allocated funds were used to provide personalized business coaching, operational development, and digital tools, ensuring the long-term sustainability of these businesses. Our meticulous project planning and financial management ensured that each dollar maximized impact while adhering to budget constraints. Further demonstrating our project management expertise, Upwards expanded BOOST in FY2023, receiving \$354,000 in CDBG funds from municipalities including Palo Alto and Escondido in California, and Bellevue in Washington. This funding enabled us to support 60 childcare providers with specialized coaching, business development resources, and operational support. The program, completed on time and within budget, resulted in an average revenue increase of 30% for providers, retained 50 existing jobs, and created 20 additional positions, significantly improving access to affordable childcare for low-to-moderate income families. Our experience extends to managing over \$1 million in CDBG funds from additional municipalities, such as Sonoma County, Tustin, Garden Grove, Rancho Cordova, and Clearwater, FL, which allowed us to assist over 200 childcare micro-enterprises. Each project was completed according to timeline and budget requirements, directly contributing to economic development, job creation, and enhanced childcare services across multiple regions. By leveraging our extensive experience with CDBG-funded initiatives, Upwards has proven its ability to meet complex project requirements, efficiently manage funds, and deliver high-impact results. Our track record underscores our commitment to using structured project management practices and strategic fund allocation to meet community needs effectively, ensuring that resources yield maximum impact for underserved families.

D.10. 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.

OR

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.

We recognize the importance of collaboration and partnerships in achieving our goals. We have built strong alliances with government agencies, educational institutions, and community stakeholders. These partnerships help us maximize our impact, combine our expertise, and create a supportive environment for the entire childcare community. Upwards is committed to working with other organizations to expand and improve childcare services, support, and flexibility for providers. Our approach is to enhance and support existing childcare initiatives in collaboration with local organizations, rather than duplicating services. To do this, we conduct thorough needs assessments to identify service gaps and establish partnerships that fill these gaps without overlapping existing services. This involves maintaining open communication with service providers to coordinate efforts effectively. Our strategy includes partnering with local homeless service organizations, domestic violence centers, and childcare resource agencies to integrate our childcare options into their resources. This helps alleviate financial pressures on families and supports parents in finding employment by providing reliable childcare. We will enhance existing childcare resources by offering extended hours, backup care, and addressing the diverse needs of families, making childcare more accessible and flexible. Upwards plans to engage with the community directly by participating in events and resource fairs, and networking with local educational institutions, churches, and local media outlets. These efforts aim to reach a broader audience, including those who may not be aware of the available childcare resources. By collaborating with agencies such as the United Way and utilizing our unique capabilities, such as our comprehensive mobile app and flexible scheduling options, we aim to provide strong support for childcare in Portland. Our collaborative approach ensures that we work alongside existing providers and community resources to enhance the childcare landscape without duplicating services. By focusing on unmet needs and leveraging our unique strengths, Upwards is dedicated to supporting families in Portland through improved access to quality childcare services.

E. Program Budget Detail

Completed by lilly@upwards.com on 11/12/2024 11:19 AM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

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 (public infrastructure projects are exempt from cap).

\$80,000.00

E.2. Total Program Budget

\$97,027.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Salary	\$78,800.00	\$78,800.00	\$0.00		Pending
Fringe Benefits	\$1,200.00	\$1,200.00	\$0.00		Pending
Training Materials	\$4,800.00	\$0.00	\$4,800.00	Upwards Private Match	Committed
Equipment	\$3,200.00	\$0.00	\$3,200.00	Upwards Private Match	Committed
Marketing for Providers	\$3,860.00	\$0.00	\$3,860.00	Upwards Private Match	Committed
Marketing for Families for Providers	\$800.00	\$0.00	\$800.00	Upwards Private Match	Committed
Cost of Payments	\$3,707.00	\$0.00	\$3,707.00	Upwards Private Match	Committed
Technology Cost	\$500.00	\$0.00	\$500.00	Upwards Private Match	Committed
Office Supplies - Program	\$160.00	\$0.00	\$160.00	Upwards Private Match	Committed
	\$97,027.00	\$80,000.00	\$17,027.00		

F. Required Documents

Completed by lilly@upwards.com on 11/15/2024 2:48 PM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation



Agency Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility. ***Required**

****No files uploaded**



Authorization to Request Funds and/or Designation of Authorized Official

Required if the Authorized Official is not the one completing this application.

****No files uploaded**



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

A list of the current board of directors or other governing body of the agency must be submitted for non-profits.

****No files uploaded**



Conflict of Interest Policy

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**



Letters of Support/ MOUs

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**



Most Recent Audit

If not available, submit most recent 990 Financial Statement.

****No files uploaded**



Non-Discrimination Policy

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐ **Plans, Designs, and/or Pictures**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

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

****No files uploaded**

☐ **Scope of Work and Estimate**

Required for Construction applications.

****No files uploaded**

☐ **Verification of 501(c)3 Status**

Required for non-profits.

****No files uploaded**

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

Required for Construction applications.

****No files uploaded**

☐ **Whistleblower Policy**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐ **Other Document Type**

****No files uploaded**

Submit

Completed by lilly@upwards.com on 11/15/2024 2:48 PM

Case Id: 30571

Name: Upwards Care, Inc. - 2025

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature:

Shannon Cronin

Electronically signed by lilly@upwards.com on 11/15/2024 2:48 PM

Program Overview

Completed by catherinemorrill.director@gmail.com on 10/28/2024
12:30 PM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

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

INTRODUCTION

The City of Portland CDBG program seeks to foster innovative and creative programs that address the critical issues facing the City of Portland. The CDBG funds should be seen as seed money for starting or expanding programs. The purpose of our funding a program is to help get a program off the ground or successfully expand, all while prioritizing impact to low and moderate income residents of Portland. We strongly encourage new programs to apply for this round of CDBG funding.

Before completing this application for funding, all applicants must read the Community Development Block Grant Policies, which can be found at our [website](#). The policies contain eligibility for funding, allowable expenses, scoring and selection process procedure, etc. Points may be deducted if your application does not adhere to the Policies.

☒ I acknowledge that I have read and understood the Community Development Block Grant (CDBG) Policies. I agree to adhere to all the terms, conditions, and requirements outlined in these Policies. If awarded CDBG funding, I commit to following these guidelines throughout the implementation of the funded project.

☒ I understand that non-compliance with the CDBG Policies may result in the withdrawal of funding, the requirement to return disbursed funds, or other penalties as outlined by the program.

A. Application Cover Page

Completed by catherinemorrill.director@gmail.com on 11/13/2024
10:45 AM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

A. Application Cover Page

Please provide the following information.

AGENCY INFORMATION

A.1. Agency Name

Catherine Morrill Day Nursery

A.2. Mailing Address:

96 Danforth Street Portland, ME 04101

A.3. Federal ID Number

10,211,542

A.4. Unique Entity Identifier- SAM.GOV

FU68ZU2LXJC8

APPLICATION POINT OF CONTACT

A.5. Name

Karen Peters

A.6. Phone

(207) 874-1115

A.7. Email

catherinemorrill.director@gmail.com

EXECUTIVE DIRECTOR

A.8. Name

Karen Peters

A.9. Phone

(207) 874-1115

A.10. Email

catherinemorrill.director@gmail.com

PROJECT DIRECTOR

A.11. Name

Karen Peters

A.12. Phone

(207) 874-1115

A.13. Email

catherinemorrill.director@gmail.com

FINANCIAL DIRECTOR

A.14. Name

Lana Gendreau

A.15. Phone

(207) 874-1115

A.16. Email

catherinemorrill.finance@gmail.com

B. Construction and Economic Development

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

Completed by catherinemorrill.director@gmail.com on 10/28/2024
12:35 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 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 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**

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- **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

Documentation



Project Map of Service Area (for LMA Only)

***No files uploaded*

C. Project Specific Information

Completed by catherinemorrill.director@gmail.com on 11/18/2024
1:43 PM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

C. Project Specific Information

Please provide the following information.

C.1. Select an Application Type:

- **Construction Application:** For clearance, infrastructure improvement, renovation or construction of community facilities, non-profit rehabilitation, housing , etc.
- **Development Activity Application:** For non-construction projects including acquisition, disposition, relocation, renter or homeowner assistance, etc.
- **Economic Development Application:** For microenterprise or business assistance programs, special economic development activities, etc. (Note individual businesses are not eligible to apply)

Construction Application

C.2. Project Name (Note: If you are applying for funding for multiple programs, please submit an application for each distinct program)

CMDN Playground Ramp Replacement

C.3. Project Address

96 Danforth Street Portland, ME 04101

C.4. Are there additional project addresses? (Note: Staff may request separate submissions for each project location)

No

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

C.5. Describe the beneficiaries or clients served by the program or project.

Catherine Morrill Day Nursery prioritizes low to moderate income families striving for 51% of the families served annually. CMDN serves diverse ethnic groups, family compositions, primary languages, religions, and abilities. Our program serves refugee and immigrant families, single parent households, same-gender parents, teen parents, homeless families, families involved with child protective services, children with special needs, as well as parents enrolled in educational, vocational or rehabilitation services.

C.6. How will the beneficiaries' information be collected and documented?

We use the City of Portland's Income Verification Form and the USDA Child & Adult Care Food Program. Each child has an individual confidential file.

C.7. How many will be served by the proposed program or project?

100

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C.8. How many are residents of Portland?

60

C.9. How many are [low to moderate income](#) residents of Portland?

31

C.10. What percentage of total clients are low to moderate income residents of Portland?

52.00%

Budget and Organizational Questions

C.11. What percentage of the total budget is CDBG?

95.00%

C.12. What is the amount of other federal funds you have estimated and committed to this program budget?

\$0.00

C.13. What is the amount of state/local funds you have estimated and committed to this program budget?

\$0.00

C.14. What is the amount of private funds you have estimated and committed to this program budget?

\$0.00

C.15. In your organization's preceding completed fiscal year, did it receive (1) 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes

C.16. Does the public have access to information about the compensation of the executives of your organizations through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Yes

C.17. Program Objectives and Outcomes. Please list below:

The overall goal of the project is to provide a safe and accessible environment to all children and families who attend Catherine Morrill Day Nursery. By repairing the pathway to our playground, we will: Improve access to the playground for any child, family member or community member who requires special accommodations Provide a safe pathway outside for students ages six weeks to five years Preserve and maintain Catherine Morrill's historic building and grounds

C.18. How will the outcomes be measured, collected, and documented?

Evaluating students' physical development through outdoor play will take place four times a year. Each child is assigned a "primary" teacher who is responsible for the observation of the child's skills, documentation, assessment, portfolio development, pictures, work samples, and anecdotal records that are uploaded to each child's individual record. The teachers report each child's "check points", which assesses status on all 38 objectives (5 of which are physical), giving individual and classroom aggregate data to help inform the teacher of children's developmental progress, thereby influencing curriculum. We maintain enrollment records for each child as well as staff records for each staff member, giving us an accurate number of how many students, families and staff are served in a year. We will maintain anecdotal observations of families and staff using the repaired pathway to gauge the impact on the

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6 of 14

accessibility to our program. We currently have those observations for anyone experiencing difficulty in moving along the pathway.

Location

C.19. What census tract is the project located? See map.

001100.3

C.20. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.

Yes

D. Project Narrative

Completed by catherinemorrill.director@gmail.com on 11/18/2024
1:37 PM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

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.

Catherine Morrill Day Nursery addresses the needs of families who are looking for safe, affordable, and quality childcare while they work, attend school, or attend required social services. We assure that children in our care receive quality early learning experiences that promote healthy development and school readiness and we focus on the whole child as well as partnering with families. By repairing and maintaining Catherine Morrill's historic building and grounds, we are ensuring a safe and accessible environment for our entire community. The Building & Grounds committee that sits on the Board of Directors, provided a quote for project cost which is \$155,000. Once we have established funding for the project, we will work on the following tasks: Work with the Building & Grounds committee to hire a construction team to complete the project Work with the Finance and Fundraising Committees to secure in-kind donations for lower cost materials needed for the project Work with the construction team to design the walkway to ensure it is up to current code, and accessible for all

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.

We are prepared to proceed with this project on July 1, 2025. We will send an invitation to the Portland Press Harold inviting local contractors to bid on the ramp replacement project. We will schedule a walkthrough on July 15, 2025 asking for bids to be submitted by July 28th. We will then choose a contractor on July 29, 2025. The scope of work will be finalized on August 29th. Between August 29, 2025 and June 29, 2026, materials will be ordered and secured. On June 26, 2026, demolition will begin followed by the construction of the new ramp to conclude on July 3, 2026. We are closed just one week a year. To not burden the families with unnecessary closures, we will be completing this project during that shutdown week of June 29-July 3, 2026.

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

100% of the CDBG funds will go towards this project. We have secured the oversight of the bid/award process and oversight of the project through our Building & Grounds Committee through in kind donation of the Board Members' time. We will use CMDN'S Building & Grounds line item from our annual budget to fund any miscellaneous contingency and permits.

D.4. Leveraged Funds, Financial Need

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

CMDN is continually seeking funds or grants to maintain our 190-year-old building. With our mission to prioritize low-

and moderate-income families, the funds we receive from our private rate tuition payers goes to off-setting the cost of low-income families, leaving little room for large scale building repairs and updates. CMDN will use our own Building and Grounds Repairs expense line item to pay for all permits and miscellaneous materials associated with the project. Without this CDBG construction grant we will not be able to do this project and be forced to postpone the work while we continue to look for alternative funding sources.

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

1) Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods: CMDN began in 1919 as the Portland Baby Hygiene and Child Welfare Association serving Portland's most vulnerable children and families. We were Maine's first licensed child care center in 1967 and have maintained NAEYC Accreditation since the 1990s. Today we serve children ages 6 weeks through 5 years old, continuing our focus to support marginalized families. Our mission is to promote the young child's total development within a safe and nurturing environment and to support families and community. We prioritize low to moderate income families striving for 51% of the families served. We strive to achieve positive outcomes for the children, particularly around meeting their developmental milestones and for being "kindergarten ready". With our focus on supporting vulnerable and marginalized families, we have shaped our teaching practices to minimize the developmental gap between the populations of our children and families. We track children's developmental progress in 38 learning objectives that fall within 10 Developmental Learning Areas, including: social emotional, physical, language, cognitive, literacy, mathematics, science & technology, social studies, the arts, and English language acquisition. Repairing the walkway is an essential need for CMDN students to safely access the outdoor play areas. Outdoor and physical play is a critical component of our focus on the "whole child", and allows the opportunity for tracking progress on individual student physical development. The overall goal of the Children's Playground Pathway Repair project is to provide a safe and accessible environment to all children and families who attend Catherine Morrill Day Nursery.

D.6. Priority Impact Level

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

Our program and this project will address Accessibility/ADA Compliance. By repairing the pathway to our playground, we will: 1. Provide a safe pathway outside to for all 70 students ages six weeks to five years to access the upper and lower playgrounds. Last year we served 65 students. This year we expect to serve 70-74 students. 2. Improve access to the playground for 210 people including 70 children, about 120 family members and 20 staff members. 3. Ensure an accessible entrance to the Catherine Morrill building for any child, family or community member who requires special accommodations. The current pathway is beginning to breakdown causing bumps, making accessibility more difficult. 4. Preserve and maintain Catherine Morrill's historic building and grounds.

D.7. Community Need Description

Why is this project needed? How does the project address the community's diversity and create a culture of belonging? If applicable, describe how the programs offered in the renovated space give priority to lower incomes.

As part of our mission to provide quality care for Portland's children, we are particularly committed to making that care accessible to all children. We ensure that at least 51% of our students are eligible for subsidized tuition, and we welcome children from across the world. Our families speak 23 different languages at home, and as our larger community continues to welcome New Mainers, we at Catherine Morrill are excited to do our part by providing supportive and loving childcare. The overall goal of the project is to provide a safe and accessible environment to all children and families who attend Catherine Morrill Day Nursery. By repairing the pathway to our playground, we will: Improve access

to the playground for any child, family member or community member who requires special accommodations Provide a safe pathway outside for students ages six weeks to five years Preserve and maintain Catherine Morrill's historic building and grounds.

D.8. Measurable Community Impact

What impact will this project have on the community? For City Infrastructure projects, describe how the Location of this project complements or completes currently or previously funded projects. For non-profit rehabilitation, describe how the renovation project makes the building more energy efficient.

Catherine Morrill Day Nursery addresses the needs of families who are looking for safe, affordable, and quality childcare while they work, attend school, or attend required social services. We assure that children in our care receive quality early learning experiences that promote healthy development and school readiness and we focus on the whole child as well as partnering with families. By repairing and maintaining Catherine Morrill's historic building and grounds, we are ensuring a safe and accessible environment for our entire community.

D.9. Experience Providing Service

Describe your organization's experience in managing construction projects. Give specific examples of past projects completed on time and within budget. Does your organization have experience managing projects with Davis Bacon and Related Acts or other crosscutting federal requirements (like Lead-Based Paint Hazard, Build America Buy America, and Section 3)?

CMDN has a history of receiving CDBG funding from the City of Portland as well as the United Way of Southern Maine, both of which require us to demonstrate outcomes. For the past CDBG Construction Grants, CMDN had regular meetings with our contractors and CMDN's Board Building & Grounds committee to keep the projects on track. All projects were signed off by the City as meeting their goals and staying within budget. CMDN has received CDBG Social Services grant in collaboration with other childcare programs in the past, and we have an excellent track record of getting the job done in an efficient and effective way.

D.10. 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.

OR

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.

We are a partner agency with the United Way of Southern Maine, closely aligned with their Thrive2027 initiative. We are on the leadership team of Starting Strong, a component of Portland ConnectED. We have a Provider Agreement with DHHS for the Child Care Affordability Program vouchers. We are participants in DOE's USDA Child and Adult Care Food Program. We are a community partner with Portland Schools and house one of their Public Pre-K classrooms. We partner with the First4ME program to provide teachers and families with support language and literacy, mental health support, and basic needs.

E. Program Budget Detail

Completed by catherinemorrill.director@gmail.com on 11/18/2024
11:44 AM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

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 (public infrastructure projects are exempt from cap).

\$155,000.00

E.2. Total Program Budget

\$163,000.00

E.3. Please complete the table below.

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Demolition and construction of ramp, materials and labor	\$155,000.00	\$155,000.00	\$0.00		Pending
In-Kind-Oversight of bid/award process	\$1,500.00	\$0.00	\$1,500.00	CMDN Building & Grounds Committee	Committed
In-Kind-Oversight of project	\$5,000.00	\$0.00	\$5,000.00	CMDN Building & Grounds Committee	Committed
Permits/Misc Contingency	\$1,500.00	\$0.00	\$1,500.00	CMDN Operating Budget	Committed
	\$163,000.00	\$155,000.00	\$8,000.00		

F. Required Documents

Completed by catherinemorrill.director@gmail.com on 11/18/2024
1:39 PM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

F. Required Documents

Please provide the following information.

Documentation

☐

Agency Organizational Chart

An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility. ***Required**

****No files uploaded**

☐

Authorization to Request Funds and/or Designation of Authorized Official

Required if the Authorized Official is not the one completing this application.

****No files uploaded**

☐

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

A list of the current board of directors or other governing body of the agency must be submitted for non-profits.

****No files uploaded**

☐

Conflict of Interest Policy

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐

Letters of Support/ MOUs

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants can submit as many items as desired, but are encouraged to prioritize quality over quantity. ***Required**

****No files uploaded**

☐

Most Recent Audit

If not available, submit most recent 990 Financial Statement.

****No files uploaded**

☐

Non-Discrimination Policy

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

Printed By: Rowen McAllister on 11/20/2024

☐ **Plans, Designs, and/or Pictures**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

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

****No files uploaded**

☐ **Scope of Work and Estimate**

Required for Construction applications.

****No files uploaded**

☐ **Verification of 501(c)3 Status**

Required for non-profits.

****No files uploaded**

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

Required for Construction applications.

****No files uploaded**

☐ **Whistleblower Policy**

Required if you are a first time applicant or policy has undergone significant changes.

****No files uploaded**

☐ **Other Document Type**

****No files uploaded**

Submit

Completed by catherinemorrill.director@gmail.com on 11/18/2024
2:50 PM

Case Id: 30548

Name: CMDN Playground Ramp Replacement - 2025

Address: *No Address Assigned

Submit

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

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Signature:

Karen Peters

Electronically signed by catherinemorrill.director@gmail.com on 11/18/2024 2:50 PM

Financial Statements



September 30, 2023

Contents

Catherine Morrill Day Nursery

September 30, 2023

Financial Statements:

Independent Auditors’ Report	1
Statement of Financial Position	4
Statement of Activities	5
Statement of Functional Expenses	6
Statement of Cash Flows	7
Notes to Financial Statements	8

Independent Auditors' Report

**To the Board of Directors
Catherine Morrill Day Nursery
Portland, Maine**

Opinion

We have audited the accompanying financial statements of Catherine Morrill Day Nursery (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Catherine Morrill Day Nursery as of September 30, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Catherine Morrill Day Nursery and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Catherine Morrill Day Nursery's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Catherine Morrill Day Nursery's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Catherine Morrill Day Nursery's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited Catherine Morrill Day Nursery's financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated March 22, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended September 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Purdy Poulos & Company

Professional Association

**Portland, Maine
April 9, 2024**

Statement of Financial Position

Catherine Morrill Day Nursery

As of September 30, 2023

(with comparative totals for September 30, 2022)

	<u>2023</u>	<u>2022</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 366,091	\$ 171,285
Accounts receivable, net of allowance for doubtful accounts	65,995	39,745
Promise to give receivable	40,500	52,513
Other receivables	26,635	-
Employee Retention Tax Credit - Receivable	47,966	-
Prepaid expenses	-	26,635
Total Current Assets	<u>547,187</u>	<u>290,178</u>
Property and Equipment , net of accumulated depreciation	672,292	669,587
Other Assets		
Investments designated by board for permanent endowment	901,947	815,690
Beneficial interest in assets held in unemployment trust	7,330	21,000
Beneficial interest in perpetual trusts	74,838	69,805
Investments restricted by donors for permanent endowment	36,900	36,900
Total Other Assets	<u>1,021,015</u>	<u>943,395</u>
Total Assets	<u>\$ 2,240,494</u>	<u>\$ 1,903,160</u>
Liabilities and Net Assets		
Current Liabilities		
Accounts payable	\$ 18,492	\$ 7,799
Accrued liabilities	42,835	45,428
Current portion of long-term debt	92,832	16,271
Total Current Liabilities	<u>154,159</u>	<u>69,498</u>
Long-Term Debt , net of current portion	-	92,751
Total Liabilities	<u>154,159</u>	<u>162,249</u>
Net Assets		
Without donor restrictions	1,934,097	1,318,498
With donor restrictions	152,238	422,413
Total Net Assets	<u>2,086,335</u>	<u>1,740,911</u>
Total Liabilities and Net Assets	<u>\$ 2,240,494</u>	<u>\$ 1,903,160</u>

See accompanying independent auditors' report and notes to financial statements.

Statement of Activities

Catherine Morrill Day Nursery

For the Year Ended September 30, 2023
(with comparative totals for September 30, 2022)

	2023			2022
	Without Donor Restrictions	With Donor Restrictions	Total	Total
Revenues and Other Support				
Grants and contracts	\$ 117,386	\$ 54,079	\$ 171,465	\$ 210,816
Program service fees	978,284	-	978,284	976,878
Contributions of cash and other financial assets	136,200	-	136,200	164,155
Contributions of nonfinancial assets	5,056	-	5,056	3,284
Investment income	20,982	901	21,883	22,373
Miscellaneous	3,330	-	3,330	6,574
Employee Retention Tax Credit	210,147	-	210,147	-
Net assets released from restrictions	333,779	(333,779)	-	-
Total Revenues and Other Support	1,805,164	(278,799)	1,526,365	1,384,080
Expenses				
Program - childcare	1,037,592	-	1,037,592	1,104,535
Management and general	235,560	-	235,560	192,656
Total Expenses	1,273,152	-	1,273,152	1,297,191
Revenues Over (Under) Expenses	532,012	(278,799)	253,213	86,889
Change in value of perpetual trusts	-	5,033	5,033	(22,163)
Net realized and unrealized investment gains (losses)	83,587	3,591	87,178	(177,107)
Loss on disposal of fixed assets	-	-	-	(594)
Increase (Decrease) in Net Assets	615,599	(270,175)	345,424	(112,975)
Net assets at beginning of year	1,318,498	422,413	1,740,911	1,853,886
Net Assets at End of Year	<u>\$ 1,934,097</u>	<u>\$ 152,238</u>	<u>\$ 2,086,335</u>	<u>\$ 1,740,911</u>

See accompanying independent auditors' report and notes to financial statements.

Statement of Functional Expenses

Catherine Morrill Day Nursery

For the Year Ended September 30, 2023
(with comparative totals for September 30, 2022)

	2023				2022
	Program - Childcare	Management & General	Fundraising	Total	Total
Expenses					
Compensation and benefits	\$ 791,628	\$ 153,235	\$ -	\$ 944,863	\$ 971,650
Travel	13	1,142	-	1,155	1,144
Professional services	5,775	62,390	-	68,165	46,032
Equipment and maintenance	20,266	1,066	-	21,332	27,712
Occupancy	83,393	4,389	-	87,782	84,604
Insurance	9,942	4,592	-	14,534	12,423
CDBG	3,891	-	-	3,891	29,958
Miscellaneous	15,348	772	-	16,120	17,397
Training and development	1,249	-	-	1,249	2,633
Supplies	74,595	6,442	-	81,037	74,665
Depreciation	29,108	1,532	-	30,640	28,972
Bad debt	2,384	-	-	2,384	-
Total Expenses	\$ 1,037,592	\$ 235,560	\$ -	\$ 1,273,152	\$ 1,297,190

See accompanying independent auditors' report and notes to financial statements.

Statement of Cash Flows

Catherine Morrill Day Nursery

For the Year Ended September 30, 2023
(with comparative totals for September 30, 2022)

	<u>2023</u>	<u>2022</u>
Cash Flows from Operating Activities		
Increase (decrease) in net assets	\$ 345,424	\$ (112,975)
Adjustment to reconcile changes in net assets to net cash provided (used) by operating activities:		
Depreciation	30,640	28,972
Change in value of perpetual trusts	(5,033)	22,163
Change in value of unemployment trust	13,670	-
Realized and unrealized investment (gains) losses	(87,178)	177,107
Loss on disposal of fixed assets	-	594
(Increase) decrease in operating assets:		
Accounts receivable	(26,250)	53,731
Promise to give receivable	12,013	-
Other receivables	(26,635)	-
Employee Retention Tax Credit - Receivable	(47,966)	-
Prepaid expenses	26,635	(16,720)
Increase (decrease) in operating liabilities:		
Accounts payable	10,693	(13,267)
Accrued liabilities	(2,593)	(5,051)
Net Cash Provided by Operating Activities	<u>243,420</u>	<u>134,554</u>
Cash Flows from Investing Activities		
Purchase of fixed assets	(33,345)	(22,270)
Proceeds from sale of investments	452,286	55,516
Purchase of investments	(451,365)	(58,160)
Net Cash Used by Investing Activities	<u>(32,424)</u>	<u>(24,914)</u>
Cash Flows from Financing Activities		
Principal payments on long-term debt	(16,190)	(15,715)
Net Cash Used by Financing Activities	<u>(16,190)</u>	<u>(15,715)</u>
Net Increase in Cash and Cash Equivalents	194,806	93,925
Cash and cash equivalents at beginning of year	<u>171,285</u>	<u>77,360</u>
Cash and Cash Equivalents at End of Year	<u>\$ 366,091</u>	<u>\$ 171,285</u>
Supplemental Information		
Interest paid	<u>\$ 4,195</u>	<u>\$ 4,740</u>

See accompanying independent auditors' report and notes to financial statements.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note A - Summary of Significant Accounting Policies

Nature of Activities

Catherine Morrill Day Nursery (the Nursery) is an Early Childhood Program serving children ages six weeks to five years old in the greater Portland area. The Nursery was established in 1919 as a non-profit corporation for the purpose of providing child care, nutrition, and family outreach services to economically disadvantaged families. Over time, Catherine Morrill Day Nursery has developed into a comprehensive Early Childhood Education Program which serves a diverse socio-economic cross section of families living, working and/or attending school in and around Portland.

Catherine Morrill Day Nursery is a high quality program licensed by the State of Maine and is nationally accredited by the National Association for the Education of Young Children. The Nursery provides a secure, nurturing, and stimulating learning environment in which children can develop their ideas, share their experiences, and interact in constructive ways with their peers and adults. The Nursery's curriculum encourages children to explore and discover the world around them. For more information, please refer to www.catherinemorrill.org.

The Nursery relies heavily on several major funding sources, including grants from the United Way of Greater Portland, the City of Portland's Community Development Block Grant, and Maine's Department of Health and Human Services' (DHHS) Child and Adult Care Food Program (CACFP). The City of Portland and United Way require grant applications either annually or every two years that are subject to a rigorous review process. The Nursery prioritizes low to moderate income families, many of whom qualify for third party funding through Maine's DHHS's Child Care Subsidy Program, ASPIRE and Transitional Child Care vouchers. Eligibility for these programs is determined by DHHS. The Nursery also bills families directly for child care services based on their ability to pay as determined by a sliding fee schedule, which is reviewed annually by the Board of Directors.

Basis of Presentation

The accompanying financial statements include a statement of financial position, a statement of activities, a statement of functional expenses, and a statement of cash flows. The Nursery is required to report information regarding its financial position and activities according to two classes of net assets as follows:

Net Assets without Donor Restrictions - Represents those resources that are not subject to donor-imposed restrictions (donors include other types of contributors, including maker of certain grants), and can be used for any purpose designated by the Nursery's governing board.

Net Assets with Donor Restrictions - Represents resources and the portion of net assets resulting from contributions and other inflows of assets whose use is subject to donor-imposed restrictions.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note A - Summary of Significant Accounting Policies - Continued

Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions depending on the existence and/or nature of any donor restrictions.

Accounts Receivable

Accounts receivable are stated at their estimated collectible amounts and represent fees due for services provided to children through year-end. Accounts receivable are periodically evaluated for collectability based on credit history with the client and their current financial condition. It is the Nursery's policy to charge off uncollectible accounts receivable when management determines the receivable will not be collected. The allowance for uncollectible account was \$2,430 for the year ended September 30, 2023.

Promise to Give Receivable

The United Way pledge receivable is recorded as revenue and a receivable in the period in which the grant is received. The grant represents an unconditional pledge to support the program and is expected to be collectible within the next fiscal year. There was no allowance established for the United Way pledge receivable as the Nursery deems the pledge receivable to be fully collectible.

Investments

The Nursery reports its investments in equity securities with readily determinable values and all debt securities at fair market value. Realized and unrealized gains and losses are included in the change in net assets in the accompanying statement of activities.

Revenue and Expense Recognition

The financial statements of the Nursery have been prepared on the accrual basis of accounting. Program service fees are recognized as earned when child care is provided. Other revenues received are recorded as revenue without donor restrictions or with donor restrictions, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in net assets with donor restrictions. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions. Expenses are recognized as incurred.

Property and Equipment

Property and equipment is stated at cost if purchased or at fair value if contributed. The Nursery's policy is to capitalize acquisitions and major improvements with a cost of \$5,000 or more. Depreciation expense is calculated utilizing the straight-line method based on the estimated useful lives of the depreciable assets. Property and equipment is depreciated over 5 to 40 years. Depreciation expense was \$30,640 for the year ended September 30, 2023.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note A - Summary of Significant Accounting Policies - Continued

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Nursery considers all cash in bank and all unrestricted highly liquid investments with an initial maturity of three months or less to be cash equivalents. Cash and cash equivalents residing within the Nursery's investment portfolios are reported as investments. The Nursery maintains its deposits at local banks, and at times, it may exceed federally insured limits. For the year ended September 30, 2023 the total undeposited and uninsured cash balance was \$109,601. The Nursery has not experienced any losses in such accounts.

Functional Expenses

The costs of providing program and other activities have been summarized on a functional basis in the statements of activities and the statements of functional expenses. Accordingly, certain costs have been allocated among the program and supporting services.

Contributed Services and Materials

Certain professional services and materials were donated to the Nursery. As more fully described in Note K, the estimated fair value of the professional services and materials amounted to \$5,056 that met the requirements for recognition in the financial statements and are included contributions of nonfinancial assets on the Statement of Activities during the year ended September 30, 2023.

The Nursery receives donated services that do not meet the criteria for financial statement recognition. These donated services include foster grandparents, volunteers from Learning Works, volunteers for kindergarten readiness, practicum students, and the annual United Way Day of Caring. These donated services are essential to the operations of the Nursery and total volunteer hours amounted to 542.5 for the year ended September 30, 2023.

Comparative Data

The financial statements include certain prior-year summarized comparative information in total but not by net asset class and functional expenses by program. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Nursery's financial statements for the year ended September 30, 2022, from which the summarized comparative information was derived.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note A - Summary of Significant Accounting Policies – Continued

Beneficial Interest in Assets Held in Unemployment Trust

The Nursery has elected to not pay unemployment taxes and instead makes contributions to the Unemployment Services Trust which holds the Nursery's contributions in trust for any potential unemployment claims. The Nursery measures the asset associated with its interest in the Unemployment Services Trust at the cumulative contributions made less cumulative claims paid, which approximates fair value.

Beneficial Interest in Perpetual Trusts

The Nursery is one of several beneficiaries named under the provisions of two perpetual trusts. Under the direction of the trustee of the trusts, Bank of America, the Nursery receives an annual distribution at a rate of 9.7% per year of the trusts' annual income. The income received is for operations and, accordingly, all income is recorded as net assets without donor restrictions when received. The beneficial interest in the perpetual trusts is recorded at fair value and presented as net assets with donor restrictions. Net realized and unrealized gains and losses related to the beneficial interest are reported as changes in net assets with donor restrictions.

Board-Designated Net Assets

The Board-designated net assets consist of investments set aside by the Board as a board-designated endowment.

New Accounting Pronouncement

On October 1, 2022, the Nursery adopted Accounting Standards Update (ASU) 2016-02, *Leases* (Topic 842), and all subsequent amendments (collectively, "ASC 842" or "Topic 842"). The core principle of Topic 842 is that a lessee should recognize a right-of-use ("ROU") asset and a related lease liability on the balance sheet for most leases. The Nursery adopted ASC 842 using the transition alternative provided by ASU 2018-11 *Leases (Topic 842) - Targeted Improvements*, under which an entity initially applies ASC 842 to all leases existing at the adoption date, and comparative periods are presented in the financial statements under the legacy lease guidance of ASC 840. Under the transition alternative, all relevant transition disclosures are provided as of the beginning of the period of adoption (October 1, 2022) rather than at the beginning of the earliest period presented.

In evaluating the applicability of ASC 842, management has identified no such leases.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note B - Investments

Fair value of investments at September 30, 2023 is summarized as follows:

Cash and cash equivalents	\$	56,109
Equity mutual funds and ETFs		621,160
Fixed income		261,576
Other		<u>2</u>
	\$	<u>938,847</u>

Investment return for the year ended September 30, 2023 is summarized as follows:

Interest and dividend income	\$	21,883
Net realized and unrealized gains		<u>87,178</u>
Total investment return	\$	<u>109,061</u>

Investment income is reported net of investment fees.

Investments are presented on the Statement of Financial Position as:

Investments designated by board for endowment	\$	901,947
Investments restricted by donors for endowment		<u>36,900</u>
Total investments	\$	<u>938,847</u>

Note C - Fair Value Measurements

The Nursery has adopted a framework for measuring fair values under generally accepted accounting principles that applies to all financial instruments that are measured and reported at fair value.

The framework for measuring fair value of financial assets and liabilities includes a hierarchy of three levels for observable independent market inputs and unobservable market assumptions. A description of the inputs used in the valuation of assets and liabilities under this hierarchy is as follows:

Notes to Financial Statements

Catherine Morrill Day Nursery

Note C - Fair Value Measurements - Continued

Level 1 – Quoted prices are available in active markets, such as the New York or American Stock Exchange markets, for identical investments as of the reporting date. Level 1 also includes U.S. Treasury and federal agency securities and mortgage-backed securities traded by brokers or dealers in active markets.

Level 2 – Pricing inputs are observable for the investments, either directly or indirectly, as of the reporting date, but are not the same as those used in Level 1. Fair values are obtained from third party pricing services that may use models or other valuation methodologies to derive market value. These may be investments traded in less active dealer or broker markets.

Level 3 – Pricing inputs are unobservable for investments and valuations are derived from other methodologies not based on market exchange, dealer or broker traded transactions. Level 3 valuations incorporate certain assumptions and projections in determining the fair value assigned to such assets and liabilities. The types of investments in this category would generally include debt and equity securities issued by private entities and partnerships.

In determining the appropriate levels, the Nursery performs a detailed analysis of the assets and liabilities. At each reporting period, all assets and liabilities for which the fair value measurement is based on significant unobservable inputs are classified as Level 3.

For the year ended September 30, 2023, the application of valuation techniques applied to similar assets and liabilities has been consistent. The following is a description of the valuation methodologies used for instruments measured at fair value:

Investments

Investments have been valued using a market approach. The fair value of investment securities is the market value based on quoted market prices, when available, or market prices provided by recognized broker dealers.

Beneficial Interest in Perpetual Trusts

The beneficial interest in perpetual trusts has been valued using an income approach. The fair value of the beneficial interest in perpetual trusts is based on the fair value of the underlying assets in the trusts, which approximates the future estimated cash flows from the trusts.

Beneficial Interest in Assets Held in Unemployment Trust

The beneficial interest in assets held in unemployment trust has been valued using a market approach. The fair value of the beneficial interest in assets held in unemployment trust is the cumulative contributions made less cumulative claims paid, which approximates fair value.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note C - Fair Value Measurements - Continued

The following summarizes fair values of investment assets by levels within the fair value hierarchy at September 30, 2023:

	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Investments:				
Fixed income	\$ 261,576	\$ -	\$ -	\$ 261,576
Equity mutual funds and ETFs	621,160	-	-	621,160
Other	2	-	-	2
Cash and cash equivalents	56,109	-	-	56,109
Total	<u>\$ 938,847</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 938,847</u>
Beneficial interest in perpetual trusts	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 74,838</u>	<u>\$ 74,838</u>
Beneficial interest in assets held in unemployment trust	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,330</u>	<u>\$ 7,330</u>

In certain cases, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, the determination of which category within the fair value hierarchy is appropriate for any given investment based on the lowest level of input that is significant to the fair value measurement. There have been no changes in valuation techniques and related inputs.

	<u>Fair Value Measurements Using Significant Unobservable Inputs (Level 3)</u>	
	<u>Beneficial interest in perpetual trusts</u>	<u>Beneficial interest in assets of unemployment trust</u>
Beginning balance	\$ 69,805	\$ 21,000
Contributions	-	-
Change in value of beneficial interest in perpetual trust	5,033	(13,670)
Ending balance	<u>\$ 74,838</u>	<u>\$ 7,330</u>

Notes to Financial Statements

Catherine Morrill Day Nursery

Note D - Property and Equipment

Property and equipment consisted of the following at September 30, 2023:

Land (not depreciable)	\$ 24,183
Building and building improvements	1,581,512
Equipment and furnishings	<u>146,614</u>
	1,752,309
Less: accumulated depreciation	<u>1,080,017</u>
	<u>\$ 672,292</u>

Certain donors have restricted the use of the Nursery's real estate for specific uses as well as stipulated how long those assets must be used for those specific purposes (see Note L).

Note E - Line of Credit

The Nursery has an available line of credit totaling \$100,000. The line of credit is payable on demand, including interest at the Wall Street Journal prime rate. There was no balance outstanding at September 30, 2023. The Nursery has pledged all business assets as collateral against the line of credit.

Note F - Note Payable

On July 30, 2013, the Nursery entered into a \$350,000 construction loan with Bangor Savings Bank for an exterior brick repair and window replacement project which was completed in February 2014. This loan was refinanced with Bangor Savings Bank. The loan, is secured by the Nursery's investments and requires principal and interest payments based on an interest rate of 3.52% and matures on December 28, 2023 with a balloon payment. The outstanding balance was \$92,832 at September 30, 2023.

Note G - Endowment Fund

The Nursery has an endowment fund originating from permanent gifts and the designation of investments for endowment purposes by the Board of Directors. In accordance with the gifts and the designation by the Board of Directors, the income from the endowment will be used to support the general operations of the Nursery and is therefore recorded as net assets without donor restrictions.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note G - Endowment Fund - Continued

As required by generally accepted accounting principles, net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions. The funds are recorded at fair value and the principal is net assets with donor restrictions. Earnings and losses on these funds are considered restricted or unrestricted depending on donor intentions and are recorded as such.

The State of Maine has adopted the Uniform Prudent Management of Institutional Funds Act of 2006 (UPMIFA). In accordance with UPMIFA the Nursery classifies as net assets with donor restrictions (a) the original value of gifts donated to the endowment, (b) the original value of subsequent gifts to the endowment, and (c) accumulations to the endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund, and (d) any remaining portion of the donor-restricted endowment until such amounts are appropriated for expenditure by the Organization in a manner consistent with the standard of prudence prescribed by UPMIFA.

In accordance with UPMIFA, the Nursery considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds: (1) the duration and preservation of the various funds, (2) the purposes of the donor-restricted endowment funds, (3) general economic conditions, (4) the possible effect of inflation and deflation, (5) the expected total return from income and the appreciation of investments, (6) other resources of the Nursery, and (7) the Nursery's investment policies.

Investment Objective and Policy

The Nursery employs a balanced portfolio strategy of fixed income and equity investments which is adverse to high risk and provides principal growth to offset inflation. The Nursery believes the best opportunity to achieve this objective is by placing a maximum limitation for investment in equities at 60% and the maximum limitation of fixed income securities at 50%. See Note B for information on the composition of endowment assets at September 30, 2023.

Spending Policy

The Nursery has adopted the following endowment spending policy: Income from the endowment fund utilized for operations can be no more than 5% of a rolling three-year average of the market value of the fund as of the last day of September, unless otherwise directed by the Board. Upon full vote of the Board, spending for capital improvements can be made in excess of the 5% from the board designated endowment fund as long as it does not reduce the fund below \$250,000.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note G - Endowment Fund - Continued

Donor-restricted and board-designated endowment net asset composition at September 30, 2023 is as follows:

	<u>Without Donor Restriction</u>	<u>With Donor Restriction</u>	<u>Total</u>
Donor-restricted	\$ <u>-</u>	\$ <u>36,900</u>	\$ <u>36,900</u>
Board-designated	\$ <u>901,947</u>	\$ <u>-</u>	\$ <u>901,947</u>

Changes in endowment net assets for the year ended September 30, 2023 are as follows:

	<u>Without Donor Restriction</u>	<u>With Donor Restriction</u>	<u>Total</u>
Endowment net assets, beginning of year	\$ 815,690	\$ 36,900	\$ 852,590
Investment return:			
Investment income, net	20,982	901	21,883
Net appreciation	<u>83,587</u>	<u>3,591</u>	<u>87,178</u>
Total investment return	104,569	4,492	109,061
Appropriation of endowment assets for expenditure	(18,312)	(4,492)	(22,804)
Other changes:			
Transfer (earnings) loss (to) from unrestricted	<u>-</u>	<u>-</u>	<u>-</u>
Endowment net assets, end of year	\$ <u>901,947</u>	\$ <u>36,900</u>	\$ <u>938,847</u>

Notes to Financial Statements

Catherine Morrill Day Nursery

Note H - Net Assets with Donor Restrictions

Net assets with donor restrictions are restricted for the following purposes or periods at September 30, 2023:

Subject to the passage of time:

For periods after September 30:

United Way grant allocation, future period	\$ 40,500
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Not subject to appropriation or expenditure:

Beneficial interest in perpetual trust - E. Donnell	14,420
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Beneficial interest in perpetual trust - B. Donnell	60,418
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Endowment - Weymouth Fund	<u>36,900</u>
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	<u>111,738</u>
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Total net assets with donor restrictions	<u>\$ 152,238</u>
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Note I - Liquidity and Availability

Financial assets consist of the Nursery's cash, accounts receivable, promises to give, and investments. The following reflects the Nursery's financial assets as of September 30, 2023, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the date of the statement of net position.

Financial assets available to meet cash needs for general expenditures within one year consists of the following at September 30:

Financial assets, at year end	\$ 1,560,872
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Less those unavailable for general expenditures	
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within one year, due to:	
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Contractual or donor-imposed restrictions:

Restricted by donor with time or purpose restrictions	<u>(152,238)</u>
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Financial assets available to meet cash needs for general expenditures within one year	<u>\$ 1,408,634</u>
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The Nursery's financial assets available to meet cash needs for general expenditures within one year represents funding for ongoing operational requirements and planned increases in program expenditures in 2024.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note I - Liquidity and Availability - Continued

The Nursery is substantially supported by program services fees, grants, and contracts. The Nursery actively manages its cash flows to ensure funds are available for general expenditures, liabilities, and other obligations as they come due. As more fully described in Note E, the Nursery also has availability under the line of credit of \$100,000, should an unanticipated liquidity need be identified.

Note J - Revenue Recognition

Disaggregation of Revenue

The following table shows the Nursery's contract revenue disaggregated according to product type/revenue stream and the timing of transfer of goods or services at September 30, 2023:

Revenue Recognized Over Time

Government contracts	\$ 42,561
Program service fees	<u>978,284</u>
Total Revenue from Contracts with Customers	<u>\$ 1,020,845</u>

Contract Assets and Contract Liabilities

In accordance with FASB ASC 606-10-50, the Nursery has considered the need to record contract assets and contract liabilities from contracts with its customers. No such balances exist as of September 30, 2023.

Receivables

The Nursery has net accounts receivable from contracts with customers of \$65,995 at September 30, 2023. The Nursery does not expect that receivables will not be collected on any new contracts recognized during the year.

Performance Obligations

The Nursery generates revenue from its various programs. Revenue is recognized as the promised activity is provided to and utilized by the customer.

The Nursery receives tuition revenue as services are provided. Revenue is recognized on a ratable basis over the contract term, which is less than one year.

There are no special credit terms extended to certain customers based on credit worthiness. Accounts receivable are typically due within 30 days of invoicing, and an allowance for doubtful accounts is provided based on an analysis of individual balances.

Management has determined that there are no significant warranties or return, refund, or discount obligations related to contracts with its customers.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note J - Revenue Recognition - Continued

Performance Obligations - Continued

The Nursery has no significant shipping and handling costs.

Significant Judgments

The Nursery has considered a number of factors in determining that applying ASC 606 to a portfolio of similar contracts will not result in a materially different outcome compared to individually accounting for the contracts.

Warranties

Warranty (*or return, refund, discount*) obligations are purchased along with the contract and are considered a separate performance obligation. Management has determined that the only warranty effecting this particular revenue stream is for refunds available due to COVID-19. The Nursery was able to determine what fees were refunded at year end. The total discounts included in contract revenue for the year ended September 30, 2023 was \$29,307.

Financing Components

The Nursery's contracts with customers contain no significant financing components.

Note K - Contributed Nonfinancial Assets

For the years ended September 30, 2023, contributed nonfinancial assets recognized within the statement of activities included:

Services	\$ 56
Materials	<u>5,000</u>
	<u>\$ 5,056</u>

The Nursery recognized contributed nonfinancial assets within revenue, including contributed services and materials. There were no contributed nonfinancial assets with donor restrictions.

The donated professional services were used for landscaping and the donated materials were used in meeting program needs. Donated services and materials were valued at their fair market value on the date of donation.

Notes to Financial Statements

Catherine Morrill Day Nursery

Note L - Contingencies

During the year ended September 30, 2013, the Nursery received \$263,202 in funding from the City of Portland that requires the Nursery to satisfy certain requirements over a 10-year period. Should the requirements not be met, the Nursery must return the funds to the City of Portland. The City of Portland has registered mortgages against the Nursery's real estate at 96 Danforth Street, Portland, Maine in order to enforce the Nursery's performance of these obligations. Management is not aware of any non-compliance with those requirements.

The Nursery participates in a number of federal and state assisted grant programs. These programs are subject to financial and compliance examinations by the grantors or their representatives. The audits of these programs, for and including the year ended September 30, 2023, have not been completed. Accordingly, the Nursery's compliance with applicable grant requirements will be established at some future time. The amount, if any, of expenditures which may be disallowed by such grantor agencies cannot be determined at this time, although management expects such amounts, if any, to be immaterial.

Note M - Income Taxes

The Nursery qualifies as an organization exempt from federal income tax under Internal Revenue Code Section 501(c)(3) and files a Form 990 tax return. With few exceptions, the Nursery is no longer subject to U.S. federal income tax examinations for years before 2020 due to statute of limitations. The Nursery has adopted the provisions of FASB ASC, *Income Taxes*. Management of the Nursery believes it has no material uncertain tax positions and, accordingly it will not recognize any liability for unrecognized tax benefits.

Note N - Retirement Plan

The Nursery participates in a tax-deferred investment plan under Section 403(b) of the Internal Revenue Code. Eligible employees may defer salary starting the first of the month following his or her date of hire up to the maximum allowed by law into the Catherine Morrill Day Nursery Tax Sheltered Annuity Plan. Starting on October 1 or April 1 following one year of service, the Nursery will match employee contributions 100% up to 5% of the employee's gross wages. Total retirement expense under this Plan was \$12,909 for the year ended September 30, 2023.

Note O - Concentration

Approximately 34% of the Nursery's revenues were from the City of Portland or the State of Maine during the fiscal year ended September 30, 2023.

Notes to Financial Statements

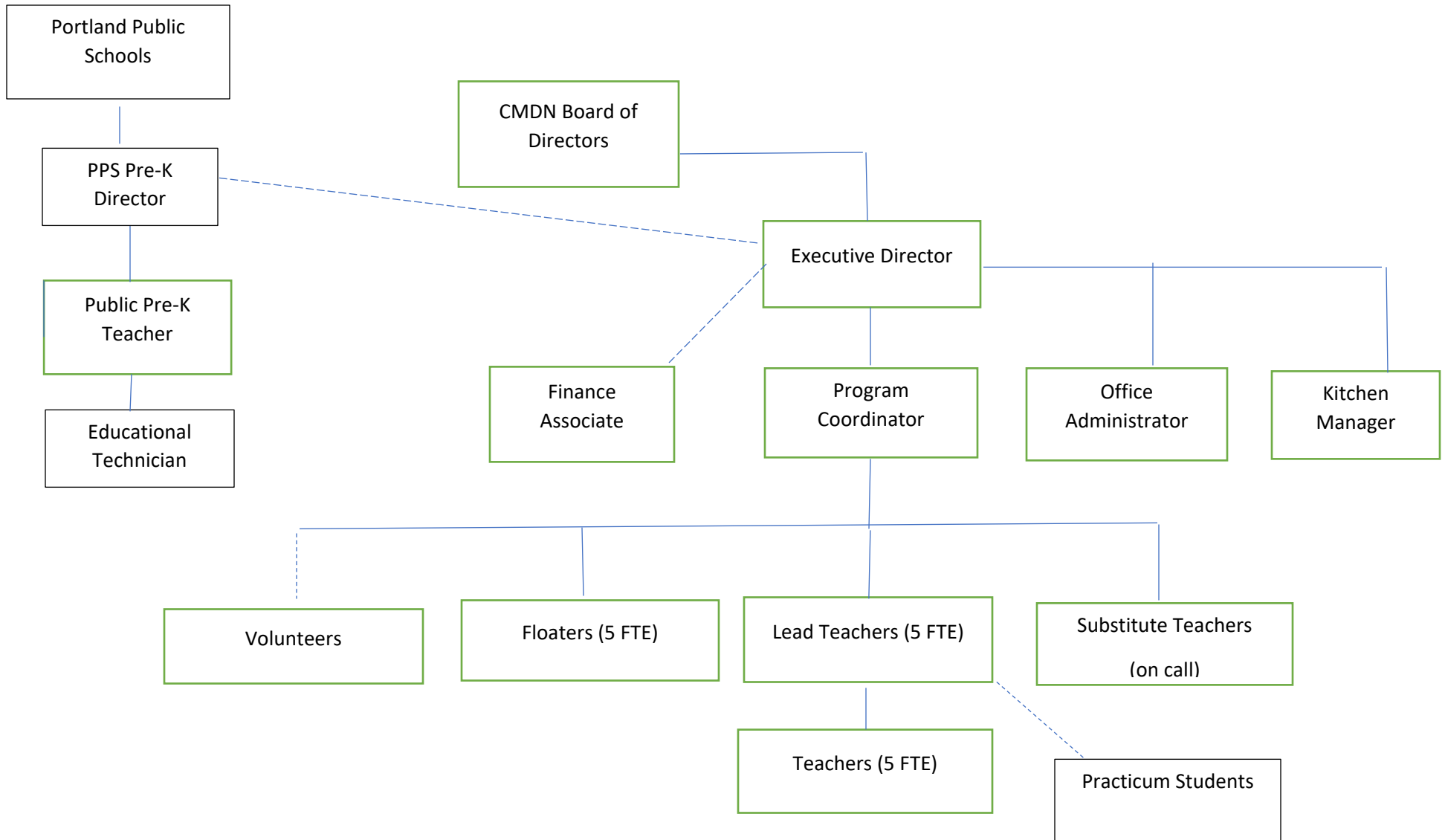
Catherine Morrill Day Nursery

Note P - Subsequent Events

Subsequent to year end, the Nursery refinanced the note payable referenced in Note F. The maturity date has been extended to December 28, 2028 with interest fixed at 7.00% with monthly principal and interest payments of \$1,786.

Management has made an evaluation of subsequent events to and including April 9, 2024, which was the date the financial statements were available to be issued and determined that any subsequent events that would require recognition or disclosure have been considered in the preparation of the financial statements.

**Catherine Morrill Day Nursery
Organizational Chart
Updated 2024**



Internal Revenue Service

Date: February 10, 2005

CATHERINE MORRILL DAY NURSERY
96 DANFORTH ST
PORTLAND ME 04101-4523

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Lois Parrott 31-07342
Customer Service Specialist
Toll Free Telephone Number:
8:30 a.m. to 5:30 p.m. ET
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
01-0211542

Dear Sir or Madam:

This is in response to your request of February 10, 2005, regarding your organization's tax-exempt status.

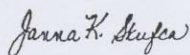
In August 1937 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

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

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

I.

**STAFF MEMORANDUM
HISTORIC PRESERVATION PROGRAM
PLANNING AND URBAN DEVELOPMENT**



TO: Mary Davis, Housing & Community Development Division Director, Housing & Economic Development Department

FROM: Evan R. Schueckler, Historic Preservation Program Manager

CC: Karen Peters, Executive Director, Catherine Morrill Day Nursery

DATE: November 13, 2024

RE: CDBG Funding Request; Status of Historic Preservation Review for 96 Danforth Street

This is to confirm that Karen Peters, Executive Director of the Catherine Morrill Day Nursery, has been in contact with this office regarding a proposal to complete replacement of a nonhistoric accessibility ramp at 96 Danforth Street. It is our understanding that federal CDBG funds are being sought for the project.

96 Danforth Street is located within the West End Historic District. As such, any exterior alterations would be subject to review and approval under Portland's Historic Preservation ordinance.

Please let me know if you have any questions.

Best regards,

A handwritten signature in black ink, appearing to read "Evan R. Schueckler".

Evan R. Schueckler
Historic Preservation Program Manager



Karen Peters <catherinemorrill.director@gmail.com>

Quote for walkway and stairs

Patrick Verville <pverville@wright-ryan.com>
To: Karen Peters <catherinemorrill.director@gmail.com>

Tue, Jul 30, 2024 at 4:03 PM

Hi Karen,

Below is a very basic quote for a new ramp:

General Conditions (Permit, Dumpster, Coordination):\$8,000

Masonry Repairs: \$3,000

New Steel Railings, Powder Coated (Material): \$50,000

Steel Railing Install: \$15,000

PT Framing Material: \$12,000

Fasteners: \$1,500

Decking: \$7,500

Skirt Material: \$4,000

Labor: \$34,240

Total plus 15% OH+P: \$155,526

Assumptions:

- Foundation for ramp/deck is sound
- Following existing footprint
- Material selections to be made later (pricing reflects composite decking and skirt material)
- Pricing per 7.30.2024
- Parking Permits by Owner
- No Structural Engineer Review

Please let me know if you have any questions.

Thanks,

Patrick Verville

Project Manager

[Wright-Ryan Homes](#)

[10 Danforth St.](#)

[Portland, ME 04101](#)

O: 207.773.3625 | C: 207.939.3500

[Quoted text hidden]

**Catherine Morrill Day Nursery
BOARD OF DIRECTORS 2024-2025**

Term Began	Term Ends	Name/Address	Home/ Cell Phone	Office Phone	Email Address	Affiliation
2022	2025	Leigh LaMartina Portland, ME President	215-498-0498	207-839-7600	leigh.o.lamartina@gmail.com	Program Director, Permitting & Compliance, Biodiversity Research Institute, <i>Long Range Planning, Finance Committee</i>
		Vice President				
2017		Kelly Chaisson Portland, ME Treasurer	207-615-3784	207-253-4119	kchaisson@cportcu.org	Director of Lending, CPort Credit Union, <i>Finance Committee</i>
2024	2026	Simone Mikolich South Portland, ME Secretary	207-370-5652		simone.mikolich@gmail.com	College and Career Planning Consultant, Office of Student Pathways, NYC Dept. of Ed., Current CMDN Parent, <i>Long Range Planning, Fundraising Committee</i>
2022	2025	Patrick Verville Gorham, ME	207-939-3500	207-773-3625	pverville@wright-ryan.com	Project Manager, Wright-Ryan Construction, <i>Building & Grounds</i>
2022	2025	Grace Price Portland, ME	617-480-8190	207-662-0111	grace.lorna.price@gmail.com	Physician, Maine Medical Center, Current CMDN Parent <i>Long Range Planning</i>
2022	2025	Allyson Conley South Portland, ME	207-272-6898	207-741-5607	aconley@smccme.edu	Director, SMCC Spring Point Children's Center, <i>Long Range Planning</i>
2024	2026	Franchesca Rolshud Portland, ME	603-557-6018	207-878-3540	folshud@gmail.com	Dentist, Pamela Anzelo, DDS, Current CMDN Parent
2024	2026	Jordan Maresh Portland, ME	608-556-3012	351-2170	jpmareash@gmail.com	Doctor, Maine Medical Center, Current CMDN Parent, <i>Finance Committee</i>
		Karen Peters	207-329-3038	207-874-1115	catherinemorrill.director@gmail.com	CMDN Executive Director

Updated 10/24

Catherine Morrill Day Nursery
CMDN Playground Ramp Replacement
Project Timeline
July 1, 2025 - June 30, 2026

Invitation for bids	July 1, 2025
Select Contractor	July 15, 2025
Finalize scope of work	August 29, 2025
Demolish existing ramp	June 29-July 3 rd , 2026
Construct new ramp	June 29-July 3 rd , 2026









November 18, 2024

To Whom it May Concern,

Please accept the following as my enthusiastic recommendation in support of Catherine Morrill Day Nursery's application for Portland CBDG funds.

Catherine Morrill Day Nursery ("CMDN") is exactly the kind of organization for which Community Development Block Grants exist.

CMDN is a remarkable Portland institution. Established over 100 years ago to serve Portland's working mothers, the organization continues to meet the needs of children and families with a mission dedicated specifically to serving families of low-income. The organization does not just provide exemplary childcare, rated and accredited at the highest available markers, but it also serves as a critical touchpoint for parents and families in need.

One of the many unique challenges CMDN overcomes to serve Portland's community is the management and upkeep of its original, historic building. Historic architecture alone is a significant time and financial investment. However, caring for the health and safety for so many children necessitates frequent and diligent care for an environment that gets utilized to its fullest extent by tiny feet and hands for over a thousand hours each year. The well-loved playground is no exception. Although it has been the subject of upgrades and attention in recent years, the ramp connecting the playground to the school is in need of replacement. At current, it poses a barrier to children and families with any mobility issues, a factor that is at odds with the inclusive nature of the program. Funding this project would ensure that all our children, from the crawlers, to the new walkers, to the preschoolers bursting with energy to get out to the playground has a safe, secure passageway to the outdoor space. Thank you for your time and consideration.

Sincerely,

Danna Hayes