

## **GPCOG Executive Committee AGENDA**

**Wednesday, September 9, 2020**

**Noon – 1:30 p.m.**

Click below to join the meeting by Zoom:

<https://us02web.zoom.us/j/83280526656?pwd=UVJ4T2xQbmJROFNlbnWFpNyYtNaHdXUT09>

Passcode: 376167

Or join by phone by calling: +13017158592

Webinar ID: 1 301 715 8592

Note: As of March 31<sup>st</sup>, 2020 PACTS and GPCOG is holding all committee meetings via [Zoom conferencing technology](#). We remain committed to full public access and participation in our meetings through remote access during the COVID-19 crisis. Remote meetings will be held in accordance with the requirements of [LD 2167, Public Law Chapter 618](#).

### **1. Welcome and Introductions – Nat Tupper, President**

### **2. Acceptance of 5/13/20 Minutes (Attachment A)**

### **3. Public Comment**

Residents of the region are invited to share up to 3 minutes of comment on any topic, including items on the agenda.

### **4. Executive Director's Report (Attachment B) – 5 min.**

### **5. Spotlight: Resilience Corps – 10 min.**

Andrew Butcher will provide this month's spotlight project presentation on the new EDA- and Americorps-funded Resilience Corps, composed of a Program Manager and 14 Americorps Members who will be deployed in the region to support pandemic recovery and community resilience.

## 6. Round Robin on GPCOG Priorities – 40 min.

### Staff Report:

When the GPCOG Executive Committee assembled at this time last year, likely no one envisioned the kind of year we have experienced. The pandemic has been a source of profound disruption societally, civically, economically, and politically. Throughout these past months, even as the virus and its consequences have continued to spread, societies have struggled to regain some sense of normalcy. Once in near complete shutdown, businesses, institutions, and everyday life – though altered – have regained some footing in these odd times. There has been remarkable change and adaptation, even in systems notoriously resistant to change. Our members are holding meetings and conducting vital public business remotely, citizens are using absentee and mail-in ballots in record numbers, schools are delivering public education in various combinations of in-person and remote learning.

Throughout this turbulent period, GPCOG has shifted some focus to helping municipalities and the region prevent the spread of COVID-19 and weather the economic downturn. But, the demands of the agency’s existing contracts, grants and obligations remain, so GPCOG’s “normal” work has kept advancing, albeit some milestones have been shifted further into the future.

Executive Committee members will share perspectives on GPCOG’s pandemic and pre-existing work, providing guidance to staff on priorities and approaches. To ground the discussion, below is a brief description of GPCOG’s three major strategies (from our 5-year strategic plan) and the major FY21 elements within each strategy.

### **Strategy 1: Serve our Members – provide responsive services to strengthen cities and towns**

- Provide services to help municipalities with **COVID-19 recovery**, including **advocacy** and offering placements of Resilience Corps members
- Deliver **shared services**, such as support for cable franchise fee negotiations and MS4 permitting
- **Cooperative purchasing**
- Build strong **peer network** through leadership trainings for Councilors and Selectmen and regular convenings of municipal managers
- Identify and pursue opportunities for **regionalization** and consolidation
- Support the Metro Region Coalition to expand **housing** choices

## **Strategy 2: Lead the Region – toward achieving shared and sustainable prosperity**

### Transportation:

- Complete new “**funding framework**” to allocate transportation funds based on performance criteria and regional benefit
- Support public transit agencies in **recovering ridership** by sharing public health best operating practices, running a communications campaign, and developing recommendations for more efficiently delivering services
- Complete **Transit Tomorrow**, the region’s 30 year plan for public transportation, and set the table for implementation

### Economic Recovery and Resilience:

- Provide **small business loans** and grants through GPCOG’s loan programs and the state’s economic recovery grants
- Prepare the region for potential stimulus funds by developing consensus around needed projects. **Advocate** for resources to develop **shovel-ready projects**.
- Spur redevelopment of old industrial sites through **brownfields** assessments, loans, and grants
- Expand and improve **broadband** service throughout the state through the work of the Maine Broadband Coalition
- Advance statewide climate solutions through **Maine Clean Communities** and positioning GPCOG to be an implementation partner for Maine **Climate Council** recommendations

## **Strategy 3: Operate with Excellence – improve internal operations and model streamlined and innovative systems**

- Deepen our team’s understanding of structural racism and reform our operations to advance **racial equity**
- Operationalize the internal “**budget tool**” to provide the financial information project managers need to keep work on track

Recommended Action: Provide input on the major municipal and regional challenges and opportunities communities are experiencing now (pandemic-related, and non-pandemic related) and provide guidance on how GPCOG can best serve our members and the region.

## **7. Economic Recovery Priorities - 15 min.**

### Staff Report:

Beginning this summer GPCOG has convened the Recovery and Resilience Roundtable, bringing together regional leaders from the public, private and non-profit sectors to map out economic resilience and recovery for our region. The group is co-chaired by GPCOG and the Portland Area Chamber, and includes Visit Portland, USM, United Way, MEMIC, Berstein Shur, and WEX. The group is cataloging transformational investment priorities and has suggested advocating for a state-level project development fund which would pay to plan and permit top priority projects, making them 'shovel ready' when federal stimulus funding becomes available.

The group is also imagining a 'recovery zone' that could include a model zoning ordinance, transportation investment priorities, and a broadband expansion strategy all focused together in geographic corridors where investment is needed and welcomed.

Recommended Action:

Provide input on the concepts under consideration at the Recovery and Resilience Roundtable.

## **8. Advocacy Priorities - 10 min.**

Staff Report:

With the pandemic, GPCOG's focus has shifted and evolved. So too should our advocacy priorities. Below are revised priorities for consideration by the Committee. Each of these proposals would be advanced in consultation with Maine Municipal Association, and in a bipartisan manner that includes partnership with legislative leaders and the Governor and her staff.

1. Permanently permit remote meetings. This would enable municipalities and other organizations to continue remote meetings on a permanent basis, subject to safeguards preserving open meetings requirements, as under current law.
2. Support for a new connections bond. Following up GPCOG's support for the June 2020 transportation and broadband bond, GPCOG would engage and support a new bond for similar purposes in 2021.
3. Support for additional pandemic recovery federal aid. GPCOG would continue working with Maine's Congressional delegation to urge additional federal pandemic relief for municipalities, transit agencies and state government with greater flexibility to use funds to offset lost revenues.
4. Passage of Zoning Study bill (Fecteau). Continuation of GPCOG's support for this study bill in 2019-20 (the bill was pending final passage when the legislature adjourned in

March). The study will help identify how zoning policies impact housing choice in our region and throughout Maine.

5. Support legislation to create ‘recovery zone’ incentives (see above). Creating incentives within recovery zones to help fill empty retail/commercial spaces with more diverse housing choices, helping to expand walkable, smart neighborhoods.
6. Support legislation to create a state-level project development fund which would pay to plan and permit top priority projects, making them ‘shovel ready’ when federal stimulus funding becomes available.
7. Support highway funding reform. Following from GPCOG’s 2019-20 engagement with the Blue Ribbon Commission on Alternative Transportation Funding, GPCOG would coordinate with the administration to explore alternatives and options.

Recommended Action:

Consider, modify as needed, and approve GPCOG’s revised advocacy priorities for FY21.

**9. Items for Next Agenda - 5 min.**

Executive Committee members will share ideas for upcoming agenda items.

**Upcoming Meetings**

- October 14 – Retreat: noon – 3 p.m.
- November 11
- January 13, 2021
- February 10
- March 10
- April 14
- May 12
- May 26, 2020 – General Assembly and Summit

**Attachment A**

**GPCOG Executive Committee  
MINUTES**

**May 13, 2020**

**In Attendance:**

<b>Name</b>	<b>Affiliation</b>
Belinda Ray	Portland
Peter Joseph	Freeport
Jim Gailey	Cumberland County
Jennifer Speirs	North Yarmouth
Claude Morgan	South Portland
Mary Fernandes	Casco
Sandy Carder	Gray
Nat Tupper	Yarmouth
Kristina Egan, Josh Kochis, Tony Plante, Chris Hall	GPCOG Staff

**Welcome**

Belinda Ray, President, opened the meeting, which was held via Zoom.

**Acceptance of 4/8/20 Minutes**

Claude moved and Nat seconded acceptance of 4/8/20 meeting minutes. A roll call was conducted. All were in favor.

**Public Comment**

No public comment was provided.

**Executive Director's Report**

Staff highlighted GPCOG's new pandemic recovery work, including the possible provision of loans under Cumberland County's Community Development Block Grant CARES funds. Jim Gailey provided more detail on the County's role and GPCOG's possible role. Mary inquired about the relationship with the revolving loan funds GPCOG already administers, and staff clarified that the CDBG loans would be a new loan source, distinct from GPCOG's existing loans.

## Proposed Member Dues Credit for FY21

The Committee considered providing a discount on FY21 dues to members. Sandy said that offering a temporary credit is a sound approach, and clarified that this reduction would not be permanent. She said that the credit sends the message to our members that “we are all in this together”. Jen added that GPCOG is a partner with the municipalities, weathering this difficult time together. Claude asked whether the reduction needed to be voted on by the full General Assembly. Tony said that the discount will be embedded in the budget proposal, upon which the General Assembly will vote. Since the General Assembly sets the dues rate, and no change in rate is proposed, the FY21 credit does not require a distinct vote. Committee members noted that FY22 may be more difficult than FY21, and said that the Executive Committee should discuss FY22 dues in January of 2021. Josh noted that the decennial census numbers may change the absolute dues cost for members, and Nat said that the final Census numbers may be delayed by the pandemic. When the new numbers are released, PACTS will also need to review and potential revise the number of votes allocated to each member municipality on the Policy Committee. Nat suggested that the Census data should be used in 2022 or 2023, and should not be used to retroactively adjust dues.

Nat moved and Claude seconded including a 20% member dues credit in the FY2021 budget in response to the economic and financial pressures member communities are facing due to COVID-19. The roll was called, and the vote in favor was unanimous.

## FY20 Priorities and Budget

Claude moved recommending GPCOG’s FY21 priorities and budget to the General Assembly after the budget is adjusted to reflect the decrease in dues revenue. Mary seconded. Discussion ensued.

Nat inquired why the budget included \$45,000 in compensation adjustments, and Josh replied that the budget includes a 2.5% salary adjustment for all staff, and an additional \$15,000 for position adjustments. However, with the pandemic and the reduced dues revenue, the staff leadership team has decided to cap salary adjustments to 1.5% for all staff making less than \$60,000 per year. This will reduce the adjustment line item. Nat noted that GPCOG has a history of taking care of employees, and he wants to make sure they are not adversely affected.

The roll was taken, and the vote to approve was unanimous.

## FY21 Slate of Officers and Executive Committee members

Jennifer Speirs and Peter Joseph are stepping off the Executive Committee. The other Committee members thanked them for their service. Peter moved approval of the proposed FY21 slate. Claude seconded. Belinda offered an amendment to the motion to approve the slate after removing Peter Joseph’s name from the slate. Claude seconded the amendment. The roll was called and the amended motion passed unanimously. The revised slate is:

**Officers:**

- Nat Tupper, President
- Claude Morgan, First Vice President
- Sandy Carder, Second Vice President

**Executive Committee:**

- Jerre Bryant, **Westbrook** City Manager
- Sandy Carder, Chair, **Gray** Council
- Carmen Lone, **Bridgton** Select Board
- Mary Fernandes, **Casco** Select Board
- Sue Witonis, **Cumberland County** Commissioner
- Claude Morgan, **South Portland** City Councilor
- Belinda Ray, **Portland** District 1 City Councilor
- Jarrod Maxfield, Chair, **Windham** Town Council
- Matthew Sturgis, **Cape Elizabeth** Town Manager
- Nat Tupper, **Yarmouth** Town Manager

## **Comprehensive Economic Development Strategy**

Chris Hall said that staff originally planned to submit a routine update for the region’s strategy, but with the pandemic, has pivoted to a recovery and resilience set of strategies. The revised CEDS will inform an emergency funding application to the U.S. Economic Development Administration. Sandy moved approval of the annual update to the region’s Comprehensive Economic Development Strategy. Claude seconded. The roll was called and the vote was unanimous in favor.

## **Recommendations to Maine Climate Council**

The Executive Committee considered draft recommendations for state actions to mitigate and prepare for climate change. Nat said he was supportive of the drafted recommendations, but suggested a change to the recommendation on generating revenues to implement the recommendations, to use the words “explore and consider” revenue generation opportunities. Sandy noted that infrastructure funding is needed, and that Gray would like new public transportation service. Others noted that GPCOG should provide recommendations in order to be at the table. Sandy moved and Claude seconded approval of the recommendations. Nat proposed amending the language of the last recommendation to include “exploring”, and Claude seconded the amendment. The roll was called and the amendment was approved unanimously. A roll was called on the amended recommendations, and all were in favor.

The revised language for the last recommendation is:

## ***Generate Dedicated Revenues to Implement Climate Council Recommendations***

- ***New revenues must be generated.*** *In order for the state to meet its climate goals, resources are needed to enable a swift and meaningful transition to a low-carbon economy. There are a variety of ways to raise revenues. We recommend exploring the establishment of a user fee related to greenhouse gas emissions, dedicated to funding climate initiatives. In a rural state like Maine, particular attention is needed to ensure the burden of new revenues is distributed equitably, and is designed in a way to reduce harm to low-income residents and to fund mobility initiatives in rural parts of the state where driving is the only viable option.*

## **FY21 Meeting Calendar**

For information, the GPCOG Executive Committee typically meets eight times a year on the second Wednesday of the month at noon. Meetings are 1.5 hours. Below is the FY21 meeting calendar.

- September 9
- October 14 – Retreat: noon – 3 p.m.
- November 11
- January 13, 2021
- February 10
- March 10
- April 14
- May 12
- May 26, 2020 – General Assembly and Summit

## **Executive Session: Executive Director’s Annual Performance Appraisal**

Pursuant to [1 MRS §405\(6\)\(A\)](#), Sandy moved and Claude seconded entering executive session to conduct the annual performance review of GPCOG’s Executive Director. Prior to the roll call, Nat Tupper excused himself from the remainder of the meeting due to a schedule conflict. The roll was called and all were in favor.

Mary moved and Claude seconded ending the executive session. The roll was called and all were in favor. Claude moved and Mary seconded the Executive Director’s performance review and compensation adjustment. The roll was called and all were in favor.

Claude moved to adjourn the meeting. Mary seconded. The roll was called and all were in favor.

## Attachment B

# Executive Director's Report

### Strategic Priority – Serve our Members

- **COVID-19 Support.** Member services, as did other GPCOG programs, pivoted to issues related to the pandemic in the early spring and continued into the summer. Meetings of managers in Cumberland and York counties were held weekly from April through June, and transitioned to bi-weekly beginning in July. These meetings continue to be regular opportunities to share updates about the most recent developments relating to the pandemic, executive orders from the Governor's Office, and economic recovery efforts.

Meetings of southern Maine public works directors are also being held on their regular bi-monthly schedule, but with a focus on how to support departments which may be adversely affected this coming winter.

**COVID-19 Advocacy.** GPCOG continues its advocacy to urge the Governor to use available funds from the federal CARES Act to stabilize municipal budgets and its work with the Congressional delegation to secure resources for cities and towns, transit agencies, and the state.

- **Cable TV Franchise Renewal.** An optional franchise fee audit was done for 9 of the 13 participating communities showing Spectrum owing those 9 communities over \$165,000 for 2018 and 2019. A draft cable television ordinance has been written by the consultants and is under review, while franchise renewal negotiations are expected to begin this fall.
- **Cooperative Purchasing Savings.** An analysis of the most recently completed bid cycle (2018-2019, from issuance of the bid to receipt of sales reports and vendor fees) showed total sales of more than \$6.9 million to communities across ten bids the program, resulting in nearly \$60,000 in revenue for GPCOG from salt fees from members and vendor fees from other items.
- **Racial Equity.** After receiving requests from several member municipalities, GPCOG is providing support and education to our region's cities and towns about structural racism and on actions municipalities can take to advance racial equity. Over the summer, GPCOG held two educational webinars, one providing an introduction to the challenge, and one focused on the health disparities Maine is seeing in COVID-19 cases. GPCOG has drafted an internal plan for deepening staff's understanding of the issues, is applying for a leadership opportunity for Tori Pelletier, the project manager for our racial equity work, and has started fundraising for action planning with municipalities eager to advance equity in their communities.

## Strategic Priority – Lead the Region Toward Sustainable Prosperity

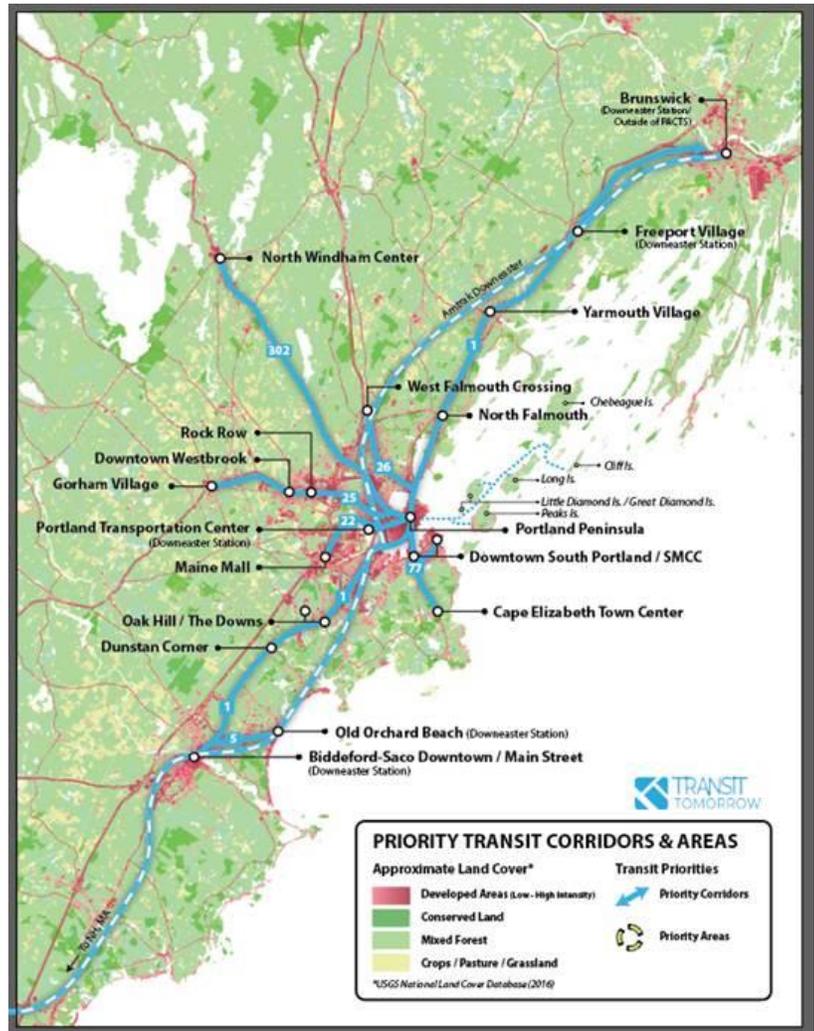
- **Better Internet for Maine.** GPCOG's coordinated the Maine Broadband Coalition's advocacy for the successful July referendum, resulting in a resounding victory of 75% of the voters approving the Bond to provide \$15M to support high speed internet, matched by \$30M in other funding. Since then, the Maine Broadband Coalition has secured funding to expand data collection efforts. GPCOG is also supporting a "Broadband Bootcamp" in collaboration with Maine West. In this capacity we are directly supporting community planning efforts of Harrison and Naples.
- **Recovery Grant.** The US Economic Development Administration has awarded GPCOG \$400,000 for two years to help fund pandemic recovery and resiliency work in our region. Funding will support several initiatives, including expanding GPCOG's loan programs, growing the new Greater Portland Resilience Exchange, and helping communities expand broadband services.
- **Resilience Exchange.** This was created at the onset of the Pandemic to match idled and underutilized assets with unmet needs in the region. To date, GPCOG has helped facilitate half a dozen "Exchanges" with a range of businesses, non-profits and governmental entities. This includes 18 Providers offering goods, service and assistance. We've provided microloans to 4 clients who are contributing to the exchange, earning a reduction in how much of the loan they need to payback. To broaden impact, Resilience Corps members will work with host sites and partners to make more matches through the course of the coming year.
- **Small Business Lending.** In the last four months GPCOG has significantly expanded our lending program. Here are the new loan programs:

The **Rapid Response MicroLoans**, using GPCOG's existing loan dollars, is providing working capital for loans up to \$10,000 and forgiveness of up to 25% of a loan if the business participates in the Resilience Exchange.

The Center for Regional Prosperity, a 501(c)(3) has a new partnership with Cumberland County to administer the **Community Development Block Grant loan funds**, conveying \$300k to support income eligible business owners and employees. Details of the program will be live on the GPCOG website on 9.15.20.

The "**Community Impact Fund**" includes new funding sources from Yarmouth and South Portland to support small businesses.

- **Transit Tomorrow**, the region’s almost-finished long range blueprint for public transportation, recommends introducing rapid transit service, expanding local connections, and implementing smart land use strategies. To the right is a draft visual explaining some of the recommendations.
- **CARES Allocations for Transit.** The PACTS region received approximately \$53M in CARES funds to support public transportation. Approximately \$21.5M has been allocated thus far, leaving \$31.5 million. The region’s priorities are to offset depressed revenues while investing in other innovative ways to stimulate and grow ridership. GPCOG will be leading some planning projects focused on innovation. After an initial allocation of \$125,000 to GPCOG, which supported



developing a process to allocate the funds and a think piece on how to recover ridership, GPCOG is receiving another \$647,000 to lead a public education and customer communications campaign to rebuild transit ridership, take a fresh look at how to better connect schedules and routes between the seven transit providers, and continue to engage people who depend on transit in planning. .

- **Prioritizing Transportation Funds.** PACTS has almost finished developing a new “funding framework”, which is a scoring process to award federal funds to transportation projects. The draft framework is intended to be more objective, transparent, and easier to understand than the existing process.
- **PACTS Committee Restructuring.** PACTS is considering consolidating committees, while enhancing elected official, transit agency, social equity, and private sector representation. A final proposal will be considered by the PACTS Policy Committee in late October. This year,

PACTS held 70 meetings. If approved, staff anticipates reducing the resources needed to staff committees and improving PACTS members and the public's understanding of how PACTS makes decisions.

- **Regional Issues in the News:**

- **Economic recovery grants.** The Press Herald quoted Kristina Egan in a [story](#) about the \$200 million Cares Act funding available to small employers.
- **Broadband.** Andrew Butcher was a guest on a [Maine Calling program](#) on Maine Public Radio about remote work during the pandemic.
- **Transportation Bond.** Kristina Egan appears with Transportation Commissioner Bruce Van Note to discuss the transportation bond as a guest on [Maine Calling](#) on Maine Public radio.
- **Art for bus shelters.** The Portland Press Herald mentions Zoe Miller's role on the review committee for a [story](#) about new artwork for Portland bus shelters that celebrate the city's diversity.
- **The pandemic and public transit.** The Energy News Network, a national news site focused on energy issues, interviewed Ryan Neale for a [story](#) on the risk that the pandemic poses to transit.
- **Racial Equity webinars.** Maine Public Radio in a [story](#) quotes GPCOG's Tori Pelletier, who organized a webinar on racial equity. This Portland Press Herald [story](#) also noted the webinar.

## Strategic Priority – Operate with Excellence

- **Staffing updates.** GPCOG hired Chris Chop as the new Transportation Director. (What a welcome relief for Kristina!). We're in process of shifting Tori Pelletier's responsibilities from being Office Manager to managing our loan program and racial equity work. Jess Hench, who has interned with GPCOG for over a year has come on board as a permanent Sustainability and Resilience Associate. We are recruiting for a Resilience Program Manager to oversee the 14 Americorps members who will join us later this fall. We are also recruiting a Digital Media Specialist to support Tom Bell in running the communications campaign to rebuild transit ridership.
- **Office COVID Adaptations.** GPCOG's offices will remain physically closed through 12/31/20, with all meetings being remote, as long as state law continues to allow virtual meetings. After Labor Day, a limited number of staff will be permitted to use their offices. To provide additional flexibility to staff during this difficult time, we've offered team members the option

of working four days for ten hours, leaving Fridays for free time. We successfully piloted this approach this summer, with about half the staff taking advantage of this option.

- **Financial Update.** The following page contains a report on revenues vs. expenses for FY20. The report appears to show that we raised less revenues than anticipated, but the brownfields and small business loan funds (which total \$650,000) don't appear as actual revenue. These funds are available to be tapped, and are available in FY21. We anticipated raising \$195,000 in new revenues, but the actual new revenue is about \$500,000. Also note that member dues were not fully expended in FY20. When it became clear that GPCOG was discounting FY21 dues and that we had an unanticipated match required for the Americorps program, the remaining FY20 dues funding was saved for FY21. At an upcoming meeting, Josh Kochis will provide a detailed accounting of FY20 dues expenditures and the FY21 dues budget.
- **Grants & Contracts development.** Below the financial report is an inventory of the grants received for FY20 and pending grants that were submitted in FY20 and the first few months of FY21.

Greater Portland Council of Governments					
Budget to Actual (REVENUES)					
As of June 30, 2020					
Description	FY20 Budget	FY20 Actual	Difference	% Recognized	
<b>Federal Funding</b>					
U.S. Department of Transportation	1,334,905	1,546,257	211,352	116%	We received additional UPWP funding due to amendments, we also spent almost all of the CY19 RPO funds, which in prior years we had not Due to the award of \$50,000 not budgeted, also most of the CTAA funds were spent in FY20, but half were budgeted in FY19
U.S. Department of Health and Human Services	23,100	98,554	75,454	427%	
U.S. Economic Development Administration	70,000	70,000	-	100%	
U.S. Environmental Protection Agency	166,566	191,223	24,657	115%	Hazardous and petroleum funds have not been spent down as quickly as anticipated
U.S. Environmental Protection Agency - Loan Funding	500,000	7,000	(493,000)	1%	Thompson's Point project stalled in FY20, but anticipate Thompson's Point will draw down large chunks over next 12 months
U.S. Department of Agriculture	165,000	107,534	(57,466)	65%	LFPP had a period where no work was completed while we hired new contractors. Work has been slowed by COVID-19 as well.
U.S. Department of Energy	82,500	86,250	3,750	105%	Received a slightly larger grant award for calendar year 2020
U.S. Department of Commerce	14,010	24,155	10,145	172%	We will exceed budget as the FY19 Falmouth CCG DACF Project got extended in FY20, but was budgeted in FY19. Additionally, we ended up being awarded \$14k more than budgeted
			-		
<b>State &amp; Local Funding</b>					
Maine Dept of Agriculture, Conservation & Forestry	16,006	15,516	(490)	97%	
Maine Department of Transportation	169,749	197,195	27,446	116%	We received additional UPWP funding due to amendments; we also spent almost all of the CY19 RPO funds, which in prior years we had not
Maine Department of Health and Human Services	-	500	500	100%	
					This was due to the additional muni-provided match on PACTS projects, such as Commercial Street and Rock Row Study. We also saw a significant increase in the LFPP program. We included match for the Cable Franchise Fees and ISWG Permit Renewal, which were new member services the emerged in FY20.
Municipal & Local Match	98,267	278,524	180,257	283%	
Municipal & Other Contracts	24,000	72,840	48,840	303%	GPCOG brought in additional contracts above budget
Finance Authority of Maine - New Loan Funding	150,000	-	(150,000)	0%	Did not provide any loans in FY20 using new FAME funding
<b>Member Services</b>					
Member Dues	520,184	520,184	-	100%	In FY20, GPCOG billed expenses against 71% of dues. But, since it's year-end they are considered earned and moved to revenue. The remaining amount from FY20 is dedicated to providing match to AmeriCorps and other programs
Joint Purchasing Fees	45,000	53,521	8,521	119%	Brought in more revenue in fees than anticipated
In-Kind Match	20,000	1,699	(18,301)	8%	The in-kind match budget is just in case we have programs that need it, but typically actual amount is much lower
			-		
<b>Other Revenues</b>					
Loan Fund Interest and Fees	65,250	77,019	11,769	118%	We had a couple large loans payoff their entire balance which increased interest over budget
Corporate Contributions	18,000	7,500	(10,500)	42%	Due to COVID-19 we were not able to have as many events
Rental Income	7,200	6,036	(1,164)	84%	Due to COVID-19 the organization renting our office space was not able to continue renting the office
Bank Interest	19,349	11,655	(7,694)	60%	Due to COVID-19 interest rates are extremely low and thus not generating much revenue
Projected New Revenues	195,000	-	(195,000)	0%	Any new revenues would be included in revenue lines above, this is just a budget placeholder
<b>Total Revenues</b>	<b>\$ 3,704,086</b>	<b>\$ 3,373,161</b>	<b>\$ (330,925)</b>	<b>91%</b>	

Greater Portland Council of Governments				
Budget to Actual (EXPENSES)				
As of June 30, 2020				
Description	FY20 Budget	FY20 Actual	Difference	% Spent
<b>Personnel</b>				
Salaries	1,215,691	1,223,830	(8,139)	101%
Fringe Benefits	318,550	252,430	66,120	79%
Actual fringe benefits lower than anticipated				
<b>Office</b>				
Postage	1,600	873	727	55%
Utilities	9,000	8,378	622	93%
Office Supplies	6,000	4,582	1,418	76%
Equipment & Furniture	15,000	100,444	(85,444)	670%
Printing & Copying	9,500	6,299	3,201	66%
Rent	138,983	137,144	1,839	99%
Cleaning	2,392	2,365	27	99%
Internet/Telephone/Data Plans	6,500	10,548	(4,048)	162%
Payroll Processing Fee	2,305	2,469	(164)	107%
Copier Lease	5,052	5,053	(1)	100%
Depreciation	9,420	9,412	8	100%
<b>Consulting Services</b>				
Legal	7,200	41,091	(33,891)	571%
Audit/CPA	22,500	18,131	4,369	81%
Loan Underwriting	9,000	4,632	4,368	51%
Information Technology	20,994	17,985	3,009	86%
Equipment/Software Maintenance	9,500	10,044	(544)	106%
Website Fees	15,000	15,278	(278)	102%
Software Fees	45,000	61,510	(16,510)	137%
Consultants - Engineering	647,866	749,299	(101,433)	116%
Consultants - Other	261,193	250,538	10,655	96%
<b>Meetings &amp; Travel</b>				
Travel - Mileage	7,853	7,661	192	98%
Travel - Hotel & Airfare	11,927	10,559	1,368	89%
Event Costs	13,083	9,102	3,981	70%
Meeting Registration Fees	948	3,582	(2,634)	378%
Meeting Supplies	5,474	6,833	(1,359)	125%
<b>Other Direct &amp; Indirect</b>				
Memberships & Dues	4,848	6,445	(1,597)	133%
Subscriptions/Books/Publications	-	1,209	(1,209)	100%
Insurance - Business Line	12,000	12,646	(646)	105%
Advertising	4,500	6,696	(2,196)	149%
Shredding	1,380	850	530	62%
Interest	1,000	28	972	3%
Professional Development	10,000	3,688	6,312	37%
Bank Service Fees	75	-	75	0%
Miscellaneous Expense	500	232	268	46%
Auto Lease	6,252	6,257	(5)	100%
Doubtful Accounts	10,000	-	10,000	0%
Doubtful Accounts - RLF Loans	150,000	81,059	68,941	54%
FAME Fee on Loan Funds	16,000	15,804	196	99%
In-Kind Labor from Partners	20,000	1,699	18,301	8%
Grant Funding Pass-thru	-	30,500	(30,500)	#DIV/0!
<b>Pass-through Expenses</b>				
Brownfields Loans	500,000	-	500,000	0%
FAME Loans	150,000	-	150,000	0%
<b>Total Expenses</b>	<b>\$ 3,704,086</b>	<b>\$ 3,137,186</b>	<b>\$ 566,900</b>	<b>85%</b>

## FY21 Grants and Contracts Development

July 2020 through June 2021

Approved	Fiscal Agent	Amount
<b>U.S. Economic Development Administration:</b> To help fund pandemic recovery and resiliency work in the GPCOG region through expanding the loan programs, growing the new Greater Portland Resilience Exchange, and helping communities expand broadband services.	GPCOG	\$ 400,000
<b>Cumberland County Community Development Block Grant Program:</b> To fund a regional Covid-19 relief loan program.	Center for Regional Prosperity	\$ 300,000
<b>City of South Portland MicroLoan Program:</b> To facilitate the city's microloan programs	GPCOG	\$ 60,000
<b>Town of Yarmouth MicroLoan Program:</b> To facilitate the town's microloan program	GPCOG	\$ 100,000
<b>CARES Act Transit Planning:</b> To fund assessment to improve the efficiency of the transit network and to lead a regional communications campaign to recover transit ridership.	GPCOG	\$ 640,000
<b>Corporation for National Service (AmeriCorps):</b> To launch the Resilience Corps	GPCOG	\$ 217,000
<b>Brownfields RLF Supplemental FY21-FY23:</b> To provide loans and limited subgrants for cleanup of areas designated as brownfields.	GPCOG	\$ 200,000
<b>Maine Technology Institute:</b> To launch the Digital Infrastructure Frontiers Series with Maine Broadband Coalition	GPCOG	\$ 20,000
<b>Department of Transportation- Rural TA:</b> To provide transportation technical assistance to municipalities outside the PACTS region.	GPCOG	\$ 84,500
<b>Department of Agriculture, Conservation, and Forestry- General:</b> To provide land use planning technical assistance to inland municipalities.	GPCOG	\$ 15,130
<b>Department of Agriculture, Conservation, and Forestry- Coastal:</b> To provide land use planning technical assistance to coastal communities and to fulfill the tasks outlined in the Coastal Work Plan.	GPCOG	\$ 33,157
<b>US Department of Energy Clean Cities:</b> To support Maine Clean Communities program.	GPCOG	\$ 90,000
Submitted	Fiscal Agent	Amount
<b>Brownfields RLF Supplemental Funding Request:</b> To provide loans for brownfields clean-up. Open to current RLF grantees having committed at least 75% of all RLF funds; GPCOG has committed over 85%.	GPCOG	\$ 500,000
<b>Community Transportation Association of America:</b> To support an Inclusive Transportation Planning Mobility On Demand project.	GPCOG	\$ 300,000
<b>National Endowment of the Arts Our Town Program:</b> To support a second round of "Creative Shelters" installations celebrating diversity through original art on bus shelters in Greater Portland.	Creative Portland	\$ 100,000
<b>Combined proposal to 4 funding sources (Connect Maine, Maine Community Foundation, Island Institute, Northern Forest Center) :</b> To launch a statewide data collection initiative to assess broadband speeds	GPCOG	\$ 52,000
<b>Welch Charitable Foundation:</b> To support racial equity work in the GPCOG region.	Center for Regional Prosperity	\$ 25,000
<b>Maine Arts Commission:</b> To fund "we are one region" painting for GPCOG Conference Center.	Center for Regional Prosperity	\$ 5,000