

**Portland Children's Levy
Allocation Committee Meeting Minutes
January 27, 2026, 2:00 p.m.
Location: Portland Building – first floor**

The full record of the meeting may be viewed on the Portland Children's Levy website: www.portlandchildrenslevy.org or YouTube at <https://www.youtube.com/watch?v=yuJ7IGYtG8>

For further detail, all are invited to reference the meeting video on YouTube, linked above.

All presentation slides are appended to these minutes.

Attending: Dan Floyd, Charity Kreider, Meghan Moyer, Dan Ryan (chair), Felicia Tripp

Welcome/introduction of Allocation Committee and Children's Levy staff

Minutes of October 6, 2025, meeting – approved without revision.

Public Comment on non-agenda items.

Sahaan McKelvey of Self Enhancement, Inc. addressed the Allocation Committee.

Small Grants Funding Round Update

Slides from this part of the meeting are appended to the minutes.

This year, we ran the second ever small grants funding round. As a reminder, small grants are for organizations with annual revenues between \$90,000-\$750,000. Just as in large grants, small grants applicants must apply for programs that fit into one of PCL's six program areas.

Size range of 3-year grant requests

We received 55 eligible applications requesting \$10,362,326 in funding. That's nearly \$7 requested for every dollar available, an even greater gap than the large grant round in which we had nearly \$4 requested for every dollar available.

This table outlines the number of applications and total 3-year amount requested across PCL's 6 program areas.

We received 24 applications in after school requesting \$4.8 million, 18 applications in mentoring requesting \$3.2 million, 8 applications in hunger relief requesting \$1.5 million, and 3

applications in early childhood requesting \$480,000. We received 1 application each in foster care and child abuse prevention. Those applications were for \$240,000 and \$147,510, respectively.

This table (appended to minutes) outlines the size of 3-year grant requests by range, starting with maximum 3-year grant size. It shows the number of applications and total funding requested in each of the size ranges. The maximum grant size is \$240,000 over 3 years, and the minimum grant is \$81,000 over 3 years.

Applications requesting 3-year totals of \$225,000-\$240,00 make up 42% of the total applications, and 53% of total dollars requested. The majority of those requested the maximum 3-year grant. PCL limits funding requests based on organization size. Organizations were eligible for a small grant if their annual revenue in their last closed fiscal year was between \$90,000-\$750,000.

The timeline for the rest of the small grants funding process:

- PCL staff and Community Council members recently reviewed and scored all applications, which include a written component and a 5-minute video component.
- 3 staff scored the application's written component, and 9 of 12 Community Council members scored the video component of each application. An application's final score is the sum of the average written score (3 staff) and median video score (9 Community Council members).
- Staff will provide the Committee with access to all applicant videos. Staff are finalizing materials with video links and basic data on all applicants to send in early February.
- The Community Council meets on February 23 to consider, discuss, and vote on staff funding recommendations. Recommendations are crafted using factors including application score, program area and funding priorities, and program feasibility.
- The resulting recommendations will be sent to the Allocation Committee and applicants by March 3. Applicants will have 2 weeks to submit written testimony. The Allocation Committee will have 4 weeks to review the recommendations and over 2 weeks to review written testimony. Staff will meet individually with Allocation Committee members in late March and early April to prepare you for small grant funding decisions at the Committee's April 7 meeting.

Community Council Update: Recruitment

One Community Council member stepped off the council in the fall, and 5 more step off this spring when their terms end. Seven Community Council members will continue their current terms or renew for a second three-year term. This winter, PCL staff launched a recruitment process to appoint 6 new council members and identify two alternates. Recruitment ends March 2, and we hope to seat new council members this summer.

Financial Update

Several factors unique to PCL have led to an increase in resources available for grants by approx. \$6.5 million FY27-FY29 – or about \$2.17 million per year over the 3 years.

Committee needs to decide how to allocate resources that were not expected when allocations were made in June 2024 for the large and small grants funding rounds, for grantee training, and the Community Childcare Initiative.

Here are the major sources of the projected resources. PCL receives revenue projections annually. In Dec 2024, we used projections provided by the city economist at that time to determine resources available for grants- \$70 M. One year later, this past December 2025, the economist's revised projections for FY26- FY28 show \$2.8M more in revenue. We asked the city economist what led to the changes. He explained that he was more conservative in his 2024 projections than current year trends, specifically:

- Higher level of increased assessed values of properties included in the local option district as compared to general fund permanent levy, based on Assessor's Office current year data
- Local option levies are compressed first, so they were less affected than the economist forecasted by the decreased value of downtown properties than general fund.

Also in Dec. 2024, the Portland Parks levy was uncertain. Beginning in 2021, PCL has received funds from the Parks Levy to reimburse PCL for the additional property tax compression created by the 2020 Parks Levy. The Council ordinance referring the 2020 Parks Levy to voters included this provision.

PCL did not include projected funds from this provision because as of December 2024, City Council had not referred the Levy to voters. The Council resolution in summer 2025 referring the new Levy to voters included the transfer of funds provision. Voter passed the new Levy in November 2025 at a higher assessment rate, which will further compress PCL. As such, the offset from Parks and Rec is projected to be approximately \$1.7 M.

Other changes have resulted in projected resources of \$2 M from the following miscellaneous sources:

- *Grant underspending for FY25:* In forecasting revenue available for grants, PCL assumes some level of underspending by grantees because staffing vacancies and hiring frequently result in underspending. PCL projected 5% underspending on FY25 grant budgets in forecasting revenues available for grants based on the historical pre-pandemic average. Actual underspending in FY25 was approx. 7% of grant budgets, resulting in \$664,000 additional unspent funds, mainly from grants that ended June 30, 2025.
- *Actual Levy revenue in FY25:* Actual tax revenues for FY25 were higher than projected, and interest on fund balance was higher than assumed. Together, these equal \$162k.
- *Interest on fund balance:* PCL did not include interest on fund balance when projecting available resources for grants in advance of the large grant funding round because historically, interest on fund balance has been small and was treated as part of reserves. Using the rate set by the City Investment Officer and estimating annual fund balance, we are currently projecting an additional \$880,821 in total interest accrued FY26-FY28. This is an estimate; actuals may vary based on interest rate and fund balance fluctuations.
- *City service area transition savings:* When PCL budgeted for FY26, our bureau was part of Vibrant Communities service area, and we had budgeted \$310,000 in anticipation of contributing to internal management costs for the service area. When the Vibrant Communities service area was dissolved as of 7/1/25, the \$310,000 that PCL anticipated contributing to Vibrant Communities management costs remained in PCL's account.

Staff recommendations for resource allocation

Staff recommend allocating additional revenues as described below.

Increase allocation to small grants fund by \$1 million

The Committee had allocated \$1.5 million over 3 years, for 6- 10 grants, to the small grants funding round for FY27- FY29. Staff recommend increasing that allocation to \$2.5 million over 3 years and funding up to 12 grants.

Rationale:

- Competition for these grants is high as reviewed earlier: \$10.4 million requested for \$1.5 million available; nearly \$7 requested for every \$1 currently available. By increasing the small grants fund from \$1.5M to \$2.5M over 3 years, we can absorb a few more grants and meet more need.
- Small grants require more management than large grants, because the purpose is to help smaller organizations build capacity with programming and managing a city grant. We had planned for 6-10 small grants, and staff has capacity to go up to 12 (grant size is \$81k- \$240k over 3 years).
- We caution the Committee against allocating more resources to small grants than we recommend due to trying to stay withing current staff capacity.

Increase funding to all current large grants by 8% (\$5.2 million)

Staff recommend increasing current large grants by 8% at a cost of approx. \$5.2 million. Grantees would budget the increased funds in years 2 and 3 of their current 3-year grants.

Rationale:

- *Make up for funding reductions and rising costs:* In December 2024 PCL anticipated a 21% decline in revenue in advance of the large grant funding round based on the economist's projections. PCL reduced to continuing grants and awarded lower grant amounts than applicants requested. Providing an 8% increase lessens the impact of those reductions and allows a cost-of-living adjustment to address rising costs and will help stabilize services for children and families as grantees manage federal, state and local funding cuts.
- *Stay withing PCL staff capacity:* We advise against revisiting the unfunded applications from spring 2025 large grants process. PCL awarded 94 of 168 applications -- over half -- and this resulted in a 20% increase in the number of grants PCL managed prior to 2025 but with the same staff capacity. Staff strategically determined a total number of large grants we could manage, knowing we had the small grants round coming up. Among the 76 unfunded applications, most scored below median, and PCL discontinued some for past performance.
- *Honoring community-centered process:* Amending contracts to increase current grants honors our past community-centered process that resulted in those grants. It keeps us on track with our current community-centered small grants process. There is no clear process by which staff or the Committee would reconsider the 76 unfunded applications, and staff do not have capacity to design a process to revisit them, much less take on more grants.

These 2 recommendations total approximately \$6.2 million of the \$6.5 million available. PCL staff recommend holding the remaining \$300,000 as reserves toward grant renewals in FY29.

Vote: Allocation Committee voted unanimously to accept the staff recommendations.

2024-25 Performance Report

Staff presented key program performance data, including trend data where applicable, and demographics of program participants served in 2024-25. The presentation focused on aggregate results Levy-wide and by program area.

The slides from the report are appended to these minutes.

*The **2024-25 Performance Data Appendix** is available on the Portland Children's Levy website:
<https://portlandchildrenslevy.org/about/reports/>*

Next Meeting is scheduled for April 7, 2026.

Adjourned 3:30 pm.