

# City of Portland

## CDBG Allocation Committee



Thursday, January 8, 2026 at 8:00 AM Via Zoom  
(see link below)

### 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.

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 click the link below to join the webinar: <https://portlandmaine-gov.zoom.us/j/81655040957>

1. Open Meeting and Roll Call
2. Address to the Committee from City Manager, Danielle West
3. Vote on Vice Chair
4. Discuss Review Process
5. Review Development Activities Applications
  - a. Port Resources
  - b. Portland Recovery Community Center
  - c. Portland Housing and Economic Development Department
  - d. Trustees First Parish
  - e. Portland Parks, Recreation, and Facilities Department
  - f. Greater Portland Family Promise
6. Discuss Next Steps
7. Adjournment

# Program Overview

Case Id: 30653

Name: Port Resources Generator Project - 2026

Completed by [ssimon@portresources.org](mailto:ssimon@portresources.org) on 10/22/2025 9:50 AM

Address:

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## Program Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 *ssimon@portresources.org* on 11/5/2025 11:43 AM

Case Id: 30653

Name: Port Resources Generator Project - 2026

Address:

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## A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### AGENCY INFORMATION

**A.1. Agency Name**

Port Resources

**A.2. Mailing Address:**

280-b Gannett Drive South Portland, ME 04106

**A.3. Federal ID Number**

10,367,582

**A.4. Unique Entity Identifier- SAM.GOV**

HF55MZLT1B54

### APPLICATION POINT OF CONTACT

**A.5. Name**

Stuart Simon

**A.6. Phone**

(301) 418-1213

**A.7. Email**

ssimon@portresources.org

### EXECUTIVE DIRECTOR

**A.8. Name**

karen MacDonald-Fowler

**A.9. Phone**

(207) 828-0048

**A.10. Email**

kmacdonald-fowler@portresources.org

### PROJECT DIRECTOR

**A.11. Name**

tim bruns

**A.12. Phone**

(207) 828-0048

**A.13. Email**

tbruns@portresources.org

### FINANCIAL DIRECTOR

**A.14. Name**

Robin Defreest

**A.15. Phone**

(207) 828-0048

**A.16. Email**

rdefreest@portresources.org

## B. Construction and Economic Development

Case Id: 30653

Name: Port Resources Generator Project - 2026

Address:

Completed by *ssimon@portresources.org* on 10/22/2025 10:05 AM

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### B. Construction and Economic Development

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

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

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Clientele (LMC)

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

Creating a Suitable Living Environment

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

Neighborhood Investment and Infrastructure

## HUD PROGRAM OBJECTIVES

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

## PRIMARY GOAL

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

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## Documentation

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**Project Map of Service Area (for LMA Only)**

*\*\*No files uploaded*

## C. Project Specific Information

Case Id: 30653

Name: Port Resources Generator Project - 2026

Completed by *ssimon@portresources.org* on 10/31/2025 11:55 AM

Address:

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### C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### 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)

Port Resources Group Homes Generator Project

#### C.3. Project Address

[redacted]

#### 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.

Adults with a dual diagnosis of a developmental disability and mental health challenge.

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

All clients residing in the Emery Street group home receive Maine Care. Documentation is available upon request for each resident

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

8

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**C.8. How many are residents of Portland?**

8

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

8

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

100.00%

### **Budget and Organizational Questions**

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

90.00%

**C.12. Program Objectives and Outcomes. Please list below:**

Program Objective: Creating a Suitable Living Environment Program Outcomes: Port Resources age-in-place philosophy encourages active aging for our group home clients by optimizing opportunities for health, participation and security in their Portland homes and community in order to enhance quality of life. The state of Maine has made aging-in-place a priority. Maine's State Plan on Aging states "Maine must redouble its efforts to support people to remain in their homes for as long as possible through the provision of in-home care, home modifications, and caregiver assistance." This auto start generator project will support our goal to provide our clients an inviting and comfortable lifestyle and help Port Resources meet the age-in-place guidelines.

**C.13. How will the outcomes be measured, collected, and documented?**

### **Location**

**C.14. What census tract is the project located? See map.**

001300

**C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

Yes

## D. Project Narrative

Case Id: 30653

Name: Port Resources Generator Project - 2026

Completed by *ssimon@portresources.org* on 11/4/2025 11:50 AM

Address:

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### D. Project Narrative

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

**Don't forget to SAVE your work before exiting this screen**

#### 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 selected contractor will provide all materials, labor, tools, equipment and supervision required for installation of a stand-by/auto-start generator for a group home located at [redacted]. The residence is a duplex with four clients living in each unit. The scope of work includes:

- Install one 26kw generator in back yard location. Connect underground natural gas supply and power cables extending from the west end of the basement. [redacted] is located in a historical district. The generator will not be viewable from the street.
- Connect power cables from generator to three separate transfer switches which will then be connected to three separate service circuit panels as follows:

- Basement panel – connect transfer switch/load center to provide power to all circuits excluding the elevator and heat pumps. NOTE: The dwelling central heat and hot water systems will be enabled via this transfer switch/load center.
- First Floor panel – Connect transfer switch/load center to provide power to all circuits excluding the electric clothes dryer and electric range.
- Second floor panel – Connect the transfer switch/load panel to provide power to all circuits excluding the electric clothes dryer and electric range.

The goal of this project is to create a safe living environment in the event of a prolonged power outage. The eight clients living in the two units have high level medical and mental health needs. Their conditions do not make it viable to move them to another location in the event of a crippling storm and power outage.

#### 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 Timelines: Upon receiving a CBDG award Port Resources will be prepared to proceed with this project on July 1st 2026 from the bidding process to completion of the project. Specific Dates and Milestones: July 2026: Place RFP ad in local newspapers August/September 2026: Have interested contractors come to the properties for "walk-throughs." October 2026: Receive bids and select a contractor. Ground-breaking: Depending on the weather and contractor schedule groundbreaking will be in Oct/Nov 2026 or Spring 2027. Project completion is dependent on the weather and contractor schedule. If ground-breaking is in Oct/Nov 2026 the completion date should be no later than the end of the calendar year. If ground-breaking is in Spring of 2027, the completion date should be no later than May 30, 2027.

**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**

• Below are the estimated costs for the project: • Generator - \$16,900 • Transfer switches and wiring - \$8,400 • Gas

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pipng - \$3,300 • Labor - \$6,400 Total: \$35,000 CDBG will pay 90% (\$31,500) Port Resources will pay \$10% (\$3,500)

#### **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 group homes are financed through the Maine State Housing Authority, which requires us to maintain a modest maintenance reserve account to manage the repair needs for these properties. Without CDBG funding this project would: •Deplete the reserve. •Impede our ability to complete other necessary repairs and preventative maintenance over the coming year, to ensure our other sixteen group residences remain in good working order and are safe for the vulnerable clients that reside in them. Tight budgets that agencies such as Port Resources operate under make it exceedingly difficult to make capital improvements. Without CDBG funding Port Resources could not self-pay for this project.

#### **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**

CDBG Program Goal #1: Neighborhood Investment and Infrastructure - Create strong, safe, accessible and vibrant neighborhoods Port's mission statement is to empower people with developmental and mental health challenges to live meaningful and fulfilled lives in their communities. The eight residents living at the group homes are dual diagnosis individuals that live with a developmental disability and mental health diagnosis. In addition, the homes include three wheelchair bound residents and others with varying degrees of ambulatory issues. The people we serve are an extremely vulnerable population in the city of Portland. The need for the proposed CDBG project is paramount to mental and physical health and safety/quality of life for our residents. Here's just one example: One individual living at Emery Street has co-occurring mental health issues. Specifically, autism and severe anxiety. His anxiety escalates around weather events, even windy nights are a struggle for him. His anxiety can at times surface in violent behaviorial outbursts. Having a generator powered home would alleviate these outbursts in the event of a power outage. Think about the frustration and dissatisfaction caused by our homes suddenly going dark and cold in a winter storm. These issues have caused frustration and dissatisfaction in all of us. Port's group home residents deserve the same opportunities as other citizens in Portland to live in safe, accessible and vibrant neighborhood environments. Funding for the generator project will provide a mechanism for Port Resources to meet CDBG program goal number one.

#### **D.6. Priority Impact Level**

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

There are several reasons the generator project addresses the Non-Profit Rehab Priority Activity Level: Ensuring Continuous Health and Safety: The generator is not a convenience. It is a critical piece of emergency equipment to ensure a suitable living environment for the eight individuals living at Emery Street. Vulnerable Population: People with developmental disabilities and mental health challenges are a vulnerable population with unique needs, making it difficult to evacuate and find safe alternative placement during an emergency. Severity of Maine Winters: Power outages in Maine due to nor'easters and heavy snow storms poses a serious threat to the welfare of the residents, including loss of heat, lack of lighting, refrigeration and communication. Shelter-in-Place Capability: A stand-by/auto-

start generator will allow residents to shelter in place safely and comfortably, which would be the best option compared to emergency evacuation and temporary housing, which would be very challenging for this vulnerable population.

#### **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 generator project addresses community diversity and creates a culture of belonging by ensuring the residents, an often-marginalized group within the community, can live safely and independently in their own home, even during a power outage. The project ensures that residents with developmental disabilities have the same basic level of safety, comfort, and access to essential services (e.g., heat, lighting and communication) as their non-disabled neighbors during emergencies. This is a step towards equality and challenges the stereotype that people with developmental disabilities cannot live independently or are less deserving of suitable living conditions. In addition, reliable power for essential daily living empowers residents to maintain their independence and personal choices, which are the key pillars of self-determination and a sense of belonging. This project makes the group home a part of the overall community during a crisis. The ability to remain a functioning household enhances the strength of the neighborhood, instead of requiring special accommodation in an unfamiliar setting. One final note. CDBG funding would not just support the eight individuals currently living at the location. Over time, clients move on for a variety of reasons including guardians and families moving out of the area, clients developing medical and mental health issues beyond Port Resources level of care and sadly, individuals pass away. The typical functional life of a stand-by/auto-start generator is 25-30 years. If awarded a grant the funds would help many additional individuals, all who fall into the LMI level, over the next two to three decades.

#### **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.**

This project would not affect energy efficiency in a significant way. But there is a measurable community impact. Port Resources takes great pride in all eighteen of our group homes seamlessly integrating into their neighborhoods. Be it well maintained walkways and driveways along with attractive landscaping and yard maintenance or hidden integrative components such as updated heat pump systems, energy efficient appliances or in this case a generator, Port Resources strives for its group homes to blend into the communities where our residents live.

#### **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)?**

Tim Bruns, Port Resources Maintenance Specialist and Project Manager of the proposed work in this grant has extensive experience in rehabilitation and renovation projects. He has been with Port Resources since 2014. Prior to coming to Port Resources Tim was a Maintenance Manager with the Maine Public Housing Authority for fifteen years. In that time, he managed numerous large projects such as: • kitchen renovations • boiler replacements • Large flooring projects • Parking lot paving • Additions During the past 11 years with Port Tim has project managed: • Generator installations • Cooling and heating projects • Roofing projects • Flooring projects • Deck construction • Paving projects • Boiler replacements • Bathroom renovations • Basement waterproofing In addition, since 2017 Port Resources has been awarded and successfully completed CDBG construction grants from Portland, South Portland and Cumberland County. The organization is well versed in Davis-Bacon and related acts.

**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.**

These properties are financed through a partnership with Maine State Housing Authority (MSHA) to help provide safe and low-cost housing for LMI individuals with developmental disabilities. These homes allow individuals who may otherwise require nursing home level of care to remain a part of their communities. This is a value that the State of Maine holds dear, and we work collaboratively with The Department of Health and Human Services (DHHS) and The Office of Aging Disability Services (OADS) to ensure individuals, regardless of the level of support they require, are still afforded the opportunity to be part of their communities.

## E. Program Budget Detail

Case Id: 30653

Name: Port Resources Generator Project - 2026

Completed by *ssimon@portresources.org* on 11/4/2025 11:51 AM

Address:

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### E. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**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).**

\$31,500.00

**E.2. Total Program Budget**

\$35,000.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
generator	\$16,900.00	\$15,210.00	\$1,690.00	Port Resources	Committed
other materials	\$11,700.00	\$10,530.00	\$1,170.00	Port Resources	Committed
labor	\$6,400.00	\$5,760.00	\$640.00	Port Resources	Committed
	\$35,000.00	\$31,500.00	\$3,500.00		

## F. Required Documents

Case Id: 30653

Name: Port Resources Generator Project - 2026

Completed by [ssimon@portresources.org](mailto:ssimon@portresources.org) on 11/5/2025 11:42 AM

Address:

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### F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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### Documentation

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**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**

Organizational Chart nov 2025.docx

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

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

authorization letter portland cdbg.pdf

**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.**

Port Board 2025.docx

**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**

Printed By: Rowen McAllister on 11/18/2025

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can submit as many items as desired, but are encouraged to prioritize quality over quantity. **\*Required**

LOS LW nov 2025.docx

LOS MC nov 2025.docx

**Most Recent Audit**

**If not available, submit most recent 990 Financial Statement.**

financial audit.pdf

**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****

Project Timelines.docx

**Scope of Work and Estimate**

**Required for Construction applications.**

SOW Emery Generator.pdf

**Verification of 501(c)3 Status**

**Required for non-profits.**

501C3.pdf

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

**Required for Construction applications.**

historic preservation letter.pdf

**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

Case Id: 30653

Name: Port Resources Generator Project - 2026

Completed by *ssimon@portresources.org* on 11/5/2025 11:50 AM

Address:

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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:

Stuart Simon

*Electronically signed by *ssimon@portresources.org* on 11/5/2025 11:49 AM*

# Program Overview

Completed by ali@portlandrecovery.org on 10/22/2025 3:06 PM

**Case Id:** 30657

**Name:** Portland Recovery Community Center - 2026

**Address:** 102 Bishop St., Portland, ME 04103

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## Program Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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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 ali@portlandrecovery.org on 11/17/2025 2:09 PM

Case Id: 30657

Name: Portland Recovery Community Center - 2026

Address: 102 Bishop St., Portland, ME 04103

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## A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### AGENCY INFORMATION

**A.1. Agency Name**

Portland Recovery Community Center

**A.2. Mailing Address:**

102 Bishop St. Portland, ME 04103

**A.3. Federal ID Number**

455,307,975

**A.4. Unique Entity Identifier- SAM.GOV**

QTABZHL6KVQ3

### APPLICATION POINT OF CONTACT

**A.5. Name**

Nicole Proctor

**A.6. Phone**

(207) 553-2575

**A.7. Email**

nicole@portlandrecovery.org

### EXECUTIVE DIRECTOR

**A.8. Name**

Nicole Proctor

**A.9. Phone**

(207) 553-2575

**A.10. Email**

nicole@portlandrecovery.org

### PROJECT DIRECTOR

**A.11. Name**

Sandy Mekonis

**A.12. Phone**

(207) 553-2575

**A.13. Email**

sandy@portlandrecovery.org

### FINANCIAL DIRECTOR

**A.14. Name**

Lynn Sprinkle

**A.15. Phone**

(207) 553-2575

**A.16. Email**

lynn@portlandrecovery.org

## B. Construction and Economic Development

Case Id: 30657

Name: Portland Recovery Community Center - 2026

Address: 102 Bishop St., Portland, ME 04103

Completed by ali@portlandrecovery.org on 11/17/2025 10:07 AM

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### B. Construction and Economic Development

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

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

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Clientele (LMC)

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

Creating a Suitable Living Environment

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

Neighborhood Investment and Infrastructure

## HUD PROGRAM OBJECTIVES

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

## PRIMARY GOAL

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

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## Documentation

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**Project Map of Service Area (for LMA Only)**

*\*\*No files uploaded*

## C. Project Specific Information

Completed by ali@portlandrecovery.org on 11/17/2025 3:01 PM

Case Id: 30657

Name: Portland Recovery Community Center - 2026

Address: 102 Bishop St., Portland, ME 04103

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## C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### 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)

Portland Recovery Community Center Parking Lot Project

### C.3. Project Address

102 Bishop St. Portland, ME 04103

### 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.

PRCC serves a diverse population impacted by substance use and process addictions, as well as their families, friends, and other allies in the Greater Portland community. Open seven days a week, our programs provide peer-based support, resources, and connections to anyone seeking help or guidance in their recovery journey.

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

All data will be stored in the Recovery Data Platform (RDP). RDP meets the unique needs of a peer recovery support program and is designed to enhance therapeutic alliance between peers helping peers in recovery. RDP functions to create aggregate and segregation of data on recovery outcomes. Participant information and data will be collected

Printed By: Rowen McAllister on 11/18/2025

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and stored in a confidential and secure manner. PRCC protects the privacy of its members and participants, and confidentiality represents a commitment to protect the privacy of a service recipient based on the knowledge that inappropriate disclosure of information can cause harm. Visitors to the PRCC are asked to sign in through the RDP kiosk system, which documents unduplicated data for reporting. Volunteers, staff and recovery coaches track data in RDP on a weekly basis, and data is reviewed monthly for supervision.

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

1,750

**C.8. How many are residents of Portland?**

1,350

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

999

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

74.00%

**Budget and Organizational Questions**

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

9.00%

**C.12. Program Objectives and Outcomes. Please list below:**

Neighborhood Investment and Infrastructure: (1) Improve participant safety and accessibility by repaving PRCC's parking lot to enhance access to PRCC's center for the 1750 individuals seeking evidence-based peer recovery support services annually. (2) Strengthen community engagement, social connection and neighborhood safety to continue to provide a community space that hosts over 3000 meetings, activities, and prosocial events annually that are open to friends, family, and community members in Portland.

**C.13. How will the outcomes be measured, collected, and documented?**

The Operations Manager will measure and document the progress of the project, replacement of pavement, throughout service using a workplan with a timeline and deliverables. Outcomes will be measured by successful completion of a safe, smooth, clearly marked, and accessible parking lot, including well-designated handicapped spaces and parking spots for vans coming from recovery residences and treatment centers. In addition, A positive outcome will also be zero critical incidences occurring on PRCC's exterior space due to potholes, uneven paving, or other potential hazards related to the parking lot. Visitors to the PRCC sign in through the RDP Recovery Support Centers Services kiosk system, which documents unduplicated data for reporting. Volunteers, staff and recovery coaches track data in RDP on a weekly basis and data is reviewed monthly for supervision.

**Location**

**C.14. What census tract is the project located? See map.**

002102.4

**C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

Yes

## D. Project Narrative

Completed by ali@portlandrecovery.org on 11/17/2025 2:44 PM

Case Id: 30657

Name: Portland Recovery Community Center - 2026

Address: 102 Bishop St., Portland, ME 04103

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### D. Project Narrative

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

**Don't forget to SAVE your work before exiting this screen**

#### 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 Portland Recovery Community Center (PRCC) serves anyone, free-of-charge, seeking support for recovery from addiction, including individuals affected by substance use disorder, their families, and allies of recovery. Many of those served by PRCC face significant social and economic challenges—such as poverty, housing instability, recent incarceration, and heightened risk of overdose—that make accessing and sustaining recovery difficult. Financial insecurity, lack of stable housing, and limited access to transportation and basic necessities create barriers to engaging in treatment and recovery support services. Without access to assistance, individuals often struggle to transition into stable recovery pathways, increasing their risk of relapse, homelessness, or overdose. PRCC addresses these challenges by providing direct, no-cost recovery support that removes economic and logistical barriers, helping individuals and families build a foundation for long-term recovery and community reintegration. As a recovery community center, PRCC also provides opportunities for participants to find purpose through multiple opportunities to volunteer and build connection with others. Goal 1: Enhance Safety and Accessibility—Ensure that all individuals seeking recovery support can safely access PRCC’s building and grounds, regardless of income or mobility level. Goal 2: Promote Recovery and Community Well-Being--Strengthen PRCC’s capacity to serve individuals and families affected by addiction through improved infrastructure and continued access to recovery-oriented services. Goal 3: Reduce Barriers for Underserved Populations—Eliminate logistical and environmental obstacles—such as an unsafe parking lot—that prevent low- to moderate-income individuals from engaging in recovery programs. Goal 4: Support Long-Term Recovery Capital—Provide a safe, welcoming, and functional space that fosters stability, social connection, and the development of recovery capital—the internal and external resources necessary to initiate and sustain recovery. In April 2021, PRCC purchased a facility at 102 Bishop Street in Portland, situated on 1.25 acres with ample parking space. This location provides a central, accessible hub for recovery support, community events, and resource connections. The proposed project seeks one-time funding to repave the parking lot, improving both safety and accessibility for all members and visitors. A newly paved lot will ensure that individuals with mobility challenges, families with children, and those relying on bicycles or shared rides can safely access PRCC’s services year-round. With its well-established presence, strong partnerships with treatment providers, correctional facilities, and healthcare organizations, PRCC enhances neighborhood infrastructure. The improvement of the parking lot will not only benefit individuals in recovery but also enhance neighborhood safety and accessibility, contributing to the overall health and resilience of the Portland community.

#### D.2. Readiness to Proceed and Complete

**Describe the project’s timeline with specific dates/times, including start dates, end dates, and milestones, as**

Printed By: Rowen McAllister on 11/18/2025

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**applicable.**

Once funding is approved, PRCC is fully prepared to move forward immediately with project implementation. Upon notification of award, we will solicit bids from qualified paving contractors and select a vendor in accordance with procurement guidelines. The bid and contracting process typically requires one to two months from advertising to construction readiness, ensuring a transparent and competitive selection. During this time, PRCC will keep members and community partners informed through social media updates and our monthly newsletter, providing clear communication about project timelines and temporary adjustments to facility access. Virtual recovery support services will continue without interruption throughout the construction period. Once the contractor is selected and scheduling is finalized, the repaving work will be completed within one week, minimizing disruption and quickly enhancing the safety and accessibility of our facility. Our team's strong project management experience and established community communication channels ensure we can execute this project efficiently and on schedule. The goal for completion of the project is within two months of funding.

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

The budget requested for this project will cover improvements to the infrastructure in Portland's neighborhood. This project will cost \$150,000.00 to tear up the existing pavement and lay down the new pavement. This will include the painting of lines as well as replacing handicap signs. CDBG funds will cover the cost of ensuring that this project will be built according to City of Portland standards as well as State and Federal regulations.

**D.4. Leveraged Funds, Financial Need**

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

This project is part of an overall capital improvement plan, that included the purchase and renovation of the building at 102 Bishop Street and was funded by private donations and ARPA funding through Cumberland County. And completed in 2024. Without funding from CDBG, this project will not go forward.

**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**

Neighborhood Investment & Infrastructure—create strong, safe, accessible and vibrant neighborhoods. This project will address the needs of Portland's recovery community and the lives of friends/families impacted by addiction. By repaving the parking lot to the recovery community center, PRCC ensures that individuals impacted by addiction have safe access to peers with lived experience who can establish trusting rapport and provide multiple pathways of recovery and tailored support to meet each person's unique recovery needs. PRCC offers mutual aid meetings and prosocial events, directly addressing isolation and provides service linkages between community resources to build long-term success and foster community connections directly removing barriers to a safe, accessible and vibrant community.

**D.6. Priority Impact Level**

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

Neighborhood Investment and Infrastructure: creating strong, safe, accessible, and vibrant neighborhoods. “Public safety and mobility are key components to improving the livelihood of Portland neighborhoods... Additionally, there is a need to increase residents’ ability to remain or become active and engage members of their neighborhoods through community-based services and programs.” This project will directly invest in the Portland community infrastructure by repaving PRCC’s nonprofit community center investing in programs and services that address the needs of the recovery community and low- and moderate-income Portland residents. PRCC serves a diverse population of people in and seeking recovery from substance use and process addictions, as well as offering support for family members and affected others. Members at PRCC come from various backgrounds, ages, and recovery pathways. PRCC’s participant population includes people who are active in addiction and seeking recovery, individuals in early recovery, and those who are in long-term recovery, along with family members that are impacted and seeking support. According to our 2025 Member Survey, PRCC participants face great challenges: 77% report having co-occurring psychological conditions, 44% have legal involvement, 71% are unemployed, and 69% of members identify as unstably housed. PRCC serves especially vulnerable and marginalized people, including people who are unhoused and/or re-entering from correctional facilities. PRCC serves LGBTQ+, justice-involved individuals, veterans, and families in recovery. All services and programs are offered free to community members. Over the past year, 92% of PRCC visitors identified as being in recovery from substance use disorder, co-occurring mental health conditions, or as an “affected other.” PRCC provides community, belonging, and peer support to help people overcome addiction and sustain recovery. PRCC’s experienced staff, well-versed in local resources, works closely with treatment providers, correctional facilities, detox centers, and healthcare providers to ensure individuals receive the support they need to move from crisis to sustained recovery. Through directly reducing barriers to a safe and accessible community space, this project will produce tangible outcomes for Portland’s infrastructure.

#### **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.**

Maine continues to face one of the highest overdose death rates in the country, with an estimated 80-90% of fatalities being opioid-related and 38% of those who died were unhoused or living in unstable conditions. Vulnerable populations – including those who are unhoused, in unstable housing, or people recently released from incarceration – experience disproportionately high rates of overdose. Individuals often face barriers in accessing support and treatment, and PRCC reduces those barriers by being an essential resource that is open for 76 hours over 7 days a week. The proposed parking lot repaving project at PRCC directly addresses a critical community need we see as approximately seventeen hundred individuals walk through our door annually: safety and accessibility. The current uneven and deteriorated pavement has caused trips and falls, posing a risk for the people who visit the center, including people with mobility limitations, parents with children, older adults, and more. An accessible and well-maintained exterior environment ensures that low- to moderate-income residents, many who walk to the center on foot, ride a bike, or operate a scooter, can safely access recovery services and participate in community programming. By improving this infrastructure, PRCC will not only enhance the physical safety of its members but also reinforce its broader mission of equity, inclusion, and belonging. This project ensures that individuals from all backgrounds, income levels, and recovery pathways can engage in supportive programs without barriers or hazards due to mobility or transportation methods.

#### **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.**

PRCC is the only nationally accredited recovery community organization in the state of Maine and the only recovery community center in the greater Portland area. It is the primary provider of recovery-related support in the community.

PRCC provides a safe, inclusive, and welcoming environment and is committed to multiple pathways of recovery. PRCC promotes a culture that supports and provides access to multiple pathways of recovery and is welcoming and non-judgmental. By removing immediate barriers to engaging in recovery support, PRCC's evidence-based services are known to improve outcomes for individuals in treatment for substance use disorder, leading to better medical adherence, reducing inpatient readmission and reducing criminal behavior. Recovery community centers have been shown to improve abstinence of substance use, improve psychological well-being, and improve quality of life within the first three months of participation. It can take 15 years of recovery to reach the same quality of life as the general population; while engagement in a recovery community center reduces that timeframe to 5 years for a person in recovery from substance use disorder. The repaving of PRCC's parking lot will directly impact the thousands of individuals who visit the center, a majority of whom are low to moderate income residents of Portland. By eliminating uneven pavement and potholes, the project will reduce the risk of slips and falls and improve accessibility for people using wheelchairs, strollers, bicycles, and scooters. Improved parking lot infrastructure ensures uninterrupted access to our peer recovery programs, meetings, and events.

#### **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)?**

In 2020, PRCC responded to the COVID-19 pandemic by seeking a space that would allow us to safely fulfill our mission and serve the growing needs for recovery support services in the community. PRCC retained architect David Graham to complete a programming and facility needs assessment. Mr. Graham estimated that PRCC would need approximately 6,000 square feet to accommodate the current programs and services at PRCC. The study was updated to include considerations and needs brought about by COVID-19. PRCC purchased a building in April 2021 at 102 Bishop Street in Portland that is large enough to allow the needs of individuals and families to be safely met. The building is 6,600 square feet, more than twice as large as PRCC's previous space. While the building is ideal in square footage and has ample outdoor space, significant renovations were required to ensure safe work areas and good airflow. Under the direction of its Board President, Executive Director, and several volunteer committees, PRCC successfully demonstrated its ability to manage complex projects. During the organization's renovation, PRCC completed a capital campaign and collaborated with Arcadia Design and Optimum Construction to complete a multi-faceted construction project. This experience reflects PRCC's strong project management, teamwork, and oversight capabilities as well as ability to ensure compliance with all local, state and federal requirements. The project was partially funded by the American Rescue Plan Act (ARPA) through Cumberland County. The PRCC team including contractors assured that all federal requirements were met. These renovations, including new windows and lights, as well as upgraded HVAC, air purifiers, and technology such as sound proofing, equipped PRCC to better serve its member populations in Portland, Westbrook, and throughout Cumberland County. Renovations created functional operations, enabled efficient use of common space, and increased the number of rooms available for confidential recovery coaching services and privacy. PRCC began the renovations in August 2021. Phases 1 and 2 involved interior renovation to increase open space and air circulation for the safe gathering of community members. Phase 3 involved replacing and upgrading the HVAC and air circulation system. Phase 4 involved construction of outdoor gathering spaces. All four phases were completed on schedule and within budget requiring only maintenance and repairs as needed.

#### **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.**

PRCC's work is strengthened by extensive collaboration—both formal and informal—with more than 20 health and human service organizations. These partnerships ensure that individuals and families have seamless access to the resources necessary for sustained recovery. PRCC provides recovery coaching and support groups at the Cumberland County Jail and coordinates Pathways of Hope, a diversion initiative that connects individuals with recovery housing or treatment rather than incarceration. Additionally, PRCC provides the infrastructure for recovery coaching in all five Department of Corrections facilities across the state, further demonstrating its leadership and reach in recovery support. PRCC maintains strong referral partnerships with key healthcare organizations such as Maine Behavioral Health, Greater Portland Health, Catholic Charities, Spurwink, and CommonSpace. These partnerships help individuals access therapy, psychiatric care, medication management, and general healthcare services. In cases of acute mental health crises, PRCC staff are trained to activate the crisis response system, including the Crisis Line, Spurwink Living Room, or local police behavioral health liaisons when appropriate. PRCC also partners with the Maine Association of Recovery Residences to connect individuals with recovery housing and works directly with local treatment and detox programs to ensure continuity of care. PRCC also collaborates with Portland Public Health to provide quarterly Naloxone training and distribution, offering naloxone free of charge to any community member. PRCC provides free bus passes and works closely with Treatment Courts, Child Protective Services, and Through These Doors to help participants navigate recovery alongside other life challenges. In coordination with OPTIONS Liaisons and 2-1-1 Maine, PRCC maintains an up-to-date, comprehensive resource list to ensure that members can access vital support at any stage of recovery. PRCC was also awarded funding for the Recovery Friendly Workplace Initiative from the State of Maine, in partnership with the Pinetree Institute. Through this initiative, PRCC helps both members and employers strengthen recovery-supportive workplaces. Staff and volunteers connect members with Maine Works and maintain a recovery-friendly job board highlighting local employment opportunities. Additionally, PRCC hosts Career Counselors from the Maine Department of Labor CareerCenter each week to provide individualized and group support on resume development, job applications, career assessments, and workforce training resources.

## E. Program Budget Detail

Completed by ali@portlandrecovery.org on 11/17/2025 2:56 PM

Case Id: 30657

Name: Portland Recovery Community Center - 2026

Address: 102 Bishop St., Portland, ME 04103

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### E. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**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).**

\$150,000.00

**E.2. Total Program Budget**

\$1,695,453.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Building Improvement	\$150,000.00	\$150,000.00	\$0.00		Pending
	\$150,000.00	\$150,000.00	\$0.00		

## F. Required Documents

Completed by ali@portlandrecovery.org on 11/17/2025 3:27 PM

Case Id: 30657

Name: Portland Recovery Community Center - 2026

Address: 102 Bishop St., Portland, ME 04103

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## F. Required Documents

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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## Documentation

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**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**

Agency Organizational Chart.pdf

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

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

Authorization to Request Funds.pdf

**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.**

Complete List of Board Members.pdf

**Conflict of Interest Policy**

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

Conflict of Interest Policy.pdf

**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**

Cumberland County Public Health LOS.pdf  
MARR LOS.pdf

**Most Recent Audit**

**If not available, submit most recent 990 Financial Statement.**

Most Recent Audit.pdf  
990 Financial Statement.pdf

**Non-Discrimination Policy**

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

Non-Discrimination Policy.pdf

**Plans, Designs, and/or Pictures**

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

102 Bishop Parking Lot.png  
Current Parking Lot Needs.pdf

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

Project Timeline.pdf

**Scope of Work and Estimate**

**Required for Construction applications.**

Scope of Work.pdf

**Verification of 501(c)3 Status**

**Required for non-profits.**

Verification of 501(c)3 Status.pdf

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

**Required for Construction applications.**

Verification of contact with City Historic Preservation Staff.pdf

**Whistleblower Policy**

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

Whistleblowers Policy.pdf

**Other Document Type**

*\*\*No files uploaded*

## Submit

Completed by ali@portlandrecovery.org on 11/17/2025 3:27 PM

**Case Id:** 30657

**Name:** Portland Recovery Community Center - 2026

**Address:** 102 Bishop St., Portland, ME 04103

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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:**

Alexandra H Bland

*Electronically signed by ali@portlandrecovery.org on 11/17/2025 3:27 PM*

# Program Overview

Completed by nmartin@portlandmaine.gov on 10/28/2025 10:40 AM

**Case Id:** 30661

**Name:** Portland Microenterprise Grant and Training

**Address:** 389 Congress St, Room 308, Portland, ME

---

## Program Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 10/28/2025 10:47 AM

Case Id: 30661

Name: Portland Microenterprise Grant and Training

Address: 389 Congress St, Room 308, Portland, ME

---

### A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### 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 St Room 308 Portland, ME 04101--3566

##### 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 and 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

ljn@portlandmaine.gov

## B. Construction and Economic Development

Case Id: 30661

Name: Portland Microenterprise Grant and Training

Address: 389 Congress St, Room 308, Portland, ME

Completed by nmartin@portlandmaine.gov on 10/28/2025 10:48 AM

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### B. Construction and Economic Development

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

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

**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

occupied by LMI Portland residents.

#### HUD PROGRAM OBJECTIVES

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

#### PRIMARY GOAL

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

---

#### Documentation

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**Project Map of Service Area (for LMA Only)**

*\*\*No files uploaded*

## C. Project Specific Information

Completed by nmartin@portlandmaine.gov on 10/28/2025 11:12 AM

Case Id: 30661

Name: Portland Microenterprise Grant and Training

Address: 389 Congress St, Room 308, Portland, ME

---

## C. Project Specific Information

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### 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 St Room 308 Portland, ME 04101--3566

### 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?**

21

**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. Program Objectives and Outcomes. Please list below:**

Objective: Create economic opportunities to transition people out of poverty. Outcome: Increased capacity to successfully own and operate a microenterprise.

**C.13. 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 10/28/2025 11:24 AM

Case Id: 30661

Name: Portland Microenterprise Grant and Training

Address: 389 Congress St, Room 308, Portland, ME

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### D. Project Narrative

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

**Don't forget to SAVE your work before exiting this screen**

#### 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. 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 being requested would be used for direct grants to businesses (\$200,000), while \$5,000 would be for the services of a consulting underwriter who analyzes the viability of each applicant's business, its potential for growth, and the soundness of its strategies to support sustained business operations. 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 2026 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 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 and participate in business training as early as November 2026. Based on previous experience, it is anticipated that all grant funds will be awarded in the Winter of 2026-7. 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**

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### **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 is secured funding. 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 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, business 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.**

Portland is not always regarded as an ideal place to do business. Regulations and ordinances result in higher labor rates compared with surrounding communities. Increased property values have resulted in high rents for commercial tenants. As a result, many microenterprises are struggling to succeed. It is even more difficult for entrepreneurs from

marginalized communities who may lack access to 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.

#### **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, a decrease in commercial vacancies, and an increased capacity of microentrepreneurs to operate and sustain their businesses.

#### **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)?**

While this is not a construction project, the Business Programs Manager has experience with Davis Bacon wage compliance as well as with Build America Buy America through her management of Brownfields grants, which are provided from the EPA.

#### **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, partners within the City and without will alert potential applicants and assist with completion of applications. These include the City's Office of Economic Opportunity and the business advisors that work with the City such as SCORE, CEI, and the Small Business Development Center. Business development skills training will be provided by New Ventures, a recognized expert in microenterprise development.

## E. Program Budget Detail

Case Id: 30661

Name: Portland Microenterprise Grant and Training

Address: 389 Congress St, Room 308, Portland, ME

Completed by nmartin@portlandmaine.gov on 10/28/2025 11:26 AM

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### E. Program Budget Detail

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**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 11/7/2025 12:10 PM

Case Id: 30661

Name: Portland Microenterprise Grant and Training

Address: 389 Congress St, Room 308, Portland, ME

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## F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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### Documentation

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**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**

CDBG Microenterprise Program org char.pdf

**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.

PDC 2025 Annual Report See Page 19 for list of Board Members.pdf

**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**

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**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**

2026 CDBG Microenterprise Project Timeline.docx.pdf

**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**

Search Corporate Names.pdf

## Submit

Completed by nmartin@portlandmaine.gov on 11/7/2025 12:11 PM

**Case Id:** 30661

**Name:** Portland Microenterprise Grant and Training

**Address:** 389 Congress St, Room 308, Portland, ME

---

## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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 11/7/2025 12:11 PM*

# Program Overview

Completed by pat@patwashburn.net on 10/28/2025 3:10 PM

**Case Id:** 30662

**Name:** Trustees of First Parish - 2026

**Address:** 425 Congress St., Portland, ME 04101

---

## Program Overview

---

Please provide the following information.



### City of Portland Construction Grant Application

**Housing & Economic Development  
Department**  
HCD Program Manager  
389 Congress St  
Portland, ME 04101  
207-874-8731  
[cdbg@portlandmaine.gov](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 pat@patwashburn.net on 11/16/2025 8:27 PM

**Case Id:** 30662

**Name:** Trustees of First Parish - 2026

**Address:** 425 Congress St., Portland, ME 04101

---

## A. Application Cover Page

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### AGENCY INFORMATION

**A.1. Agency Name**

Trustees of First Parish Portland

**A.2. Mailing Address:**

425 Conbress St. Portland, ME 04101

**A.3. Federal ID Number**

16,012,053

**A.4. Unique Entity Identifier- SAM.GOV**

RR5ADAHK6L61

### APPLICATION POINT OF CONTACT

**A.5. Name**

Patricia Washburn

**A.6. Phone**

(207) 251-2143

**A.7. Email**

pat@patwashburn.net

### EXECUTIVE DIRECTOR

**A.8. Name**

Austin Farrar

**A.9. Phone**

(617) 512-5472

**A.10. Email**

trusteeschair@firstparishportland.org

### PROJECT DIRECTOR

**A.11. Name**

Ted Oldham

**A.12. Phone**

(207) 481-1639

**A.13. Email**

tloldham@mac.com

### FINANCIAL DIRECTOR

**A.14. Name**

Charles Micoleau

**A.15. Phone**

(207) 831-8552

**A.16. Email**

cmicoleau@gmail.com

## B. Construction and Economic Development

Case Id: 30662  
Name: Trustees of First Parish - 2026  
Address: 425 Congress St., Portland, ME 04101

Completed by pat@patwashburn.net on 11/6/2025 6:32 PM

---

### B. Construction and Economic Development

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

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

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Area Benefit (LMA)

**What neighborhoods will be served by this project (LMA only)?**

Portland peninsula, inland Portland, West End, East End, Back Cove, Westbrook, Falmouth, Scarborough,



**Location of Service Area-on the Map (for LMA only)**

First Parish map.pdf

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

Creating a Suitable Living Environment

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

Neighborhood Investment and Infrastructure

## HUD PROGRAM OBJECTIVES

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

## PRIMARY GOAL

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

---

## Documentation

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 **Project Map of Service Area (for LMA Only)**

First Parish map.pdf

## C. Project Specific Information

Completed by pat@patwashburn.net on 11/16/2025 8:39 PM

Case Id: 30662

Name: Trustees of First Parish - 2026

Address: 425 Congress St., Portland, ME 04101

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## C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### 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)

First Parish Retaining Wall

### C.3. Project Address

425 Congress St. 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.

Beneficiaries include the First Parish community (including attendees at arts events, free community dinners, and 12-step meetings); the Portland High School community (students, parents, faculty and staff); and the public at large.

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

It is not practicable to collect information on users of Freshman Alley, which is open to all. The church property serves a community of 400-plus church members and friends, and welcomes the community to arts events, community dinners, public service projects such as Window Dressing, 12-step meetings, and other events, drawing hundreds of people over the course of a year. Portland High School, behind the church, serves 975 students in addition to faculty,

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staff, and parents. The numbers below are rough estimates.

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

1,800

**C.8. How many are residents of Portland?**

1,000

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

700

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

50.00%

**Budget and Organizational Questions**

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

56.00%

**C.12. Program Objectives and Outcomes. Please list below:**

Stabilize the stone retaining wall between the First Parish property and Freshman Alley, correcting an unsafe condition and providing a safer and more welcoming route to the building's accessible entrance and for all users of the alley.

**C.13. How will the outcomes be measured, collected, and documented?**

Records are kept of numbers of people attending events at First Parish, but not of those using Freshman Alley.

**Location**

**C.14. What census tract is the project located? See map.**

000300.1

**C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

Yes

## D. Project Narrative

Completed by pat@patwashburn.net on 11/16/2025 8:32 PM

Case Id: 30662

Name: Trustees of First Parish - 2026

Address: 425 Congress St., Portland, ME 04101

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### D. Project Narrative

---

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

**Don't forget to SAVE your work before exiting this screen**

#### 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.**

First Parish in Portland is housed in a granite landmark built in 1826, listed in the National Register of Historic Places, and located in the Congress Street Historic District. The site is of statewide significance as the location where the State Constitution was drafted in 1819. A visible and thriving asset at the heart of the city, First Parish reaches far beyond its vital congregation of 300+ members. It's home to multiple AA groups, has served as the city's sole emergency warming center, and engages in partnerships for social justice and cultural programming. A recent \$1.5 M capital campaign made the building fully ADA accessible with an elevator and upgrades to heating, lighting, and A/V technologies. The project in question will correct and stabilize a granite retaining wall that leans into the adjacent city-owned alley. Our endowment provides for annual maintenance and repair, but not the funds needed for a project of this magnitude. We seek assistance to ensure that this landmark may serve its community for another 200 years. This project seeks to restore the 62' long, varying height Freshman Alley granite retaining wall. The 200-year-old wall has shifted and now leans toward the Alley. On top of the wall is an original iron fence with its pickets placed into bored, lead-filled holes in the granite. Blacksmith Bob Menard of Ball & Chain Forge has determined that the fence can be removed, repaired, and reused on a restored retaining wall.

#### 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 have already done preliminary work to define the project and budget. Consigli, the contractor who drew up our estimates, suggested the work could be completed in less than four months, provided we wait to begin until the frost has left the ground. This would put the work into an estimated time frame of April-July 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**

The budget drawn up for this project in early 2025 sets a price of \$360,000 for this project. We can count on construction costs increasing 5% per year (at least), which would put the total at \$389,874.93. If obtained, CDBG funding will pay for materials (\$173,504) and general construction expenses (\$55,069), with any extra funds going toward labor.

#### D.4. Leveraged Funds, Financial Need

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

Printed By: Rowen McAllister on 11/18/2025

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If this project is funded, we would raise the remaining funds from our community and from other grant opportunities.

#### **D.5. Goal**

**Choose and describe how this program meets one of the goals of the CDBG program:**

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

This project falls under Neighborhood Investment and Infrastructure, providing a safer and more inviting entry to both the First Parish building and neighboring facilities such as Portland High School and the Metro terminal. It will be of use to people from many neighborhoods and communities who rely on resources in this area (school programs, 12-step meetings, arts events).

#### **D.6. Priority Impact Level**

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

This project improves access for everyone (including people with disabilities) to Portland High School and the First Parish building, and establishes a safer pathway for decades to come.

#### **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.**

This project improves safety and accessibility for a key area in the center of the city, used by a wide range of people to access everything from Portland High School classes and programs to volunteer projects, community meals, and 12-step meetings at First Parish.

#### **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.**

This project will enhance the Freshman Alley/plaza area and make it safer and more accessible. It complements the previous "Church for Every Body" project at First Parish, focused on universal access and safety improvements.

#### **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 First Parish Board of Trustees has managed significant construction projects in the past, most recently implementing a FEMA grant to improve safety in and around the First Parish building. We have experience in both Davis-Bacon and Build America Buy America sourcing. For our Church for Every Body project, completed in 2024, we raised \$1.5 million for accessibility improvements to the church building, and supervised multiple contractors under federal rules, as part of the funding came from FEMA grants.

**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 have and will continue to work with Portland Public Schools on improvements to the Freshman Alley area and the plaza between the school and the First Parish building. We have reached out to the Portland Department of Public Works regarding a possible collaboration on improvements to Freshman Alley itself, and they have indicated an interest in collaborating if funding is available.

## E. Program Budget Detail

Completed by pat@patwashburn.net on 11/13/2025 7:17 PM

Case Id: 30662

Name: Trustees of First Parish - 2026

Address: 425 Congress St., Portland, ME 04101

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### E. Program Budget Detail

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**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).**  
\$250,000.00

**E.2. Total Program Budget**  
\$389,875.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Materials	\$85,691.81	\$85,691.81	\$0.00		Pending
Labor	\$114,880.50	\$114,880.50	\$0.00		Pending
Phasing	\$49,427.00	\$49,427.00	\$0.00		Pending
Soft costs	\$66,866.00	\$0.00	\$0.00	To be raised	Pending
Overhead, insurance, fees, bonds	\$73,009.62	\$0.00	\$0.00	To be raised	Pending
	\$389,874.93	\$249,999.31	\$0.00		

## F. Required Documents

Completed by pat@patwashburn.net on 11/16/2025 8:56 PM

Case Id: 30662

Name: Trustees of First Parish - 2026

Address: 425 Congress St., Portland, ME 04101

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## F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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## Documentation

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**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**

FirstParishOrgChart.pdf

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

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

Pat Washburn LOA 11.11.2025.pdf

**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.**

First Parish Trustees (2025-2026).pdf

**Conflict of Interest Policy**

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

Trustee conflict form 06.15.2020.pdf

 **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**

FP\_LOS.pdf

 **Most Recent Audit**

**If not available, submit most recent 990 Financial Statement.**

2023-24 TRUSTEES Income Tax Return.pdf

 **Non-Discrimination Policy**

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

NONDISCRIMINATION POLICY.pdf

 **Plans, Designs, and/or Pictures**

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

FPRetainingWallPhotos.pdf

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

First Parish Retaining Wall Timeline.pdf

 **Scope of Work and Estimate**

**Required for Construction applications.**

FINAL CLG PROJECT REPORT teo cjm 03.11.25 rev.pdf

 **Verification of 501(c)3 Status**

**Required for non-profits.**

UUA 501(c)3 Determination Letter.pdf

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

**Required for Construction applications.**

Historic District confirmation.pdf



**Whistleblower Policy**

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

NONDISCRIMINATION POLICY.pdf



**Other Document Type**

*\*\*No files uploaded*

## Submit

Completed by pat@patwashburn.net on 11/16/2025 8:57 PM

**Case Id:** 30662

**Name:** Trustees of First Parish - 2026

**Address:** 425 Congress St., Portland, ME 04101

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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:**

Patricia J. Washburn

*Electronically signed by pat@patwashburn.net on 11/16/2025 8:57 PM*

# Program Overview

Completed by jkurilla@portlandmaine.gov on 11/6/2025 3:05 PM

**Case Id:** 30668

**Name:** Parks Department at the City of Portland - 2026

**Address:** North Street Community Garden, 195 North

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## Program Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 jkurilla@portlandmaine.gov on 11/14/2025 10:08 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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### A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### AGENCY INFORMATION

**A.1. Agency Name**

Department of Parks, Recreation, and Facilities

**A.2. Mailing Address:**

212 Canco Road Portland, ME 04103

**A.3. Federal ID Number**

16,000,032

**A.4. Unique Entity Identifier- SAM.GOV**

0

#### APPLICATION POINT OF CONTACT

**A.5. Name**

Jodi Kurilla

**A.6. Phone**

(207) 808-5487

**A.7. Email**

jkurilla@portlandmaine.gov

#### EXECUTIVE DIRECTOR

**A.8. Name**

Ethan Hipple

**A.9. Phone**

(207) 808-5441

**A.10. Email**

ehipple@portlandmaine.gov

#### PROJECT DIRECTOR

**A.11. Name**

Alex Marshall

**A.12. Phone**

(207) 808-5442

**A.13. Email**

amarshall@portlandmaine.gov

#### FINANCIAL DIRECTOR

**A.14. Name**

Amber Brooks

**A.15. Phone**

(207) 808-5426

**A.16. Email**

asb@portlandmaine.gov

## B. Construction and Economic Development

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

Completed by jkurilla@portlandmaine.gov on 11/17/2025 10:44 AM

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### B. Construction and Economic Development

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

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

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Area Benefit (LMA)

**What neighborhoods will be served by this project (LMA only)?**

000100.1 (Casco Bay Community Garden), 001200.1 & 0001100.1 (Clark Street Garden), 002300.1 (Payson Park Garden), 000100.3 (North Street Garden), 001300.2 (Lower Valley Street), 000500.1 (Boyd Street Community Garden)



**Location of Service Area-on the Map (for LMA only)**

Community Gardens\_LMI Map 2024.pdf

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

Creating a Suitable Living Environment

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

Neighborhood Investment and Infrastructure

occupied by LMI Portland residents.

#### HUD PROGRAM OBJECTIVES

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

#### PRIMARY GOAL

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

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#### Documentation

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#### Project Map of Service Area (for LMA Only)

Community Gardens\_LMI Map 2024.pdf

## C. Project Specific Information

Completed by jkurilla@portlandmaine.gov on 11/17/2025 11:21 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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## C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### 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)

Portland's Community Gardens Rebuild Equity Project

### C.3. Project Address

North Street Community Garden, 195 North Street Clark Street Community Garden, 32 Salem Street Portland, ME

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

Yes

Payson Park Community Garden, 842 Baxter Boulevard Valley Street Community Garden, 138 Valley Street, Casco Bay Community Garden, 285 Eastern Promenade, Boyd Street Community Garden, 58 Boyd Street Portland, ME

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

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

Portland's community gardens provide food security and outdoor recreation opportunities that ultimately benefit all the residents of the nearby neighborhood who live near or visit any of Portland's 11 community gardens. Garden development has focused on areas with limited access to greenspace and higher low to moderate income residents, targeting areas such as the Munjoy Hill and Back Cove neighborhoods. Since Cultivating Community began its

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partnership with the city, low-income participation has increased from 7% to 20%, halfway to the shared goal of 40%. Additionally, this final phase of a three-part project aims to improve garden conditions by addressing safety, climate resilience, and accessibility concerns.

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

Beneficiaries' information is collected from the U.S. Department of Housing and Urban Development Low and Moderate Income Map Application. Each community garden is located within a public park serving adjacent areas like Munjoy Hill, East Bayside, West End, and the Back Cove neighborhoods. The community gardens specifically do outreach and prioritize low to moderate-income populations. Based on data from the U.S. Department of Housing and Urban Development, the Casco Bay Community Garden serves 235 low to moderate-income residents within its census tract (Block Group 1, Census Tract 1). The North Street Community Garden serves 740 low to moderate-income residents within its census tract (Block Group 3, Census Tract 1). The Clark Street Community Garden serves 665 low to moderate-income residents within its census tract (Block Group 1, Census Tract 3). The Payson Park Community Garden serves 600 low to moderate-income residents within its census tract (Block Group 1, Census Tract 23). The Valley Street Community Garden serves 510 low to moderate-income residents within its census tract (Block Group 2, Census Tract 13). The Boyd Street Community Garden serves 975 low to moderate-income residents within its census tract (Block Group 1, Census Tract 5). Cultivating Community, in partnership with the City of Portland, maintains an annually reconfirmed and updated waiting list as well as fills each available plot every growing season through a registration and orientation process.

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

5,630

**C.8. How many are residents of Portland?**

5,630

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

3,725

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

66.16%

**Budget and Organizational Questions**

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

0.00%

**C.12. Program Objectives and Outcomes. Please list below:**

Create strong, safe, accessible and vibrant neighborhoods. The City of Portland offers eleven community gardens for access by Portland residents. Community gardens promote healthy lifestyles, community collaboration, and food security for its users. Community gardens encourage residents to come together and participate toward a common goal. This project will ensure safe and accessible facilities for gardeners across the Portland network.

**C.13. How will the outcomes be measured, collected, and documented?**

1.Portland residents and volunteer groups will have the opportunity to volunteer and participate in learning to build and fill around 300 new raised garden beds up to USDA National Resource Conservation Service Safe Urban Growing Standards including the installation of a geotextile barrier to prevent any potential contamination of the garden from historic land use or presence of urban fill Cultivating Community registers all volunteer participants and provides hands on instruction and literature on the construction of raised garden beds and safe growing practices. 2.By the end of Summer 2028, all four community gardens will have raised garden bed plots and at least one ADA garden bed. Every rebuilt garden plot will be filled with a new gardener on the waitlist or a returning gardener. Project success will

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be measured by the number of beds completed in alignment with the project timeline. 3.By the end of Summer 2028, new fencing will be installed at the Casco Bay Community Garden and the Payson Park Community Garden. Project success will be measured by the number of beds completed in alignment with the project timeline. 4.By the end of Summer 2028, a new shed will be installed at the Boyd Street Community Garden. Project success will be measured by the shed installation in alignment with the project timeline. 5.Feedback will be gathered following the end-of-season survey and post-event surveys, and a report provided to the City on project/program outcomes.

## **Location**

### **C.14. What census tract is the project located? See map.**

000100.1, 001100.1, 002300.1, 000100.3, 001300.2, 000500.1

### **C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

Yes

## D. Project Narrative

Completed by jkurilla@portlandmaine.gov on 11/17/2025 11:29 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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### D. Project Narrative

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

**Don't forget to SAVE your work before exiting this screen**

#### 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.**

In line with CDBG's Goals to create strong, safe, accessible, and vibrant neighborhoods, this project seeks to complete the third and final phase of brownfield and soil contamination remediation across Portland's Community Garden Program. This project addresses three key concerns: soil contamination, a growing waitlist, and accessibility for limited mobility garden users. In the Spring of 2024, following soil contamination found at the Libbytown Community Garden, the City had TRC Companies conduct a series of soil condition tests for Casco Bay, North Street, and Payson Park because of historic land use in the respective areas. The test results concluded that there were slight elevations of harmful compounds in select locations of the gardens. Consistent with recommendations from TRC Companies and Maine Centers for Disease Control and Prevention to discontinue in-ground gardening within five years, this project aims to install soil barriers, renovate fencing at key gardens, replace a shed at Boyd Street and Payson Park, and raise garden beds at North Street, Payson Park, Clark Street, and Valley Street to improve accessibility and increase safety in neighborhoods for residents and visitors. Five out of the eleven community gardens in Portland have been identified by TRC Companies and the Maine CDC as top priority for soil safety concerns. These five community gardens, North Street, Payson Park, Casco Bay, and Valley Street, are located in low to moderate-income census tracts, with the exception of Clark Street. The gardens in the City are managed alongside local nonprofit Cultivating Community and provide plots for more than 485 registered gardeners and their families in various City neighborhoods. In 2013, the City of Portland and Cultivating Community began a mutual partnership to manage and expand gardens throughout the City. Since the development of the partnership, the number of gardens has expanded from 4 to 11. Accessibility for limited mobility and aging gardeners was the primary concern identified by Community Garden participants in the 2023 and 2024 end of season surveys. In line with Portland Plan 2030's future strategies to "improve ADA accessibility in and to public open spaces", the five identified gardens are receiving improvements for aisleway widths and raised bed heights (Department of Planning and Urban Development, page 59). The design of the raised garden beds is intentionally designed to address multiple compounding concerns, and this project will widen garden aisleways, make ADA accessibility improvements, expand the number of beds at Payson, and make fencing improvements at the Casco Bay garden by making gate latches accessible for wheelchair users across the gardens. Additionally, creating a standardized raised garden bed type at gardens across the City is essential to ensure equitable access to these vital community resources. Lastly, CDBG funds would provide a one-time investment to bring the remaining gardens into Maine CDC compliance and complete garden remediation efforts. The order in which these four currently in-ground gardens will be converted to raised beds was determined using these three main key factors: level of soil contamination (or potential for contamination), number of mobility-challenged gardeners, and garden population. Payson Park Community Garden will be the first to be converted

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because plans to expand it to meet waitlist needs, and we know this site is a former landfill with high potential for urban fill. We also know that the current gardener population is aging and would benefit greatly from raised beds. North Street garden is the second to be converted because contaminated soils were found in the adjacent school garden, and to ensure the safety of current gardeners, conversion to raised beds should happen quickly. Valley Street garden and Clark St. garden will be third and fourth for conversion; and Valley Street will be first between these two due to the number of gardeners actively gardening there. The scope of work includes new raised garden beds and fencing at the following locations: Payson Park Community Garden: Fencing for garden expansion, a shed, soil barriers and raised garden beds are needed here. North Street Community Garden: Soil barriers and raised garden beds are needed here. Valley Street Community Garden: Soil barriers and raised garden beds are needed here. Clark Community Garden: Soil barriers and raised garden beds are needed here. Casco Bay Community Garden: New fencing and accessible gate latches are needed here. The fence has aged to the point of deterioration of the wooden supports. Gardeners have improvised some repairs to keep the gates operational but complete replacement is needed. Boyd Street Community Garden: This shed needs replacement as its exterior is starting to crumble and experience dry rot along the base.

## **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.**

This is the third and final phase of a five year project to bring community gardens to Maine CDC compliance. The first two phases have been successfully completed with NRSC general assistance grant funding and a partnership with the Portland Office of Sustainability, with project management led by Cultivating Community and City of Portland Parks staff. This project has also been informed by and has the buy-in, support, and participation of the garden community. In preparation for construction in Spring 2026, Parks Project Manager Jodi Kurilla has begun securing quotes from soil, lumber, and fencing companies. Once funding is obtained, the garden rebuilds will have to be put out to bid for Contractor services. Construction is expected to begin in Spring 2026 and be completed by the end of Summer 2028. As detailed in the Project Timeline (see Appendix Project Timeline Document) , the garden installations will be completed in general order of priority. Installation of soil barriers, fencing at Payson and Casco Bay, and raised beds will be constructed simultaneously at each site in order to minimize disruption for the gardeners.

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

The CDBG budget estimate includes construction to clear and prepare the existing gardens, place soil barriers, install two sheds, replace compost bins, replace signage at various gardens, replace fencing at Payson and Casco Bay and installation of raised garden beds at North Street, Clark Street, Valley Street, and Payson Park Community Gardens. This will also include demolition and disposal of existing garden beds and leveling of the garden site. Because of the size of the project, the gardens will be out to a competitive bid process to Contractors such as Fresh Food Gardens, Papi and Romano Builders, and Maine Foodscapes. The expenses listed on the budget worksheet are secured based on an estimate from Hillside Lumber, Benson Farm, Burns Fencing, and Shed Happens, and may change once competitive bids are secured.

## **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 first two phases of this project were funded with state and private funding secured by Cultivating Community in 2024, from grants which are no longer available following changes in federal administration priorities. Cultivating Community and the City of Portland have also leveraged in-kind donations of tools, materials, and volunteer hours, however, without CDBG funding, this project will not be able to continue on the timeline that has been set by the Maine CDC to ensure the safety and accessibility of this vital food security and community wellbeing program.

#### D.5. Goal

Choose and describe how this program meets one of the goals of the CDBG program:

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

This project meets the goal of creating strong, safe, accessible, and vibrant neighborhoods. This project addresses three key concerns: soil contamination, a growing waitlist, and accessibility for limited mobility garden users. In aiming to create a healthier city, Portland’s Plan 2030 identified a future strategy under the area of environment to “increase the total number of community garden plots to provide equitable access and to meet demand” (Department of Planning and Urban Development, page 20). This project aligns with City goals to broaden food security and increase access to healthy food for all Portland residents. Raising our garden beds, bringing in new organic soil, and providing soil barriers is consistent with recommendations from the Maine Center of Disease Control and thus ensures Portland residents have the best possible access to food sources. Improving garden access and redesigning beds helps to increase the total number of community garden plots to provide equitable access and meet waitlist demands.

#### D.6. Priority Impact Level

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

The project addresses ADA compliance, public infrastructure in targeted neighborhoods and recreation facilities. This project will address accessibility across all five gardens by raising the beds and creating standard aiseways along the garden plots. Currently, the identified community gardens struggle with tight pathways and in ground beds that are not ADA accessible. Current garden beds require one to kneel and bend over in order to tend to the bed. We are proposing to raise the beds to 20” and 30”, an ADA accessible height, to accommodate more users of different abilities and ages. Additionally, the improved garden designs aim to increase at least one aisleway within the space to be ADA-compliant and accessible by a wheelchair. By redeveloping aisleways and beds to be ADA accessible, we are improving equitable access to gardens. We have seen the success of this design at the newly completed raised beds Boyd Street Community Garden, where power wheelchair users are now fully able to participate in the community garden program. The community gardens are not only places for food production but also serve as gathering spaces where community members socialize and build strong bonds. Gardening is a way for folks to get outside, use their body, and interact with others. Over the course of the City’s and Cultivating Community’s partnership, increases in funding to garden partnership has led to more stewardship and engagement in the community. These are multigenerational gathering spaces that foster community and connection. This project is an example of a participatory, community-based solution that is both impactful in the short term and long term.

#### 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.**

This project first and foremost addresses the soil contamination that potentially puts community gardeners at risk. The five project community gardens are in areas or serve areas (Clark Street Garden) that are determined to be low to moderate income by the 2024 census tract map. This project is needed because it aims to create safer and more inclusive gardening conditions with a raised bed and aisleway circulation redesign. The City of Portland and Cultivating

Community are invested in the long-term development of these garden spaces. When gardens are maintained well and tended to, it provides the space for community members to come together and build relationships. With Cultivating Community's support and the City's garden design update, folks will obtain beds with increased accessibility, clean and fertile soil, and increased produce yield, which in turn decreases food insecurity. They will also have obtained instruction on raised beds and container gardening, with the potential to replicate these practices at home. Lastly, Portland's community garden provides immeasurable benefits to the entire City - not just gardeners themselves. Garden development has helped to bring more folks outside and have a physical presence in parks to keep watch of community activity. For instance, "Boyd Street Community Garden, created in 2009, was built in partnership between the City of Portland, Kennedy Park Tenants' Council, and Cultivating Community. Previously a contaminated site that required City soil remediation efforts, the garden now has an orchard of 25 fruit trees, raspberry and blackberry bushes, honey bees, and a separate youth garden run by high school students to grow food for Cultivating Community's Elder Share CSA Program" (Department of Planning and Urban Development, page 59).

#### **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 CDBG program has funded four community garden projects in Portland over the past 15 years, including two of the gardens, Boyd Street in the Bayside Neighborhood and North Street in the East End. Back in 2022, the City of Portland received CDBG grant funding to replace four community tool sheds and six community garden fences. This project builds on the CDBG funding, which was instrumental in creating and expanding the garden program by ensuring its safety and accessibility. The specific focus of this project aims to complement those improvements made to fencing and sheds by raising garden beds, replacing fencing at two community gardens, installing two sheds, and improving aisle and garden bed ADA compliance in five community gardens. This has a significant impact on increasing the number of community members who can use garden facilities and grow fresh and safe produce. This project increases food security and a sense of community belonging and inclusivity. Additionally, this project allows residents to participate in volunteer raised bed building events and technical assistance workshops to empower communities to come.

#### **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 Portland Parks Department manages a park system that includes 70 parks and 30 playgrounds, 40+ miles of trails, 13 cemeteries and dozens of athletic fields and courts. The Parks Crew helps to manage all community gardens and extends to maintenance of all eleven community gardens. Examples of past projects that the Parks Department has managed, completed on time and within budget have been the Bicycle Skills Course at Riverton Trolley Park, the public toilets throughout Portland, and basketball court at Talbot Community School. The Riverton Bike Skills Course serves a low to moderate income neighborhood and has provided a unique public amenity to a place that historically never had a bike skills course. The public toilets have helped to provide Portland residents access to bathrooms free of charge. Additionally, the updated basketball court at Talbot Community School has helped to generally improve school amenities for students. The City of Portland adheres to all Davis Bacon and Related Acts when required.

#### **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.**

Cultivating Community and the City of Portland are applying as a partnership and have a longstanding MOU agreement. Cultivating Community leads all administrative processes, gardener correspondence, community engagement, and provides technical assistance to gardeners. They also support 3 open-pick community orchards throughout the City. The City's Parks, Recreation, and Facilities Department leads all infrastructure improvement and maintenance for the gardens, provides garden materials such as wood chips and compost, and supports larger projects. Both the City of Portland and Cultivating Community work together annually to meet each of these goals and provide the program the necessary resources it needs to properly succeed. Some examples of this partnership include the construction of raised beds, placing of soil barriers, and spreading of woodchips at the Libbytown and Commonshare community garden which utilized city staff, in direct response to Maine CDC guidance and contaminated soil concerns. Through phases 1 and 2 this project has also had the guidance and support of the Maine Cooperative Extension's master gardeners, State Soil Scientist Matthew Boucher, and Carrick Gambell, the NRCS Urban Agriculture specialist, providing in-person technical assistance to gardeners at the community garden rebuilds and project design expertise. The City and CC share the goal of making gardening programs accessible. We welcome all people and leverage our combined resources to meet the diverse needs of the communities we serve.

## E. Program Budget Detail

Completed by jkurilla@portlandmaine.gov on 11/17/2025 9:32 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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### E. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**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).**  
\$250,000.00

**E.2. Total Program Budget**  
\$250,000.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Construction Costs	\$0.00	\$182,800.00	\$0.00		
Construction Contingency - 15%	\$0.00	\$30,240.00	\$0.00		
Escalation - 4%	\$0.00	\$8,064.00	\$0.00		
Contractor Mobilization - 5%	\$0.00	\$10,080.00	\$0.00		
Community Engagement and Site Coordination	\$0.00	\$18,800.00	\$0.00		
	\$0.00	\$249,984.00	\$0.00		

## F. Required Documents

Completed by jkurilla@portlandmaine.gov on 11/17/2025 11:29 AM

Case Id: 30668

Name: Parks Department at the City of Portland - 2026

Address: North Street Community Garden, 195 North

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## F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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## Documentation

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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**

PRF Organization Chart Q4 2025.drawio.pdf

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**

**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.**

CDBG Community Garden Rebuilds - Plans and Pictures.pdf

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

CDBG Community Garden Rebuilds - Project Timeline.pdf

**Scope of Work and Estimate**

**Required for Construction applications.**

CDBG Community Garden Rebuilds\_ScopeofWork&CostEstimate.pdf

**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.**

2025 - Parks - Multiple Community Gardens.pdf

**Whistleblower Policy**

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

*\*\*No files uploaded*

 **Other Document Type**

CDBG Community Garden Rebuilds - Citation Page.pdf

## Submit

Completed by [jkurilla@portlandmaine.gov](mailto:jkurilla@portlandmaine.gov) on 11/17/2025 11:30 AM

**Case Id:** 30668

**Name:** Parks Department at the City of Portland - 2026

**Address:** North Street Community Garden, 195 North

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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:**

Jodi Kurilla

*Electronically signed by [jkurilla@portlandmaine.gov](mailto:jkurilla@portlandmaine.gov) on 11/17/2025 11:29 AM*

# Program Overview

Completed by michelle@gpfamilypromise.org on 11/14/2025 10:00 AM

**Case Id:** 30676

**Name:** Greater Portland Family Promise - 2026

**Address:** 22 Pleasant Ave, Portland, ME 04103

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## Program Overview

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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](mailto: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, and encourage all applicants to review a recent [Addendum](#) to our HUD Agreement to ensure compliance.

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 michelle@gpfamilypromise.org on 11/14/2025 10:05 AM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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## A. Application Cover Page

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### AGENCY INFORMATION

**A.1. Agency Name**

Greater Portland Family Promise

**A.2. Mailing Address:**

P.O. Box 11048 Portland, ME 04104

**A.3. Federal ID Number**

812,565,353

**A.4. Unique Entity Identifier- SAM.GOV**

T8T9ML6W4RH7

### APPLICATION POINT OF CONTACT

**A.5. Name**

Michelle Lamm

**A.6. Phone**

(207) 200-7327

**A.7. Email**

michelle@gpfamilypromise.org

### EXECUTIVE DIRECTOR

**A.8. Name**

Michelle Lamm

**A.9. Phone**

(207) 200-7327

**A.10. Email**

michelle@gpfamilypromise.org

### PROJECT DIRECTOR

**A.11. Name**

Michelle Lamm

**A.12. Phone**

(207) 200-7327

**A.13. Email**

michelle@gpfamilypromise.org

### FINANCIAL DIRECTOR

**A.14. Name**

Amy Holland

**A.15. Phone**

(207) 841-3627

**A.16. Email**

amy@gpfamilypromise.org

## B. Construction and Economic Development

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

Completed by michelle@gpfamilypromise.org on 11/14/2025 10:06 AM

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### B. Construction and Economic Development

---

Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

#### HUD NATIONAL OBJECTIVES:

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

**B.1 HUD National Objective: Indicate which National Objective this program activity will address, choose one. Refer to the National Objective description for additional information.**

Low and Moderate Income Housing Project (LMH)

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

Providing Decent Housing

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

Address the Needs of the Growing Homeless Population

occupied by LMI Portland residents.

#### HUD PROGRAM OBJECTIVES

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

#### PRIMARY GOAL

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

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#### Documentation

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**Project Map of Service Area (for LMA Only)**

*\*\*No files uploaded*

## C. Project Specific Information

Completed by michelle@gpfamilypromise.org on 11/17/2025 12:07 PM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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## C. Project Specific Information

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

### 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)

Family Promise Transitional Housing

### C.3. Project Address

22 Pleasant Ave Portland, ME 04103

### 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.

Beneficiaries are families with low-income to no income experiencing homelessness or at risk of homelessness.

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

Beneficiary information will be collected through the program's intake and case quarterly visits. Case managers gather and document household demographics using standardized forms. All information will be entered into Family Link, our secure case management database, where ongoing services, referrals, case notes, and housing outcomes are recorded.

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

64

**C.8. How many are residents of Portland?**

64

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

64

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

100.00%

### **Budget and Organizational Questions**

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

11.00%

**C.12. Program Objectives and Outcomes. Please list below:**

- Prevent and reduce homelessness by providing transitional housing.
- Support with basic needs, benefit access, and other community resources.
- Assist families in accessing safe, affordable, permanent housing through housing navigation case management, and housing application support.
- Provide supportive services including food support, rental assistance, and household items/furniture.
- Promote housing stability and self-sufficiency through tenant education, landlord mediation, and housing stabilization case management.
- Support family well-being by addressing the educational, economic, and social needs of children and parents.

**C.13. How will the outcomes be measured, collected, and documented?**

Greater Portland Family Promise evaluates outcomes through ongoing data collection and analysis from intake/baseline data, quarterly check-ins and an exit evaluation when families leave the program. GPF staff review outcome data regularly to support continuous improvement and ensure the program adapts to emerging needs.

### **Location**

**C.14. What census tract is the project located? See map.**

tract 22

**C.15. Is the project located in a historic district? Contact City of Portland Historic Preservation Office for more information.**

No

## D. Project Narrative

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

Completed by amy@gpfamilypromise.org on 11/17/2025 2:31 PM

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### D. Project Narrative

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

**Don't forget to SAVE your work before exiting this screen**

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

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

Greater Portland Family Promise (GFPF) plans to build a new 4-unit transitional housing building at 22 Pleasant Ave in Portland, Maine. GFPF currently owns the property, which includes a single-family home on a large lot with significant potential for expansion or subdivision. The existing home already serves as transitional housing, accommodating two families or up to eight unrelated individuals at a time. The proposed project will expand GFPF's capacity to serve families experiencing or at risk of homelessness, directly addressing the City of Portland and CDBG priorities to prevent and reduce homelessness, increase housing stability, and ensure equitable access to services. The new building will add four units, housing up to eight families (32 individuals) at a time. With an average six-month turnover, GFPF expects to serve 16 families (64 individuals) annually. By providing safe, temporary housing combined with comprehensive supportive services, this project reduces reliance on emergency shelters, shortens episodes of homelessness, and promotes long-term family self-sufficiency. GFPF is exploring innovative, cost-effective modular housing solutions, following successful models implemented by Family Promise affiliates nationwide. Preliminary project plans include evaluating lot development options, refining existing modular designs for multi-family use, and ensuring compliance with local zoning, building codes, and Planning Board regulations. The property is in the RN-3 Neighborhood Residential zone, which allows up to four dwelling units, plus two accessory dwelling units (ADUs). A density bonus for low-income or workforce housing could increase the total allowable units to twelve, providing flexibility for future expansion. Maximum building height is 35 feet, lot coverage is limited to 60%, and setbacks must comply with RN-3 requirements. A boundary survey and site plan will be completed prior to construction to confirm property lines and design compliance. By leveraging modular construction, expanding housing capacity, and integrating housing navigation, case management, and wraparound supportive services, this project maximizes its impact on families in Greater Portland experiencing or at risk of homelessness. It aligns with CDBG priorities by preventing homelessness, increasing access to safe and affordable housing, reducing reliance on emergency shelters, and promoting long-term family stability and community well-being.

#### 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.**

Greater Portland Family Promise is fully prepared to proceed with the transitional housing project upon securing funding. A project timeline has been developed to ensure efficient planning, procurement, permitting, and construction while meeting all CDBG requirements. GFPF has strong organizational capacity to manage this project and will contract out for other needed expertise. From 2017-2024 GFPF operated emergency shelter programs for families. GFPF currently operates two transitional housing programs, one at 22 Pleasant Ave and another in partnership with First

Printed By: Rowen McAllister on 11/18/2025

7 of 18

Parish Church in Gorham. This long-standing experience demonstrates GPF's ability to oversee complex projects, coordinate supportive services, and effectively house families experiencing homelessness. In preparation for this new transitional housing project, GPF has actively engaged in preliminary fact-finding conversations with several contractors and a modular construction company to understand the nuances of modular building design, cost structures, and project logistics. GPF has met with legal counsel to ensure compliance with fair housing laws and lease requirements at our existing housing on the property at 22 Pleasant Ave, which will help to inform us of what legal work we will need for the new transitional housing project. Additionally, GPF has consulted with an engineer to understand the need for and timing of a full land survey to capture the parcel's precise boundary, existing structures, and utilities. This information will serve as a map for future engineering and permitting drawings required for City approval. GPF also consulted the City of Portland Zoning Office to confirm development potential for the property and to understand what the current zoning allows for. Upon receiving funding, the project will begin with the environmental review and execution of the subrecipient agreement, anticipated in July 2026. From July through September 2026, GPF will initiate and complete the procurement process to hire the architect, engineer, attorney, and other needed consultants, during which engineering site plans and architectural designs will be drafted and finalized. The construction project will be released for competitive bid in September 2026, with contractor selection completed in early October. Following selection, the general contractor will prepare and submit construction plans to the City of Portland Planning Board for review and permitting; while this public process can vary in length, GPF anticipates approvals in early 2027. Groundbreaking is projected for spring 2027, followed by site preparation, modular unit delivery and installation, interior finishes, utility connections, and inspections. The project timeline supports occupancy and the delivery of supportive services beginning in January 2028. This schedule ensures all procurement and municipal review steps are met, showing GPF is ready to deliver safe, high-quality transitional housing.

**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**

Greater Portland Family Promise is requesting \$221,000 in CDBG funding to support the development of a new 4-unit transitional housing project at 22 Pleasant Ave. The total project budget is \$2,000,000, funded through a combination of federal, local government, and private sources. CDBG funds will support eligible soft costs essential to the pre-development, planning, and compliance requirements of the project. Specifically, CDBG funding will pay for:

Architectural, engineering, and environmental services: design development, site engineering, environmental review preparation, and the technical studies required for permitting and HUD compliance. Legal Services: Support with fair housing compliance, lease development, and Davis-Bacon and BABA requirements. Project Management and Development Consultation: Oversight of scheduling, budgeting, contractor coordination, reporting to the City of Portland, and ensuring alignment with CDBG and other federal funding requirements. These soft costs are essential to advance the project through design, permitting, engineering, and compliance prior to and throughout construction.

Sources of Funding HUD Community Project Funding - \$432,000 (secured) HOME-ARP Development Funding - \$479,000 (secured) HOME-ARP Development Funding - \$600,000 CDBG Funding - \$221,000 Private Donation - \$100,000 (secured) Fundraising - \$168,000 TOTAL DEVELOPMENT FUNDS - \$2,000,000 Uses of Development Funds Construction Costs Contractor Contract Amount: \$1,700,000 Landscaping: \$5,000 Project Contingency: \$50,000 Subtotal – Construction Related Costs: \$1,755,000 Developer Soft Costs (CDBG-eligible activities) Developer Project Management: \$41,000 Developer Consultant: \$80,000 Architectural, Engineering, Legal, and other Professional Services: \$100,000 Subtotal – Soft Costs: \$221,000 Total: \$2,000,000 The requested \$221,000 in CDBG funds will directly support the professional and administrative services needed to finalize design, engineering, permitting, compliance documentation, and project oversight activities that are required to bring the transitional housing project to construction readiness. By funding critical soft costs, CDBG enables GPF to leverage \$1.7 million in construction funding and bring new, safe, supportive housing online for vulnerable families 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?**

Greater Portland Family Promise has secured approximately half of the funding for this transitional housing project through Community Project Funding, HOME-ARP, and private fundraising. We are seeking additional support for pre-development soft costs needed to advance the project into permitting and construction readiness. The requested \$221,000 in CDBG funding would fill this critical gap, covering architectural and engineering work, environmental review, legal compliance, and project management. CDBG's investment is essential to leverage other funds and bring this new transitional housing opportunity online for families experiencing homelessness. In addition to the CDBG funding, we are applying for additional funding through HOME-ARP. Without CDBG funding, GPF would need to continue identifying alternative sources and raise additional funds to cover these soft costs, potentially delaying the project's progress and the delivery of much-needed housing for local families.

#### **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 proposed project to build transitional housing at 22 Pleasant Ave directly meets the CDBG goal of addressing the needs of the growing homeless population by preventing and reducing homelessness. GPF seeks to expand its capacity to serve families experiencing or at risk of homelessness in Greater Portland by constructing a 4-unit transitional housing building. The project will provide safe, temporary housing for up to 8 families (32 individuals) at a time, with an average of a 6-month' turnover expected to serve approximately 16 families and 64 individuals annually. By providing families with secure housing coupled with wraparound supportive services, including housing navigation, rental and move-in assistance, benefits access, case management, and housing stabilization, this project reduces the duration and recurrence of homelessness. Families will gain the stability and resources needed to secure permanent, affordable housing, increase self-sufficiency, and promote long-term family well-being. This project aligns with the City of Portland's and the Continuum of Care's priorities to prevent families and individuals from entering the shelter system, rapidly rehouse those who do, and ensure equitable access to housing and supportive services. By decreasing reliance on emergency shelters and reducing the time families spend without stable housing, the project strengthens neighborhood stability and community resilience. Moreover, the project incorporates innovative, cost-effective modular construction solutions, allowing GPF to maximize housing capacity while ensuring compliance with local zoning, building codes, and accessibility standards. In the RN-3 Neighborhood Residential zone multi-family units are a conditional use, providing flexibility to address the urgent housing needs of vulnerable families while complementing the character of the neighborhood. Overall, the project directly prevents homelessness, increases housing stability, and supports families in achieving independence, fully supporting CDBG priorities for addressing the needs of the growing homeless population while contributing to stronger, safer, and more resilient communities.

#### **D.6. Priority Impact Level**

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

Greater Portland Family Promise addresses the needs of the growing homeless population by increasing temporary housing availability for families. The proposed 4-unit transitional housing project at 22 Pleasant Ave directly supports the

CDBG goal of preventing and reducing homelessness, providing safe, stable, and supportive housing for families experiencing or at risk of homelessness. The project serves low-income families and aligns with both national and local priorities for housing and community development. The project addresses high-priority needs identified in the City of Portland Consolidated Plan, including housing availability, affordability, and homelessness prevention. By combining transitional housing with comprehensive supportive services, GPF helps families avoid or exit the shelter system and achieve long-term housing stability. Services include housing navigation, application assistance, case management, rental and move-in support, and access to benefits, food, education, and employment resources. This program meets both high-priority and priority CDBG objectives, including emergency housing, housing stabilization, and rental assistance. By integrating housing with wraparound services, GPF reduces reliance on emergency shelters, shortens the duration of homelessness, and equips families with the skills needed for self-sufficiency.

#### **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.**

Greater Portland Family Promise’s transitional housing project addresses the needs of the growing homeless population. Data from the City of Portland Consolidated Plan, MaineHousing, and local needs assessments highlight a persistent shortage of affordable rental units, increasing housing instability, and high rates of family homelessness. For example, the 2025 MaineHousing Point-in-Time Count identified 2,413 people experiencing homelessness statewide, with nearly half located in Portland, and research shows that families with children are disproportionately affected. Rising rents, low vacancy rates, and cost-burdened households place families at imminent risk of homelessness, while shelter systems operate at capacity and rely on temporary stays averaging less than 60 days. Existing community resources are insufficient to meet this demand, underscoring the need for additional safe, stable, and affordable transitional housing options coupled with wraparound supportive services. The project specifically targets families experiencing or at risk of homelessness, including single-parent households, and families with housing instability. By providing a new 4-unit transitional housing building, the project will serve up to 8 families or 32 individuals at a time, with an expected annual impact of approximately 16 families (64 individuals). Families will receive trauma-informed care, housing navigation and application support, rental and move-in assistance, and access to critical resources including benefits, culturally relevant food, education, and housing stability case management. These interventions directly reduce reliance on emergency shelters, shorten the duration of homelessness, and promote long-term family stability. The project promotes community diversity and a culture of belonging. All housing units and services will be accessible and welcoming to eligible individuals regardless of race or ethnicity. GPF policies explicitly uphold non-discrimination and fair housing principles. Supportive services, including housing navigation and employment assistance, foster integration into the broader community and long-term independence.

#### **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 proposed transitional housing project at 22 Pleasant Ave will have a profound and measurable impact on the Greater Portland community by directly addressing the needs of families experiencing or at risk of homelessness. The project strengthens the social and economic fabric of the City of Portland by reducing the strain on municipal shelter resources, minimizing the costs associated with repeated shelter stays, and promoting equitable access to housing for the city’s most vulnerable residents. By expanding safe, stable, and affordable housing options, this project will prevent families from entering or returning to the shelter system, reduce reliance on emergency shelters, and shorten the duration of homelessness. Families who access the units will benefit from comprehensive wraparound services, including housing navigation, case management, rental and move-in assistance, benefits access, food support, education, and employment services. These supports will foster long-term stability, self-sufficiency, and improved

outcomes for children, including educational continuity, mental health, and social-emotional well-being. In addition to social and economic impacts, the project enhances the physical and operational infrastructure of Portland’s affordable housing network. The building will be constructed using modular methods, which will allow for energy-efficient designs, reduced construction waste, and lower operating costs over time. Cost effective and energy efficient features will improve the building’s environmental sustainability while providing safe, healthy housing for families. The location at 22 Pleasant Ave complements existing housing and social service investments in the area. It is situated near public transportation, schools, and healthcare resources, allowing families to access employment, educational, and health services easily. This ensures that families are not isolated but are integrated into the community, fostering connection and stability. The project builds on Greater Portland Family Promise’s existing services on the property, enhancing the impact of prior investments while expanding capacity to meet growing demand. By combining increased housing availability, energy-efficient construction, and comprehensive supportive services, this project will create a measurable and lasting community impact: fewer families experiencing homelessness, reduced shelter system reliance, improved family stability, and stronger, more resilient neighborhoods in Portland.

#### **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)?**

Greater Portland Family Promise has extensive experience providing supportive services and managing transitional housing. While current staff do not have direct experience managing construction projects, GPPF partners with organizations that do. For example, First Parish Church in Gorham successfully completed the renovation and conversion of their church’s second floor into transitional housing on time and within budget, providing safe, stable housing for multiple families. Christine Dyke, the minister at First Parish Church in Gorham is a GPPF board member and has kept staff and board members informed on project budgets, permitting, and schedules. This experience gives GPPF confidence in overseeing the proposed transitional housing project while meeting all federal requirements and delivering a high-quality, cost-effective outcome on schedule. GPPF will hire experienced, licensed contractors familiar with managing federally funded projects who are willing to comply with Davis-Bacon wage and Buy America/Build America (BABA) requirements. GPPF will work closely with contractors and subcontractors to ensure proper reporting, certified payroll, fringe benefit tracking, and documentation. We will maintain audit-ready records and provide oversight to guarantee compliance, precision, and accountability throughout the project.

#### **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.**

Greater Portland Family Promise is applying as a single entity but maintains extensive collaborations with community partners to ensure families receive comprehensive, coordinated services. Partners include the City of Portland social services department, healthcare providers, and other social service organizations. These relationships facilitate seamless referrals, information sharing, and joint problem-solving, reducing duplication and ensuring timely support for families experiencing or at risk of homelessness. In preparation for the 22 Pleasant Ave project, GPPF has engaged in early consultations with multiple contractors and a modular construction company to assess design, costs, and project

logistics. Legal counsel has been consulted regarding fair housing compliance, lease development, and landlord responsibilities. Additionally, GPFM consulted the City of Portland Zoning Office to confirm allowable development and zoning requirements for the site. Through these early planning activities combined with ongoing partnerships with community organizations, GPFM ensures that families will have access to safe, supportive transitional housing and that the project is implemented efficiently and in alignment with local and federal requirements.

## E. Program Budget Detail

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

Completed by amy@gpfamilypromise.org on 11/16/2025 6:35 PM

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### E. Program Budget Detail

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

**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).**

\$221,000.00

**E.2. Total Program Budget**

\$2,000,000.00

**E.3. Please complete the table below.**

Budget Category	Budget Amount	CDBG Request	Other Funding Source	Other Funding Source Name	Funding Status
Developer's Project Management	\$41,000.00	\$41,000.00	\$0.00		Pending
Development Consultant	\$80,000.00	\$80,000.00	\$0.00		Pending
Professional Services (architectural, engineering, legal, and other professional services)	\$100,000.00	\$100,000.00	\$0.00		Pending
Contractor/builder construction contract	\$1,700,000.00	\$0.00	\$1,700,000.00	HUD Community Project Grant, HOME-ARP, private donations (a mix of pending and committed)	Pending
Project Contingency	\$50,000.00	\$0.00	\$50,000.00	Private donation	Committed
Landscaping	\$5,000.00	\$0.00	\$5,000.00	Private donations	Pending
Funding initial operating deficit reserve	\$24,000.00	\$0.00	\$24,000.00	Private donations	Pending
	\$2,000,000.00	\$221,000.00	\$1,779,000.00		



## F. Required Documents

Completed by amy@gpfamilypromise.org on 11/17/2025 2:34 PM

Case Id: 30676

Name: Greater Portland Family Promise - 2026

Address: 22 Pleasant Ave, Portland, ME 04103

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## F. Required Documents

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Please provide the following information.

**Don't forget to SAVE your work before exiting this screen**

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### Documentation

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**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**

2025 GPF Organizational Chart.pdf

**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.

GPF Board of Directors.pdf

**Conflict of Interest Policy**

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

GPF Conflict of Interest Policy.pdf

**Letters of Support/ MOUs**

Demonstrated outreach in the form of Letters of Support and/or Memorandums of Agreement is required. Applicants

Printed By: Rowen McAllister on 11/18/2025

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can submit as many items as desired, but are encouraged to prioritize quality over quantity. **\*Required**

GFPF Letters of Support merged.pdf

**Most Recent Audit**

**If not available, submit most recent 990 Financial Statement.**

Final Return for GFPF\_Public 2024.pdf

**Non-Discrimination Policy**

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

GFPF Non-Discrimination Policy.pdf

**Plans, Designs, and/or Pictures**

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

GFPF potential design -merged.pdf

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

GFPF\_Project\_Timeline.pdf

**Scope of Work and Estimate**

**Required for Construction applications.**

GFPF Scope of Work (1).pdf

**Verification of 501(c)3 Status**

**Required for non-profits.**

GFPF 501(c)3 Status.pdf

**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.**

GFPF WhistleBlower Policy .pdf

**Other Document Type**

*\*\*No files uploaded*

## Submit

Completed by michelle@gpfamilypromise.org on 11/17/2025 2:40 PM

**Case Id:** 30676

**Name:** Greater Portland Family Promise - 2026

**Address:** 22 Pleasant Ave, Portland, ME 04103

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## Submit

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

**Don't forget to SAVE your work before exiting this screen**

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:**

Michelle Lamm

*Electronically signed by michelle@gpfamilypromise.org on 11/17/2025 2:40 PM*